

Student disciplinary code

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Student Disciplinary Code

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Chapter 1: Definitions

Academic Board	An established Board (or one of its sub-committees) of iAB where decisions of an academic nature are confirmed and changes to policy are approved, or its sub- committees
CEO	Chief Executive Officer of Insurance Academy of Botswana
Employee	means a permanent or temporary/contracted employee of iAB
Exec Mngr: QA & Reg	means the office of the Executive Manager: Training, Quality Assurance and Regulatory Affairs
Initiator	means an employee of iAB as appointed by the Office of the Exec Mngr: QA & Reg to conduct the case for and present the evidence on behalf of IAB at a student disciplinary hearing proceedings
iAB	“iAB” means Insurance Academy of Botswana (Pty) Ltd
iAB premises	means any premises or building which is the property of iAB or is controlled by iAB for iAB activities including examination venues
Plagiarism	means representing as one’s own work the work of another, without appropriately acknowledging the source, as fully indicated by a guide on avoiding plagiarism distributed to all students with each module
Student	means any person, who at the time of the alleged misconduct is or was: <ol style="list-style-type: none"> 1. registered for any qualification listed in iAB’s Calendars, or 2. taught or evaluated on any iAB premises by an employee or someone contracted by IAB for that purpose
Student Disciplinary Committee	means a committee constituted by the Office Exec Mngr: QA & Reg to adjudicate charges of misconduct relating to students
Student Disciplinary Appeals Committee	means the committee constituted by the Office of the Exec Mngr: QA & Reg to consider cases of student appeals from decisions of a student Disciplinary Committee
Students’ Representative	means a student selected to act as a representative for another student of iAB

Chapter 2: General principles and rules

1. **The Student Disciplinary Code is aimed at:**
 - 1.1 upholding the name and reputation of iAB;
 - 1.2 maintaining order, discipline, safety and security at iAB;
 - 1.3 ensuring the integrity of the academic processes of iAB; and
 - 1.4 assuring the quality of the assessment processes at iAB.
2. **Any conduct of a student which contravenes the Disciplinary Code and/or negatively impacts on these goals may be regarded as misconduct and subject to disciplinary measures.**
3. **The general supervision and control of student discipline at iAB vests with the Office of the Exec Mngr: QA & Reg and are administered in terms of the Student Disciplinary Code of iAB.**

Chapter 3: Misconduct

1. **A student is guilty of misconduct if she/he:**
 - 1.1 intentionally or negligently contravenes or undermines, or attempts to contravene or undermine, or assists, encourages or persuades any other person to contravene or undermine a code, regulation, rule or instruction of iAB;
 - 1.2 refuses or fails to comply with a lawful instruction or request of an employee of iAB authorised to give such instruction or to make such request or acts contrary to such instruction or request;
 - 1.3 commits any statutory or common law crime while on the premises of iAB;
 - 1.4 intentionally or negligently misuses, damages, defaces, destroys or alienates, or without authorisation, uses any building, furniture or equipment, computer, vehicle, notes, documents or any other thing owned or controlled by iAB or by any employee of iAB or by any registered student of iAB;
 - 1.5 intentionally or negligently mismanages and/or misappropriates funds of iAB;
 - 1.6 introduces intoxicating liquor onto the premises of iAB without the consent of the CEO (or a person duly authorised by the CEO) or consumes or abuses intoxicating liquor and/or is under the influence of such liquor while on the premises of iAB;
 - 1.7 introduces an illegal dependence-producing drug (as defined in the Illicit Traffic In Narcotic Drugs And Psychotropic Substances Act, 1988) onto the premises of iAB or is found to be in possession of such illegal substance or is under the influence of such substance while on the premises of iAB;
 - 1.8 without proper prior authorisation:
 - 1.8.1 brings onto or stores on the premises of iAB a firearm, other dangerous weapon, fuel that cannot reasonably be shown to be required for the operation of a motor vehicle, or any explosive device; or
 - 1.8.2 Allows or arranges for the foregoing (as per 1.8.1) to be brought onto or stored on the premises of iAB;
 - 1.9 sexually or otherwise harasses any person (as defined in the Sexual Harassment Policy (students)) while on iAB premises, as attached hereto as Annexure "B";
 - 1.10 acts in a racist manner towards any person while on iAB premises;
 - 1.11 commits an indecent act on the premises of iAB;
 - 1.12 unlawfully expresses, publishes or disseminates in speech, writing, print or other medium on the premises of iAB any views, beliefs or ideology which infringes upon the dignity or other human rights of any student or groups of students, or any employee of iAB or person invited by iAB as a guest of iAB;
 - 1.13 without the written permission of the CEO or a person duly authorised by the CEO uses the name of iAB or displays it;

