STUDENT CODE

CEDAR INTERNATIONAL ACADEMY NPC

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WELCOME TO CEDAR

We look forward to working with you at Cedar International Academy NPC (hereafter called Cedar). We trust that your time at Cedar is in response to God's calling. As you study and participate in the Cedar community, we require you to uphold the ethos, aims and objectives of Cedar which are based on:

- A Strong Foundation
  - Cedar students are grounded in the truths and values of God's word.
- Responsiveness to the Present
  - Cedar's teaching and learning programmes are current, relevant, and rigorous.
  - Learning is responsive and aligned to student needs, the social landscape, and global changes.
- Engagement in the Future
  - Cedar students are equipped to serve God and their communities, leading purposeful lives of service.
- The values of Kwasizabantu Mission (referred to as 'the Mission' or 'KSB')

This booklet outlines Cedar's practices and expectations to help you understand our culture. Please read carefully, initial each page, and sign at the end. Contact Management if anything is unclear. These policies form a key part of your induction and enrolment terms.

We trust that you will be blessed through your time with us as you serve the Lord Jesus Christ in this place.

Cedar reserves the right to implement and enforce all policies as outlined in this booklet.

ATTENDANCE POLICY

1) Because of the design of our onsite curriculum and assessments, timetabled teaching sessions are an important part of the student learning experience for all programmes. Much of the curriculum content is conveyed through in-class sessions. Such sessions also give students opportunities to interact with staff and other students about a variety of subjects and topics.
2) Cedar expects students to attend timetabled classes and to participate with any attendance registration or monitoring methods that are put in place.
3) Students are expected to attend scheduled teaching events, which may include (but are not limited to) lectures, seminars, tutorials, revision sessions, and all summative examinations and curriculum-related field trips.
4) Students are required to be punctual. Lateness is disruptive and discourteous to the lecturer and fellow students.
5) Attendance is for students' own professional and academic interests.
6) Remote attendance may be permitted in certain cases by prior arrangement.

Absence

7) If a student is aware in advance that they will not attend any scheduled learning/teaching events, they are required to complete the Student Leave Form accessed in Student Central Team under the Forms channel. The form automatically informs each lecturer selected in the form of your absence.
8) Where an absence falls at the time of an assessment or examination, a student must consult with the lecturer(s) regarding alternative arrangements before the time.
9) In the case of illness, students are required to inform a relevant staff member as soon as possible and complete the Student Leave Form.
10) Assessments that are missed because of student absence will be marked as failed unless prior arrangements are made. It is the student's responsibility to organise a variation to an assessment due date by applying to Management using the Assessment Extension Request Form in MS Teams.

Actions in the Event of Non-Attendance

11) Missed classes will not be rescheduled. The student is responsible for making themselves aware of all material presented in class and for all announcements and assignments missed.
12) Students who are absent because of Cedar or Mission sponsored activities that are approved by Management, will be permitted to make up any work missed during the absence.
13) Extenuating circumstances for which an absence may be excused include hazardous weather conditions, personal hardship, extended illness or hospitalisation, family emergencies, or death in the immediate family. Supporting evidence may be requested to verify the extenuating circumstances.

14) Any absence problems which cannot be resolved between the lecturer and the student are referred to the appropriate programme Head and if necessary to Management. The Academic Head is the final arbiter in all disputes relating to attendance.

ACADEMIC INTEGRITY

15) Cedar values academic integrity and aims to foster good scholarship and effective learning.

16) Cedar expects fair and honest behaviour in the practice of academic endeavours in all settings.

17) Cedar does not tolerate dishonesty and impropriety in academic work and imposes strict penalties on any student found acting dishonestly or improperly in assessment processes.

18) Stringent standards for academic conduct and conventions ensure that Cedar graduates have earned their certification without the quality of the degree being compromised in any way.

Academic Misconduct & Plagiarism Defined

19) Academic misconduct and plagiarism are considered serious forms of impropriety in higher education throughout the world, and students engaging in such misconduct risk receiving penalties ranging from a loss of marks, to, in severe cases, expulsion from the institution.

20) Academic misconduct is any conduct by which a student:

    a. seeks to gain, for themselves or another person, any academic advantage or advancement which they are not entitled to; and/or

    b. improperly disadvantages someone else.

21) Academic misconduct also includes, but is not limited to:

    a. cheating, acting dishonestly or otherwise attempting to gain an unfair advantage in any assessment task or colluding with or assisting someone else to do so;

    b. reusing or recycling an assessment task, in whole or in part, previously produced by the student and assessed in the same or another module or course offered by Cedar, or any other institution, without appropriate acknowledgement and without prior permission of the module or course lecturer;

    c. undertaking an assessment task, in full or in part, for or on behalf of another student;

    d. fabricating, falsifying or misusing documents;

    e. misrepresenting, fabricating or falsifying information, authorship or data;

    f. taking in and/or using unauthorised equipment, material, texts or information in a supervised assessment task;

    g. engaging in unauthorised communication of any form with any other person in a supervised assessment task;

h. attempting to bribe or coerce a staff member or student in order to gain an academic advantage;

i. communicating examination or quiz papers or answers to students during assessments;

j. claiming joint authorship with other authors without their permission;

k. interfering with any research-related property or material of another person, or assisting someone else to do so;

l. failing to comply with reasonable instructions from an examination invigilator; and/or

m. failing to comply with Cedar rules, policies or code of conduct, or instructions from supervisors while completing assessment tasks and/or undertaking Work Integrated Learning activities.

