

Student Code of Conduct

Table of Contents

Policy Statement 3
1. Policy Principles 3
2. Students' Responsibilities 3
3. Breaches of the Code of Conduct – Student Misconduct 4
4. Procedures 5
5. Disciplinary Measures 5
6. Appeals 6
7. Review and Evaluation 6
Version Control 7

Policy Statement	
Purpose	Glencoe Institute of Higher Education (the Institute') is committed to fostering a respectful, safe, and inclusive learning environment. The *Student Code of Conduct* ('the Code') sets out the standards of behaviour expected from all students to support the Institute's values of integrity, responsibility, and academic excellence. The Code provides clear guidance on acceptable conduct, both on and off campus, to ensure a positive and productive educational experience for all members of the Institute community.
Scope	This Code applies to all the students enrolled at the Institute.
Definitions	For definitions, please refer to the *Dictionary of Terms.*

1. Policy Principles

The following are the principles guiding this Code:

a) Aligns with relevant Commonwealth and Western Australian legislation, including the *Higher Education Standards Framework (Threshold Standards) 2021 (HESF 2021)*, the *Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)*, the *Education Services for Overseas Students Act 2000 (ESOS Act)*, and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)*, ensuring that the conduct and disciplinary processes uphold legislative, ethical, and institutional standards of fairness, integrity, and accountability.

b) A respectful, inclusive, and conducive learning environment is maintained to enable students and staff to achieve their full potential.

c) All members of the learning community, including staff and students, have the right to feel safe, valued, and respected.

d) Students, as the largest group within the community, share a key responsibility for fostering a positive and cooperative learning environment.

e) Any behavior not complying with the Code will be managed fairly, equitably, and proportionally.

f) Students have the right to:

i. A safe and secure learning environment, free from harassment, discrimination, and harm;
ii. Express their opinions, ideas, and beliefs, in a respectful and productive manner.
iii. Fair and equitable treatment, regardless of their background, identity, or personal characteristics;
iv. Learn in an environment that promotes academic growth, critical thinking, and intellectual exploration.

2. Students' Responsibilities

Whilst the Institute will ensure that its operations and conduct are upholding students' rights, students are expected to:

a) Uphold high standards of academic integrity, including proper citation, avoiding plagiarism, avoiding *cheating*, and submitting their own work for assessment, in line with the *Academic Integrity Policy and Procedure*;

b) Treat peers, staff, and all members of the Institute's community with respect, courtesy, and consideration;

c) Adhere to the Institute's policies, rules, and regulations that govern behaviour and academic conduct.
d) Attend classes, examinations, and other academic activities punctually, demonstrating a commitment to their educational journey;
e) Take reasonable care for their own health and safety and that of others, and comply with all safety instructions and procedures outlined in the *Institute Health and Safety Policy and Procedure;*
f) Participate in academic discussions, group projects, and other learning activities, and refrain from attending the Institute or performing any learning activities while under the influence of alcohol, illegal substances, or medication that may impair judgment or safety, in alignment with the *Institute Health and Safety Policy and Procedure*;
g) Use the Institute's resources, facilities, technology, and equipment responsibly and ethically;
h) Communicate clearly, respectfully, and appropriately in both verbal and written interactions;
i) Meet financial obligations, including on time payment of tuition fees and other charges;
j) Not engage in discrimination, sexual harassment, victimisation, bullying, abuse, or any form of interpersonal, psychological, or physical violence, and report such behaviour as outlined in *Student Grievance Management Policy and Procedure;*
k) Contribute to a safe and supportive learning environment by complying with the *Mental Health, Wellbeing and Sexual Harassment Strategy Plan*, which outlines the Institute's approach to promoting wellbeing, preventing sexual harassment, and responding to incidents with fairness and sensitivity*;*
l) Demonstrate respect, inclusivity, and non-discrimination, in accordance with the *Equality, Diversity and Inclusion Policy and Procedure*, by treating all peers, staff, and community members fairly and without prejudice, regardless of their personal characteristics, culture, or background;
m) Use the Institute's library and information technology resources ethically and responsibly, in accordance with the *Library Services and ICT Usage Policy and Procedure*, ensuring compliance with academic integrity, copyright, and data-security standards.

3. Breaches of the Code of Conduct – Student Misconduct

Disciplinary procedures may be initiated if a student is alleged to have breached the *Student Code of Conduct*. Examples of misconduct include, but are not limited to:

a) Engaging in abusive, threatening, or unreasonable behaviour towards others;
b) Committing assault or behaving in a way that causes fear, harm, or distress to others, whether in person or online;
c) Engaging in acts of sexual violence, abuse, or harassment;
d) Participating in racial or religious abuse, violence, harassment, or any other discriminatory behaviour;
e) Committing acts of violence, abuse, or harassment based on another person's sexual orientation;
f) Engaging in violence, abuse, or harassment related to a person's gender identity or gender reassignment;
g) Damaging the property of the Institute, or the property of any student or staff member;
h) Taking any action that endangers the safety or wellbeing of others or compromises the security of Institute premises, including fighting on campus;
i) Disrupting academic or administrative activities, including teaching, examinations, staff duties, or campus operations;

j) Falsifying, altering, or misusing academic or official records, qualifications, certificates, transcripts, or testamurs. All breaches involving academic integrity will be addressed under the *Academic Integrity Policy and Procedure*;

k) Offering, requesting, or accepting any financial, academic, or other benefit intended to improperly influence the actions or decisions of others;

l) Misusing Institute resources, facilities, equipment, networks, or systems for illegal activities or purposes, including activities that breach Commonwealth or State legislation;

m) Failing to comply with the *Academic Integrity Policy and Procedure*, including engaging in conduct that undermines academic honesty, scholarly standards, or the integrity of assessment processes.