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- 1.14 convenes an assembly on the premises of iAB without obtaining the prior consent of the CEO (or the person duly authorised by him/her), or attends a gathering prohibited by the CEO;
- 1.15 knowingly makes a false statement about IAB or otherwise intentionally provides materially false information to anyone inside or outside of IAB about iAB;
- 1.16 intentionally or negligently tenders or presents to any employee of IAB any document which he or she knows or ought reasonably to know to be false or a forgery and which causes or has the potential to cause prejudice to the administrative, financial or academic interests of IAB;
- 1.17 accepts or offers a bribe to students, employees or any other official of iAB;
- 1.18 reproduces or transmits in any form or manner, whether electronically or mechanically (including photocopying and faxing), any study guide, book, thesis, dissertation, article, examination paper, lecture, printed tutorial matter or any other study aids in respect of which copyright exists, unless such reproduction or transmission is done in a manner authorised in terms of the Copyright and Neighbouring Rights Act of 2000, and unless the copyright owner's permission for the reproduction or transmission is obtained;
- 1.19 contravenes the guidelines provided relating to the Copyright Infringement and Plagiarism as fully indicated and as distributed to all students with each module as it relates to plagiarism;
- 1.20 collects money or offers goods for sale or advertises goods on the premises of IAB without the permission of the CEO (or a person duly authorised by him/her);
- 1.21 neglects or refuses to return library material borrowed from iABlibrary;
- 1.22 behaves in any way that leads or may lead to the consequences described below, if such consequences were or should reasonably have been foreseen at the time when such behaviour occurred. Such behaviour includes conduct by which:
 - 1.22.1 the good name and reputation of iAB is or may be impaired;
 - 1.22.2 the maintenance of order, discipline and security at IAB is or may be prejudiced or imperiled; or
 - 1.22.3 the process of tuition, research and administration and general IAB activities are or may be prejudiced or imperilled.

2 With specific regard to assessments, a student is guilty of misconduct if he/she cheats in any iAB examination/assignment.

- 21 For purposes of this rule, "examination/assignment" includes all assessments of a student's performance organised and/or conducted in the name of iAB.
- 22 Further for the purposes of this rule, "cheating" includes:
 - 2.2.1 the possession of any unauthorised notes and/or aid(s) in the examination venue after the first answer book or question paper is made available to students, which may assist a student in the examination;
 - 2.2.2 the use or attempted use during an examination of any note or aid, the use of which is not authorised by the examiner or examination officer;
 - 2.2.3 the communication or attempted communication of any information relating to an examination with any other candidate while the examination is in progress;
 - 2.2.4 the removal or attempted removal from an examination room of any examination paper, examination book or writing paper supplied by iAB for the purposes of answering an examination;
 - 2.2.5 the use of a false name, identity number or student number in an examination;
 - 2.2.6 the submission for examination as own work any matter that has been copied, reproduced, or extracted in whole or in part from the work of another student or some other person, or which is substantially the same in whole or in part as the work of another student;
 - 2.2.7 deliberately or negligently assisting another student to cheat as defined in 2.2; and
 - 2.2.8 The commission of any other fraudulent or dishonest practice whereby a student, while being examined by iAB, seeks to mislead or deceive the examiner or the examination officer.

Chapter 4: A Student Disciplinary Committee (SDC)

1. The SDC

- 1.1 The SDC will be identified from amongst the following groups of persons:
 - 1.1.1 CEO or duly authorised or appointed person by the CEO;
 - 1.1.2 Executive Manager: Application and Learner Management or duly authorised or appointed person by the Executive Manager;
 - 1.1.3 Executive Manager: QA and Regulatory Affairs or duly authorised or appointed person by the Executive Manager;
 - 1.1.4 One additional member of the Academic or senior Administrative staff;
 - 1.1.5 An external person co-opted as per clause 1.5.
- 1.2 The Office of the Exec Mngr: QA & Reg will, from time to time, nominate the Chairperson of the SDC.
- 1.3 The Chairperson of the SDC may be a person with legal training or qualification.
- 1.4 In respect of each meeting of the SDC, the Office of the Exec Mngr: QA & Reg nominates three members from amongst the groups of persons identified in 1.1 above to constitute a quorum for the SDC.
- 1.5 The Exec Mngr: QA & Reg is at liberty, from time to time, to co-opt an external person, due to his/her expertise, to be an additional member of the said SDC.
- 1.6 A student representative may be nominated, with observer status, to attend an SDC meeting.

