



Student Code of Conduct

Governing Council Approved Document

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Version Control

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| Related Policy | Academic Integrity Policy and Procedure Admissions Policy and Procedure Assessment Policy Student Grievance Management Policy Dictionary of Terms |
| Related Legislation | Higher Education Standards Framework (Threshold Standards) 2021 (Cth) Federal Anti-Discrimination laws and the Anti-Discrimination Act 1977 (NSW) NSW Work Health Safety Act 2011 |
| Higher Education Standards Framework (Threshold Standards) 2021 (Cth) | BI.1 "Higher Education Provider" Category Standard 7.2, ss 2 |
| Benchmarking Institutes | Australian Institute of Higher Education Macquarie University Southern Cross University University of Newcastle Western Sydney University |

Version History

v2.0 5 December 2018

v2.1 1 July 2022 Minor amendments
resulting from scheduled policy review

1. Preamble

1.1 Purpose

The Student Code of Conduct ('the Code') provides guidance on acceptable standards of behaviour expected of all students of Churchill Institute of Higher Education ('the Institute'). It outlines the general expectation as well as specific expectations. It also outlines the circumstances where a student breaches' the Code that may lead the Institute to take disciplinary action.

The *Student Code of Conduct* will be accessible through the Institute's website. In addition, a printed copy of the Code will be available to all students as part of the *Student Handbook* that is given to all students during Orientation.

1.2 Background

The Institute has a duty of care to provide a safe and ethical learning and working environment for all members and is obliged to take immediate action where a student's behaviour is inappropriate or interferes with the safety, welfare, rights or freedom of another member of the Institute.

It is important for the Institute to set a clear expectation and provide guidelines to ensure expectations are achieved and to ensure that students are aware of their obligations to comply with this code. It is a student's responsibility to understand their obligations and to behave responsibly in accordance with the acceptable conduct as stated in this code.

1.3 Definitions

For definitions, refer to *Dictionary of Terms*.

2. Scope

This Code applies to all students of the Institute during all activities undertaken in their capacity as students, which includes:

- 2.1 Any activities related to or undertaken using the Institute's owned facilities that affect or might affect another student's ability to perform activities of the Institute.
- 2.2 Activity on- or off-campus, including online activity.
- 2.3 Any conduct, whether related or unrelated to Institute activity, which is likely to have an adverse impact on the Institute or the Institute community.

3. Policy Statement

The Code reflects the Institute's commitment to fair and ethical behaviour, dedication to the pursuit of inquiry and academic excellence, engagement with people including supporting equity and diversity among students, staff, and other members of the Institute community.

4. Responsibility of the Institute

The Institute aims to provide students with the opportunity to:

- 4.1 study in an academic environment which fosters student participation in discussion or debate, in which students can freely express their point of view
- 4.2 have reasonable access to qualified academic staff and academic learning support services
- 4.3 have reasonable access to materials, equipment, and other resources to enable the completion of the course.
- 4.4 Study and work in a safe, tolerant, and productive learning environment.

Therefore, the Institute will use the best endeavor to ensure that students:

- 4.5 are treated with courtesy, tolerance, respect and are valued as members of the Institute's community;
- 4.6 are treated fairly, impartially, and consistently in all aspects of application of the Institute's Policies and Procedures;
- 4.7 are treated equitably, free from unlawful discrimination and harassment;
- 4.8 have reasonable access to support services in the situation where they are experiencing personal or academic difficulties;
- 4.9 receive respect and protection of their privacy;
- 4.10 are allowed to make a complaint based on any aspect of their experience in the Institute without fear of victimisation and with the assurance that the complaint will be handled as confidential, and that procedural fairness is maintained.

5. Responsibility of Students

5.1 General expectation

Students are responsible for their own behaviour, and they must:

- 5.1.1 behave honestly and ethically, avoiding any action or behaviour that would unfairly advantage or disadvantage themselves or another student;
- 5.1.2 maintain a cooperative and collaborative approach in any inter-personal relationship with the Institute staff members, its affiliates, and other students;
- 5.1.3 ensure that they do not involve or encourage discrimination, harassment and/or bullying of other students, staff members and the Institute's affiliates;
- 5.1.4 not engaged in unlawful behaviour;
- 5.1.5 maintain and observe all safety and health procedures.

5.2 Specific expectation

Apart from the general expectation, this Code also sets out expectations related to specific key areas. It is the student's responsibility to act in accordance with the Code and ensure that they are aware of the relevant provisions of the code while participating in their study.