22) Plagiarism is a form of academic misconduct and is the use of another person's work without appropriate acknowledgement and includes:

a. the use of close paraphrasing of ideas, concepts, words, data or work of others without acknowledgement of sources;

b. presenting extracts from sources without appropriate referencing (Cedar adheres to American Psychological Association [APA] referencing conventions);

c. colluding with others to produce work that is presented misleadingly as the student's own work;

d. presenting under the student's own name, work substantially written by someone else (e.g. using a ghost writer, purchasing work from someone or an electronic site, or using work obtained freely from a person or an electronic site); and/or

e. failing to acknowledge work primarily produced by a collaborator.

Artificial Intelligence

23) Artificial Intelligence (AI) technology offers various ways to strengthen and support learning, such as making learning and teaching support material or providing help with understanding difficult concepts. However, the misuse of generative AI may be at odds with Cedar's mission to develop the gifts and talents that students bring to the Cedar community and using it as a substitute for genuine engagement with module materials is counterproductive to course outcomes. Students must consider carefully whether the way in which AI is used supports their learning or replaces the need to engage meaningfully with learning materials.

24) The following rules must be followed:

a. Use AI only as permitted and specified by the lecturer, supervisor, or publisher for the specific assignment or research. Some assessments may mandate the use of an AI tool, whereas other tasks require that no AI tools be used.

i. Ensure you understand your task brief and your lecturer's stance on the use of AI.

ii. Declare your use of AI and document its application.

b. AI answers or essays may not be presented as your own work. This is a form of academic dishonesty.

c. Tools for paraphrasing and language editing are classified as AI tools and may be detected by AI detection systems. Discuss the use of these tools with your lecturer/Phase Coordinator. Always keep a copy of your original, unedited work.

d. Should the use of AI be permitted in a module or while conducting research, be critical of what AI presents as answers. It could be biased, discriminatory, have a hidden agenda, make up or misrepresent sources or simply present false information as fact. Given these limitations, always apply your own knowledge of the subject and critical thinking to verify the information provided by AI with reputable academic sources.

e. If the use of AI is expressly allowed, it is essential to paraphrase the content, as with most other sources. In other words, rephrase the information into your own words. This aids in comprehending and fully understanding the concepts. Ensure that (in the case of research) the context in which the original research was conducted and the context in which the current research is conducted are not lost.

f. Proper citation and recognition of the use of AI are vital when the use of AI tools are allowed. Refer to the guidelines on how to cite AI.

g. Keep a record of your interaction with AI tools as evidence. You should keep drafts of before and after AI use in case you are asked to show them.

h. Respect copyright and intellectual property. Do not use Large Language Models (LLMs) and AI systems to plagiarise or infringe upon copyright and intellectual property rights. Give credit to the original creators when using their work, as you would like to receive credit for your own work.

i. Continuously Learn and Adapt. Stay informed about developments in LLMs and AI ethics, and best practices as well as risks. Protect the reputation of Cedar in the use of AI. Be open to feedback and willing to adapt your practices to align with evolving ethical standards.

25) If you are unsure about the appropriate use of AI, please contact your lecturer or Phase Coordinator. Getting feedback and advice early can assist you in using AI correctly and avoiding unintentional errors.

26) Cedar adheres to APA referencing conventions. Students and lecturers shall become familiar with these expectations and referencing standards and use APA guidelines to prescribe formatting standards for assessment tasks. The guidelines can be accessed from https://apastyle.apa.org/style-grammar-guidelines/references/examples#textual-works

Academic Integrity Module

27) Cedar offers a mandatory academic writing and study skills module (AWIC111) at the beginning of each program to introduce students to the conventions of academic writing and the expectations required of assessment tasks in the higher education environment.

Academic Penalties

28) Each case of academic misconduct is investigated independently.

29) One or more penalties may be imposed on a student found to have committed academic misconduct. Penalties are listed in escalating order of severity:

    a. reprimand;

    b. rewriting and resubmission of an assessment task, or comparable assessment task, which may be subject to marking only up to 50%;

    c. reduction in assessment mark;

    d. reduction in module grade;

    e. apply a Withdrawn/Failed status for the module;

    f. exclusion from enrolment in a particular course or module permanently or for a period of time;

    g. expulsion; or

    h. revocation of a graduate certificate in the case of a Cedar graduate being found to have submitted work containing plagiarism or academic misconduct after graduation.

Academic Investigations and Procedures

30) The Irregularities Committee is authorised to investigate academic offences in conjunction with lecturers relevant to the case, and to impose penalties for academic misconduct.

31) All suspected irregularities reported to the Irregularities Committee will be investigated.

32) If an alleged irregularity is confirmed by investigation, the issue may become a disciplinary matter.

33) For disciplinary matters relating to academic misconduct, the Irregularities Committee shall proceed with the case.

34) A student who does not attend a disciplinary hearing or examination or provide a written submission without having provided a reasonable explanation by the deadline given in the notice, shall be deemed not to have defended the complaint and accepts that the person investigating the case will proceed to determine the case in absence of the student.

Academic Appeals

35) In the case of an academic misconduct appeal, the matter is referred to the Board.

36) An appeal must:

   a. be delivered to the Programme Coordinator, in writing, within ten working days of the notification of the imposition of a penalty; or

   b. be submitted within twenty working days of the notification of the imposition of a penalty if the appeal relates to exclusion or expulsion; and

   c. present a case (with supporting evidence) that demonstrates how the original investigation did not conform to the proper process and procedures or that the evidence did not support the original decision.

ADMISSION AND REGISTRATION

37) Cedar reserves the right to maintain registration only for students who do not have outstanding money owing to Cedar. Cedar reserves the right to withhold results until all debts are settled.