2. Quorum

As per clause 1.4, three members of the SDC constitute a quorum.

3. Non-Availability of Disciplinary SDC Members

- 3.1 If at any stage during the sitting of the SDC a member of the Committee is no longer able to participate in the proceedings or is not available for any reason, the hearing will continue, provided that the panel is properly constituted and has a quorum.
- 3.2 If the Chairperson is absent, the SDC, in consultation with the Office of the Exec Mngr: QA & Reg, must elect a Chairperson.

4. Chairperson to Determine Procedures

Subject to the provisions of this Code, the procedure adopted at the SDC is determined by the Chairperson of the SDC.

5. The Initiator

The Exec Mngr: QA & Reg appoints the initiator to present the case for IAB at all disciplinary hearing proceedings to be brought against students.

6. Decision of the SDC

- 6.1 At the conclusion of the evidence, the SDC decides, in light of all the evidence led, whether or not a student is guilty of the misconduct, as charged. A finding of guilty will only be returned if:
 - 6.1.1 the misconduct charged has, in the opinion of the SDC, been proved on a balance of probabilities; or
 - 6.1.2 a student has freely and voluntarily admitted guilt.
 - 6.1.3 If the SDC is not be satisfied with the evidence presented, it may of its own accord call for further evidence to be led in respect of the charge.
- 6.2 If the SDC does not find a student guilty as provided for under Rule 6.1.2, a student is acquitted of the charge.
- 6.3 The decision of the SDC is determined by a majority vote of the members present.

- 6.4 In the event of an equality of votes, the Chairperson of the SDC has a casting vote in addition to his/her ordinary vote.

7. Student's Absence from Hearing

If a student charged with misconduct does not attend his/her disciplinary hearing, such hearing shall proceed in his/her absence and the proceedings of the SDC will not be invalid as a result thereof.

8. Obstruction of Proceedings

If a student charged with misconduct interferes with or obstructs any proceedings of the SDC or refuses to carry out an instruction of the Chairperson of such SDC, such student may be ordered by the Chairperson to withdraw from the proceedings, which may then continue in his/her absence.

9. Record of Proceedings

- 9.1 The Office of the Exec Mngr: QA & Reg must appoint a person to record the proceedings of the SDC and all the evidence tendered.
- 9.2 The Office of the Exec Mngr: QA & Reg could task the Initiator to also record such proceedings and such person is not a member of the SDC.

Chapter 5: Procedure in the case of a complaint of misconduct

1. Notification of Misconduct

A student will not be formally charged with misconduct until a written and signed statement containing an accusation, complaint or allegation made against a student has been submitted to the Office of the Exec Mngr: QA & Reg or a person authorised by him/her to receive such complaint, provided that nothing contained herein will prevent the Office of the Exec Mngr: QA & Reg from laying a complaint of misconduct against a student.

2. Preliminary Investigation

- 2.1 The Office of the Exec Mngr: QA & Reg may appoint one or more persons to conduct a preliminary investigation into an accusation, complaint or allegation brought to his/her attention.
- 2.2 Such person(s) so appointed submit/s a written report and/or charge sheet to the Office of the Exec Mngr: QA & Reg.
- 2.3 The person(s) appointed to conduct the preliminary investigation may consult with or obtain information from any person, including a student against whom the accusation, complaint or allegation has been made.

3. Referral to the SDC

- 3.1 If the Office of the Exec Mngr: QA & Reg is of the opinion that there is a prima facie case and that there are reasonable grounds for a charge of misconduct and that the misconduct is of a serious nature, it must draft a written charge or have such a charge drawn up to be heard by the SDC.
- 3.2 The mentioned charge sheet drawn must be signed by the CEO as the Head of iAB or a duly authorised person by the CEO.
- 3.3 If the Office of the Exec Mngr: QA & Reg is of the opinion that an alleged misconduct of a student constitutes a minor contravention of the Code, it may exercise his/her discretion to decide what further steps should be taken in response to the alleged misconduct.

