

# Student Code of Conduct Policy

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## 1. Purpose

SIBT's Code of Conduct outlines standards of acceptable behaviour required by all SIBT students. By ensuring appropriate standards of conduct, the reputation and integrity of SIBT is maintained.

Within the SIBT environment, staff and students have both expectations and responsibilities. These expectations and responsibilities are intended to assist SIBT in providing students with access to educational resources that will enable them to successfully complete their program of study.

## 2. Application

This policy applies to all SIBT students in face-to-face as well as online and blended learning environments.

## 3. SIBT Expectations

As members of an academic environment at SIBT, students are expected to:

- treat all others with respect and courtesy;
- treat others equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction;
- respect the opinions and views of others;
- avoid any conduct that might reasonably be perceived as sexual, racial, or gender-based harassment or otherwise intimidating;
- attend classes, maintain consistent levels of study, and submit assessment pieces on time;
- heed and utilise academic performance feedback from teaching staff. Please note this feedback cannot be defined as bullying, harassment or discriminative.
- familiarise themselves with, and abide by, SIBT's policies and procedures;
- maintain high standards and a professional approach to their study program; and
- commit to continually improve their English language proficiency and communication skills (relevant to students with English as a second language).

## 4. Student Expectations

As individuals, students of SIBT can expect:

- to be treated with courtesy and respect;
- to be treated equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction;
- to be able to freely communicate and voice alternative points of view in rational debate;
- to participate in a learning environment free from sexual, racial, gender-based, or other forms of harassment;

- to rely on the protection of personal information;
- to be able to access personal records, subject to the provisions of the Freedom of Information Act [1992];
- to be provided with timely and accurate information as it pertains to course[s], enrolment, and all administrative matters;
- to have reasonable access to lecturing staff in private consultation outside normal contact hours;
- that assessment within course[s] will be equitably and appropriately implemented;
- to be assisted in the development of their English language proficiency (relevant to students with English as a second language); and
- that the facilities and equipment they use are safe, and comply with occupational health and safety guidelines.
- in the event of involvement in a relationship with a staff member, particularly where it is a close, intimate and/or exclusive one, the member of staff must inform the College Director. When SIBT has been informed of a relationship it will consider appropriate action in a manner that protects the integrity of all parties.

## 5. Behaviours Appropriate to a Learning Environment

To comply with the Student Code of Conduct, and therefore maintain current enrolment at SIBT, students are expected, at a minimum, to adhere to the following behavioural guidelines:

- adhere to all SIBT Policies;
- demonstrate mutual respect for SIBT staff, and fellow students;
- prepare for each class by undertaking the required reading, and completing all necessary tutorial or laboratory work;
- attend all lectures, tutorials, workshops, and other contact sessions;
- attempt and submit assessment as specified in course outlines, course websites and on exam timetables;
- arrive at classes at the scheduled time;
- work to the best of their ability;
- participate actively in learning activities;
- endeavour to use the English language as a communication medium at all times whilst on campus (relevant to students with English as a second language);
- avoid all forms of academic misconduct;
- provide constructive feedback when evaluating courses and members of teaching staff;
- refrain from activities that might negatively impact on other members of SIBT or campus community via face to face and on any forms of digital or social media.
- turn off all mobile and paging devices (if requested) during class times and examinations;
- not eat or drink in classrooms;
- be aware of their responsibilities within their courses and program of study, and
- any other rules of classroom and examination behaviour as determined by, and/or negotiated with, their teacher.

## 6. Discrimination and Harassment

SIBT is committed to providing access to learning aids and an equitable approach in dealing with all students. SIBT recognises the right of all students and staff to work and study in an environment free from discrimination and harassment based on gender, age, sexual preference, impairment, religion, race, colour, national or ethnic origin, or language.

