Student Code of Conduct

Document ID	Student Code of Conduct
Related Documents	- Course Progress and Intervention Policy and Procedures; - International Student Fees and Refund Policy and Procedures; - Student Complaint and Appeals Policy and Procedures; - Privacy and Data Protection Policy and Procedures; - Access and Equity Policy and Procedures; - Disability and Special Needs Policy and Procedures; - Student Plagiarism Policy and Procedures; - Behaviour and Misconduct Policy and Procedures; - Course Completion Within Expected Duration Policy and Procedures; - Critical Incidents Management Policy and Procedures; - Student Support Services Policy and Procedures; - Academic Systems Integrity Framework.
Date	01 November, 2017
Date of Next Review	01 November, 2018
Prepared by	Director of Studies
Approved / Authorised by	Principal
Version	1.1
References and Legislation	- Education Services for Overseas Students Act 2000 (Cth); - Education Services for Overseas Students Regulations 2001; - National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. - Standards for Registered Training Organisations (RTOs) 2015

CONTENTS

STUDENT CODE OF CONDUCT

1   Purpose

1.1   Richmond School of Business ('the School') has a duty of care to staff and students and is responsible for providing a safe teaching and learning environment for the School community. One of the ways the School does this is by making codes, policies and procedures that regulate behaviour, and in compliance with:

   a) Comply with the relevant standards of National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 ('the National Code 2018');
   b) Comply with the relevant standards of the Standards for Registered Training Organisations (RTOs) 2015.

1.2   As members of the School community, students enter into partnership with the School to enhance their experience as a student and that of all other members of the School. It is therefore every student's responsibility to understand and adopt the principles contained in this Code. Students must behave responsibly to reflect well on themselves and the School.

c)

1.3   This Code:

   d) Summarises the existing obligations and responsibilities of students under the School's codes, policies and procedures.
   e) Outlines the consequences of inappropriate behaviour and refers students and staff to the relevant School codes, policies and procedures to address situations described in this Student Code of Conduct ('the Code').
   f) Assists students to understand the community of which they have chosen to be a member.
   g) Aims to facilitate a cooperative and productive relationship between staff and students, as well as among students themselves. It explains the obligation to observe standards of equity and respect in dealing with all members of the School community.

2   Scope

2.1   The Code applies to the behaviour of all students, whilst enrolled, irrespective of their location or the mode of delivery of the program in which they are enrolled. This includes:

   a) Any activity related to, or undertaken through the use of, School owned, or privately owned, facilities that affect or could affect another person's ability to pursue studies, research, or activities in relation to the School;
   b) Activity on- or off- campus, including online activity; and
   c) Any conduct, whether related or unrelated to School activity, that has or is likely to have an effect on the School or on any member of the School community.

3   Policy Statement

3.1   The School is committed to the welfare of its students and to ensure that appropriate support is available to all students and to ease the transition into life and study in Australia.

3.2   The School is committed to providing a safe teaching and learning environment for the School community.

3.3   The School encourages all students to read this Code carefully.

4   General Principles of Student Code of Conduct

4.1   The three principles that underpin student behaviour at the School are:

   a)   acknowledgement that all members of the School community have *rights;*
   b)   *respect* for the rights of others;
   c)   recognition that rights come with *responsibilities.*

5   Inappropriate behaviour and its consequences

5.1   Students who do not comply with the School's behavioural expectations may infringe on others' rights to participate in the School life.

5.2   The School has a duty of care to ensure a safe learning environment for all members of the School community and is obliged to take immediate action where a student's behaviour is inappropriate or interferes with the freedom of another member of the School community in pursuing their studies, academic or professional duties, or School life.

h)
5.3   The School's Principal or Student Support Manager can arrange for the immediate removal of students causing disturbances that hinder or interfere with any lawful activities conducted on the School grounds, or which disrupt any teaching activity, examination or official meeting of the School.

i)
5.4   Where a breach of the School's policies and procedures also breaches the law, the School will report the criminal activity to the police.

j)
5.5   The School reserves the right to administer the relevant statute, by-law, policy or procedures and proceed with the investigation/inquiry even if the student withdraws from the School, is no longer enrolled, or subsequently fails to meet the definition of a student while a disciplinary matter is pending.

