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GENERAL AND ACADEMIC CODE OF CONDUCT

Document Number	10/VER001/23
Responsible Department	Training Department
Responsible Person	Head of Training
Approved by	Board of International Agricultural Academy for Africa (Pty) Ltd
Date of Approval	April 25, 2023
Implementation Date	July 10, 2023
Review Date	January 2024

GENERAL CODE OF CONDUCT

Vision

The Vine Academy and Model Farm is a Viticulture Academy that offers Industry Driven and Vocational qualifications within an Academic Value Chain and accreditation from the South African Qualifications Authority.

Purpose

The purpose of this code of conduct is to establish a purposeful living and working environment where discipline and order are maintained. The Vine Academy and Model Farm reserves the right to amend this code of conduct from time to time.

Rules and Disciplinary System

- Students and their parents/guardians must be well informed of all rules and the disciplinary system applicable to the Vine Academy and Model Farm.
- Students and also their parents/guardians sign this document in confirmation that they accept the contents thereof and undertake to promptly comply with the provisions contained herein.
- When students are admitted to the residence, these admissions are subject to these rules and disciplinary system, and both students and their parents/guardians accept the content thereof and undertake to comply promptly with the provisions contained herein.

Premature Discontinuation of Studies

The semester fees of students who discontinue their studies prematurely are not refunded. The person responsible for the payment remains responsible for all outstanding fees for the semester in which studies were discontinued. Refer to the financial policy.

RULES OF CONDUCT

Introduction

- These rules were drawn up with the aim to:
 - establish good order and discipline.
 - provide a safe and protected environment for all students.
 - establish an authority structure.
 - protect and flesh out the academy's good name.
- Students should thoroughly familiarize themselves with the content and meaning of the rules before signing them. Any violation of this can lead to disciplinary action and sanctions.

VAMF Management

- "VAMF MANAGEMENT" or "MANAGEMENT" includes but is not limited to CEO, board members and lecturers.
- Management is responsible for:
 - maintaining general discipline.
 - ensuring that the code of conduct is scrupulously observed.
 - ensuring that a STUDENT COMMITTEE (SC) is elected each year.
 - look after students' safety and well-being.
 - investigate violations of this code of conduct and serious offences
 - where necessary to the Management Committee for Disciplinary Investigation and refer to further steps.

The Student Committee (SC)

- The SC reports to Management.
- The SC consists of four second-year students two men's and two women's portfolios and one first-year lady and one first-year male student elected by students annually. The number of students on the SC may change annually.
- The SC is responsible for general discipline and recording and living out their respective portfolios.
- The SC must report weekly on residence matters and portfolio progress to management.
- The SC must report any offence in terms of the code of conduct to management and submit evidence thereof. SC members do not deal with violations without informing management about the matter.
- Management reserves the right to discipline SC members who are guilty of contravening the Code of Conduct and relieve them of the SC position.

Study time

- There is compulsory study time for students from Mondays to Thursdays between dinner and 21h30 in the study hall. In special cases, management may authorize this rule to be temporarily adjusted, for example in the wintertime.
- Study time is divided into two periods. During the first period (30 minutes) refreshments may be enjoyed, lecturers may be consulted and students may leave the venue to collect something forgotten and come back. Everything should take place as quietly as possible.
- During the second and final period (the rest of the study time), absolute silence should prevail and no one should be allowed to move around.

Quiet times in Residences and on the Grounds

- No noise/loud music may be made in the residences on weekdays after 21h30 without prior approval from management.
- No noise/loud music should be made on Sundays after 14h00. Not in the hostels and not on site.
- Music should never be played so loudly as to be disruptive to other students.

Social Time for Students

- Students may visit the RELAXING AREA at fixed times, or as directed by management and for coffee/tea/soft drinks or refreshment breaks.
- No man should be in the ladies' housing.
- No lady is allowed to be in the men's housing.

Kitchen Rules

- Students who are not busy preparing tea/coffee or meals may not be in the kitchen.
- Students are not allowed to make coffee in the kitchen for him/herself.
- Students wash their own dishes.
- On weekends, students who stay in on weekends are divided into groups responsible for preparing meals, washing dishes and tidying up the kitchen.
- Students are divided into groups responsible for preparing breakfast and lunch, warming up and serving dinner.

