

Student Code of Conduct



Purpose/objective

This Policy sets out the expectations the Australasian Academy of Higher Education (AAHE) has in terms of a student's personal conduct. AAHE's expectations regarding a student's academic work are explained in the Student Academic Integrity Policy and the Academic Progress Policy.

The Student General Misconduct Procedure explains how AAHE handles alleged breaches of the Student Code of Conduct.

Scope

This Code and the Student General Misconduct Procedure apply to all students at AAHE.

Definitions

Terms used in this document are defined in the AAHE Glossary.

Policy

1 Expectations of students

Every AAHE student is expected to:

- 1.1 act with honesty, integrity and professionalism:
 - being honest in all their interactions with and in relation to AAHE, including providing accurate personal details and genuine documents and other information
 - avoiding and reporting suspected cases of fraud or corruption
 - maintaining academic integrity
 - conducting themselves professionally and representing AAHE appropriately in the wider community
 - dressing in an appropriate manner to avoid causing offence
 - avoiding any action, either face to face or online, that may jeopardise AAHE's reputation or another individual's reputation, privacy, safety or wellbeing
 - obeying all Australian laws
- 1.2 contribute to the maintenance of a safe, inclusive and harmonious learning environment:
 - communicating respectfully – particularly in areas of disagreement – face to face, electronically and through social media
 - working collaboratively with other AAHE students and staff
 - refraining from any action that may disrupt teaching and learning or compromise the safety of others
 - avoiding inappropriate behaviour, including discrimination, sexual harassment, bullying or intimidation of staff, students, visitors or the general public
 - complying with safety procedures, protecting the safety of other AAHE students and staff, and notifying AAHE staff of any threats or hazards
 - not smoking or having weapons, alcohol or illegal drugs in their possession and not being under the influence of alcohol or illegal drugs while on or near AAHE premises

- 1.3 actively engage with AAHE processes and comply with AAHE policies and procedures:
- providing fair, honest and constructive feedback to assist AAHE to provide an excellent student experience
 - raising any concerns and complaints in an appropriate manner through the Student Complaints Policy and not victimising any person for making or supporting a complaint
 - enrolling and paying fees as instructed and by the deadlines set by AAHE
 - reading and responding promptly to AAHE communications
 - carrying their student identity card with them whenever they are at AAHE and presenting it when requested by a staff member
 - keeping their personal details including addresses and telephone numbers up to date on AAHE's student management system
 - not stealing, damaging or interfering with AAHE facilities or other people's belongings
 - using AAHE information technology services appropriately
- 1.4 follow the policies and procedures of other organisations during work placements and other course related activities
- 1.5 encourage other students to act appropriately
- 1.6 follow all reasonable directions from AAHE staff.

2 Breaches of the Student Code of Conduct

- 2.1 A AAHE staff member may caution a student at any time or give them a reasonable direction to maintain a safe and supportive environment that is conducive to teaching and learning.
- 2.2 AAHE may take disciplinary action under the Student General Misconduct Procedure if a student is found to have breached the Student Code of Conduct.

3 Communicating the Student Code of Conduct

The Student Code of Conduct will be communicated to students through a variety of channels, including letters of offer, the Student Handbook, AAHE website and orientation sessions, to ensure that students are aware of what is expected of them and understand the consequences of breaches.

Related documents and relevant legislation

Student General Misconduct Procedure
 Prevention of Fraud and Misconduct Policy
 Equity and Diversity Policy

[Higher Education Standards Framework \(Threshold Standards\) 2021](#)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

Document information

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1	Academic Board	5/1/21	1/10/23	

Student General Misconduct Procedure

1 Initial response

- 1.1 A minor or unintentional breach of the Student Code of Conduct will normally be handled in an educative way by the staff member who witnesses it.
- 1.2 Repeated or more serious breaches must be reported to the Registrar for handling.
- 1.3 If the Registrar considers that a student's conduct may cause harm to other people's wellbeing or safety, or to AAHE property, the Registrar may direct the student to leave AAHE premises immediately, and not to return until advised. Where appropriate, the Registrar may involve the police or refer the matter to the police for investigation.
- 1.4 A student who is concerned about another student's conduct may ask the Unit Coordinator or a Student Support Officer to assist them to resolve the situation informally or may report the matter formally to the Registrar in accordance with the Student Complaints Procedure.
- 1.5 A staff member who witnesses inappropriate conduct or to whom allegations are reported will ensure that any students who are affected will have access to relevant supports.

