STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

1. Overview

Students are entitled to engage in the educational process free from disruptive or inappropriate behaviours. To this end the Higher Education Leadership Institute ("the Institute") is committed to ensuring that there are clearly defined standards of behaviour and conduct for all enrolled students. By adhering to this Code students will ensure that both they and their peers will be afforded a safe and productive environment in which to study.

2. Expectations

The Institute expects that all members of the broader Institute community will behave professionally and with respect for others. Therefore, students must not behave in a manner that may be considered disruptive and/or inappropriate by any reasonable standard.

2.1 Students are expected to refrain from behaviour that:

- creates significant disruption to the learning environment;
- creates an atmosphere of hostility, intimidation, ridicule, anxiety or disrespect for others;
- contradicts published rules, regulations, procedures or common standards of safety;
- endangers or threatens to endanger the health or safety of others;
- damages, defaces or destroys the Institute's property.

2.2 Furthermore, students are expected to:

- attend their scheduled learning activities regularly and punctually;
- comply with reasonable direction from the Institute's authorised representatives;
- conduct themselves in a safe and healthy manner;
- report any discriminatory behaviour, harassment or bullying to the Dean;
- follow the Institute's policies.

2.3 Consequently, students are entitled to:

- be treated with respect and dignity;
- be treated fairly with regards to all our procedures;
- learn in an environment free of discrimination and harassment;
- pursue their educational goals in a safe and supportive environment so that they have the opportunity to reach their full potential;
- expect that their privacy is respected and their personal information will be kept confidential.

3. Procedures

The following procedures for dealing with inappropriate behaviour (misconduct) are not intended to be necessary, consecutive steps. Based on the judgment of individuals dealing with claims of inappropriate behaviour, if the situation warrants immediate action, the initial steps may be omitted and the necessary action taken to remove the student from the learning environment.

3.1   The student will be asked by an authorised representative of the Institute to cease the inappropriate behaviour.

3.2   Where the student does not cease the inappropriate behaviour, they will be asked to leave that part of the learning environment.

3.3   In all cases of inappropriate behaviour, the Dean will be notified and the details of the incident noted on the student's file.

3.4   Where the alleged inappropriate behaviour is notified by a complainant and no interventions (as described above) occur at that time, the complainant may first consult with the Dean to attempt informal resolution. The Dean will follow up on such allegations in a timely manner and may communicate with the complainant and the respondent to facilitate resolution. Where the Dean cannot resolve the issue, the complainant may submit a formal grievance under the Institute's grievance handling procedures.

3.5   In the event that a breach of this Code has been found to have occurred, the Dean will determine the disciplinary actions that will be taken. These may include (but are not limited to):

- a verbal warning and counselling regarding the incident of inappropriate behaviour;
- a written warning that clearly states that the behaviour is inappropriate and outlines / identifies possible consequences including disciplinary action up to and including a suspension of study or cancellation of enrolment in the event of continuation of the inappropriate behaviour;
- where the breach of this Code is deemed serious based on a "reasonable person" standard, immediate disciplinary action up to and including suspension of study or cancellation of enrolment.

4. Review of a decision

4.1   A student may request a review of a decision made under this policy. The grounds for a review are that the decision is inconsistent with this policy. Requests must be made in writing, provide evidence of the inconsistency with this policy, and be lodged with the CEO within twenty working days of the student receiving written notification of any disciplinary action taken under this policy. The CEO will respond in writing to the request for review within twenty working days and may confirm or vary the decision.

4.2   If a student remains dissatisfied with the outcome of their request for a review of a decision they may utilise the Institute's grievance handling procedures.

5. Education and Awareness

5.1 Appropriate training in the procedures under this Code will be provided to all staff members.

5.2 Students will be informed of this Code of Conduct through the Institute's website and HELI101 *Orientation and Study Support* resource in the Canvas LMS.

5.3 Students who are impacted by inappropriate behaviour have access to support services through the Student Support Officer as appropriate[1].

5.4 Information on any incident involving inappropriate behaviour will be provided to the Dean. The Dean will note all incidents on the student's file.

5.5 The Dean will include reports of incidents under this Code that result in disciplinary action as part of the Dean's reports to the Executive Management Committee and Academic Board.

6. Related documentation

- QAF105 Student Support Framework
- QAF090 Student Grievance Handling Policy and Procedure
- HELI101 Orientation and Study Support

7. Version history

Version	Approved by	Approval Date	Sections modified
1.0	Executive Management Committee	8 July 2016	Document creation and initial approval
1.1	CEO	14 February 2018	Minor changes to align student rights to Diversity and Equity Policy
1.2	Executive Management Committee	1 March 2019	Minor changes
1.3	Executive Management Committee	22 February 2021	Minor changes

Document owner: CEO

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[1] Refer *Student Support Framework*