Smoking, drinking, and drugs

- The use of alcohol on VAMF or the premises of the residence premises is strictly prohibited.
- No one may be on VAMF's premises under the influence of alcohol or prohibited substances.
- Smokers are allowed to smoke only in the indicated area. Smoking in public places is prohibited.
- The use, keeping or sale of any narcotic drugs or prohibited substances, related equipment and propaganda is not permitted on VAMF.

Pornography

The production, holding, distribution and viewing of pornography is prohibited at VAMF.

Visitor and Overnight Arrangements

- Written application must be made to the SC for any visitor who wants to sleep over. The prescribed application form can be obtained from any SC member.
- If permission is granted, a sleepover fee of R 250 will apply, which is payable to the relevant SC member.
- Men's visitors are only allowed to spend the night in men's units and ladies' visitors are only in women's units.
- The consent letter must be visible on the residence's notice board.
- The relevant SC member must also allocate a parking space to the visitor and also indicate this on the permission letter.
- All rules as set out in this Code of Conduct also apply to visitors to whom permission has been granted. The person receiving the visitor is responsible for ensuring that these rules are followed.

Notifications

- The onus rests on the student to be aware of all notices that appear on the notice boards of the VAMF from time to time.
- Notices of weekly activities will be posted regularly on the notice boards in the VAMF.
- Notices of service lists, laundry lists, and other lists will be posted on the notice boards in the VAMF.
- Students must attend all official VAMF activities outlined in the annual calendar, unless written permission for non-participation is obtained two days prior to such activity. Apology forms must be collected from the SC.

Absence

- Leave must be obtained from management if special leave is required.
- Students who have received permission for special leave must then send a text message to MANAGEMENT with the following information: Date of departure, date of return, and the reason why leave is needed..
- Students must achieve an attendance rate of more than 90% to qualify successfully.
- Management may be requested to raise the mark above in deserving cases (e.g., during illnesses, or other responsibilities).

Environment

- Students may not damage or litter the VAMF or the residence grounds or buildings.
- Students must leave any site, whether on VAMF or elsewhere, where activities have taken place, neat and clean.
- Students must dispose of their own rubbish and garbage bags in the marked bins. No overflowing garbage bags/bins/baskets may remain in buildings or porches.
- Students must keep their lounges, dining hall, rooms and toilets clean at all times.
- Students must comply with reasonable instructions from management and/or SC regarding the maintenance of a clean and hygienic environment.

SK-Meetings with Management

- The SC and MANAGEMENT meet every Thursday at 16:00 in a suitable venue. If urgent matters need to be discussed (an emergency meeting), short notice (but not shorter than one hour) can be given.
- Attendance is mandatory.
- SC members who miss the meetings due to academic, health or personal reasons must submit proof of such conflicting activity (i.e. exam timetable, sick letter and the like) to management for approval at least 24 hours before the SC meeting.
- Full minutes of meetings must be kept by the SC Secretary.

General Student Meetings

- Joint, compulsory dormitory meetings for all students will be held regularly (at least 2 meetings per month).
- The MANAGEMENT or members of the MANAGEMENT attend the meetings.
- Decisions taken at Student Meetings must be ratified by management before the decisions are effective.
- Student Meetings may take place on short (but not less than one hour) or longer notice.
- All students are obliged to attend the Student Meeting.
- Thorough minutes of residence hall meetings must be kept by the SC Secretary.

Clothing and appearance

- VAMF formal wear is required during official outings, on visits and when attending courses. Management will indicate in advance when formal wear will be worn.
- Formal Wear: Official VAMF shirt, black trousers, VAMF tie (for male students), and in winter VAMF jacket. The shirt, tie, and jacket will be available for purchase at VAMF's shop in February.
- Students' VAMF uniform, nails and shoes must be clean at the start of each day. Water boots may not be worn with the VAMF uniform during excursions.

Attire during meals and evening study

- Students who attend meals in the formal dining hall and study in the study hall in the evening must be neatly dressed.
- Sleeveless shirts, tracksuits, sportswear, slippers, pyjamas, boot-like slippers, and satin trousers are not allowed.