4. Notice to the Accused Student

- 4.1 When proceedings against a student are instituted in terms of clause 3 above, a student's notice must be in writing and prescribe a period of not less than 10 calendar days stating the date, time and place of the hearing by the SDC.
- 4.2 The Notice under this rule will inform a student:
 - 4.2.1 that proceedings under a Student Disciplinary Code are to be instituted against him/her and that a copy of the Code is available for inspection in the Office of the Exec Mngr: QA & Reg or in the Brochure provided to all students;
 - 4.2.2 of the Rule that a student is alleged to have breached and/or the act(s) of misconduct that a student is alleged to have committed. The Notice must set out the charge with sufficient particularity to enable a student to prepare for his/her defence;
 - 4.2.3 of his/her right to answer the charge in writing at least four days before the hearing,
 - 4.2.4 of his/her right to attend the hearing to present his/her case, or to be represented at the hearing by another student, and if it exists, a member of a student Representative Council or an employee of iAB; and
 - 4.2.5 of his/her right if he/she is a minor to be assisted by his/her parent or guardian or, at the discretion of the SDC, to be assisted by any other person appointed by such parent or guardian, provided that nothing contained in this Rule renders the conduct of the SDC void if a student is not so assisted on the date set for the hearing.

5. Service of Notice

- 5.1 Service of any written notice and the furnishing of particulars in terms of this Code will be by prepaid, registered post to the residential/postal address fax or email address as provided either on the most recent application form completed by a student for the purpose of registration or on any later written notice submitted by a student to iAB of a change of address.
- 5.2 In the case of such service, a student will be deemed to have received the Notice and particulars within five days of the date of posting thereof or within one day of emailing or faxing thereof.

6. Suspension

- 6.1 A student may be suspended from iAB before a disciplinary hearing is held if it is due to gross misconduct.
- 6.2 The Office of the Exec Mngr: QA & Reg may also use an abridged Service of Notice to convene an emergency SDC that will determine the need for a temporary suspension which will serve to prohibit such student from:
 - 6.2.1 entering onto the premises of iAB or any part thereof, and/or
 - 6.2.2 exercising a right or privilege resulting from his/her enrolment as a student.
- 6.3 A temporary suspension in terms of paragraph 6.2 remains in force for the period not exceeding thirty days or until the disciplinary proceedings in terms of this Code have been completed, whichever instance may first occur.
- 6.4 The suspended student may make written representations to the SDC or duly authorised person, within five days of receipt of written notice of his/her suspension, advancing reasons why s/he should not be suspended.
 - 6.4.1 The SDC, or a duly authorised person, may at his/her discretion revoke a suspension at any time, provided that, notwithstanding such revocation, further steps may be taken to proceed with the disciplinary hearing on the charge of misconduct against a student.
 - 6.4.2 The SDC may, at his/her discretion, also confirm the suspension.

Chapter 6: General procedures at the hearing of a charge of misconduct

1. In the interest of transparency, all hearings are open meetings unless the Chairperson of the SDC is persuaded by the circumstances of the case to direct that the hearing be closed to iAB community.
2. The initiator leads evidence against the accused student and generally conducts the case for iAB.
3. The SDC allows a student or such person representing a student a reasonable opportunity to present a defence and to answer the charges.
4. Both the initiator and the accused student are allowed to adduce all relevant evidence and call witnesses and to examine and cross-examine witnesses, as appropriate.
5. The SDC may also ask the witnesses questions for clarity.
6. The SDC may further, of its own accord, call for evidence that it may deem relevant to a determination of the issue(s) before it.
7. The hearing of the SDC is conducted in an informal manner, according to the principles of natural justice and with due regard for the rights of the accused student. The rules of procedure and rules of evidence as applied in the ordinary courts do not apply.
8. If a student is a minor, no disciplinary action(s) will be taken against that student before his/her parent or guardian has also been informed in writing of his/her alleged misconduct and has been given a proper opportunity to make a written statement and, if he/she so wishes, to appear before the SDC in person.

