



STUDENT CODE OF CONDUCT

Contents

SECTION A - INTRODUCTION.....3

- A.1 Purpose 3
- A.2 Scope..... 3
- A.3 Definitions 3
- A.4 Acronyms 3

SECTION B - POLICY STATEMENT4

- B.1 Principles 4
- C.2 Policy 4

SECTION C - GOVERNANCE7

- C.1 Responsibility 7
- C.2 Version Control..... 7
- C.3 Legislative and Organisational Context 7

SECTION A - INTRODUCTION

A.1 Purpose

This policy outlines the framework which underpins the conduct of students in their daily activities at SAIBT/CELUSA.

A.2 Scope

This policy covers all prospective and current students of the:

- South Australian Institute of Business and Technology (SAIBT)
- Centre for English Language at the University of South Australia (CELUSA)

A.3 Definitions

| Word/Term | Definition |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Behavioural misconduct | A specific list of behaviours identified in this policy, the penalties for breaching of any can include suspension, exclusion or expulsion |
| Course | A single unit of study offered during a study period |
| Exclusion | Student prevented from enrolling at SAIBT/CELUSA for a period of one or more study periods due to misbehaviour as defined in this policy |
| Expulsion | Student excluded indefinitely due to behaviour misconduct |
| Program | The container for a group of Modules that are to be completed in order to be eligible for an Award. The structure of a Program is defined in the Study Plan |
| Suspension | Student prevented from attending classes or attending campus for a period of time within a study period due to misbehaviour as defined in this policy |

A.4 Acronyms

| Abbreviation | Phrase or Word |
|--------------|------------------------------------------------------------------|
| CELUSA | Centre for English Language at the University of South Australia |
| SAIBT | South Australian Institute of Business and Technology |

SECTION B - POLICY STATEMENT

B.1 Principles

This policy assumes that students have certain rights or expectations in their study at SAIBT/CELUSA, but they also have certain responsibilities, particularly to ensure that the rights of other students are not violated. In order to ensure that students' rights are understood, the College has this Code of Conduct to which all students of SAIBT/CELUSA must subscribe.

C.2 Policy

1 Expectations of Student Behaviour

1.1 As a member of the SAIBT/CELUSA Academic Community, students are expected to:

- treat all others with respect and courtesy
- treat others equitably regardless 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 tasks on time
- heed and utilise academic performance feedback from teaching staff
- approach their study program cooperatively and collaboratively
- maintain high standards and a professional approach to their study program
- familiarise themselves with, and abide by, SAIBT/CELUSA's policies and procedures
- maintain high standards and a professional approach to their student program, and
- speak English when on an SAIBT/CELUSA campus
- respect all property and resources of SAIBT/CELUSA and other students
- abide by UniSA's Guidelines for students on use of IT facilities including Email and Internet <http://w3.unisa.edu.au/policies/codes/miscell/it-student.asp>

2 Rights of students

2.1 Students of SAIBT/CELUSA can expect:

- to be treated with courtesy and respect
- to be treated equitably regardless of gender, sexual orientation, race, disability, medical condition, cultural background, religion, 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 their personal information
-
- to be provided with timely and accurate information as it pertains to courses, enrolment and all administrative matters
- to have reasonable access to lecturing staff in private consultation outside normal contact hours as published
- that assessment within modules will be equitably and appropriately implemented
- that the facilities and equipment used are safe and comply with occupational health and safety guidelines

3 Classroom behaviour

3.1 All students of SAIBT/CELUSA are expected to comply with the following rules of behaviour while enrolled at the college:

- demonstrate mutual respect for staff and students
- provide honest, fair and impartial treatment of all, free from discrimination
- turn off all mobile devices during class times and examinations unless otherwise instructed
- do not take any mobile devices into any examination
- follow directions about eating and drinking in classrooms
- prepare for classes by undertaking the required reading and completing all necessary tutorial or laboratory work
- attend all classes except when prevented by illness or exceptional circumstances
- arrive at classes at the scheduled time
- work to the best of their ability
- participate actively in learning activities
- avoid all forms of academic misconduct
- provide constructive feedback when evaluating courses and lecturers
- refrain from activities that might negatively impact on other members of the SAIBT/CELUSA community
- be aware of their responsibilities within their modules and program of study
- abide by any other rules of classroom and examination behaviour as determined by, and/or negotiated with, their lecturer and know their study timetable

4 Smoking

4.1 SAIBT/CELUSA is committed to ensuring that all members of the community can enjoy a clean and smoke free environment. Students are required to abide by the campus rules in relation to smoking on campus.