Dress during class and practical sessions

- Students mostly wear practical work clothes such as khaki clothes, (the colour is not mandatory). Clothing must be neat, intact and decent at all times. Offensive or inappropriate designs and emblems will not be allowed. Skimpy or revealing clothes, oversized trousers and visible underwear are not acceptable dress codes.
- Female students' hair must be tied when they are in a lecture hall, or study hall, going on educational field trips, serving in the kitchen, scooping up, and giving lessons or lectures, or doing any practical work.
- Male students' hair and beards must be neat. Male students with long and untidy hair and beards may be asked not to go on field trips or visits.

General rules

- Students will at all times act as good ambassadors of VAMF and in accordance with the VAMF code of conduct.
- When students wear any official VAMF uniform or any part of it sufficient to associate or distinguish them with VAMF, or while students represent VAMF – whether directly or indirectly as participants, supporters, helpers, spectators or otherwise – they will refrain from any behaviour withhold that can or will put VAMF, VAMF staff or their fellow students in a bad light or embarrassment.
- Students are obliged to support the VAMF MANAGEMENT and parents and staff in establishing and maintaining good discipline and order. In particular, students are expected to obey and immediately carry out any reasonable instruction from management and/or SC.
- Students must at all times, in their dealings with management and SC members, show the necessary courtesy and respect and refrain from actions that amount to rebelliousness, immoral conduct and defiance.
- In cases where students whose fines remain outstanding for more than a month, the student's parents will be contacted to settle the fines on behalf of their child.
- Students must not harm or endanger other students' physical, mental and moral well-being.
- No damage, defacement or pollution of VAMF – or anyone else's property is allowed.
- Dangerous games or any other actions in which someone may be injured is prohibited on the VAMF or residence grounds.
- Under no circumstances may students be guilty of any form of hate speech, racism, sexism or harassment inside or outside the residence.

Serious violations

- The following offences are considered serious offences in terms of the code of conduct:
 - any form of hate speech and/or racism and/or sexism and/or harassment towards any person inside or outside VAMF.
 - the possession, use, sale and exchange, or visible evidence of being under the influence of narcotic drugs or any prohibited substances, including marijuana, "hubbly bubbly", vape and e-cigarettes, related equipment and propaganda.
 - the production, possession, distribution or viewing of pornographic material in any format.
 - fighting, assault, hurtful language, or abuse.
 - immoral behaviour.
 - free-riding in public.
 - the possession or use of dangerous weapons.
 - vandalism and the destruction or damage of VAMF or other students' property.
 - disrespectful or offensive behaviour towards, and verbal abuse of house parents, the SC, or other students.
 - any serious criminal offences which in the judgement of the disciplinary committee are serious.
 - victimization, bullying, and intimidation of other students.
 - use of alcohol or under the influence of alcohol or prohibited substances on the VAMF or residence premises.
 - visits to the residences or rooms of the opposite sex.
 - willful slander and proclaim untruths about VAMF's staff, students, workers or any person inside or outside VAMF.
 - Leaving the farm (premises) on his/her own without notifying the MANAGEMENT unless it is an organised VAMF activity.

MISCONDUCT, PUNITIVE MEASURES AND THE DISCIPLINARY SYSTEM

Categories of Misconduct and Penalties

For the purposes of this code of conduct, misconduct is divided into two categories:

- Category A: General Offences
- Category B: Serious offences

Procedure in case of Violations

- In the case of general violations, fines are charged per violation. The offence and the applicable penalty are set out below in Category A.
- In the case of serious violations, the procedure that will be followed is set out in Category B.

These procedures must be followed promptly.

Category A: General Offences and Penalties

Type of offense Penalties:

Type of violation	Fine			
	1st	2nd	3rd	4th
Incorrect clothing	R30	R40	R60	R120
Absent from house meeting	R30	R40	R60	R120
Untidy appearance (clothes and/or hair)	R40	R60	R80	R120
Dirty rooms and units	R20	R40	R60	R80
Overflowing scrap basket	R20	R40	R60	R80
Noise/Talking During Silence or Study	R20	R40	R60	R80
Failure of service engagements	R60	R80	R100	R120
Failure of farm duties	R60	R80	R100	R120
Failure to attend class/study	R60	R80	R100	R120
Hanging out in the kitchen, being in the kitchen illegally	R20	R40	R60	R80
Site/buildings damaged	R80	R100	R120	R140
Smoking in a public place	R20	R40	R60	R80
Unauthorized access to pantry/kitchen	R20	R40	R60	R80

The SC is responsible for keeping records of the general offences and penalties.