Chapter 7: Sanctions

1. When considering an appropriate sanction, the SDC must take account all mitigating and aggravating factors presented during the hearing. Further, when considering the appropriateness of the disciplinary measures to be imposed, the SDC must ensure that such disciplinary measures are, as far as possible, appropriate to and commensurate with the nature and gravity of the misconduct of which a student has been found guilty. And still further, it is noted that the SDC is also bound by the rules of administrative law and natural justice and the principles of precedent.
2. After finding a student guilty of misconduct, the SDC may impose one or more of the following sanctions in no particular order:
 - 2.1 Revocation of a degree, diploma or other qualification obtained from IAB in an improper manner;
 - 2.2 A written reprimand and/or warning;
 - 2.3 Denial of a right or privilege resulting from enrolment as a student at IAB for a specific period;
 - 2.4 A fine not exceeding twice the annual tuition fee for the full first semester/year of study of the qualification for which a student is registered;
 - 2.5 Payment of compensation or requiring the accused student to repair the damage caused by his/her misconduct;
 - 2.6 Denial of the right or privilege to register for a particular study module offered by iAB;
 - 2.7 annulments of examination results and/or withdrawal of a credit(s) obtained on a study module in question;

- 2.8 refusal of admission to an examination for a specified period;
- 2.9 confirmation of the temporary suspension of a student, and/or the suspension of a student for a specified period or further period subject to any condition(s) which the SDC deems reasonable;
- 2.10 denial of the privilege to register or enrol again as a student at IAB for a specified period;
- 2.11 expulsion as a student from IAB, only after consideration of all the relevant factors;
- 2.12 any other appropriate sanction(s) which the SDC deems suitable in the particular circumstances; and/or
- 2.13 a student who is temporarily or permanently deprived in terms of this Code of a right or privilege which he/she enjoys as a student or is temporarily or permanently denied admission to IAB forfeits any claim for repayment, reduction or remission of moneys paid or payable to IAB.

Chapter 8: Implementations of the findings of the SDC

1. If the SDC finds an accused student:

- 1.1 guilty, a student is notified in writing of the finding and the sanction(s) imposed by the SDC. In the Notice, a student is further informed of his/her right to appeal against the finding(s) and/or the sanction(s) imposed.
- 1.2 not guilty, a student is notified in writing of the finding of the SDC.

- 2 If a student is a minor, no disciplinary measure/s will be taken against that student before his/her parent or guardian has also been informed in writing of his/her alleged misconduct and has been given a proper opportunity to make a written statement and, if he/she so wishes, to appear before the SDC in person.

Chapter 9: Appeals

A Student Disciplinary Appeals Committee (SDAC) hears appeals in respect of findings of the SDC.

1. Functions and Powers of the SDAC

- 1.1 The SDAC is responsible for the hearing of all appeals in respect of the SDC decisions in determining whether based on factual findings, matters relating to procedure and/or the sanctions imposed.
- 1.2 The SDAC has the powers to review, reverse, nullify or replace decisions of the SDC in all respects, and can also order that hearings be held de novo.

2. Composition of the SDAC

- 2.1 The SDAC consists of three members identified from the following groups of persons: as per Academic Policies 2011:
 - 2.1.1 Senior Administrative Manager or duly authorised or appointed person by the Senior Administrative Manager;
 - 2.1.2 Senior Manager: Tuition and Research or duly authorised or appointed person by the Senior Manager;
 - 2.1.3 Executive Manager: QA and Regulatory Affairs or duly authorised or appointed person by the Executive Manager;
 - 2.1.4 One additional member of the Academic or Administrative staff;
 - 2.1.5 An external person co-opted as per clause 2.6.
- 2.2 The Office of the Exec Mngr: QA & Reg will, from time to time, nominate the Chairperson of the SDAC.
- 2.3 The Chairperson of the SDAC may be a person with legal training or qualification.
- 2.4 In respect of each meeting of the SDAC, the Office of the Exec Mngr: QA & Reg must nominate three members from the groups of persons identified in 2.1 who were not members of the SDC to constitute a quorum for the SDAC.

- 2.5 No member of the SDC may participate on the SDAC.
- 2.6 The Office of the Exec Mngr: QA & Reg is at liberty, from time to time, to co-opt an external person, due to his/her expertise, to be an additional member of the said SDAC.
- 2.7 A student representative may be nominated, with observer status, to attend an SDAC meeting.

3. Quorum

Three members of the SDAC constitute a quorum.

4. Functioning

The provisions of paragraphs 3 -10 of Chapter 4 apply with the necessary changes to the functioning of the SDAC.