ASSESSMENTS

Assessment Responsibilities

38) Students are responsible for:

   a. complying with assessment requirements, undertaking assessment tasks conscientiously, submitting assessment tasks by the due date, engaging with feedback provided, and ensuring their work is authentic;

   b. being aware of and abiding by the provisions of the Student Behavioural Misconduct Policy, and the Academic Integrity Policy;

   c. finding and reporting examination timetable clashes. Clashes shall be reported to the Administrator in writing as soon as possible after the release of the timetable to allow time to make changes;

   d. complying with examination requirements and instructions given by invigilators;

   e. behaving respectfully in all assessment environments, whether on campus, online, or in work integrated learning settings; and

   f. reading and acting upon, as appropriate, all notices and correspondence (written or electronic) from Cedar.

Assessment Procedures

39) Submission of Assessment Tasks.

   a. Assessment items must be submitted electronically through MS TEAMS (Cedar's official assessment portal) unless directed otherwise.

b. Students will submit each assessment task by the deadline specified.

c. Students bear responsibility to ensure that assessments are uploaded successfully. If any doubt exists, the student must contact the relevant lecturer to confirm that the submission was successful. Empty, incomplete, or incorrect submissions are marked according to what is received by the due date.

d. Electronically submitted assessment tasks must be submitted at 16h00 on the due date using the current (UTC+02:00) South Africa Standard Time zone, unless otherwise stated in the assessment task information. Time zone differences must be considered by students to avoid rejection or penalties for late submission.

40) Re-submission Guidelines.

a. Resubmissions will not be permitted, except under exceptional circumstances and at the discretion of Academic Management.

41) Extensions and Late Submission of Assessments

a. The granting of any extension is at the discretion of Academic Management and is **not** automatic.

b. Students seeking an extension for submission of an assessment task must apply:

i. to Academic Management

ii. before the due date

iii. using the relevant form (Assessment Extension Request Form)

c. Extensions of up to 7 calendar days may be granted without supporting documentation at the discretion of Academic Management, however, documentation may still be requested.

d. Extensions of more than 7 calendar days must have supporting documentation, such as medical certificates or death notices, letter from employer etc. as applicable.

e. An extension will not be granted beyond the end of the examination period for the semester. A special extension may be accepted in the event of special circumstances, e.g. hospitalisation or death of a close relative, where these special circumstances are adequately documented.

f. Late assignments must be submitted by email.

g. Late submissions for which extensions were not granted, will receive a zero (0) mark.

Assessment Grading System

Grade	Achievement Description	Numerical
HD	High Distinction – addresses the assessment criteria to an excellent standard. Outstanding achievement of the learning outcomes. Superior level of knowledge and skills displayed.	85% or above
D	Distinction - Addresses the assessment criteria to a very high standard. Very good achievement of the learning outcomes. Very high level of knowledge and skills displayed.	75%–84%
M	Merit - Addresses the assessment criteria to a high standard. Good achievement of the learning outcomes. High level of knowledge and skills displayed.	65%-74%
P	Pass - Addresses the assessment criteria to a satisfactory standard. Satisfactory achievement of the learning outcomes. Adequate level of knowledge and skills displayed.	50%-64%
F	Fail - Fails to adequately address the assessment criteria. Does not achieve the learning outcomes. Does not display an adequate level of knowledge and skills.	Less than 50%

Assessment Irregularities

42) An assessment irregularity is any actual event, act or omission, and any alleged event, act or omission, which can compromise the integrity, credibility, security, or fairness of assessments. If students are found guilty of an assessment irregularity (dishonesty), they could be disqualified from the assessment, have their assessment declared invalid, or have other appropriate action taken against them by the Irregularities Committee.

Assessment Appeals

43) In the case of discrepancies relating to assessments and marking, students are encouraged to communicate with the lecturer directly. If no agreement or resolution is reached, the option to engage in the appeals process may be explored.

44) A student who wishes to appeal the outcome of an academic assessment task must:

   a. submit the concern to the Administrator in writing using the Student Grievance Form;

   b. appeal within seven (7) days of the release of the original marked assessment;

   c. present a case demonstrating:

      i. how the original marking was inconsistent with the relevant marking guidelines;

      ii. how the marking was inconsistent with the rubric as set out in the module guide/outline; or

      iii. whether there is evidence that the performance in the module by the entire class suggests a generic issue with the module.

45) If the student's appeal results in a re-mark of an assessment task, the re-marking is to be undertaken by an appropriately qualified marker who did not originally mark the assessment task, at a specified cost.

46) Only a single remark will be permitted, and the outcome of the remark will be recorded as the final mark for that assessment task, irrespective of the original mark.

47) Academic Management will inform the student of the outcome of his/her appeal after consultation with the lecturer concerned.

48) The decision of Academic Management is final, and no further discussion will be entered into.

BEHAVIOURAL MISCONDUCT

49) This policy reflects the core values of Cedar and should be read in conjunction with other relevant Cedar Policies and Codes.

50) The conduct of each student is vital for maintaining an environment that ensures all people are treated in a fair manner. Therefore, Cedar requires a commitment from each registered student to:

    a. uphold the values and principles of Cedar by not acting in any manner that may bring Cedar into disrepute;

    b. represent Cedar honourably and with commitment;

    c. strive to build an inclusive and understanding culture that recognises the diversity of our students and staff;

    d. address unfair discrimination; and

    e. protect and uphold the integrity of Cedar's qualifications in all their dealings with Cedar.

51) All students are required to read and understand this policy and to comply with the spirit of the content and underlying intention and values/principles of the document.

52) This policy establishes a common understanding of how discipline shall be administered and the procedures to be followed. However, Cedar recognises that it is not possible to capture every conceivable scenario and the context of each situation may require adjustments to be made to ensure equitable and fair outcomes are achieved. Depending on the gravity of the misconduct, Cedar reserves the right to take any suitable action as an interim measure until due process is completed.