Category B: Serious Offences

Disciplinary procedures applicable to the investigation and trial of serious offences.

Reporting and Dealing with Serious Offences

- If it is alleged that a student has committed a serious offence or if it is suspected on reasonable grounds that a student committed such misconduct, the matter must be reported to management without delay. Management must immediately investigate the allegations or suspicion of such misconduct or have it investigated by a competent person.
- The boarding parents or designated investigating officer must establish when, where and under what circumstances the alleged misconduct occurred. The MANAGEMENT or designated investigating officer must obtain necessary evidence (including statements from witnesses) to establish whether there are grounds for the charge of misconduct against the students concerned.
- If the preliminary investigation is not carried out by the boarding parents themselves, the designated investigating officer must, after completing the preliminary investigation, hand over the necessary evidence that has been obtained to the boarding parents. The boarding parents must consider the preliminary evidence and if the evidence contains sufficient ground to bring a charge of serious misconduct, the residence parents must refer the matter to the disciplinary committee of the residence for purposes of a disciplinary hearing.
- The disciplinary committee must ultimately be satisfied, on a balance of probabilities, that there is a prima facie case against the accused, following which the steps are set out below.

The Procedure for Disciplinary Hearing

Trial

- Management must appoint an independent disciplinary committee. The disciplinary committee will conduct and conclude the disciplinary hearing on behalf of VAMF, which includes the imposition of an appropriate penalty.
- The MANAGEMENT or investigating officer draws up a charge sheet and the offender receives written notice of the charge, as well as the place, date and time of the hearing. These arrangements are made in consultation with the disciplinary committee.
- The notice must contain sufficient information about the nature of the alleged offence, as well as information on where and when the trial will take place.
- At least five working days must elapse between the delivery of the notice and the hearing.
- In case of serious offences, the student has the right to apply to be represented by a legal representative or other person designated by the parent of the student. This application must be addressed to the chairperson of the disciplinary committee at least two days before the start of the hearing. No other persons other than the above may attend the hearing on behalf of the student.
- When a student uses legal representation, the student can shorten the disciplinary procedure by entering into a plea-and-sentence agreement with the presiding officer.
- The trial must be fair and just and take place according to the prescriptions of applicable legislation. The prosecutor and student (or the student's representative, if applicable) must be given the opportunity to state their case, ask questions of witnesses, call witnesses, and examine or present documents that relate to the case.
- The members of the disciplinary committee themselves will also be entitled to call witnesses, request additional witnesses or evidence, ask questions of witnesses or further investigate or have any aspect that may promote fairness.
- After hearing the testimony, the disciplinary committee makes a decision about the student's guilt or innocence. For the purposes of this or for the purposes of a decision on any dispute arising during the proceedings, the committee will be entitled to adjourn for a reasonable period of time to consider its decision. This consideration will take place behind closed doors and may only be attended by members of the committee.
- If the students are found guilty, the student and the prosecutor will be given another opportunity to present evidence and/or make representations about mitigating and aggravating circumstances that the committee must take into account in order to impose an appropriate punishment. In order to consider an appropriate punishment, the committee will be entitled to adjourn again for a reasonable period of time. This consideration will also take place behind closed doors and will only be attended by members of the committee.

Measures

- In the event of a conviction, the decision of the disciplinary committee – which includes the imposed punishment – must be conveyed in writing to the student and the prosecutor within a maximum of five working days.
- Despite any conviction and penalty imposed by the committee, any stakeholder may refer any breach of the code of conduct that may amount to a criminal offence to the South African Police Service for investigation.

Suspension and punitive measures

- After completion of a disciplinary hearing, a student found guilty of serious misconduct may be suspended from VAMF attendance for a maximum of seven days by the disciplinary committee as a corrective measure.
- Should the disciplinary committee decide that the student should be expelled from VAMF, the committee must make a recommendation in this regard to the chief executive of VAMF, who must first ratify the decision before any expulsion steps may begin. After that, eviction proceedings may begin.
- In the event of an eviction, fees that have already been paid to VAMF under annual fees will not be refunded. The person responsible for paying the student's fees continues to be responsible for paying the full annual fees.