2 Formal process

- 2.1 Where an alleged breach is reported to the Registrar by an AAHE staff member or is the subject of a student complaint, the Registrar or nominee will review the evidence and may:
 - give the student against whom the allegations have been raised a verbal warning and counselling regarding inappropriate behaviour
 - issue a written warning to the student that explains why the behaviour is inappropriate, directs the student to refrain from such behaviour and sets out what will happen if the behaviour is repeated
 - conduct, or appoint another senior staff member to conduct, a formal investigation to determine whether the allegations are more likely than not to be substantiated.
- 2.2 The investigator:
 - must act fairly and in accordance with the principles of natural justice at all times
 - will give the student an opportunity to respond to the allegations against them
 - may require the student to attend an interview, to which they will be allowed to bring a support person of their choice, other than a legal practitioner
 - will make a decision on the balance of probabilities based on the student's statement and any other available evidence.

3 Outcomes

- 3.1 Where a breach of the Student Code of Conduct is found to have occurred, the Registrar will determine the penalty, which may range from a reprimand to cancellation of enrolment and expulsion from the course.
- 3.2 The Registrar may take the following into account when determining the penalty:
 - previous breaches or alleged breaches of the Student Code of Conduct
 - the student's year level
 - the seriousness of the breach
 - whether the breach appears to have been intentional
 - any mitigating circumstances.
- 3.3 The Registrar will notify the student in writing of the outcome and the reasons for the decision.
- 3.4 The Registrar will also notify the student regarding the appeal process and deadlines.

3.5 International students will also be advised that the suspension or cancellation may affect their visa and that the relevant government department will be notified of the decision.

4 Appeals

4.1 If the Registrar considers that a student's conduct poses a risk to their own or another person's health or wellbeing, the Registrar may cancel the student's enrolment immediately.

4.2 The Registrar will determine on a case by case basis whether a student can continue to attend classes or will be supported to study in some other way while the appeal process proceeds.

4.3 A student who wishes to appeal against the Registrar's decision must do so on the prescribed form within 20 working days after the Registrar notifies them of the proposed action.

4.4 Appeals must be accompanied by supporting documentation and may only be made on one or more of the following grounds:

- new evidence is available that could not be provided when the student initially responded to the allegations
- the proposed penalty is unreasonable and not supported by the evidence
- there has been a misapplication of AAHE policies or procedures that has disadvantaged the student
- the decision maker was biased or had a conflict of interest.

4.5 Appeals are reviewed by the Chief Operating Officer (COO) or nominee within 10 working days of it being made and the COO may:

- dismiss the appeal if he or she considers it to be lacking in substance and confirm the proposed penalty
- overturn the penalty
- establish an Appeals Committee to hear the student's case.

4.6 Where an Appeals Committee is established, it will comprise three members nominated by the COO, one of whom will chair the Committee. The Committee members must have had no previous involvement with the alleged breach.

4.7 The student who has lodged the appeal will be given at least 10 working days' notice of the time at which they will have the opportunity to present their case to the Committee and will be invited to bring a support person other than a legal practitioner. The student appealing the decision must advise the Secretary at least 2 working days before the hearing whether they plan to attend the hearing and, if so, the name of any support person they wish to bring.

4.8 Where multiple students are involved in an alleged breach, they will be heard separately.

4.9 The Registrar will appoint a secretary to support the Appeals Committee. The secretary will advise all parties regarding arrangements for the hearing, collate all relevant information, circulate copies to the Committee members and the student responding to the allegations, and record the Committee's discussion in writing.

4.10 The Committee will make a decision by majority vote and on the balance of probabilities.

4.11 After the Appeals Committee hearing, the Secretary will notify the student in writing regarding the outcome within 5 working days, including the reasons for the decision and external avenues of appeal where the internal appeal was unsuccessful.

4.12 The Registrar will write to any student who does not lodge an appeal within 20 working days or who withdraws their appeal, to confirm the outcome and the penalty.

5 Suspension or cancellation of enrolment

5.1 A student whose enrolment has been suspended may reenrol at AAHE at the end of the period of suspension.

- 5.2 A student whose enrolment has been cancelled may apply to the Registrar for readmission to AAHE in the following year where they can demonstrate that the problems that caused them to behave inappropriately are unlikely to recur.
 - 5.3 Where the student has a right of appeal, AAHE will not notify the relevant government department of any change to the student’s enrolment status through PRISMS until the internal appeal process has been completed, except where there are extenuating circumstances relating to the welfare of the student; for example that the student is missing, has severe depression or is likely to commit a criminal offence.
 - 5.4 The suspension or cancellation will be processed and the government department advised through PRISMs as soon as the 20-day period has elapsed for a student who does not appeal or when a student’s appeal has been considered and rejected.
 - 5.5 The Registrar will also ensure that the student’s financial records are adjusted to take account of the change; key staff are advised; the student’s computer access, email and library borrowing rights are suspended or cancelled, as applicable.
- 6 Records and reporting**
- 6.1 All records relating to alleged breaches of the Student Code of Conduct must be stored securely and retained in accordance with the Information and Records Management Policy.
 - 6.2 The Registrar will brief the Executive Management Committee regarding breaches of the Student Code of Conduct.

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