53) It is the responsibility of The Student Advisory and Leadership Management Committee to maintain discipline at Cedar and the policy upholds the right of the Committee to impose disciplinary action against any student for misconduct, up to and including expulsion from Cedar. Additionally, certain types of misconduct may be covered by other specific Cedar policies such as the Academic Integrity Policy, or Harassment, GBV and Discrimination Prevention Policy.

Scope

54) The Behavioural Misconduct policy applies to all students registered at Cedar in a full-time or part-time capacity. It includes conduct both on and off the Cedar premises, where students are engaged in activities as Cedar students, or where they represent or are seen to represent Cedar or can be identified as Cedar students. Students that are not actively enrolled in a course but who have a continued relationship with Cedar are also included.

55) The policy applies to all activities including but not limited to the use of digital learning platforms, Internet and IT infrastructure, social media, communications, class attendance, and interactions with fellow students and professionals.

Principles

56) All students are required to conduct themselves appropriately during daily activities and in the course of interactions and communications with other students, staff, external organisations and the broader community. This includes conduct that upholds respect, social responsibility, integrity, fairness, courtesy and dignity.

57) Students must always comply with all relevant policies, instructions, and expectations as updated from time to time. Students bear the responsibility of ensuring they are familiar with these policies and expectations and ignorance will not be accepted as an excuse for a transgression, or as a basis for an exception to any of these policies and expectations.

58) Discourteous or unseemly conduct may result in a student being asked to leave the classroom. Persistent or serious misconduct on the part of a student may result in further disciplinary action.

Behavioural Misconduct Defined

59) Specific acts of behavioural misconduct include:

   a. Failure to comply with Cedar rules or policies and Residence agreements;

   b. Conduct involving acts or threats or violence, harassment, intimidation or discrimination, abuse, coercion, deceit or other conduct (whether by physical, verbal or electronic means) in a context reasonably connected to Cedar that:

      i. Threatens or endangers the health, freedom or safety of any person;

      ii. Obstructs a Cedar Representative or student in the performance of their duties; or

      iii. Interferes with teaching, research or related activities, the ability of a Cedar Representative or student to pursue their studies and related activities or proceedings of Cedar;

   c. Attempted or actual endangerment of, or damage to, or wrongful dealing with any persons and/or property;

   d. Forgery, alteration, or misuse of any Cedar document, record or instrument or identification;

e. Defamatory conduct causing harm to the reputation, good order and governance of Cedar;

f. Failure to comply with or ignoring reasonable direction/instruction of staff (including safety and security staff or contractors);

g. Unauthorised possession of property, duplication or use of keys and/or access to buildings;

h. Unlawful use, possession, cultivation or distribution of drugs or alcohol;

i. Illegal or unauthorised possession or use of firearms, ammunition, explosives, other weapons or chemicals on Cedar premises;

j. Disorderly or indecent conduct, breach of peace, or aiding or procuring another person to breach the peace on Cedar premises or at activities connected to Cedar;

k. Theft or other abuse of Cedar resources or facilities, including but not limited to:

   i. Unauthorised entry into a file;

   ii. Unauthorised transfer of, or change to, a file;

   iii. Unauthorised use of another person's identification and password;

   iv. Use of IT equipment to interfere with the work of another person; and

   v. Use of IT equipment to send obscene or abusive messages;

l. Divulging any confidential information relating to any Cedar intellectual property;

m. Influencing or attempting to influence another person to commit an act of misconduct; and

n. Any form of criminal activity or actions that may lead to such activity.

Penalties

60) One or more of the following penalties may be imposed on any student found to have committed behavioural misconduct.

Minor penalties include:

- Reprimand
- Probation
- Written and/or public apology
- Withdrawal of privileges for a period of time
- Fine and/or restitution payment for the full costs of, or replacement of the damaged property or compensation for personal injury as determined by The Student Advisory and Leadership Management Committee
- Some form of exclusion as determined by The Student Advisory and Leadership Management Committee

Major Penalties include:

- Fine and/or restitution payment for the full costs of, or replacement of the damaged property or compensation for personal injury as determined by The Student Advisory and Leadership Management Committee
- Withdrawal of privileges for a period determined by The Student Advisory and Leadership Management Committee
- Residential exclusion from all residential facilities for a period determined by The Student Advisory and Leadership Management Committee
- Residential expulsion
- Exclusion from enrolment for a period determined by The Student Advisory and Leadership Management Committee
- Exclusion from Cedar premises for a period determined by The Student Advisory and Leadership Management Committee
- Expulsion
- Revocation of award

61) In addition to any penalty imposed, the student is also required to pay the costs of restoring any damaged equipment, property and/or building and any other costs in restoring the damaged item/s to their original state.

62) A student who is excluded or expelled from Cedar relinquishes all positions they may occupy on committees or boards within Cedar or the residences.

Overview of the Discipline Process

63) The student disciplinary process for misconduct are typically as follows:

64) A complaint is filed, or report of wrongdoing received and forwarded to the Student Advisory and Leadership Management Committee.

a. An accused student (respondent) and the alleged victim (complainant, when applicable) receives written notice of alleged violation(s) from The Student Advisory and Leadership Management Committee.

b. An investigation is conducted into the alleged violation(s). This includes an opportunity for all relevant parties to present information for consideration in the investigation and determination process.

c. If a respondent is found responsible for a violation of policy or relevant expectations or instructions, corresponding sanctions are determined.

d. The respondent receives written notice of the outcome of the investigation and corresponding disciplinary action from The Student Advisory and Leadership Management Committee.

e. The respondent may appeal the decision and/or corresponding disciplinary action.

