

## STUDENT CODE OF CONDUCT PROCEDURE

<b>Approving authority</b>	Executive Management Team
<b>Purpose</b>	This procedure outlines the values and conduct expected of all students.
<b>Responsible Officer</b>	Head of Student Services and Administration
<b>Next scheduled review</b>	June 2021
<b>Document Location</b>	<a href="http://www.ozford.edu.au/higher-education/policies-and-procedures/">http://www.ozford.edu.au/higher-education/policies-and-procedures/</a>
<b>Associated documents</b>	Academic Integrity Policy and Procedure Student Code of Conduct Policy Student Grievances & Appeals Policy and Procedure Student Services & Support Policy and Procedure Anti-Bullying & Harassment Policy and Procedure Anti-Discrimination Policy and Procedure Diversity and Equity Policy and Procedure

### 1. PRINCIPLES

The Student Code and Conduct provides the framework and clarifies the standards of conduct that are expected of students at Ozford Institute of Higher Education. The four basic principles that underpin the Code of Conduct are:

- **Fairness**

The Institute will continuously uphold and ensure promotion of the Code, Policies and Procedures to students at all times. Both the staff members and students should expect repercussions for any inappropriate conduct. Admirable conduct will be recognised and rewarded on a regular basis.

- **Respect**

Mutual respect is to be extended between staff members and students in the resolution of any behavioural issue(s);

Respect should also be exercised in the implementation of any disciplinary measure with the focus on the events giving rise to the behaviour and not on the offender.

- **Firmness**

Students are to familiarise themselves with the Code, Policies and Procedures at Ozford and to seek clarification if they are unclear, thereby avoiding non-compliance.

Non-compliance of the regulations will result in the student being subject to investigations of the matter and disciplinary measures for inappropriate behaviours will be adopted.

- **Consistency**

The Code, Policies and Procedures will be communicated clearly to the students and the manner of resolution of any breach by any person will be consistent throughout

The Code of Conduct does not cover all situations; it articulates the expectations and aspiration of the Institute in relation to student conduct, including strategies to address inappropriate conduct.

## 2. SCOPE

The Student Code of Conduct applies to all students who are currently enrolled at the Institute.

## 3. DEFINITIONS

Suspension is a disciplinary measure that involves temporary removal of a student from the Institute's approved activities for a specified period of time. Students will be allowed to return to the Institute approved activity after the suspension period has ended.

Expulsion is the process of permanently excluding the student from the Institute in which he or she is expelled.

## 4. PROCEDURES

### 4.1 Code of Conduct

All students are required to conduct their duties and act in a manner that promotes a safe, positive, productive and harmonious learning environment, act ethically and responsibly, and be accountable for their actions and decisions.

All students have a responsibility to comply with legislations, terms and conditions of their enrolment, Ozford policy and procedures, and this Code of Conduct.

Ozford is an alcohol and drug free establishment. The consumption of alcohol and illegal drugs are strictly prohibited on campus.

Any form of assault/violence in or outside the campus is prohibited and considered a serious misconduct. The reference to assault/violence includes not only physical behaviour but oral, written, electronic, online, sexual and/or behaviour of a racial nature. Any such conduct between students and/or with staff is not acceptable and will be subject to disciplinary action.

The possession or threat of possession of knives, weapons or objects that can be used as a weapon at Ozford is strictly prohibited and may constitute a criminal activity and be reported accordingly.

Bullying is a repeated unreasonable behaviour directed toward another person/student, or a group of students, or staff member, that creates a risk to health and safety. Any form of bullying in or outside class is strictly prohibited.

Discrimination exists if and when a person or a group of people, is/are being treated less satisfactorily than another person and/group because of race, colour, nationality or ethnic origin, sex, pregnancy or marital status, age, physical disability, religion, sexual preference, trade union activities or any other characteristics specified under the Anti-Discrimination or Human Rights legislations. Discrimination and harassment in or out of class is strictly prohibited and will be subject to disciplinary action.

General misconduct is where a student: acts dishonestly; harasses other students or staff; interferes with students or staff; prevents or disrupts learning; disobeys/fails to comply with contractual or legal requirements (e.g. non-payment of fees); misuses, damages or steals Institute's property or the property of others; alters/defaces the Institute documents or records; prejudices the good name of the Institute, or otherwise acts in an improper manner.

The following examples indicate the kinds of general misconduct which constitute student general misconduct. They are for illustrative purposes and are not intended to be exhaustive. Student misconduct occurs when a student:

- 4.1.1 contravenes any rules or acts;
- 4.1.2 prejudices the good name or reputation of the Institute;
- 4.1.3 prejudices the good order and governance of the Institute or interferes with the freedom of other people to pursue their studies, carry out their functions or participate in the life of the Institute;
- 4.1.4 fails to comply with conditions agreed in the contract;
- 4.1.5 fails to comply with the overseas student visa conditions;
- 4.1.6 wilfully disobeys or disregards any lawful order or direction from Institute personnel;
- 4.1.7 refuses to identify him or herself when lawfully asked to do so by a staff member of the Institute;
- 4.1.8 fails to comply with any penalty imposed for breach of conduct;
- 4.1.9 misbehaves in a class, meeting or other activity under the control or supervision of the Institute, or on Institute premises or other premises to which the student has access as a student of the Institute;
- 4.1.10 obstructs any member of staff in the performance of their duties;
- 4.1.11 acts dishonestly in relation to admission to the Institute;
- 4.1.12 knowingly makes any false or misleading representation about things that concern the student as a student of the Institute or breaches any of Institute rules;
- 4.1.13 alters any documents or records;
- 4.1.14 harasses or intimidates another student, a member of staff, a visitor to the Institute, or any other person while the student is engaged in study or other activity as an Institute student, because of race, ethnic or national origin, sex, marital status, sexual preference, disability, age, political conviction, religious belief or for any other reason;
- 4.1.15 breaches any confidence of the Institute;
- 4.1.16 Misuses any facility in a manner which is illegal or which is or will be detrimental to the rights or property of others. This includes the misuse, in any way, of any computing or communications equipment or capacity to which the student has access at or away from the Institute premises while acting as an the Institute student, in a manner which is illegal or which is or will be detrimental to the rights or property of others;
- 4.1.17 steals, destroys or damages a facility or property of the Institute or for which the Institute is responsible

