

Student Code of Conduct Policy



Purpose

The policy provides a platform upon which decisions can be made, by responsible I.G Institute staff member when engaging with student. I.G Institute is committed to the pursuit of providing excellent learning and assessment services. This code of conduct policy sets out the expectations of students in respect of academic matters and personal behaviours and outlines I.G Institute responsibilities to students. I.G Institute recognises and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All I.G Institute student, in return are required to comply with the requirements set down in the Code of Conduct Policy.

I.G Institute is committed to;

- High academic standards and high-quality education
- Social responsibility with intellectual freedom
- High standards of ethical behaviour

Students to be committed to 4 basic principles upon this code;

- Obligation to act with integrity in academic work
- Obligation that all academic work is conducted ethically and safely
- Obligation to equity and respect when dealing with all college staff
- Obligation to the use and care of resources facilitated in a lawful and appropriate manner and not to diminish I.G INSTITUTE reputation in the carrying out of academic and other associated activities.

Policy

1. The code applies to all student under certain circumstances;
 - 1.1. All activities on premises and all external related to study
 - 1.2. Online examinations and online academic work
 - 1.3. All student representing the college (social/cultural activities)
2. All I.G Institute student have an obligation to inform themselves of I.G INSTITUTE policies affecting them and must;
 - 2.1. Treat all workers, consultants and any other members of public and other students with respect, dignity, impartiality, courtesy and sensitivity
 - 2.2. At all times maintain a cooperative and collaborative approach to inter-personal relationships;
 - 2.3. At all times act honestly and ethically in their dealings with RTO's staff, consultants, any other members of the public and other students;
 - 2.4. At all times respect the privacy of workers, consultants, any other members of the public and other students;
 - 2.5. At all times ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of workers, consultants, any other members of the public and other students to carry out their study or work.
 - 2.6. At all times ensure that they do not become involved in or encourage discrimination against or harassment or bullying of workers, consultants, any other members of the public or other students.
 - 2.7. Identify themselves truthfully when required to do so by staff member and produce their student card on request of staff member fulfilling the requirements of their duties
3. All students have an obligation to equity and respect and are expected to;
 - 3.1. Treat all workers, other students and visitors of I.G Institute with courtesy, tolerance and respect. This extends to training online, and supervisors and others involved in workplace placements or other practicum
 - 3.2. Respect the rights of others to be treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment;
 - 3.3. Respect the rights of others to express political and religious views and not engage in behaviour that is obscene, dangerous or could reasonably be considered to be offensive to others; not engage in behaviour that is unlawful, discriminatory, harassing, or bullying;
 - 3.4. Not engage in behaviour that is perceived to be threatening or intimidating or causes any person to fear for their personal safety or well-being;
 - 3.5. Not behave in a way that disrupts or interferes with any academic activity that I.G INSTITUTE authorised to be held on a RTO's premises;
 - 3.6. Not engage in any fraudulent or corrupt conduct.

