

## POL-QA-07 Student-Code of Conduct

Ironwood Institute (Ironwood) is committed to providing students with a safe and supportive study environment. Students enrolled at Ironwood Institute will share classes and facilities with staff and other students. It is expected that students will behave in a manner that is acceptable to the wider Institute community.

Ironwood Institute values:

- difference and diversity
- respect and cooperation
- tolerance
- academic debate
- freedom of expression balanced with social responsibility

All students enrolled at Ironwood are required to maintain an appropriate code of conduct at all times. Where behaviour is deemed to be improper or inappropriate as outlined below, Ironwood

Institute will take appropriate action. While on campus of Ironwood Institute or engaged in any Ironwood Institute sponsored activity, all students, staff, contractors and visitors are expected to behave in a considerate and courteous manner when dealing with other staff, students and members of the public.

The objective of the Ironwood Institute Code of Conduct is to promote an environment in which students develop a positive and responsible attitude towards the Institute environment, clients and colleagues. As part of this, Ironwood Institute supports a system of informed consequence for actions.

A disciplinary procedure exists for the proper management of disciplinary issues. The procedure is designed to ensure fairness and objectivity and its primary purpose is not intended as a form of punishment but as a means of providing students with the opportunity to correct or modify their behaviour through fair and objective means.

## STUDENT CONDUCT

Students enrolled at Ironwood Institute should adhere to the following:

- Respect of other people's rights to hold different positions and views in our society,
- Are receptive to others point of view,
- Do not discriminate against another person for their beliefs, nationality, religion, age, association, or gender,
- Not to impose their own values on other students,
- Students are given the capacity and right to learn with equal opportunity to develop their maximum potential.

## STUDENT MISCONDUCT

Ironwood Institute can suspend a student's enrolment on the grounds of misbehaviour. Such acts of misbehaviour will be classified into one of two categories: Academic misconduct or General misconduct

## ACADEMIC MISCONDUCT

The following gives an indication to the types of behaviour that constitute 'Academic Misconduct' within Ironwood Institute:

### Assessments

- Student must not help or receive assistance from other student (s)
- Student must not request the loan of or lend materials or devices to other student(s)
- Student must not bring any materials into the assessment venue other than those specified for that assessment
- Student must not use computer software or other devices during an assessment other than those specified.
- Unauthorized absence from class on the day of assessment
- Failure to meet unit requirements, for example non-submission of assignments or Failure to attend class
- Student must not copy or paraphrase any document, audio-visual material, computer-based material or artistic piece from another source except in accordance with the conventions of the field of study
- Student must not use another person's concepts, results or conclusions and pass them off as their own
- In cases where the assessment task is intended to be individual work not group work, student must not prepare an assignment collaboratively and then submit work that is substantially the same as another student's assessment.
- Student must not ask another person to produce an assessable item for them.

## GENERAL MISCONDUCT

General misconduct is where a student acts dishonestly, harasses other students or staff; interferes with students or staff; prevents or disrupts learning; disobeys/fails to comply with contractual or legal requirements; misuses, damages or steals an Ironwood Institute's property or the property of others; alters/defaces Ironwood Institute documents or records; prejudices the good name of Ironwood Institute, or otherwise acts in an improper manner.

The following examples indicate the kinds of behaviour which constitute student misconduct. They are for illustrative purposes and are not intended to be exhaustive. Student misconduct occurs when a student:

- Contravenes any rules or acts;
- Prejudices the good name or reputation of Ironwood Institute;
- Prejudices the good order and governance of Ironwood Institute or interferes with the freedom of other people to pursue their studies, carry out their functions or participate in the life of Ironwood Institute
- Fails to comply with conditions agreed in the student agreement;
- Wilfully disobeys or disregards any lawful order or direction from Ironwood Institute personnel;
- Refuses to identify him or herself when lawfully asked to do so by a staff member of Ironwood Institute;
- Fails to comply with any penalty imposed for breach of discipline;
- Misbehaves in a class, meeting or other activity under the control or supervision of Ironwood Institute, or on Ironwood Institute premises or other premises to which the student has access as a student of Ironwood Institute;
- Obstructs any member of staff in the performance of their duties;