5.2.1 Academic Related Conduct

All students must:

- a. ensure that their enrolment and progress in the course is lawful and consistent with the Institute's Policy;
- b. observe key dates and deadlines of all aspect of their study, including assignment deadlines;
- c. submit all assessment tasks by the required due dates and times, unless unforeseen or exceptional circumstances arise;
- d. ensure that they are updated with all the Institute's information by reading all official correspondence, including reading their official student email;
- e. identify themselves truthfully by ensuring that their contact details are up to date, and produce a student card on request by a staff member when performing their duties;
- f. carry out their studies conscientiously and with honesty and diligence and maintain satisfactory academic progress;
- g. not engage in plagiarism or other academic misconduct as sets out in the *Academic Integrity Policy and Procedure*;

- h. not participate in any learning activities under the influence of alcohol or a prohibited substance.

5.2.2 *Conduct relating to use of the Institute's resources*

In relation to the access and the usage of the Institute's resources, students must:

- a. use the Institute's resources including the building, equipment, library and technological resources in a lawful and ethical manner and only for an academic-related purpose;
- b. not misuse the Institute's resources and facilities in a manner which may affect the safety or rights of other students or staff members;
- c. not use the Institute's resources to gain personal benefit.

5.2.3 *Conduct relating to the Institute's reputation*

Students as members of the Institute's community must:

- a. conduct themselves in an appropriate manner in any activities inside or outside the Institute, including during work placement and fieldwork;
- b. Ensure their action as a student does not harm or jeopardise the Institute's reputation or good standing;
- c. not use the Institute's name and reputation to gain personal benefits, without prior permission.

5.2.4 *Respect for Others*

Students are expected to promote, maintain, and embody the values of the Institute at all times. Students are expected to behave in an appropriate and responsible manner and within the interests of the Institute, and to respect and abide by all Institute rules and policies. In particular, students must:

- a. not steal, or take someone else's possessions without permission;
- b. not compromise the physical or psychological safety of others at the Institute;
- c. deal honestly and fairly;
- d. respect the privacy of the Institute's staff members and its affiliates, as well as the privacy of other students, including respecting the rights of others to express their opinion in a lawful manner;
- e. treat the Institute's staff members, its affiliates and other students with courtesy, tolerance, and respect. This extends to any off-campus activities, work placements and field work.

Students acknowledge that they are expected to comply with all applicable laws while on the premises of the Institute. In the event that any student causes harm to any other person while on the premises of the Institute, the matter may be reported to the appropriate local authorities.

5.2.5 *Respect for Property*

At all times, students of the Institute are to respect and maintain the property of the Institute. Students are not permitted to:

- a. engage in behaviour that is detrimental to the Institute's property, including the

- Institute's library collection and teaching materials;
- b. cause pollution;
- c. vandalise any part of the premises, property, resources, or facilities of the Institute;
- d. display obscene or derogatory signs, or signs which depict illegal material.

In addition, students must ensure that they do not compromise or hinder the experience of others, or their use of the Institute's property, resources, and facilities.

6. Drugs and Alcohol

Under no conditions are students permitted to have in their possession any illicit drug or alcoholic substance while on campus. Students are also expected to refrain from encouraging other students to engage in such activities on campus. Where any substances are given to another student or staff member, whether accidentally or intentionally without their knowledge or consent, the matter will be referred for disciplinary action and intervention by the appropriate authorities.

7. Breaching the Code

To promote and maintain the compliance of this code the Institute will ensure it:

- 7.1 takes actual and potential breaches of the code of conduct seriously;
- 7.2 investigates any issue immediately and ensure transparency in the process;
- 7.3 if the alleged breach is proven, the Institute may take disciplinary action, including possible cancellation of enrolment, depend on the seriousness of the misconduct.

8. Appeals

In the case where a student has any concern or is dissatisfied with any decision relating to this code:

- 8.1 A student may appeal against the decision made under this Policy. The grounds for appeal are that the decision is inconsistent with this Policy;
- 8.2 Appeals must be made in writing and lodged with the Dean within five (5) working days of the student receiving written notification of the decision;
- 8.3 The Dean will respond in writing to the appeal within ten (10) working days and will confirm or vary the decision;
- 8.4 All decisions by the Dean, relating to academic matters, regarding appeals will be reported to the Teaching and Learning Committee and reviewed by the Academic Board;
- 8.5 If a student remains dissatisfied with the outcome of their appeal, they may utilise the Institute's grievance handling procedures outlined in the *Student Grievance Management Policy*.