4. All I.G Institute student have the obligation to academic conduct and are expected to;
 - 4.1. Inform I.G Institute of current and relevant information in the student information system, and observe key dates and deadlines;
 - 4.2. Conduct themselves honestly and in compliance with I.G Institute expectations;
 - 4.3. Not engage in plagiarism or other academic misconduct;
 - 4.4. Act ethically and honestly in the preparation, conduct, submission of academic work, and during all forms of assessment.
 - 4.5. Conduct themselves in a manner conducive to the proper functioning of I.G Institute, which is dedicated to the pursuit of academic excellence;
 - 4.6. Actively participate in the learning process;
 - 4.7. Attend scheduled course teaching activities and submit assessment tasks on time, unless unforeseen or exceptional circumstances arise;
 - 4.8. Behave ethically, avoiding any action or behaviour that would unfairly disadvantage or advantage either themselves or another student;
 - 4.9. Behave professionally, ethically and respectfully in all dealings with the College's learning partners during work placements and practicums;
 - 4.10. Read all official correspondence from I.G Institute, including email and SMS messages;
 - 4.11. I.G Institute resources, including information and communication technology resources, in a lawful and ethical manner and for college purposes only.
5. All I.G Institute student have an obligation to resources and reputation and are expected to;
 - 5.1. Use and care for all I. I.G Institute resources in a lawful and ethical manner, mindful of the need for resources to be shared by all I.G Institute members;
 - 5.2. Ensure their actions or inactions as a student do not harm, or bring into disrepute, I.G Institute's reputation or good standing;
 - 5.3. Not engage in behaviour that is detrimental to I.G Institute property;
 - 5.4. Not participate in any learning activity, while under the influence of alcohol or other drugs;
 - 5.5. Not use, possess or supply any prohibited drug, substance or weapon on campus;
 - 5.6. Not misuse I.G Institute facilities in a manner which is unlawful or which will be detrimental to the rights and properties of others;
 - 5.7. Not use I.G Institute name, reputation or crest for private gain or the gain of a third party, or private business or commercial purposes;
 - 5.8. Not engage in any fraudulent or corrupt conduct.
6. I.G Institute ensures a responsibility to all students learning and assessment by providing;
 - 6.1. An academic environment which fosters student participation in rational debate and in which students can freely express alternative points of view;
 - 6.2. Considered for selection into courses or programs on the basis of criteria that are valid, explicit, fair and reliable;
 - 6.3. Have reasonable access to appropriately qualified academic staff and academic learning support services;
 - 6.4. Have reasonable access to equipment and other resources to enable completion of course;
 - 6.5. Receive timely, complete, clear and accurate information in relation to the content, objectives, cost and assessment tasks of courses, timely and appropriate feedback on assessment tasks, timely and appropriate information in relation to administrative procedures that apply to them;
 - 6.6. Can provide feedback on the teaching, learning and environment;
 - 6.7. Study and work in a safe, harmonious, tolerant and productive academic environment.
7. I.G Institute ensures a responsibility to all student's college experience by;
 - 7.1. Treating students with courtesy, tolerance and respect as valued members of the I.G Institute
 - 7.2. Treated fairly, impartially and consistently in all aspects of I.G Institute policy, procedures and process
 - 7.3. Treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment;
 - 7.4. Having reasonable access to support services if experiencing personal, academic or disability related difficulties;
 - 7.5. Having reasonable access to records held about them;
 - 7.6. Receiving respect and protection of their privacy;
 - 7.7. Lodging a complaint or appeal without fear of victimisation and with assurance that the matter will be treated seriously, expeditiously and sensitively having due regard to procedural fairness and confidentiality.
8. All I.G Institute students may have an occasion of misconduct, when a student conduct is a cause of concern in relation to safety of that student, staff and other students it is to be;
 - 8.1. Referred to Academic Manager and/or Principal Executive Officer, who will arrange for assistance to be provided to the student concerned if considered warranted and in the best interest of the student.
9. I.G Institute ensure to manage and maintain procedural fairness at all time and is committed to the principles of the procedural fairness and natural justice where;
 - 9.1. Presumption of innocence unless guilt is freely admitted or proved by clear and convincing evidence
 - 9.2. The right to be heard
 - 9.3. The right to be treated without bias
 - 9.4. The right to be informed of allegations being made and to be provided with an opportunity to respond
 - 9.5. The right to be given a reason for any decision

10. I.G Institute ensures to give students an opportunity of correct information, explain mitigating circumstances and make a submission as to the penalty(ies) that may be imposed.
11. I.G Institute ensure that no member of staff can make a determination on a misconduct matter if he or she has had prior involvement in any aspect of the allegation
12. I.G Institute ensure to provide to students to a due notice of any allegations of student misconduct made against them. Allegations may be amended at any time before their determination, provided the student has received notice.
13. I.G Institute ensure that where a student has been found guilty of a past misconduct offence shall not be taken into consideration when determining guilt relating to the current allegation.
14. I.G Institute takes multiple breaches of Student Code of Conduct seriously. Where that a student has been found guilty of a past misconduct offence will be taken into account when determining the penalty/ies to be imposed.
15. I.G Institute finds multiple allegations of a similar nature come to light at the same time, these can be considered as one allegation if the Chief Operation Officer and Academic Manager believes that is appropriate in the circumstances.
16. I.G Institute is committed to investigating and determining allegations of student misconduct as expeditiously as is practical recognising that a student can be significantly affected by delay in the resolution of the matter. A specified time period may be extended at the discretion of the Principal Executive Officer and/or Academic Manager.

Policy History

Current Version	Current Version Release Date	Author	Description of Changes
POL V1.0CoC	July 2020	Sofia Soumboulidis	Created