ACADEMIC CODE OF CONDUCT

Definition van Academic Conduct

Introduction

This Code of Conduct provides guidelines regarding:

- appropriate academic behaviour.
- professional academic values.
- a positive learning environment.
- responsible behaviour expected of students

The code of conduct applies to VAMF students and lecturers.

Purpose of the Code of Conduct

The purpose of this Academic Code of Conduct is to support a productive and stimulating learning environment by setting a guideline according to which the student can judge his/her behaviour and not, through ignorance or willfulness, make him/ her guilty of any disruptive and disrespectful behaviour.

Disruptive academic behaviour is defined as behaviour that a reasonable person would regard as significantly or regularly interrupting either the lecturer's ability to teach or the student's ability to learn.

The academic environment includes any situation where a student is involved in activities leading to academic or practical credit or any programs being followed.

Academic Behaviour

Appropriate academic behaviour includes, but is not limited to:

- professional academic values and behaviour.
- contributing to a positive learning environment.
- high standards of academic integrity.

Academic values

Students demonstrate professional academic values and behaviours when they:

- engage in appropriate communication and interaction.
- show trust, respect and courtesy
- approach the program and subject content as important and essential for academic success.

Positive Learning Environment

Students contribute to a positive learning environment by:

- attending classes in a professional manner.
- taking responsibility for group and individual assignments.
- develop collaborative relationships with other students and academic staff.

Academic Integrity

Students maintain the standards of academic integrity by refraining from academic dishonesty, which includes but is not limited to cheating and plagiarism – and which is defined below:

- Cheating includes, but is not limited to, copying from another student or giving answers or information, whether written or verbal, to another student in an examination, or in the preparation of material leading to academic credit, provide or receive from others.
- Plagiarism includes using someone else's language, structure, thoughts or thinking and presenting them as your own without proper acknowledgement.
- That one uses someone else's writing or thoughts without giving written acknowledgement to the author. This includes copying from a fellow student's paper or copying from a text or internet terms without properly citing the source.

Responsible behaviour

The responsible student is expected to:

- reading the study guide and relevant materials.
- showing respect when expressing opinions and listening to others.
- refrain from using reading materials, mobile phones and other electronic devices, which are not related to the course.
- attending all classes.
- coming to class prepared.
- participating in class activities.
- hand in all workpieces in a timely manner.
- Workpieces that are one day late are penalized by 10%, which is two days late by 20% and three days late by 100%.
- paying full attention to the class activities.
- not to get involved in side-by-side conversations.

Guidelines for Academic Performance

Practical

Practical and all fields of study form an integral part of the teaching and training offered at VAMF.

- Practical participation is evaluated by lecturers in different ways: by giving short tests after practicals, during practicals evaluating the positive participation of students, incorporating questions about practicals in tests and examinations and asking the student to carry out a practical task.
- Participation in all formal practicals offered is compulsory.
- The students may sometimes be required to write an admission test before the relevant practical. The students will be informed ahead of time if an admission test for the practical.
- All external courses, for example, short skills courses' marks may be included in the calculation of the term mark, depending on the decision of the relevant lecturer.
- Pass mark for tests/assessments/examinations or any other evaluation is at least 80%.

Theory

- Students receive information of academic value during class times, information sessions, visits to institutions, practicals, own reference work, emails and lectures.
- All academic information is stored electronically by students according to a storage system proposed by VAMF. It provides a clear framework of subjects offered and ensures that academic information can be easily accessed.
- Students' knowledge and skills are evaluated through online assignments, as well as short tests, longer tests, oral, and electronic presentations and exams. Each lecturer independently decides when and how students should be evaluated.
- The language of instruction of the Institute is English and Afrikaans. Learning materials and lectures can be in Afrikaans or English.

Academic Year

- The academic year starts on 1 February and ends the last week of November. Students arrive on Feb. 1.
- The academic year is divided into two semesters of five months each and into four quarters. Students' parents receive a progress report from students after each quarter.

I hereby declare that I will understand and accept the contents of this document. I undertake to promptly observe the provisions contained herein.

NAME OF PARENT/GUARDIAN

SIGNATURE

NAME OF STUDENT

SIGNATURE

ON BEHALF OF VAAMF

SIGNATURE

DATE
