



Student Code of Conduct

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A. Overview

- i. Lead Institute of Higher Education's ('LIHE' or the 'Institute') is committed to demonstrating high standards of personal and professional conduct, and this commitment extends to students, who are a fundamental part of the Institute. The Student Code of Conduct (the 'Code' or the 'Policy') reflects the Institute's values of excellence and quality, scholarly rigour and integrity, equity and inclusiveness, collegiality and participation, academic freedom, commitment and accountability.
- ii. Definition

For definitions, please refer to the '*Dictionary of Terms*'.

B. Scope

This Policy is applicable to all enrolled students at the Institute.

C. Policy Principles

LIHE is committed to ensuring a safe learning environment and to upholding the highest standards of personal conduct. The purpose of this Policy is to:

- i. Promote the principle of mutual respect by defining appropriate student behaviour;
- ii. Promote academic integrity throughout all aspects of its teaching and learning activities;
- iii. Implement fair and just procedures for managing alleged student misconduct; and
- iv. Implement a transparent framework of educational remedial actions and appropriate and proportionate penalties that may be applied for breaches of the Code.

D. LIHE's Responsibilities

The Institute provides students with the opportunity to:

- i. Be considered for selection into courses of study with selection criteria that are valid, explicit, fair and transparent;
- ii. Enrol in courses of study that are of a high standard and satisfy relevant professional requirements;
- iii. Have reasonable access to appropriately qualified academic staff and academic and learning support services, materials, equipment and other resources to enable completion of academic courses;
- iv. Receive clear and timely information about courses, administrative procedures and feedback on assessment tasks;
- v. Study in an academic environment which fosters student participation in debate and where students can express alternative points of view in accordance with the principles in the *Academic Freedom Policy*;
- vi. Be treated with courtesy and respect as valued members of the LIHE community;
- vii. Be treated fairly, impartially and consistently in all aspects of the Institute's policy, procedures and practice.

E. Student Responsibilities

At all times students must:

- i. Treat every person with courtesy, and respect regardless of gender, age, ethnicity, social background, disability, sexual preference, or religious beliefs and customs;
- ii. Respect the rights of others to hold and express a range of views;
- iii. Behave appropriately in the learning environment (including online),
 - a. use respectful dialogue and debate;

- b. consider others by not disrupting the classroom/learning space,
- c. exhibit cooperation and courteous interactions at a level expected of beginning professionals;
- iv. Express views with consideration for the feelings of others, and with an understanding of ethical and cultural implications;
- v. Respect the rights of academic staff to manage their time, and balance competing responsibilities;
- vi. Undertake academic work without cheating, plagiarism and fabrication or falsification of data;
- vii. Appropriately acknowledge the contribution of others in all academic work;
- viii. Not encourage, persuade or incite others to engage in conduct or behaviour constituting misconduct in accordance with the Institute's policies and procedures;
- ix. Read and comply with admission conditions and the Institute's policies, procedures, guidelines and ethical requirements.
- x. Attempt to resolve issues through informal discussion before taking formal action;
- xi. Familiarise themselves with the Institute's procedures for complaints and grievances and use these procedures appropriately;
- xii. Raise issues or concerns with the Institute in a timely manner;

F. Breaches of the Code of Conduct - Misconduct

Disciplinary procedures may be invoked if it is alleged that a student has breached the Code of Conduct. Examples of breaches include but are not limited to;

- i. Abusive, threatening or unreasonable behaviour
- ii. Assault and/or behaviour which causes fear or distress to others either in person or online;
- iii. Sexual violence, abuse or harassment;
- iv. Racial or religious violence, abuse or harassment or other racist activity or behaviour;
- v. Violence, abuse or harassment relating to sexual orientation;
- vi. Violence, abuse or harassment relating to a person's gender identify or gender re-assignment;
- vii. Damage to the Institute's property or the property of any student or member of staff;
- viii. Any action likely to cause injury to any person or impairing the safety of the premises, including fighting on the campus;
- ix. Conduct that interferes with the academic or administrative activities of the Institute, such as disruption of teaching, examinations, working of staff and other campus services;
- x. Falsification or misuse of qualifications including Institute records, award certificates, transcripts or testamurs;
- xi. Offering, promising, giving, receiving or soliciting a financial, academic or other advantage or favour as a means to influencing the actions of others.

All breaches related to academic integrity will be handled in accordance with the *Academic Integrity Policy*.

G. Outcomes

Actions that the Institute may undertake include but is not limited to:

- i. Written warning or reprimand;
- ii. Refer student to counselling and support services available at the Institute;
- iii. Restrictions to undertake certain activities on campus;
- iv. Restrictions on access to campus and campus services (including library, ICT, study facilities);
- v. Suspension for a defined period;
- vi. Make restitution where practical or pay damages;
- vii. Cancellation of enrolment;
- viii. Expulsion from the Institute; or
- ix. Withholding of results for a defined period as necessary.

Version	Approved by	Approval Date
I	Governing Council	27 June 2022
Next Review	Custodian	Effective Date
Refer to the <i>Policy Documents Review Schedule</i>	Dean	27 June 2022
Related Documents	Dictionary of Terms Academic Integrity Policy Student Grievance Management Policy	
References and Legislations	National Code of Practice for Providers of Education and Training to Overseas Students 2018 Higher Education Standards Framework (Threshold Standards) 2021	