# Policy: Student Code of Conduct

**Policy Number:** To be defined  
**Version:** 4.0  
**Date Adopted:** 1 January 2012  
**Date Last Reviewed:** 5 October 2012  
**Date of Next Review:** 5 October 2013  
**Review Frequency:** One year  
**Authorised By:** Chief Executive Officer  
**Reviewed By:** Academic Director  
**Responsible for Review:** Academic Director – an email will automatically be sent to this person  
**Review Process:** Academic Director and Academic Staff  
**Document Management:** U:\Policy and Procedures  
**Communication:** All relevant staff will be automatically notified by email when the reviewed policy has been authorized

**Policy context:** This policy relates to:

- HE Standards Framework 2011
- ESOS
- NVR Standards 2011
- Legislation or other requirements: Tertiary Education Quality and Standards Agency Act 2011

**Other Policies:**
- Academic Misconduct Policy
- Student Misconduct Policy
- Complaints and Appeals Policy
- Harassment and Discrimination Policy

**Forms and Other Documents:**
- Student Code of Conduct Guidelines
- Student at Risk form
- Intervention Strategy

**Key Words (Meta):** Student Code, Harassment and Discrimination Policy, harassment,
DATA

- discrimination, Student Misconduct Policy, misconduct, student misconduct, smoking, dress code, Complaints and Appeals policy, complaints, appeals, grievances.

DEFINITIONS

**General Misconduct:** (other than Academic Misconduct) includes, but is not limited to, conduct which:

(a) breaches the Institute’s policies or rules

(b) constitutes a serious impediment to the carrying out of the Institute functions or those overseen by the Institute

(c) involves threatening or offensive language and/or behaviour (either written or verbal) by a student towards another student or staff member

(d) is otherwise detrimental to the Institute, its staff or students;

EVIDENCE

**Policy Information:**

IIBT is committed to ensuring that all students enrolled with IIBT accept their shared responsibility for maintaining a safe, harmonious and tolerant environment in which to study and work.

Specifically, IIBT believes that all students have the right to:

- be treated fairly and with respect by staff and other students without discrimination

- learn in a supportive and motivating environment that is safe, clean, smoke free and organised

- have access to counselling when required

- Submit a complaint without fear of retaliation or victimisation

- express and share ideas and to ask questions

A student who engages in any of the following activities may also be considered to have engaged in misconduct where that student:

- endangers the health or safety of any person at the Institute

- unlawfully assaults, or attempts to assault another member of the IIBT community

- engages in dishonest behaviour e.g. stealing

- damages or abuses Institute property
**STUDENT CODE OF CONDUCT POLICY**

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<thead>
<tr>
<th>Scope</th>
<th>This policy applies all staff and students of IIBT</th>
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<tr>
<td>Procedures</td>
<td>IIBT will achieve this policy by ensuring that:</td>
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<td>• students are informed of their rights and obligations under the Student Code of Conduct at orientation</td>
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<td>• all students are given a copy of the Student Code of Conduct Guidelines</td>
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<td>• students who breach the Student Code of Conduct may be considered to have engaged in official misconduct and may be considered a Student at Risk. IIBT’s intervention strategy may need to be implemented. See IIBT’s Academic/Student Misconduct Policies.</td>
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<td>• students who have a complaint about a decision that affects their studies, or a particular situation in which they have been involved or witnessed, have a right to raise their complaint.</td>
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