5 Behavioural misconduct

5.1 SAIBT/CELUSA students who engage in any of the behaviours as outlined in this section of the Code of Conduct may be considered to have engaged in behavioural misconduct. The following list is not exhaustive:

- Breaches of Commonwealth or State Law which impinge on SAIBT/CELUSA operations
- Behaviour that impairs the reasonable freedom of other persons to pursue their studies and participate in the activities of SAIBT/CELUSA
- Any act or failure to act that endangers the safety or health of any other person
- Actions that impair any person's participation in a legitimate SAIBT/CELUSA activity or, by act or omission disrupts the learning environment of SAIBT/CELUSA
- Acting in a way that causes students or staff or other person within SAIBT/CELUSA to fear for their personal safety
- Wilfully obstructing or disrupting any official SAIBT/CELUSA meeting, ceremony, activity, class or examination/assessment
- Any form of harassment, whether based on gender, race, age, sexual preference or religious belief
- Wilfully damaging or wrongfully dealing with any SAIBT/CELUSA property, or the property within SAIBT/CELUSA of any person, including theft
- Being under the influence of prohibited drugs and/or substances including alcohol
- Trespassing or knowingly entering any place within the premises of SAIBT/CELUSA that is out of bounds to students
- Possession of dangerous articles or banned substances
- Abusive behaviour
- stalking, bullying, harassment and humiliation (see below)
- discrimination (see below)

6 Discrimination and harassment

- 6.1** SAIBT/CELUSA is committed to providing access to learning aids and an equitable approach in dealing with all students. SAIBT/CELUSA 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 SAIBT/CELUSA upholds. All members of the SAIBT/CELUSA Community 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.

SAIBT/CELUSA 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.

7 Penalties for behavioural misconduct

- 7.1** If it is able to be shown that a student has engaged in behavioural misconduct, the student will be asked to attend an interview with the Academic Director or College Director or nominee in the first instance. During the interview, the student will be asked to provide an explanation for their behaviour.

Penalties for behavioural misconduct can include any, or a combination, of the following:

- a verbal reprimand from the Academic Director or College Director
- a formal written warning to the student from the Academic Director or College Director and a note placed in the student's file
- suspension from SAIBT/CELUSA for a specific period of time
- exclusion from enrolling at SAIBT/CELUSA for a specific period of time
- expulsion from SAIBT/CELUSA
- reporting the incident to the appropriate authorities

8 Complaints, Appeals and Grievances

8.1

A student who has a complaint about a decision that affects their studies, a particular situation in which they have been involved or witnessed, or has had a penalty imposed as a result of behavioural misconduct has a right to lodge a complaint or appeal through SAIBT/CELUSA's **Student Grievances and Appeals Policy and Procedure**. All complaints are considered with courtesy, in a timely fashion, and without fear of prejudice or inappropriate treatment.

9 University of South Australia Code of Conduct

- 9.1** Students are also bound by the UniSA Code of Conduct for Students
<http://w3.unisa.edu.au/policies/codes/students/Code-of-Conduct-for-Students.pdf>

SECTION C - GOVERNANCE

C.1 Responsibility

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|----------------------------|------------------------------|
| Identification | Student Code of Conduct |
| Policy Owner | College Director |
| Approving Authority | SAIBT/CELUSA Executive Group |
| Initial Issue date | February 2013 |
| Directory Location | College Director, Policies |

C.2 Version Control

| Version Number | Summary of Changes | Approved by | Date of Effect | Review Date | Privilege Level |
|-----------------------|---------------------------|------------------------------------------------|-----------------------|--------------------|------------------------|
| v1.0 | Initial policy | SAIBT Executive Group and SAIBT Academic Board | 3/2013 | 3/2015 | Public |
| v2.0 | | SAIBT/CELUSA Executive Group | 5/2016 | 5/2019 | Public |

C.3 Legislative and Organisational Context

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|---------------------------------------------------------|
| Name |
| The National Code of Practice 2007 |
| Work Health and Safety Act 2012 |
| Work Health and Safety Regulations 2012 |