65) Every effort will be made to conclude disciplinary processes within a reasonable timeframe. Ideally, subject to the complexity of a case and circumstances beyond the control of Cedar, a disciplinary procedure shall be concluded within 20 days.

Behavioural Disciplinary Process and Procedures

66) Generally, allegations regarding a student's conduct will be adjudicated through a process governed by The Student Advisory and Leadership Management Committee.

a. Once a complaint is received of alleged student conduct violation, The Student Advisory and Leadership Management Committee will send written notice to the student accused of wrongdoing and the complainant (if applicable).

b. The Student Advisory and Leadership Management Committee shall then begin an investigation. During the investigation, The Student Advisory and Leadership Management Committee will meet with the respondent, and with the complainant (if applicable), to allow the party to review evidence and to present any additional information they would like considered during the investigation. If a party fails to respond, fails to meet with The Student Advisory and Leadership Management Committee, or chooses not to provide witnesses or evidence by the date specified in the written notice, then The Student Advisory and Leadership Management Committee will proceed with the investigation and make a determination based upon the information available at that time.

c. Upon completion of the investigation, The Student Advisory and Leadership Management Committee shall make a determination of responsibility. If it is determined that no violation occurred, the matter will be dismissed. If the respondent admits responsibility or if The Student Advisory and Leadership Management Committee determines a violation has occurred, then corresponding disciplinary action(s) may be imposed. Depending on the alleged conduct, a respondent's entire record of both academic misconduct and behavioural misconduct may be considered when determining appropriate sanctions. The respondent will be notified in writing of the determination of responsibility and any corresponding disciplinary action.

d. The respondent may accept the determination and any disciplinary action imposed which closes the matter. Alternatively, the respondent may appeal the determination and/or disciplinary action to the governing body.

e. To initiate an appeal, the respondent must file an appeal request with the Chair of the Board of Directors in writing within three (3) business days of the written outcome of the investigation issued by The Student Advisory and Leadership Management Committee. The appeal must include the specific grounds and reasons for the appeal. The Chair or nominated delegate will then review the student's written appeal request and determine if there are sufficient grounds to support an appeal and if the information submitted supports reconsideration of the decision of The Student Advisory and Leadership Management Committee. All parties will be notified in writing of whether or not the appeal request will proceed.

67) If a decision is made to accept the appeal request and reconsider the matter, the Chair or nominated delegate will adjudicate the matter. At this time, the Chair or nominated delegate may review and consider information and evidence from the initial investigation conducted by The Student Advisory and Leadership Management Committee and any additional information or evidence provided by a party. The Chair and/or nominated delegate will evaluate the information, make a final determination, and notify the parties of the outcome in writing. Decisions made by the Chair and/or nominated delegate are final and not subject to appeal.

COMMUNICATIONS AND SOCIAL MEDIA

Purpose

68) Cedar is committed to providing a safe and secure environment in the context of social media and communications, where each Representative of the Organisation's community can engage in safe interactions.

69) The policy provides guidelines for proper communications through recognised channels at Cedar.

70) For the purposes of this policy, 'Representative' means an employee, contractor, agent, appointee, student, volunteer and any other person engaged by the Organisation to undertake some activity for or on behalf of the Organisation.

Principles

71) Communications by Representatives of the Organisation should always maintain a consistent, professional tone.

72) Language used in all communications should be responsible and respectful. Communication will not include speech that is abusive, hateful, discriminatory, racist, slanderous, disrespectful, profane, blasphemous, defamatory or anything that may bring the Organisation into disrepute. Representatives are reminded that all their actions and behaviours may reflect on the Organisation.

73) Communications involving topics such as politics and race should always convey respect and regard for others.

74) All communications must comply with the Protection of Personal Information Act 2013 (POPIA).

Media and Social Media

75) Activity on personal networking sites may affect the image of the Organisation and/or Organisational relations. Hence, it is expected that Representatives conduct themselves appropriately on media and social networking sites and understand that they may be held accountable for any posts connected to their personal social networking accounts or online identity. The Organisation's brand is represented by its people and what you publish will inevitably reflect on you and the Organisation.

76) Representatives of the Organisation should be responsible and exercise discretion in regard to content, security, privacy and access to personal social media activities.

77) Representatives shall not post photos ('tagged' or 'untagged') of other Representatives or make comments about other Representatives of the Organisation on media and social networking sites without express permission from Management.

78) To protect the image of the Organisation and corporate information, Representatives shall not capture or share photographic material of the workplace or the Organisation logos or any marketing devices associated with the Organisation without express permission from Management. Unauthorised capturing or sharing of photographic material of the workplace may result in disciplinary action.

79) Representatives shall not use social networking sites for official Cedar related communications. Use official Cedar communication avenues.

80) Representatives shall not make defamatory or disparaging comments about Cedar or members of the Cedar Community which could harm the reputation of Cedar or an individual.

81) In line with POPIA, confidential or personal information of any stakeholder of Cedar may not be shared on media or social media platforms including images. Students are not permitted to take photographs of anyone without proper consent.

82) Use appropriate channels and procedures to bring grievances, dissatisfaction or concerns to the attention of Management, not public platforms.

83) Representatives shall consider the implications of their public profile:

    a. Maintain professionalism at all times.

    b. Be mindful that whatever you publish will be public for a long time, possibly for your entire career.

    c. Do not assume that posting anonymously will keep your true identity secret if you publish inappropriate comments and content.

Communications

84) Cedar related email communications must originate from an official Cedar email address. Personal email addresses are not to be used for Cedar communications (see Computing and Internet Policy for more detail).

85) Cedar issues students with a Cedar email address. Students are responsible for checking their Cedar email address at least once a week.

