

STUDENT CODE OF CONDUCT POLICY AND PROCEDURES



Student Code Of Conduct Policy And Procedures

Purpose

The Code of Student Conduct is the basis and foundation of the disciplinary policy within the IBT College. The code identifies acts and forms of discipline to deal with these acts. The code of conduct and its provisions are applicable on College buses, during the College day, on student accommodation premises and at such other times and places where any activity is related to IBT college students.

IBT College Code of Conduct outlines the expectations and responsibilities of all students enrolled at IBT college and should be read in conjunction with the approved policies of the college, and in the student's letter of Acceptance Letter of enrolment

Scope

The Code of Student Conduct applies to all students enrolled at IBT College and is applicable on College buses, during the College day, on student accommodation premises, and at other times and places related to IBT College students.

Objective

1. Establish a framework for maintaining a safe, respectful, and conducive learning environment at IBT College.
2. Promote responsible behavior, respect for others, and adherence to college policies and regulations.

Student Code of Conduct

- **Enrolment obligations**

All students must:

- i. Keep the College updated if there is any change to enrolment and contact information;
- ii. Check their student email account and other modes of communication or notifications used by the College;
- iii. Pay their enrolment fees in accordance with the timelines set out in their Letter of Offer and Fee Statements;
- iv. Abide by the laws of each jurisdiction in which the student is studying including complying with their visa conditions in relation to enrolment in a course.;
- v. Read, understand and comply with the College's policies and procedures;
- vi. Carry their Student ID card with them at all times while on campus and produce it when required as proof of identity;
- vii. Know the requirements of the course and progression rules and seek timely advice and assistance from College services, as required, to maximise successful progress.

- **Personal Behaviour**

All students must:

- i. Treat others with fairness, respect and courtesy and act in a manner that is not threatening, harassing or intimidating or likely to jeopardise the safety of others;
- ii. Not use mobile phones, cameras, MP3 players and the like in trainers classes, or formal learning and study spaces except with the consent of the trainer, as part of the teaching content of the unit, or in emergency situations and then with the least disruption to other students and staff;
- iii. Respect the privacy and confidentiality of others, particularly in situations of group work, electronic or other communications and in the use of personal information gathered as part of an piece of work or research;
- iv. Not communicate using or distributing threatening, offensive or obscene language, images or information;
- v. Maintain a smoke free and drug free environment;
- vi. Respect the property, facilities and resources of the College and not willfully cause damage.

- **Well-being and Safety**

All students must:

- i. Take every precaution, as reasonable and in control of the student, to avoid risks to personal safety and security;
- ii. Avoid behaviours that threaten the well-being and safety of other members of the IBT college community;
- iii. Follow and comply with the College's policies that are designed to prevent, educate, manage and report safety and security measures including the Health and Safety Policy, Staff and Student Sexual Assault and Sexual Harassment policies and procedures,
- iv. Take direction from staff in the event of an incident including evacuation or system security breach.

Freedom and Integrity

All students must:

- i. Act honestly and ethically and with integrity in the production of all academic work, research and assessment tasks;
- ii. Appropriately acknowledge using IBT College referencing conventions, the use of the work of other authors, generative AI, or whose work has made an intellectual contribution to the contents of your work;
- iii. Acknowledge shared ownership of ideas in group projects or assessment tasks;
- iv. Undertake research in line with established ethical practices as set out
- v. Not engage or commission others to complete assessment tasks on your behalf and present work as your own;
- vi. Read, understand and comply with the IBT college's academic Integrity Policy engaged or undertaking research ;
- vii. Respect freedom of both inquiry and expression provided such inquiry and expression does not contravene applicable legislation (such as defamation and privacy laws).

Compliance with this Policy

1. Compliance with this policy forms part of each students' conditions of admission and enrolment. Where a student is aware of a breach of this policy, or suspects a breach, they must immediately report the breach to the College Principal.
2. Disciplinary action may be taken against any student that breaches this or other policies of the College.
3. Breaches that relate to existing and relevant policies will be managed through the processes set out in those policies and procedures. All other disciplinary matters will be decided by the Principal / Administration Manager in consultation with the Student Service Officer.
4. Any decision made by the College in relation to breaches of the policy are subject to appeal as set out in the Student Grievance and Mediation Policy and Procedures.

Violation of Rules

Student who violate the rules and regulation of the college and has caused serious offense.

The following Disciplinary action will be taken in the following categories:

Offense	Possible	Serious
Gross Misconduct leading to Sexual Harassment	Immediate suspension pending investigation.	expulsion if found guilty.
Vandalising College property, theft or fighting	Immediate suspension pending investigation.	expulsion if found guilty.
Cheating class, disruption and disrespect	Disciplinary warning and penalty.	suspension
Consumption of alcohol on campus	Disciplinary warning and possible suspension.	
Chewing and selling of betel-nut on campus	Disciplinary warning and possible suspension	
Smoking and selling of cigarettes on campus	Disciplinary warning and possible suspension.	
Inciting others to violence		<ul style="list-style-type: none"> • Immediate suspension pending investigation. • Possible expulsion if found guilty.
Improper use of mobile phone or other learning devices	Disciplinary warning and confiscation of device.	suspension
Misuse of IBT college ID Card and College identity	Disciplinary warning and possible suspension.	

Unacceptable behavior against IBT college student or staff	Disciplinary hearing and possible suspension or expulsion	
Violation of dress code	Disciplinary warning and possible suspension.	
Improper behaviour in parties and functions using the name IBT college within and outside the campus	Disciplinary warning and possible suspension.	

Review

This policy and procedure will be reviewed annually by the Governing Council to ensure its effectiveness and compliance with relevant legislation and best practices.