



SOUTHERN CROSS  
INSTITUTE

# Student Code of Conduct

Academic Board Approved Policy

---

## Policy Compliance with Relevant Legislation

Regulatory Requirements	Relevant Standards	Section/s
Higher Education Standards Framework (Threshold Standards) 2021	Domain 2: Learning Environment	Entire Policy
Section 2.3 – Wellbeing and Safety	Section 2.3 identifies the need for and imposes requirements with respect to a safe environment and the availability of appropriate support services to promote student wellbeing.	Entire Policy
Federal Anti- Discrimination laws and the Anti-Discrimination Act 1977 (NSW);		Entire Policy
Workplace, Health and Safety legislation that applies in their jurisdiction such as the NSW Work Health Safety Act 2011.		Entire Policy

# Table of Contents

1. Preamble.....	5
2. Scope.....	5
3. Responsibilities of Students.....	6
4. Compliance.....	7
5. Code of Conduct Breaches.....	7
6. Confirmation of Allegations.....	8
7. Allegations Not Warranted.....	8
8. Appeals.....	8

## Version Control

<b>Version</b>	v1.2
<b>Review</b>	The Governing Council will review this Policy in accordance with the Institute's <i>Policy Documents Review Schedule</i> .
<b>Approving Body</b>	Academic Board
<b>Approval and Effective date</b>	11 July 2022
<b>Policy Custodian</b>	Dean
<b>Policy Contact</b>	Dean
<b>Related Documents</b>	Glossary of Terms Academic Integrity Policy and Procedure Campus Facilities and Security Policies and Procedure Quality Assurance Policy Stakeholder Feedback Policy and Procedure Admissions Policy and Procedure Student Grievance Management Policy and Procedure
<b>Related Legislation</b>	Age Discrimination Act 2004 Anti-Discrimination Act 1991 Copyright Act 1968 Crime and Corruption Act 2001 Education Services for Overseas Students Act 2000 Higher Education Standards Framework (Threshold Standards) 2015 & 2021 (Cth) Information Privacy Act 2009 Public Interest Disclosure Act 1994 (NSW) Work Health and Safety Act 2011 (NSW)
<b>Higher Education Standards Frameworks (Threshold Standard) 2021 (Cth)</b>	BI.1 "Higher Education Provider" Category Standard 2.1; ss 3 Standard 2.3; ss 1 – 5 Standard 2.4; ss 1 – 5 Standard 3.2; ss 5 Standard 6.1; ss Standard 6.2; ss Standard 7.2; ss 1 – 4 Standard 7.3; ss 1
<b>Policy Benchmarking</b>	Canterbury Institute of Management (CIM) Australia Institute of Higher Education (AIH) International College of Management Sydney (ICMS) University of Southern Queensland (USQ)

## **I. Preamble**

### *1.1. Purpose*

The Southern Cross Institute ('the Institute' or 'SCI') values its students and acknowledges the significance of overall student experience during their study at the Institute. The Student Code of Conduct ('the Code') was created to provide a clear direction of the Institute's expectations of students about academic and personal conduct. The Institute is dedicated to treating students in a fair and transparent manner, academically and personally, by recognising and valuing the diversity of students' past experience and expectations of the Institute. All students are required to meet the criteria set out in this Code.

### *1.2. Background*

The Institute is dedicated to offering a conducive to learning, supporting and secure atmosphere for all students while they are at the Institute. To achieve this, the Institute is committed to:

- i. recognise and adopt diversity;
- ii. ensure possibilities for students to provide feedback on the quality of teaching performance, support services and learning facilities;
- iii. ensure that any disruption to the Institute's campus that may affect students during their study is kept to a minimum and conveyed in a timely manner;
- iv. ensure that students have access to all relevant policies and procedures relating to their rights as a student;
- v. ensure that students have appropriate representation on the Institute's committees to enable participation in decision making;
- vi. provide a safe environment for study, research and extracurricular activities;
- vii. provide a study environment where everyone is treated equitably, free from discrimination, bullying or harassment including sexual harassment and cyberbullying;
- viii. provide accurate and accessible information about all relevant aspects of courses including course learning outcomes, content, assessment and timetables in a timely manner before the start of each study period;
- ix. provide appropriate facilities and equipment to support student learning;
- x. provide reasonable access to staff to discuss study matters, address concerns and complaints and will ensure timely, fair and constructive assessment of submitted academic work;
- xi. provide support services which take into consideration the requirements of students;
- xii. recognise the legal rights of students including those relating to intellectual property and privacy.

### *1.3. Definitions*

For definitions, please refer to '*Glossary of Terms*'.

## **2. Scope**

This Code applies to all students of the Institute with regard to all actions and activities (on and off campus) related to or affecting the Institute, its students and staff. It must be read together with the Institute's *Academic Integrity Policy and Procedure* and other related documents.