86) Microsoft Teams provides an excellent platform for internal communications. Please use this platform whenever possible to communicate.

COMPUTER AND INTERNET USE

Purpose

87) Cedar provides equipment and systems for registered students to use responsibly and effectively in their studies.

88) Integrating Information Technologies (IT) into education is an important part of learning and equipping students with skills for the workplace, relevant to the 21st century. IT enables students to learn and demonstrate teacher roles and basic competencies that relate to the use of technology in the contemporary classroom in keeping with latest technological developments.

89) Although the Internet is recognised as a rich source of information for research and learning, it also contains many dangers and potential for harm. Therefore, it is important that users take care when using the IT at Cedar.

90) The Computer and Internet Use Policy and Manual sets out guidelines for using Cedar resources relating to Internet connection, network and IT equipment by addressing the proper, equitable, and safe use of IT resources, whilst allowing access to the Internet and tools for effective learning at Cedar and efficient study outcomes.

91) Non-academic use of Internet requires permission from Academic Management. Please use the chat feature in MS Teams to ask for permission.

92) Students are required to sign off on the Computer and Internet Use Policy and Manual for Computer and Internet Use.

93) YouTube is accessible to students between 8h30 – 12h30, and from 14h00 – 18h00.

94) Internet filtering applies to all devices to keep everyone safe.

DRESS

95) Cedar students present themselves decently and modestly, as is acceptable within the community. Personal cleanliness is imperative and a principal virtue to everyone.

DRUG AND SUBSTANCE USE/ABUSE (zero tolerance policy)

96) Cedar is a no-smoking environment as provided for in the Tobacco Products Control Act, 2007. For the protection of staff and students, smoking is not permitted within any area of the property, nor at any Cedar related activity or function. For the purposes of this policy, all areas of Cedar and the Mission are considered public spaces and the zero-tolerance policy applies in all such places.

97) Cedar is a drug-free and alcohol-free environment. Any instance of prohibited substance use may be directed to KSB security to perform substance testing or search for possession of prohibited substances as the need arises.

98) In this policy, a drug is defined as “any substance which, when taken into the body, alters its function physically and/or psychologically”.

99) A drug/substance free environment is one in which there will be no:

a. smoking, sniffing and chewing of addictive products;

b. foods containing cannabis;

c. possession or consumption of alcohol or any prohibited/illegal substances according to the KwaSizabantu Mission Code of Conduct;

d. inhalation of solvents;

e. possession of drug-related equipment (syringes, pipes, etc.) except in cases of lawful medical use;

f. possession or use of prohibited drugs in accordance with the Medicines and Related Substances Act, 2008; or

g. possession of more than a reasonable dose of any medication.

100) For any prescription drug referred to in schedule 3 and above of the Medicines and Related Substances Act 2008, a prescription is required. Medication referred to in schedules 0-2 must be used for its indicated purpose and dosage, unless prescribed differently by a medical practitioner.

101) Drug/substance use may result in:

a. Cedar taking actions according to the Employee Disciplinary Code or Student Code of Conduct;

b. counselling arrangements;

c. referral to internal security services; or

d. referral directly to the Police Department.

102) If possession of drugs or alcohol is suspected, Cedar has the right to search the rooms and belongings of the suspected person at any time. Appropriate consideration for gender in the search team will be observed and a search will be performed with at least two people in attendance.

103) Possession or supply of illegal drugs may lead to police involvement and may result in dismissal.

EMERGENCY AND EVACUATION INFORMATION

104) In the event of an emergency, the first concern is the safety of students, staff, contractors and visitors. In all cases, put life preservation before any other goal during emergencies.

105) The Safety Health and Environment Rep (SHE Rep) will ensure that emergency procedures are rehearsed at least once every year.

106) The SHE Rep will ensure evacuation routes are displayed in each building.

107) Emergency instructions will be communicated to staff, students and long-term visitors via the policy and through training at the beginning of each year, at emergency procedure rehearsals or as the need arises at other times.

Emergency Alarms

108) The standard evacuation signal shall be three long blasts (5 seconds each) on the evacuation horn.

109) The bomb/gas evacuation signal shall be 10 short blasts (1 second each) on the evacuation horn.

110) The 'all clear' signal shall be one long blast (10 seconds) on the evacuation horn.

Emergency Student Responsibilities

111) Students have responsibility to:
    a. be familiar with the evacuation plans/maps;
    b. know the location of each exit;
    c. identify a secondary exit, if applicable, in the event that a primary exit is unavailable;
    d. cooperate with emergency procedures and rehearsal drills; and
    e. report any instance of fire or fire danger to staff immediately.

112) In the event of an emergency, Students will:
    a. follow instructions from staff;
    b. proceed to the nearest emergency assembly point if instructed to do so;
    c. remain calm and quiet so that reporting/roll call procedures can be completed efficiently.

SAFETY, HEALTH & WELLBEING

113) Cedar is committed to establish and maintain a safe environment for all Cedar Representatives and visitors.

114) Everyone is responsible and accountable for participating in the building of a safe and healthy environment for all Cedar Representatives.

115) It is the policy of Cedar that all Representatives will report any hazard or near miss that has the potential to be a risk to a person's health, safety or welfare.

116) To assist in the event of injury and medical emergencies, Cedar provides first aid facilities.
    a. First aid personnel are available during regular office hours of 7h00 – 16h00 each business day, and at the Residences as required.
    b. First Aid kits are available at key locations throughout the premises.
    c. Incidents and injuries must be reported to Cedar staff at the earliest opportunity.

117) Students have a responsibility to:
    a. take care to protect their own well-being and safety and that of others;
    b. report any hazard using the appropriate form; and
    c. follow all safety requirements, policies and procedures.