6 Principles of student behaviour at the School

6.1 Respect between staff and students, and among students themselves

a) All students have the *right* to:

    I. An equal opportunity to learn;
    II. Privacy and confidentiality;
    III. Appropriate complaints procedures that are clearly defined and easily accessible;
    IV. Timely and fair resolution of issues.

b) All students have a *responsibility* to:

    I. Treat every person with courtesy, and respect regardless of gender, age, ethnicity, social background, disability, sexual preference, or religious beliefs and customs;
    II. This also applies to off-campus activities such as workplace or fieldwork or other practicum, and the online environment;
    III. Behave appropriately in the learning environment (including online), use respectful dialogue and debate; consider others by not disrupting the classroom/learning space/blog; cooperation and courteous interactions at a level expected of beginning professionals;
    IV. Attempt to resolve issues through informal discussion before taking formal action;
    V. Familiarise themselves with the School's procedures for complaints and grievances and use these procedures appropriately.

c) Consequences

    I. Behaviour that interferes with class delivery or other students' learning experiences will not be tolerated;
    II. Students who are disruptive will be asked to leave the class room, will be removed from the learning environment, or will be removed by Security. Students may also lose privileges such as email or access to the School's online student portal;
    III. Students who display disrespectful conduct towards others may be liable to complaint;
    IV. Penalties range from a caution for minor offences to suspension or expulsion from the School for serious offences and the possibility of legal action.

6.2 Respect for the School's physical environment.

The School takes all reasonable steps to provide a safe and secure physical environment that is appropriate for staff, students and the general public.

a) All students have the *right* to:

      I.   All students have the right to A safe and secure physical environment.

b)   All students have a *responsibility* to:

      I.   Behave responsibly and respectfully while on School grounds;

     II.   Follow safety guidelines in using School facilities and equipment;

   III.   Observe the School's Codes, Policies and Procedures which have been established to ensure the safety of the School community and its property;

   IV.   Conform to sound Work Health, Safety and Welfare principles, including:

    k)

- avoiding risk of injury to self and others;
- reporting hazards to the relevant staff member;
- reporting every incident and injury, irrespective of its seriousness, to the relevant staff member.

6.3   Respect for individuality and freedom from bullying

a)   The School seeks to ensure that the learning environment is free from any form of bullying. Bullying may take many forms including:

      I.   *racial harassment*—unfairly disadvantages people based on negative attitudes about cultural backgrounds and physical characteristics;

     II.   *sexual harassment*—verbal or physical acts which refer to a person's sexuality or gender in an offensive or degrading manner;

   III.   *verbal harassment*—can overlap with any of the other forms of harassment, but also includes offensive language, slander, offensive notes or graffiti

   IV.   *cyber-bullying*—use of e-technology (including e-mail, chat rooms, discussion groups, instant messaging, webpages, text messaging, and social networking sites) with the intention of harming a member of the School community.

    V.   *cyber-bullying* can take place at any time. Examples of cyber-bullying which might constitute a crime are:

- taking an indecent photo of oneself or someone and texting it around;
- sending abusive e-mails from someone else's e-mail account;
- threatening a person via email, phone or on a public forum;
- creating a website, blog etc about another person and posting information that vilifies them;
- threatening, menacing, harassing or offending someone using the internet or mobile phone.
-

   VI.   any behaviour that denigrates, excludes, isolates or humiliates another person.

b)   All students have the *right* to:

      I.   a safe environment free of bullying and harassment.

c)   All students have a *responsibility* to:

      I.   Refrain from behaviour that threatens the wellbeing of another member of the School community.

d) *Consequences*

      I.   Bullying and harassment of any sort are not tolerated at the School. The School will act on all instances of bullying;

     II.   Where a student is found to have behaved in a manner that threatens the wellbeing of another member of the School community, the School can cancel enrolment, suspend or expel the student from the School, even if the behaviour occurred off-campus or out of class hours;

    III.   The School will alert on-line social networking sites of any incidents involving a member of the School community to investigate whether there has been any contravention of the site's code of practice;

    IV.   The School will report any incident suspected to be an e-crime to the Police and provide the investigating officer with all available evidence.

