

Student Code of Conduct

Document

Document Name	Student Code of Conduct
Brief Description	The Student Code of Conduct sets out the standards of conduct expected of students while enrolled at the Sydney Institute of Business and Technology (SIBT).
Responsible Officer	Director of Student and Academic Services
Delegated Approver	Senior Management Team
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Version Control

Date/Approval	Version No.	Summary of Changes	Reviewer Name and Department/Office
14/8/25	7	Added Review Clause. Provided clarity in Appeals sections. Changed tone of document to focus on building a collaborative, supportive, positive culture rather than focus on misconduct and consequences.	Senior Management Team

Related Documents

Name	Location
Academic Integrity Policy	SIBT Website
Discrimination, Harassment, Victimisation and Bullying Policy	SIBT Website
Equal Opportunity and Diversity Policy	SIBT Website
Program Progress Policy and Procedure	SIBT Website
Student Complaints and Appeals Policy	SIBT Website
Freedom of Information Act 1982	https://www.legislation.gov.au/
Higher Education Support Act 2003	https://www.legislation.gov.au/
Higher Education Standards Framework (Threshold Standards) 2021	https://www.legislation.gov.au/
Education Services for Overseas Students Act 2000	https://www.legislation.gov.au/

Name	Location
National Code of Practice for Providers of Education and Training to Overseas Students 2018	https://www.legislation.gov.au/

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1. Purpose

- a) The Code of Conduct outlines standards of acceptable behaviour required by all Sydney Institute of Business and Technology (SIBT) students. By ensuring appropriate standards of conduct, the reputation and integrity of SIBT is maintained.
- b) Within the SIBT environment, students have both expectations and responsibilities. These expectations and responsibilities are intended to assist SIBT in providing students with a safe and inclusive learning environment that is free from harassment and bias and will enable them to successfully complete their program of study and achieve personal goals.

2. Definitions

Term	Meaning
Misconduct	Any action, behaviour or conduct that is inconsistent with expectations, and the principles of SIBT policies and procedures, SIBT Code of Conduct, federal, state, and local laws, and community values.

3. Application

- a) The Student Code of Conduct applies to:
 - i. All SIBT current students in all learning environments;
 - ii. All SIBT potential students or past students when their actions or conduct affects SIBT's reputation or can be linked to SIBT as an institution.
 - iii. At all off and on-site organised and sponsored events and
 - iv. Regardless of whether the conduct occurs in their capacity or circumstances associated with their status as a student.

SIBT will provide students with the opportunity to provide feedback and opinions in relation to their experience at SIBT through surveys, student representation on decision making Boards and Committees, and other consultative mechanisms.

4. SIBT Expectations

All SIBT students are expected to:

- a) Engage in conduct in accordance with SIBT values which includes:
 - i. conduct themselves in a manner that upholds the values of SIBT;
 - ii. accept and demonstrate accountability for their conduct and decisions;
 - iii. take reasonable care of SIBT's physical and digital assets and infrastructure;
 - iv. take reasonable care of their own health, safety and wellbeing and that of others;
 - v. refrain from conduct that threatens the health, safety and wellbeing of others; and
 - vi. demonstrate a commitment to their independent learning, critical judgement, academic integrity, academic freedom and ethical sensitivity.
 - vii. Treat others with respect and courtesy;

- viii. Treat others equitably irrespective of gender/gender identity, sexuality and sexual orientation, race, colour, descent, nationality, disability, medical condition, cultural or socio-economic background, religion or political conviction, marital status, or age and uphold a culture of inclusivity and diversity (refer to [Discrimination, Harassment, Victimisation and Bullying Policy](#) and [Equity and Diversity Policy](#));
- ix. Respect the privacy, opinions, and views of others;
- x. Refrain from any conduct that might reasonably be perceived as sexual, racial, or gender-based harassment or otherwise intimidating;
- xi. Not engage in abusive, destructive, or/and violent behaviour (refer to [Section 8](#)); and
- xii. Familiarise themselves and comply with [SIBT's policies and procedures](#); and
- xiii. Read all official SIBT communications and notifications and respond where required;
- xiv. Comply with the directions from SIBT staff members when the requests are made to ensure safety and wellbeing; and
- xv. Refrain from engaging in personal relationships with teaching staff, as such situations may result in the disruption of the student-teacher relationship fundamental to the student's learning. Personal relationships must be reported to the Campus Director and Principal immediately.

5. Student Expectations

As individuals, students of SIBT can expect to:

- a) Be treated with courtesy and respect; and
- b) Be treated equitably irrespective of gender/gender identity, sexuality and sexual orientation, race, colour, descent, nationality, disability, medical condition, cultural or socio-economic background, religion or political conviction, marital status, or age (refer to [Discrimination, Harassment, Victimisation and Bullying Policy](#)); and
- c) Be able to freely communicate and voice alternative points of view in a rational debate; and
- d) Participate in a safe and inclusive learning environment free from sexual, racial, gender-based, or other forms of harassment; and
- e) Rely on the protection of personal information; and
- f) Be able to access personal records, subject to the provisions of the [Freedom of Information Act 1982](#); and
- g) Be provided with timely and accurate information as it pertains to course/s, enrolment, and all administrative matters; and
- h) Have reasonable access to the lecturing staff in consultation outside of normal contact hours; and
- i) Be assisted in the development of their English language proficiency (relevant to students with English as a second language); and
- j) Have access to the safe facilities and equipment, that comply with occupational health and safety guidelines; and
- k) Have all their matters and wishes handled with respect and confidentiality.