STUDENT GRIEVANCES

118) Students and staff are expected to conduct themselves in such manner to respect the welfare of others. In cases where such conduct is not observed, the Student Grievance Policy ensures that students have an official avenue to voice grievances to the Management Team or Board regarding unacceptable actions by other students or staff of Cedar, and that Cedar has a consistent way of resolving these grievances in a fair and just manner.

119) The Grievance Policy applies to all students registered at Cedar and lays out a framework for the resolution of grievances that arise from misconduct or any other grievance a student might have. The Grievance Policy is available on Cedar's website at https://www.cedar.ac.za/study-at-cedar/policies/

120) Academic result discrepancies shall be brought to Academic Management. Please note that Cedar does not recognise grievances relating to academic judgement. Cedar's position is that academic judgement is a proper part of higher education. However, if you have evidence that a bias has occurred or due process was not followed, then you may proceed to pursue a grievance through the grievance process.

121) A grievance shall be lodged formally and in writing using the prescribed form available through TEAMS.

HARASSMENT & DISCRIMINATION

122) Every member of Cedar has a shared responsibility to treat people with respect and fairness regardless of race, culture, gender, and background. Everyone has an obligation to report abuse, harassment, or discrimination immediately as they become aware of such conduct.

123) The general principles of acting with courtesy, fairness, respect and equity apply at all times. The following behaviours are specifically not tolerated:

   a. discrimination;
   b. harassment;
   c. vilification;
   d. unjustified criticism or false accusations of harassment, discrimination or misconduct;
   e. Gender based violence (GBV); or
   f. sexual harassment.

Discrimination

124) Unlawful discrimination generally occurs when someone is treated less favourably than others because of any act or omission, which directly or indirectly imposes burdens, obligations or disadvantage on, or withholds benefits, opportunities, or advantages from any person because of such factors as age, race, ethnic or social origin, colour, disability, religion, culture, or language.

Harassment

125) Harassment is unwelcome behaviour which is humiliating, intimidating, or threatening.

126) Harassment may also be referred to as bullying or 'picking on' someone.

127) Harassment occurs when certain behaviour is used by a person to have power over another person or group. The behaviour may be:

   a. physical;
   b. verbal;
   c. non-physical; or
   d. non-verbal.

128) Harassment may be related to:

   a. physical attributes, e.g. size, appearance, coordination, etc;
   b. ethnic or cultural background;
   c. financial or social status;
   d. intellectual capability;
   e. sporting ability;
   f. attitude to learning; and
   g. cyber bullying.

129) Harassment can include:

   a. abusive, insulting or offensive language or comments;
   b. aggressive behaviour;
   c. teasing or practical jokes;
   d. unjustified criticism or complaints; or
   e. spreading misinformation or malicious rumours.

130) Harassment can be direct or indirect. Indirect harassment comprises acts or remarks which are not aimed directly at the person, such as gossip or destruction of property.

Vilification

131) Vilification is any form of conduct by a public act that incites hatred against, serious contempt for, or severe ridicule of another person or a group of persons.

Sexual Harassment

132) Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature and is also classed as a form of bullying. Sexual harassment is defined by law from the perspective of the recipient, and it occurs if the behaviour makes a person feel offended, humiliated or intimidated and it is reasonable in all the circumstances that the recipient would feel that way. Sexual harassment can be obvious or indirect, verbal or physical,

written or visual, repeated or once-off and perpetrated by males or females against people of the same or opposite sex.

133) Forms of sexual harassment may include:

a. the distribution or display of offensive visuals, objects or written material;

b. repeated unwelcome requests for social outings or dates;

c. behaviour that may also be considered an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications;

d. suggestive comments, sexual jokes, intrusive questioning, messages or telephone calls of a sexual nature;

e. accessing sexually explicit internet sites;

f. direct requests, or subtle pressure for sexual favours;

g. leering or unnecessary familiarity;

h. unwelcome physical contact such as patting, embracing, kissing, deliberately brushing up against someone or touching;

i. language or body gestures that intimidate, cause fear and/or discomfort; or

j. questions about sexual activity or sexual orientation.

134) Other examples of behaviour that may constitute sexual harassment include:

a. lewd suggestions, inappropriate whistling, foul language and obscene gestures; and

b. offensive comments about a person's physical appearance, dress, private life or sexual orientation.

LIBRARY INFORMATION

135) Cedar wants all students to achieve their highest academic potential and makes academic support resources available to assist each student in meeting their academic goals. Students, however, are ultimately responsible for their own academic success and should take the initiative to make use of provided resources as needed.

136) The Resource Panel is committed to supporting the Mission Statement and Christian ethos of Cedar. The Library is an extension of the classroom and is thus an integral part of the education program.

Conduct in the Library

137) Kay Stegen Library is a place for reading, studying and using or borrowing library materials. People wishing to use the library must respectfully maintain an environment in which all library users can enjoy the library's resources and facilities.

138) To help facilitate an orderly and respectful environment:

a. communication devices must be turned to silent when entering the library until departure;

b. calls must be taken outside of the library;

c. talking must be kept to a minimum and at a low level;

d. when listening to recorded lectures or audio materials, headphones must be used with respect for other library users;

e. when users have finished with library materials, resources shall be returned to the designated returns area;

f. users shall leave the space they have occupied neat and tidy; and

g. care must be taken when consuming food and drink in the library resource area to prevent damage to resources and devices.

139) Persons conducting themselves contrary to these rules or in any way which is not a proper use of the library, or which interferes with the comfort, convenience or use of the library by others:

a. may be asked to leave the library; and/or

b. denied access to the library; and/or

c. have their borrowing rights revoked and/or

d. incur such penalties as deemed appropriate by the Disciplinary Committee.

