

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).
Responsibility	Senior Management Team
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Version Control

Date/Approval	Version No.	Summary of Changes	Reviewer Name and Department/Office
10/05/10	1	Reformatted into new template	Student and Academic Services
06/10/11	2	Updated formatting in line with UPD	Student and Academic Services
19/06/12	3	Added statement - <i>SIBT may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).</i>	Student and Academic Services
23/01/14	4	SIBT adopts the MQ Student Code of Conduct Policy	Student and Academic Services
10/03/16	5	SIBT Student Code of Conduct Policy adopted. SMT approved and endorsed. Noted at Interim Academic Board Meeting 11/3/16.	Student and Academic Services
11/5/2023	6	New template, content consolidation in sections after student and staff consultation, minor editorial amendments.	Student and Academic Services

Related Documents

Name	Location
All SIBT Policies and Procedures	SIBT Website
Freedom of Information Act 1982	https://www.legislation.gov.au/
Higher Education Support Act 2003	https://www.legislation.gov.au/

Name	Location
Higher Education Standards Framework (Threshold Standards) 2021	https://www.legislation.gov.au/
Education Services for Overseas Students Act 2000	https://www.legislation.gov.au/
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 Student 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 principles 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 all SIBT:
 - i. Current and potential students and graduates in all learning environments; and
 - ii. Off and on-site organised and sponsored events.

4. SIBT Expectations

All SIBT students are expected to:

- a) Treat all others with respect and courtesy;
- b) 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. For more information, please refer to the Discrimination, Harassment, Victimization and Bullying Policy;
- c) Uphold culture of inclusivity and diversity. For further information, refer to the Equal Opportunity and Diversity Policy;
- d) Respect the privacy, opinions, and views of others;
- e) Avoid any conduct that might reasonably be perceived as sexual, racial, or gender-based harassment or otherwise intimidating;
- f) Not engage in abusive, destructive, or/and violent behaviour (refer to section 8); and
- g) Familiarise themselves and comply with SIBT's policies and procedures; and
- h) Maintain a professional approach to their study program;
- i) Read all official SIBT communications and notifications and respond where required;
- j) Comply with the directions from SIBT staff members when the requests are made to ensure safety and wellbeing, and/or uphold the good reputation of SIBT; and
- k) 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. For more information, please refer to the Discrimination, Harassment, Victimization 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; 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. Please refer to SIBT Academic Integrity Policy; and
- h) Heed and utilise academic performance feedback from teaching staff. The feedback cannot be defined as bullying, harassment or discriminatory; and
- i) Provide constructive feedback when evaluating courses and members of teaching staff; and

- j) Refrain from any activities that might negatively impact on other members of SIBT or 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, possess, 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.
- b) All complaints are:
 - i. Considered with courtesy, in a timely fashion, and without fear of prejudice or inappropriate treatment.
 - ii. Should be made as soon as possible after the person reporting becomes aware of the misconduct in question.

For further information, refer to SIBT's Student Complaints and Appeals Policy.

8.2. Responding to Allegations of Misconduct

- a) Upon receipt of an allegation of misconduct the responsible staff member may take any immediate action necessary to ensure the ongoing safe operation of SIBT. This may include the exclusion or removal of a student from SIBT classrooms or premises, provided that this exclusion does not exceed 24 hours and a report of this action is provided to the Academic Director and/or Director of Student and Academic Services.
- b) A relevant senior staff member will undertake to investigate any allegation of misconduct in a timely manner and may refer the allegation of misconduct, upon preliminary investigation, onto the Academic Director, the Campus Director and Principal, or appropriate external authorities, such as the police.
- c) Where an allegation of student misconduct is made a student will be informed, where appropriate, in writing of this allegation and will be given an opportunity to respond to the allegation of misconduct. The written notification of the allegation will prescribe 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.
- d) A student must respond within the prescribed timeframe. Where a student fails to respond within such timeframe the relevant senior staff member may proceed to a final determination of the matter, including implementation of any penalty.

For more information about academic integrity and breaches of academic misconduct, please refer to the SIBT Academic Integrity Policy.

8.3. Penalties Misconduct

- 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 any decision made under this code. Refer to the Student Complaints and Appeals Policy for details on the appeals process, which is available on the SIBT website.