4. Procedures

a) Any member of the Institute's staff, students, or witnesses may report alleged violations of the Code to the Dean or nominee, who is responsible for receiving, assessing, and managing allegations of student misconduct.

b) Upon receiving a report, the Dean or nominee will initiate a thorough and impartial investigation to gather relevant information and evidence related to the alleged misconduct.

c) Confidentiality will be maintained throughout the investigative process to the extent possible, ensuring the privacy and rights of all parties involved.

d) In cases where the safety or well-being of individuals is at risk, the Institute may implement interim measures, such as temporary restrictions or accommodations, pending the outcome of the investigation.

e) The Dean or nominee will review the evidence, statements, and responses before deciding the alleged misconduct and appropriate disciplinary action to be taken.

f) Once a decision is reached, the student will be informed of the outcome, including any disciplinary measures imposed, through written communication.

g) Students have the right to appeal the decision or disciplinary measures within a specified timeframe, following the established appeals process outlined in the *Student Grievance Management Policy and Procedure.*

h) If a violation is substantiated, disciplinary proceedings will be initiated in accordance with the disciplinary measures defined in the Code.

i) Throughout the procedures, students may be provided with access to support services, counselling, or resources to ensure a fair process.

j) The Dean or nominee will endeavour to complete the investigation and resolution process within a reasonable timeframe, ensuring a timely and efficient process.

k) All relevant documentation, including reports, statements, investigation findings, and disciplinary actions, will be documented and retained in accordance with the *Records Management Policy and Procedure.*

l) In cases where ongoing monitoring or follow-up is required, the Dean or nominee will outline the expectations and conditions for the student's complaint.

m) All investigations and records will be managed in accordance with the *Records Management Policy and Procedure* and applicable privacy legislation, including the *Privacy Act 1988 (Cth)*.

5. Disciplinary Measures

a) Students found in violation of the Code may receive an official warning, indicating that their behaviour is not aligned with the Institute's expectations.

b) Students may face suspension for a specific duration, as a result of serious violations, during which they are temporarily barred from participating in academic activities or accessing Institute's facilities.

c) In cases of severe or repeated misconduct, students may be expelled from the Institute, resulting in the termination of their enrolment and the loss of all student privileges.
d) Academic penalties may include failure of assessments or subjects, or withdrawal of academic credit;
e) Students found in violation of the Code may temporarily or permanently lose certain privileges, such as participation in extracurricular activities, use of specific facilities, or access to resources.
f) Students may be required to make compensation for any damages caused by their misconduct or violations of the Code.
g) In certain cases, students may be required to sign behavioural contracts outlining specific expectations and consequences for future conduct.
h) Records of disciplinary actions may be maintained and considered in future academic or employment-related matters.

6. Appeals

A student has the right to appeal a decision made under this Code if they are dissatisfied with the outcome or believe that the decision is inconsistent with the principles of fairness or the provisions of this Code. Appeals will be managed in accordance with the *Student Grievance Management Policy and Procedure.*

7. Review and Evaluation

The Dean will oversee the review of this Policy and report the outcomes to the Governing Council.

The Policy will be reviewed at least every two years, or earlier if required due to changes in legislation, regulatory requirements, technological developments within professional and industry sectors, or institutional priorities, to ensure its ongoing relevance, accuracy, and effectiveness.

Version Control

Version	Date of Approval	Approved By	Related Documents
1.1	22 October 2025	Governing Council	Academic Integrity Policy and Procedure Equality, Diversity and Inclusion Policy and Procedure Library Services and ICT Usage Policy and Procedure Mental Health, Wellbeing and Sexual Harassment Strategy Plan Records Management Policy and Procedure Student Grievance Management Policy and Procedure Student Support Services Policy and Procedure Institute Health and Safety Policy and Procedure
Benchmarking Institutions			Australian Institute of Higher Education Western Sydney University Australian National University James Cook University Charles Darwin University
Policy Owner			Dean
Legislations			Age Discrimination Act 2004 (Cth) Australian Human Rights Commission Act 1986 (Cth) Criminal Code Act 1995 (Cth) Disability Discrimination Act 1992 (Cth) Education Services for Overseas Students Act 2000 (Cth) (ESOS Act) Higher Education Standards Framework (Threshold Standards) 2021(Cth) (HESF 2021) National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth) (National Code) Tertiary Education Quality and Standards Agency Act 2011 (Cth) (TEQSA Act) Online Safety Act 2021 (Cth) Privacy Act 1988 (Cth) Racial Discrimination Act 1975 (Cth) Sex Discrimination Act 1984 (Cth) Criminal Code Compilation Act 1913 (WA) Equal Opportunity Act 1984 (WA) Privacy and Responsible Information Sharing Act 2024 (WA) Restraining Orders Act 1997 (WA) Trespass Act 1987 (WA) Work Health and Safety Act 2020 (WA)

	Work Health and Safety (General) Regulations 2022 (WA)
Higher Education Standards Framework (Threshold Standards) 2021 (Cth)	Standard 2.3; Standard 2.4; Standard 5.2; Standard 6.2.