Borrowing Resources

140) All library materials must be properly checked out at the front desk.

141) The normal borrowing time is 2 weeks:

a. A maximum of 3 resources can be borrowed at any one time.

b. After the 2-week borrowing period, renewals are permitted unless the resource is in high demand.

142) Borrowers remain responsible for the care of library materials until they are returned to the library.

143) Penalties apply to library materials returned after the due date (R10 for every day that the resource is overdue).

144) Unpaid penalties may lead to the suspension of borrower's privileges until payment in full of all penalties has been made.

145) Where penalties remain unpaid at the end of the academic year, Cedar may withhold examination results or refuse registration for the next academic period until full payment of all penalties has been received.

146) Damages to resources shall be charged according to the replacement value.

Textbooks

147) Students are encouraged to purchase any required textbooks with the aim to keeping such resources for future use in their career.

TEACHING AND LEARNING EXPECTATIONS

148) Cedar's commitment to meeting the needs of its students is of paramount importance whilst aiming to maintain high standards of professional conduct in all activities. Likewise, it holds expectations about the responsibilities that students have as they pursue their studies within the Cedar environment. The following expectations have been formulated to create an environment of mutual respect and trust.

149) Cedar Staff expect that Students will:

a. Be conversant and comply with relevant Cedar rules, policies and procedures;

b. Be prepared for academic study, for example by:

   i. having the necessary language and skills to engage in learning activities;

   ii. seeking advice and extra help to enhance the skills required for successful study where a lack may be detected; and

   iii. taking the initiative and flagging any concerns that may be relevant to another student's successful study progress.

c. Be aware of the seriousness of academic misconduct and plagiarism and ensure students submit work that is their own (Academic Integrity Policy);

d. Ensure that an amount of notional study hours is set aside equal to the credit allocation for each module in order to study effectively and recognise that if they do not have the basic background knowledge and skills for a module, students may require additional time for study;

e. Engage with Microsoft Teams and any provided materials to understand module requirements (e.g. assessments, online discussions, laboratory classes, etc.) from the commencement of the study period, and access their student Cedar emails and Student Central in Teams regularly for important Cedar communications (Computing and Internet Policy);

f. For Cedar and academic communications, contact staff via email or MS Teams in the first instance,

g. Do not use Gmail or other email accounts for academic emails (Communication and Social Media Policy);

h. Meet expectations communicated by the Module Lecturer with respect to study requirements such as completing prescribed readings and other prescribed activities;

i. Promptly seek assistance from the Module Lecturer and relevant staff when issues arise. Check whether an answer is readily discoverable (check relevant forums) before posting on Teams or emailing academic staff;

j. Conduct themselves courteously and with respect when interacting with their peers, lecturers and administration staff;

k. Attend and/or actively participate in scheduled teaching and learning activities; and

l. Strive toward being accountable for their own learning by practising independent, self-directed learning and professional and ethical conduct.

WEAPONS POLICY

150) A weapon is defined as any implement designed for inflicting harm on another person. This includes any object, device or instrument designed as a weapon, which may be used to inflict injury or self-harm, including, but not limited to, firearms, air guns, pellet guns, bb guns, fake weapons, blades, clubs, metal knuckles, throwing stars, explosives, guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon.

151) No person shall use articles designed for other purposes, such as laser pointers, belts, Stanley knives, scissors, multitools, or pocketknives etc, to inflict bodily harm or intimidate others. Such use will be treated as the possession and use of a weapon.

152) Students are not permitted to possess, use or distribute weapons when on campus grounds or at Cedar sanctioned events (including field trips, camps, outdoor learning etc.).

153) Security may be called to attend if the weapon or situation is considered dangerous.

154) If a student is found to be carrying a weapon, the incident shall be investigated and documented.

155) Where applicable, the student is to be disciplined and/or counselled. This may include confiscation, suspension or expulsion according to the proper disciplinary procedures.

DISCLAIMER

156) The terms and provisions in this publication are subject to change without prior notice if necessary, to keep Cedar policies, regulations, and procedures in compliance with statutory requirements and/or with other rules and regulations as may be required by law.

Glossary

Academic Integrity is the practice of acting fairly, honestly, and ethically in academic endeavour.

Cedar Representative means an employee, student, contractor, agent, appointee, volunteer and any other person engaged by Cedar to undertake some activity for or on behalf of Cedar.

Grievance/complaint is the concern raised by a student about an attitude, behaviour or action affecting the rights, status or privileges of the student or that which affects his/her studies or life as a student for which he/she is seeking a resolution.

Incident means work-related injuries, incidents and dangerous occurrences.

Invigilator refers to the person supervising candidates during an examination.

Misconduct means improper and/or unacceptable behaviour by a student, which falls below the standards that might be expected or reasonably be expected of a student, leading to such a students' failure to adhere to the rules and policies of the organisation. Such behaviour is normally deliberate and not as a result of circumstances beyond the control of the student.

Social Media is the avenues that allow communications to a defined audience. It consists of websites and applications that help individuals to present information to an audience.

Social media platforms are built (and used) for broadcasting. Messaging apps are built (and used) for communication. Facebook, Twitter, Instagram and other social platforms are all designed to broadcast messages to a wide audience (Social Networking). The likes of Signal, Telegram, WhatsApp, WeChat, Skype and iMessage are messaging apps built and used to communicate most commonly between two individuals (and sometimes small groups) and are referred to as Social Media.

Social Networking includes platforms that interact with a wide, undefined, public audience. Social networking involves staying connected through public sites such as Facebook, Twitter, Instagram etc.

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