



University of
South Australia

Centre for
English Language

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 STATEMENT	4
B.1 Principles	4
C.2 Policy	4
SECTION C - GOVERNANCE	8
C.1 Responsibility	8
C.2 Version Control.....	8
C.3 Legislative and Organisational Context	8
SECTION D - PROCEDURE	8
D.1 Related Procedures	8
D.2 Related Policies.....	8

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
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
Immigration	Department of Home Affairs
Module	A single unit of study that counts toward the completion of a program
Program	An approved combination of approved courses in which a student is enrolled
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 <https://i.unisa.edu.au/policies-and-procedures/codes/miscellaneous/IT-facilities-students/>

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
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- to be provided with timely and accurate information as it pertains to modules, 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 modules 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

3.2 Online Learning Expectations

Students joining online are expected to engage and participate in class in an equivalent way to students within the physical classroom.

This includes:

- Sharing ideas with the class and responding to questions through microphone, chat and other online tools
- Interacting with other students during group tasks
- Turning cameras on. This is strongly encouraged when possible during class, especially in breakout rooms
- Muting microphones when other students and or teacher are speaking
- Sharing screens when necessary to demonstrate progress
- Responding when called upon by the teacher
- Logging on before the start class time to enable sufficient time for the teacher to bring all students into the online session
- Joining the class on a suitable device to be able to complete required tasks
- Communicating with the teacher if needing to leave the class or having technical issues
- Ensuring all communication is of a respectful nature to other students and staff. This includes using English at all times within the class.
- Contacting teacher if unsure of requirements or need further assistance.
- Following all requirements of online assessments such as turning cameras on
- Joining zoom with valid name and appropriate profile picture

It is the student's responsibility to raise any issues affecting their ability to engage as outlined above with their individual teachers.

Students that do not engage adequately in the online class may be marked as absent.

Students in Adelaide are expected to attend classes on campus if possible and require approval to attend classes online.

Inappropriate behaviour within an online class could result in penalties outlined in 7.1. This includes sharing inappropriate images and communication.

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
- reporting to Immigration and possible cancellation of Confirmation of Enrolment (for international students)

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

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

Current Version Number	3.3
Date of Effect	10/2021
Review Date	09/2022
Privilege Level	Public

C.3 Legislative and Organisational Context

Name
The National Code of Practice 2018
Work Health and Safety Act 2012
Work Health and Safety Regulations 2012

SECTION D - PROCEDURE

D.1 Related Procedures

Student Grievances and Appeals procedure

D.2 Related Policies

Student Grievances and Appeals Policy

Navitas Anti-Discrimination and the Prevention of Harassment, Vilification and Bullying Policy