6.4   Respect for the views of others

The School's community is diverse in terms of age, gender, language, religious, and cultural backgrounds. This can enrich everyone's experience and people should be able to express and defend their views and beliefs.

a) All students have the *right* to:

      I.   Feel safe to communicate various perspectives and views in an environment where freedom of expression is respected.

b) All students have a *responsibility* to:

      I.   Respect the rights of others to hold and express a range of viewpoints;

     II.   Express views with consideration for the feelings of others, and an understanding of ethical and cultural implications.

c) *Consequences*

      I.   Failure to respect the views of others may result into bullying, the consequences of which are described in relevant principles above;

     II.   Behaviour towards another person that disrupts the classroom/learning space may result in the consequences described in relevant principles above.

6.5   Respect for the rights of others to access School resources

The School's resources (including the Information Technology facilities and Library resources) are provided for the benefit of staff and students to support the School's teaching and learning.

a) All students have the *right* to:

I. Reasonable access to appropriate facilities such as class rooms, study facilities, IT and library facilities;

II. Resources that are maintained and are in good working order.

b) All students have a *responsibility* to:

I. Use the School resources in a lawful and appropriate manner, with consideration for the fair access of others.

c) *Consequences*

I. The School may suspend user access with or without prior notice in response to suspected misuse of School IT resources. In addition, criminal or other penalties imposed by State or Commonwealth legislation may apply.

II. Student disciplinary procedures will address student misconduct.

III. Penalties may include:

- payment of damages, or
- action under the disciplinary procedures for students].

6.6 Respect for the academic requirements of programs

The School delivers academic programs whose objectives and requirements are clearly stated and communicated to help students achieve their academic goals.

a) All students have the *right* to:

I. Accurate and up-to-date information on assessment and other aspects of courses or programs;

II. Assessment that provides an opportunity to demonstrate their learning outcomes associated with their programs;

III. Fair, constructive and impartial feedback on assessment within a reasonable timeframe;

IV. Communicate freely and provide legitimate comment and feedback about course content, teaching staff or their student experiences without fear of reprisal.

b) All students have a *responsibility* to:

I. Become familiar with information provided about courses, programs and assessment;

II. Attend classes, information sessions, workshops and practical sessions as required, and access all relevant electronic information;

III. Prepare for classes by completing required readings and preparatory tasks;

   IV.   Submit assessment tasks within required timeframes;

   V.   Regularly use the School's student portal and email account (students should check their email at least weekly);

   VI.   Constructively use feedback that is provided;

   VII.   Raise issues through a course Academic Manager, Student Support Manager, or trusted staff member;

   VIII.   Provide respectful and constructive feedback about teaching and the quality of courses and programs through the School's evaluation processes;

   IX.   Express respectful and constructive informal opinions about courses and staff.

c) *Consequences*

   I.   Where a student does not take responsibility for ensuring they are aware of and understand the assessment requirements for the course(s) in which they are enrolled, they risk being deemed Not Yet Competent in the course/program.

   II.   Critical commentary is part of the life of any effective organisation. However, feedback from students that is abusive, derogatory or that denigrates or discriminates against School community members is inappropriate and could result in a complaint under the School's policies.

   III.   Disciplinary action against students can be undertaken in accordance with School policies. Penalties range from a caution for minor offences to suspension or expulsion from the School for serious offences and the possibility of further legal action.

6.7   Respect for the roles and responsibilities of academic staff

Academic staff have multiple roles, including teaching and administration.

a) All students have the *right* to:

   I.   Reasonable access to staff for individual consultation outside of class times (either in person, via phone, email, or via online student portal);

   II.   Information about when staff will be available for individual consultation outside of class time.

b) All students have a *responsibility* to:

   I.   Respect the rights of academic staff to manage their time, and balance competing responsibilities;

   II.   Observe reasonable norms of behaviour for contacting academic out of class.

c) *Consequences*

   I.   Excessive contact by a student with an academic may result in a letter from the School advising the student that their behaviour is inappropriate;

    II.   Excessive contact may be viewed as harassment and may be dealt with under the School's policies.

6.8   Respect for students with individual needs

The School recognises its social and legal obligations to provide an accessible and inclusive environment for all students, including students with individual needs, whether they arise from cultural differences, religious beliefs, disability, personal circumstances or otherwise.