### 3. Responsibilities of Students

#### 3.1 Personal Conduct

All students on face to face and online modes must:

- i. offer respect, dignity, impartiality, courtesy and sensitivity to all staff at the Institute, members of the public and other students at all times;
- ii. maintain a cooperative and collaborative approach to interpersonal relationships;
- iii. act honestly and ethically in their dealings with the Institute's staff, any other members of the public and other students;
- iv. respect the privacy of the Institute's staff and other students;
- v. ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of the Institute's staff, any members of the public or other students to carry out their study, research or work at the Institute, including in the Institute's Library, classrooms and computer laboratories;
- vi. ensure that they do not become involved in or encourage discrimination, harassment (including sexual harassment) or bullying (including cyber-bullying) of the Institute's students, staff, or any member of the public;
- vii. refrain from displaying behaviour that threatens the wellbeing of another member of the Institute including all staff and students;
- viii. treat every person with courtesy and respect regardless of gender, age, ethnicity, social background, disability, sexual orientation, or religious beliefs and customs.

#### 3.2 Academic Conduct

All students must:

- i. ensure that their enrolment and progress in their course of study is lawful and consistent with the policies and procedures of the Institute;
- ii. be responsible to maintain current information in the student information system;
- iii. observe key dates and deadlines;
- iv. read all official correspondence from the Institute, including emails;
- v. act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests;
- vi. avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically;
- vii. participate constructively in the learning experience;
- viii. use the Institute's facilities and services in an honest and responsible manner;
- ix. behave appropriately in the learning environment (including online). This includes using respectful language, considering others by not disrupting the classroom/learning space/blog; behaving cooperatively and courteously in interactions at a level expected of aspiring professionals;
- x. embrace and recognise diversity.

For detailed academic conduct requirements, students must refer to the *Academic Integrity Policy and Procedure*.

### 3.3 Other Conduct

All students must:

- i. regularly and punctually attend their scheduled classes;
- ii. refrain from the use of devices which may disrupt classes. e.g. mobile phones, portable entertainment equipment, other devices;
- iii. comply with the dress code as outlined in the Student Handbook;
- iv. conduct themselves in a safe and healthy manner;
- v. behave respectfully and responsibly in all communications, including the use of social media;
- vi. identify and report any possible hazards from equipment, facilities and the environment;
- vii. refrain from smoking on campus;
- viii. refrain from drinking and/or eating in any study area, including the library;
- ix. refrain from the use of inappropriate language;
- x. only consume alcohol in a responsible way and in designated areas of the campus; and
- xi. refrain from the use or possession of illegal drugs.

## 4. Compliance

Compliance with this Code is a component of the admission and enrolment requirements of each student.

- 4.1 Where a student is aware of or suspects a breach of this Code, they must immediately report the breach in accordance with the relevant Policy and Procedure.
- 4.2 Breaches in relation to Academic Integrity are to be reported and managed in accordance with the *Academic Integrity Policy and Procedure*.
- 4.3 Breaches in relation to a student's non-academic conduct are to be reported and managed in accordance with the *Student Grievance Management Policy and Procedure*.
- 4.4 Breaches in relation to harassment, bullying and discrimination by students are to be reported and managed in accordance with the process described in the *Student Grievance Management Policy and Procedure*.
- 4.5 Students who are found to have breached this Code may be subject to penalty, including Exclusion from the Institute and/or cancellation of Enrolment, in accordance with the above listed Policies and procedures.
- 4.6 Some breaches of this Code may also have separate consequences for students under criminal or civil jurisdictions.

## 5. Code of Conduct Breaches

5.1 Breaches of this Code will be handled in accordance with this Policy. Breaches of this Code may result in:

- i. a verbal warning with a countersigned copy of the '*Incident Report Form*' in the student file;
- ii. issuance of a warning letter and referral for counselling;

- iii. academic probation;
- iv. suspension from a course of study;
- v. termination of enrolment;
- vi. a combination of the above.

## **6. Confirmation of Allegations**

6.1 Where a penalty is appropriate, the following will be considered;

- i. Any previous findings of misconduct and the penalty/ies imposed;
- ii. The year or level of study of the student;
- iii. Any intention behind the conduct, and the level and effect of that intention;
- iv. Any personal health, family or other factors that contributed to the conduct;
- v. Other matters considered relevant in the circumstances.

6.2 In all cases, details of the academic misconduct will be kept on the student's record/file and recorded in the *Academic Misconduct Register*.

## **7. Allegations Not Warranted**

7.1 In cases where there is insufficient evidence or the evidence provided does not support the allegation, no penalty will be imposed; however, information pertaining to the allegation can be kept on the student's record/file.

7.2 If the student is again involved in an allegation of misconduct later, then prior allegation(s) may form a valid part of the later investigation and can be included when considering the seriousness of the later breach(es).

## **8. Appeals**

8.1 A student may appeal against a decision made under this Code. The grounds for appeal are that the decision is inconsistent with this Code.

8.2 The student's appeal will be dealt with in accordance with the Institute's grievance handling procedures in accordance with the *Student Grievance Management Policy and Procedure*.