- Acts dishonestly in relation to admission to Ironwood Institute;
- Knowingly makes any false or misleading representation about things that concern the student as a student of Ironwood Institute or breaches any of Ironwood Institute rules;
- Alters any documents or records;
- Harasses or intimidates another student, a member of staff, a visitor to Ironwood Institute, or any other person while the student is engaged in study or other activity as an Ironwood Institute student, because of race, ethnic or national origin, sex, marital status, sexual preference, disability, age, political conviction, religious belief or for any other reason;
- Misuses any facility in a manner which is illegal or which is or will be detrimental to the rights or property of others. This includes the misuse, in any way, of any computing or communications equipment or capacity to which the student has access at or away from Ironwood Institute premises while acting as an Ironwood Institute student, in a manner which is illegal or which is or will be detrimental to the rights or property of others;
- Steals, destroys or damages a facility or property of Ironwood Institute or for which Ironwood Institute is responsible; or
- Is guilty of any improper conduct.

## STUDENT MISBEHAVIOUR

Improper or inappropriate behaviour includes but is not restricted to:

- Being on Ironwood Institute premises and consuming or having consumed alcohol;
- Persistent disruptive behaviour;
- Verbally abusive or hostile behaviour affecting fellow students;
- Smoking or the use of prohibited or illegal substances at Ironwood Institute classes or on premises;
- Deliberate misuse of Ironwood Institute equipment or materials;
- Behaviour of a discriminatory nature;
- Carriage, use or being in possession of a prescribed or regulated weapon or dangerous article on Ironwood Institute premises;
- Physical assault on a member of general or teaching staff, other students or members of the public or behaviour which is perceived to be threatening;
- Theft from staff or students at Ironwood Institute;
- Slander or harassment (whether verbal, sexual or otherwise) of staff or other students;
- Arson at Ironwood Institute property;
- Wilful or malicious damage to Ironwood Institute property or equipment.
- Any student who has been found to willingly or accidentally activate fire or security alarms which result in the callout of emergency services such as the fire department, police, ambulance or any other emergency services will be liable for whatever costs are incurred by their actions. Furthermore, students may be prosecuted under State or Federal law in relation to their actions.
- Where fees are due and payable by a student.
- Conduct that is discriminatory and/or threatening based on religion, culture, race, sexual differences, age, disability, or socio-economic status, whether to other students, staff members or any other person on the Ironwood Institute premises.

Improper or inappropriate behaviour may result, after appropriate investigation, in suspension of enrolment. (Refer to Deferring, Suspending or Cancelling the Students Enrolment Policy and Procedure)

## SERIOUS MISCONDUCT

Serious misconduct is deemed to be behaviour that is illegal, wilful or premeditated. This behaviour can result in immediate suspension pending investigation and may lead to expulsion. Misconduct of a criminal nature will be reported to the appropriate authority.

## STUDENT DISCIPLINARY PROCEDURE

In the case where student behaviour conflicts with Ironwood Institute Student's Code of Conduct, disciplinary action will be taken, and the following will occur in a private and confidential manner.

In the first instance the Head of Student Administration or Director of Academics issues the student with an official warning about his or her behaviour. One copy of this warning goes to the student and another copy will be filed in the student's file.

**Note:** In relations to the non-payment of fees the student will be sent a reminder letter once the payment is due providing concession days to a student to settle the outstanding fee, and then a final Notice of Intention to Report (NOITR) if the student failed to respond to the warning letter. The student will be informed that they have 20 working days from the date of the letter to access Ironwood Institute's Complaints and Appeals process. Please refer to Ironwood Institute complaints and appeals policy for complete details.

In the second instance of unacceptable behaviour the meeting with the CEO will be arranged and decided whether the student's behaviour shall lead to the expulsion of the student from Ironwood Institute. In cases of serious misconduct, the CEO or delegate will make an immediate decision on suspension or expulsion as per the Deferral, Suspension, Cancellation & Withdrawal policy.

The details of all disciplinary interviews and decision will be recorded using the Academic Misconduct form. Student will be informed of the possible ramifications.

A note will be placed on the Student Management System (SMS) to identify that a disciplinary interview has taken place and that the details are located on the student's file.

If the student is on an international student visa, Ironwood Institute must report to the Department of Education any variation in the student's enrolment as outlined in Ironwood Institute's Deferral, Suspension, Cancellation and Withdrawal policy.

A final Notice of Intention to Report (NOITR) will be issued and the student will be informed that he/she have 20 working days from the date of the letter to access Ironwood Institute's Complaints and Appeals process. Please refer to Ironwood Institute complaints and appeals policy for complete details.