5. Procedures

- 5.1 A student who has been found guilty of misconduct may, within ten days of being informed of the finding of the SDC, appeal to the SDAC in writing by lodging a written Notice of Appeal to the Exec Mngr: QA & Reg, provided that a student who has been found guilty of misconduct after having pleaded guilty to the charge against him/her has no right of appeal against such finding, but may still appeal against the sanction.
- 5.2 A student must furnish, in writing, detailed grounds for his/her appeal in the Notice of Appeal.
- 5.3 Upon receipt of a Notice of Appeal, a copy of such Notice must be forwarded to the Chairperson of the SDC which adjudicated the charge, and within a reasonable period must compile a reply to the grounds for appeal and submit it to the Chairperson of the SDAC in accordance with clause 5.1.
- 5.4 When an appeal is lodged against a decision of the SDC in terms of Chapter 9, the enforcement of any disciplinary measure imposed by the SDC is automatically deferred pending the outcome of the appeal.
- 5.5 An appeal will be heard solely on the grounds of the record of the proceedings of the SDC, together with any document(s) and exhibit(s) submitted during the SDC hearing, save where the appeal is based on a material irregularity that is alleged to have occurred in the course of the proceedings but does not appear as such from the record.
- 5.6 For the purposes of an appeal, a student representation or the person assisting him/her or any other person allowed by the SDAC (or the SDC as the case may be) may make written or, with the permission of the SDAC, verbal representations to the SDAC.
- 5.7 After considering an appeal the SDAC may:
 - 5.7.1 dismiss the appeal and uphold the decision of the SDC in its entirety or in part,
 - 5.7.2 allow the appeal and set aside the decision of the SDC in its entirety or in part,
 - 5.7.3 amend the decision of the SDC.
 - 5.7.4 Prior to reaching a final decision concerning the appeal, the SDAC may refer any question pertaining to the hearing of the SDC back to the SDC concerned and order that a report be submitted.
- 5.8 The SDAC will not increase any sanction(s) imposed by the SDC unless the SDAC has given the accused student prior reasonable written notice of its intention to do so and has further considered the appellant's written representations, if any, in this regard.
- 5.9 All SDAC decisions are final and there is no further forum for appeal within IAB structures after the SDAC.

Chapter 10: Reporting and disclosure of findings

1. If a student in respect of whom the SDC has imposed a sanction fails to exercise his/her right of appeal as set out in Chapter 9, the SDC submits a written report on the matter to the CEO or duly authorised/ appointed person by the CEO.
2. If a student in respect of whom the SDC has imposed a sanction exercises his/her right of appeal as set out in Chapter 9, the SDAC will submit a written report on the matter after disposing of the appeal and, if it deems necessary, to the CEO or duly authorised/ appointed person by the CEO for his/her information.
3. Final decisions in respect of student disciplinary hearings (without identifying a student) may be made public by any other means determined by the relevant SDC or the Office of the Exec Mngr: QA & Reg, save where exceptional circumstances are found to exist.
4. The CEO or duly authorised/appointed person by the CEO shall direct the Office of the Exec Mngr: QA & Reg to provide his/her office with a quarterly or an annual report of all disciplinary matters that were conducted for each academic year.
5. The CEO or duly authorised/appointed person by the CEO shall at any time have discretion to request and to be provided with a report/feedback on a particular disciplinary matter pending before SDC or SDAC.

Chapter 11: Safekeeping of the record of proceedings

1. All documents and recordings pertaining to a disciplinary matter will be kept in safe custody by the Exec Mngr: QA & Reg. A student is, however, entitled to receive copies of such documents and recordings at his/her own expense.
2. Such documents and recordings will be held by IAB for a period of three years after a matter has been finalised.

Chapter 12: Commencement of this code

1. This Code comes into operation on the date on which it is approved by the Academic Board.
2. This Code is the relevant Code for all students registered at IAB from the commencement date of this Code and repeals all previous Student Disciplinary Codes, policies and procedures that may have been previously adopted and utilised.

Chapter 13: Operational guidelines

1. It shall be the responsibility of the Exec Mngr: QA & Reg for the purposes of ensuring consistency to prepare, if necessary, operational guidelines regarding:
 - (a) minimum and maximum sentences to be imposed by the SDC and SDAC;
 - (b) any matter required to be prescribed in terms of this Code; and
 - (c) any other matter which the Academic Board deems necessary or expedient to be prescribed in order to achieve the objects of this Code.