6. Behaviours Appropriate to a Learning Environment

To comply with the Student Code of Conduct, and therefore maintain current enrolment at SIBT, students are expected, at a minimum, to:

- a) Be prepared for each class by undertaking the required reading, and completing all necessary tutorial or laboratory work; and
- b) Attend all lectures, tutorials, workshops, and other contact sessions; and
- c) Attempt and submit all assessment pieces as specified in course outlines, course websites and on exam timetables; and
- d) Arrive at classes at the scheduled time; and
- e) Work to the best of their ability and maintain satisfactory level of academic progress ([Program Progress Policy and Procedure](#)); and
- f) Participate actively in all learning activities; and
- g) Uphold principles of academic integrity and never engage in corrupt and fraudulent, or otherwise unlawful behaviour (refer to [Academic Integrity Policy](#)); and
- h) Heed and utilise academic performance feedback from teaching staff which is intended to support learning and cannot be defined as bullying, harassment or discriminatory; and
- i) Provide constructive feedback when evaluating courses and teaching staff; and
- j) Refrain from any activities that might negatively impact on other members of SIBT's campus community via face to face and on any forms of digital or social media; and
- k) Refrain from any disruptive behaviour, particularly during the class or examination times including but not limited to:
 - i. Interrupting teachers or classmates; and/or
 - ii. Making discriminative or insulting comments; and/or
 - iii. Using mobile devices (if not permitted); and/or
 - iv. Eating or drinking in classrooms;
- l) Be aware of their responsibilities within their course of study; and
- m) Comply with any other rules of classroom and examination behaviour as determined by, and/or negotiated with, their teacher.

7. Smoking, Drugs, and Illicit Substances

- a) SIBT ensures that all members of the community can enjoy a safe, clean, and smoke-free working and learning environment.
- b) Students are not allowed to:
 - i. Consume, posses, or be under the influence of alcohol or other illicit drugs whilst on the SIBT premises; and
 - ii. Smoke or vape inside the building or within a 10-metre radius of the building.

8. Misconduct

- a) SIBT students who breach any of the expectations, behaviours, or guidelines outlined in this Student Code of Conduct may be considered to have engaged in official misconduct.
- b) In addition, a student who engages in any of the following activities may also be considered to have engaged in misconduct:
 - i. Endangering the health or safety of any person at SIBT or on the campus; and/or
 - ii. Unlawfully assaulting, or attempting to assault another member of SIBT or campus community; and/or

- iii. Engaging in dishonest behaviour; and/or
- iv. Damaging or abusing SIBT or campus property; and/or
- v. Bringing weapons onto campus.

8.1. Reporting Misconduct

- a) Students who are dissatisfied with the conduct of another student, a staff member, or a particular situation in which they have been involved or witnessed, have a right to lodge a complaint (refer [Student Complaints and Appeals Policy](#)).
- b) All complaints are:
 - i. Assigned to the Senior Manager most relevant to the nature of the complaint;
 - ii. Considered with courtesy, in a timely fashion, and without fear of prejudice or inappropriate treatment.
 - iii. Should be made as soon as possible after the person reporting becomes aware of the misconduct in question.

8.2. Responding to Allegations of Misconduct

- a) Upon receipt of an allegation of misconduct the relevant Senior Manager will:
 - i. Take any immediate action necessary to ensure the ongoing safe operation of SIBT which may include exclusion or removal of a student from SIBT classrooms or premises for a period that does not exceed 24 hours. A report of this action will be provided to the Academic Director and/or Director of Student and Academic Services.
 - ii. Undertake an investigation of any allegation of misconduct in a timely manner and may refer the allegation of misconduct, upon preliminary investigation, onto the Director of Student and Academic Services, Academic Director, the Campus Director and Principal.
 - iii. Advise a student of any allegation of misconduct that is made against them, where appropriate, in writing.
 - iv. Provide an opportunity for the student to respond to the allegation of misconduct in writing clearly outlining the date by which a response should be submitted (providing that such date be no less than seven working days after the date of the notification), and the methods by which a student is able to respond.
- b) A student's response will only be accepted within the prescribed timeframe. Where a student fails to respond within the stated timeframe the relevant senior manager may proceed to a final determination of the matter, including notifying the student officially of the implementation of any penalty.
For academic integrity and breaches of academic misconduct refer to the SIBT [Academic Integrity Policy](#).

8.3. Misconduct Penalties

- a) If it is determined that a student has engaged in official misconduct, they may be subject to any, or a combination, of the following penalties:
 - i. Official reprimand (note made on student's record);
 - ii. Direction to provide written apology;
 - iii. Direction to provide a written undertaking not to repeat behaviour;



- iv. Direction to pay up to \$500.00 for repair or replacement of damaged or lost property;
- v. Exclusion for a specified period of time;
- vi. Exclusion from SIBT indefinitely, in cases of a very serious misconduct or where repeated incidents were recorded.

9. Appeal

- a) A student has a right to appeal against misconduct penalties within 20 days of receiving a notification on penalties handed down. Students should refer to the [Student Complaints and Appeals Policy](#) for details on the appeals process.

10. Monitoring and Review

- a) SIBT monitors the effectiveness and appropriateness of the terms under this Policy to identify continuous improvement opportunities and risk identification and mitigation and to inform updates to the policy.
- b) This Policy will be reviewed by the Responsible Officer and the Quality and Compliance Manager a minimum of every three (3) years, or when there are updates to the regulatory compliance requirements, legislation, regulation, and guidelines.