    a) All students have the *right* to:

        I.   A learning environment in which they are equally valued and treated fairly;
        II.   Equitable access to courses, programs, services, activities and facilities through the School;
        III.   Reasonable and appropriate adjustments and/or additional services;
        IV.   Confidentiality of information pertaining to a disability;
        V.   Accessible information;
        VI.   Be treated with dignity and respect.

    b) All students have a *responsibility* to:

        I.   Familiarise themselves with services that are available;
        II.   Communicate with the academic staff, in a timely manner, about any special circumstances that may affect academic performance, including disability and English language needs;
        III.   Understand that it will be reasonable to accommodate requests for differential treatment based on individual needs.

    c) ***Consequences***

        I.   If a student feels they have been discriminated against on the basis of their disability they should make contact with the Student Support Manager.
        II.   If a student feels they have been discriminated against on the basis of specific individual needs they should make contact with the Student Support Manager: Academic Manager, or Trainer.

6.9   Respect for intellectual property and academic integrity

The School values honesty, trust, fairness, respect and responsibility in relation to academic work and expects this from staff and students.

    a) All students have the *right* to:

        I.   Information about principles of academic integrity and the consequences of non-compliance;
        II.   Information about the moral and proprietary rights in the works they create;
        III.   Have intellectual property rights recognised and respected.

b) All students have a *responsibility* to:

    I. Conduct their work without cheating, plagiarism and fabrication or falsification of data;
    II. Appropriately acknowledge the contribution of others in all academic work;
    III. Comply with the Academic Systems Integrity Framework;
    IV. Ensure the proper use of copyright material.

c) *Consequences*

    I. Breaches of academic integrity will be dealt with under the Academic Integrity provisions;
    II. Unauthorised reproduction or communication of copyright content is dealt with under the *Copyright Act* which contains a number of civil and criminal offence provisions. Penalties can be high;
    III. The owner of the copyright may obtain an injunction to restrain an infringement of copyright occurring or continuing and is entitled to damages as compensation for infringement;
    IV. Disputes resulting from intellectual property issues are subject to the School's policies.

7 Records

7.1 Records will be maintained on student files of all relating matters to student conduct and the outcomes of such incidents.

8 Confidentiality

8.1 All information relating to students regarding code of conduct will be treated as confidential and in accordance with the School's Privacy and Data Protection Policy and Procedures.

8.2 The School will maintain confidentiality to ensure that:

a) No information will be released without the agreement of the individual or group involved.

9 Appeals

9.1 If the student is not satisfied with any decision relating to this student code of conduct, the student has the right to appeal the decision in accordance with the Student Complaints and Appeals Policy and Procedures. In this event, the School will maintain the student's enrolment in the course or courses in which he or she is enrolled to study until the appeals process is completed.

9.2 An appeal must be lodged in writing to the Student Support Manager within 20 working days from the date of the decision was taken.

9.3 The appeal should include the following details:

a) the student's full name (family/surname and first name), student number and contact details,

b) the nature of the decision or matter being appealed,

c) the basis for the appeal,

d) details of the specific outcome sought by the student, and

e) copies of all relevant documents.

9.4 An appeal may not proceed if:

a) no reasonable grounds are stated for the appeal,

b) no new or different grounds are stated for the appeal from those already considered by the Principal, or nominee,

c) the student has not ensured that they are in a position to receive all notifications from the School. Late or no receipt of official letters will not be accepted as grounds for appeal if changes of address have not been notified and received by the School, or

d) the appeal is lodged outside the 20 working day timeline specified above.

10 Further Information and Assistance

10.1 Students should seek clarification on any aspects of this Policy and its related Procedures prior to accepting an offer of admission made by the School.

10.2 Student assistance is available by contacting School Reception or Student Support.

10.3 Students may make an appointment with the Student Support Manager for assistance with their request relating to this Policy and its related Procedures.

10.4 Contact details for the School are outlined as follows:

Phone: +61 2 8844 1000

Address: Level 2,
            197 Church Street,
            PARRAMATTA NSW 2150

Email: admin@rsb.edu.au

NOTE: For definitions and explanation of the terms used in this policy and procedures, please refer to the document titled *'Glossary of Terms.'*