See also: Occupational Health and Safety Policy and Procedures

## **4.2 Academic Conduct**

Oxford is committed to promoting academic integrity among students and staff and ensuring all assessment of student learning is undertaken in accord with the highest levels of academic integrity. Matters relating to Academic Conduct is covered in the Academic Integrity Policy and Procedures.

## **4.3 Promotion of Code of Conduct**

The Code of Conduct will be explained to students during orientation and be made available to students in the Student handbook.

## **4.4 Code of Conduct Implementation**

The Code of Conduct is implemented throughout the Institute using a positive reinforcement and restorative approach. Any staff member with reasonable grounds to believe that a student has committed misconduct can address the students' conduct so that it does not recur. Matters are required to be reported to the Head of Department or the Academic Dean if staff members have reasonable ground to believe that extra support and interventions are required to address the students' misconduct.

Where an allegation of misconduct is made against a student, an investigation of the matter will commence. The Institute will provide support to students during the inquiry process by ensuring:

- The student is treated fairly, with dignity and with due regard to his or her privacy. Past misbehaviour is not evidence that a student has behaved in the same manner again;
- The student is to be regarded as innocent of the alleged misbehaviour until he or she has either admitted to it or been found by proper inquiry by the Academic Dean to have so behaved.

Each case is dealt with on its own merits and according to its own circumstances with the provision that the first instance of misbehaviour will be penalised more leniently than subsequent instances of misbehaviour.

#### **4.5 Non-compliance and Disciplinary Measures**

Students may be subject to disciplinary measures if the allegation is verified and upheld.

In ensuring that fairness is exercised throughout the process of implementation of disciplinary action, the staff member should take into consideration the following:

- the nature of the behaviour;
- the student's age;
- the circumstances surrounding the inappropriate conduct;
- the interest, health, safety and wellbeing of the student(s);
- the impact on the student's engagement;
- a duty of care to the student(s); and
- the family circumstances of the student(s).

Penalties implemented will address the cause(s) giving rise to the incidents including:

- an initial verbal warning;
- temporary restrictions to access to specific facilities or services;
- written warning(s);
- a financial penalty in accordance to student's acceptance agreement;
- requiring the student to pay for the cost of any damage;
- time limited suspension of enrolment;
- suspension and/or possible expulsion for a period of time from Ozford; or
- a permanent expulsion and a possible referral to the relevant authority or authorities in the event that the conduct constitutes a serious breach of the legislation.

Suspension is a serious disciplinary action and as such should only be utilised in the event that other disciplinary measures have failed to result in a satisfactory outcome.

Expulsion is a severe form of sanction and should be exercised only in the most serious circumstances.

In some cases where the student's misconduct is severe, the Institute's Executive Management Team has the right to cancel the student's enrolment. Severe misconducts include but not limited to

- acts dishonestly in relation to admission to the Institute;
- knowingly makes any false or misleading representation about things that concern the student as a student of the Institute or breaches any of Institute rules;
- harasses or intimidates another student, a member of staff, a visitor to the Institute, or any other person while the student is engaged in study or other activity as an Institute student, because of

race, ethnic or national origin, sex, marital status, sexual preference, disability, age, political conviction, religious belief or for any other reason;

- Misuses any facility in a manner which is illegal or which is or will be detrimental to the rights or property of others. This includes the misuse, in any way, of any computing or communications equipment or capacity to which the student has access at or away from the Institute premises while acting as an the Institute student, in a manner which is illegal or which is or will be detrimental to the rights or property of others;
- steals, destroys or damages a facility or property of the Institute or for which the Institute is responsible

**4.6** Students will be notified via phone call and /or written notification in cases of serious discipline actions being taken such as suspension and expulsion. An accurate record is kept with respect to any inappropriate behaviour, disciplinary actions taken and resolutions on the student management system.

**4.7** Students may appeal to the Institute against the penalties imposed. Students wishing to appeal will be referred to the Institute’s Students Grievances and Appeal Policy and Procedures.

## 5. QUALITY ASSURANCE

To ensure that this procedure is fit for purpose and meet the requirements of the HES Threshold Standards the procedure will be:

- 5.1 internally approved by the Executive Management Team on development or review
- 5.2 externally reviewed as part of any independent review of the HES Threshold Standards approved by the Governing Board;
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier).
- 5.4 referenced to the applicable HES threshold Standard and/or other legislation/regulation.

## 6 FEEDBACK

Feedback or comments on this procedure is welcomed by the listed Responsible officers of the Institute.

## 7 VERSION CONTROL

Version	Date approved	Description	Approved by
2.0	June 2018	Initial issue	EMT
Related legislation/ regulation/standard	ESOS National Code 2018 Standard 8		