Discrimination or harassment of staff or students, by any member of the teaching and learning environment, is unacceptable, and contrary to the core educational and employment values that SIBT upholds. All members of SIBT are expected to maintain an environment where cultural differences are accepted and respected, and individuals are able to participate fully in academic life, free from all discrimination and harassment.

Humour based on discrimination and harassment may, in certain circumstances, constitute harassment.

SIBT will treat claims of discrimination and/or harassment seriously, and all claims will be thoroughly investigated confidentially to protect complainants and witnesses from further harassment and victimisation.

For further information, refer to SIBT's Equal Opportunity and Diversity Policy.

## 7. Smoking

SIBT ensures that all members of the community can enjoy a clean and smoke free environment. Smoking is not permitted inside the building or within a 10 metre radius of the building.

## 8. Misconduct

SIBT students who breach any of the expectations, behaviours, or guidelines outlined in this Code of Conduct may be considered to have engaged in official misconduct.

In addition, a student who engages in any of the following activities may also be considered to have engaged in misconduct:

- endangers the health or safety of any person at SIBT or on the campus;
- unlawfully assaults, or attempt to assault another member of SIBT or campus community;
- engages in dishonest behaviour;
- damages or abuses SIBT or campus property.
- bringing weapons onto campus

## 9. Reporting Misconduct

A person may report possible student misconduct to a relevant senior staff member. Any such report should be made as soon as possible after the person reporting becomes aware of the misconduct in question and should be confirmed in writing.

Students who have a complaint about the conduct of a staff member, or a particular situation in which they have been involved or witnessed, have a right to raise their complaint. All complaints are considered with courtesy, in a timely fashion, and without fear of prejudice or inappropriate treatment.

For further information, refer to SIBT's Student Complaints and Appeals Policy.

## 10. Responding to Allegations of Misconduct

Upon receipt of an allegation of misconduct the responsible staff member may take any immediate action necessary to ensure the ongoing safe operation of SIBT. This may include the exclusion or removal of a student from SIBT classrooms or premises, provided that this exclusion does not exceed 24 hours and a report of this action is provided to the Academic Director.

A relevant senior staff member will undertake to investigate any allegation of misconduct in a timely manner and may refer the allegation of misconduct, upon preliminary investigation, onto the Academic Director, the College Director and Principal, or an appropriate external authority, such as the police.

Where an allegation of student misconduct is made a student will be informed, where appropriate, in writing of this allegation and will be given an opportunity to respond to the allegation of misconduct. The written notification of the allegation will prescribe the date by which a response should be submitted (providing that such date be no less than seven working days after the date of the notification), and the methods by which a student is able to respond.

A student must respond within the prescribed timeframe. Where a student fails to respond within such timeframe the relevant senior staff member may proceed to a final determination of the matter, including implementation of any penalty.

## 11. Penalties for Misconduct

If it is determined that a student has engaged in official misconduct, they may be subject to any, or a combination, of the following penalties:

- Official reprimand (note made on student's record)
- Exclusion for a specified period of time;
- Exclusion from SIBT indefinitely if there have been more than one incidence recorded.

## 12. Appeal

A student who has had a penalty imposed as a result of misconduct may appeal, through SIBT's Student Complaints and Appeals Policy, against the penalty imposed.

Refer to the Student Complaints and Appeals Policy for details on the appeals process, including timeframes.

### AMENDMENT HISTORY

<b>Department:</b>	Governance	
<b>Approval Authority:</b>	SMT	
<b>Approval Date:</b>	10 May 2010	
<b>Date for Next Review:</b>	March 2019	
<b>Revision Date</b>	<b>Version</b>	<b>Summary of changes</b>
10/05/10	1	Reformatted into new template
06/10/11	2	Updated formatting in line with UPD
19/06/12	3	Added statement - <i>SIBT may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).</i>
23/01/14	4	SIBT adopts the MQ Student Code of Conduct Policy
10/03/16	5	SIBT Student Code of Conduct Policy adopted. SMT approved and endorsed. Noted at Interim Academic Board Meeting 11/3/16.