

Student Code of Conduct Policy and Procedures

Purpose

This Student Code of Conduct Policy (the Code) articulates and supports the expectation of the Central Institute of Technology and Innovation (the Institute) that all students will behave in an ethical and responsible manner and show respect for other students, staff, and the broader community. In the event of a student's breach of this Code, disciplinary action may be taken by the Institute or referred to the relevant authorities.

Scope

This policy applies to all students at the Institute across all campuses.

Related Documents

This policy should be read in conjunction with the following Institute documents:

- Assessment Policy and Procedures
- Staff Code of Conduct Policy and Procedures
- Student Grievances, Complaints, and Appeals Policy and Procedures
- Student Misconduct Policy and Procedures
- Academic Integrity Policy and Procedures
- Admissions and Enrolment Policy and Procedures
- Academic Appeals and Grades Review Policy and Procedures

All documents referenced in this policy can be accessed via the CITI website.



Definition of Key Terms

For the purpose of this Policy, the following definitions apply:

Term	Definition
Staff Member	Any person who is an employee of the Institute. This includes full-time, part-time, sessional and casual staff.
Student	Any person enrolled as a student of the Institute. This includes enrolment in all modes of study and at all locations.
Supervisor	A staff member who has designated responsibility for managing and/ or overseeing the performance and workplace behaviour of other workers.
Conduct	Conduct means the personal behaviour of a person.
Freedom of Speech	The freedom of staff, students, and invited visitors to the Institute to express lawful opinions publicly, without undue restriction
Discrimination	<p>Discrimination as defined in the Anti-Discrimination Act 1977 (NSW), means to treat an individual less favourably because of an attribute listed in that Act, or to impose unreasonable terms or conditions for which individuals with a particular attribute are unable to comply.</p> <p>Attributes include:</p>



Term	Definition
	<ul style="list-style-type: none">• parental status• pregnancy• breastfeeding• religious belief or activity• political belief or activity• relationship status• sex• lawful sexual activity• gender identity• sexuality• age• race, nationality or ethnic origin• disability or impairment• trade union activity• family responsibilities• association with, or relation to, a person identified on the basis of any of the above attributes. <p>Discrimination can be either direct or indirect. Direct discrimination takes place when an individual is disadvantaged or treated less favourably than another person. Indirect discrimination happens</p>



Term	Definition
	when a practice or policy appears to be fair because it treats everyone the same way but actually disadvantages people from a particular group.
Bullying	<p>Bullying is repeated and unreasonable behaviour directed towards an individual or a group that creates a risk to health and safety. Bullying also includes Workplace Bullying, which is repeated, and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety. Bullying, including workplace bullying, does not include reasonable management action that is carried out in a reasonable manner. It is possible for a person to be bullied, harassed and discriminated against at the same time.</p> <p>Detailed below are examples of behaviours, whether intentional or unintentional, that may be regarded as bullying or workplace bullying if they are repeated, unreasonable and create a risk to health and safety. Examples include:</p> <ul style="list-style-type: none">• Abusive, insulting or offensive language or comments• Unjustified criticism or complaints• Deliberately excluding someone from workplace or study-related activities

Term	Definition
	<ul style="list-style-type: none"> • Withholding information that is vital for effective work or study performance • Setting unreasonable timelines or constantly changing deadlines • Setting tasks that are unreasonably below or beyond a person's skill level • Denying access to information, supervision, consultation or resources to the detriment of a worker or student • Spreading misinformation or malicious rumours • Changing work arrangements to deliberately inconvenience a particular worker or workers.
Victimisation	Victimisation means treating someone unfairly because they have made, or intend to make, a discrimination or harassment complaint. This also includes those who have supported another person in making a complaint.
Vilification	Vilification is behaviour that incites hatred, serious contempt, revulsion or severe ridicule for a person or groups of people because of their race or religion. Vilification can be perpetrated by an



Term	Definition
	individual, groups of people, or an organisation.
Harassment	<p>Harassment is offensive conduct of an unwelcome nature. Harassment may be physical, verbal or suggested behaviour that makes a person feel uncomfortable, humiliated, or mentally distressed.</p> <p>The term workplace harassment covers any and all types of harassment that may happen in a professional setting.</p>
Conflict of Interest	Conflict of interest is assessed in terms of the likelihood that staff members possessing a particular interest could be improperly influenced, or might appear to be improperly influenced, in the performance of their duties.
Misconduct	Misconduct means conduct which is not serious misconduct but which is nonetheless conduct which is unsatisfactory.
Serious Misconduct (Students)	<p>Serious Misconduct refers to behaviour of a significant nature that may jeopardise the safety, integrity, or operations of the Institute, or the learning of other students. It includes, but is not limited to:</p> <ul style="list-style-type: none">• Behaviour that substantially impedes teaching, learning, or administrative activities, or the participation of other students.



Term	Definition
	<ul style="list-style-type: none">• Serious neglect of the responsibilities and obligations of enrolment.• Conviction for an offence that materially affects the student's ability to meet their obligations or participate safely in Institute activities.• Deliberate actions inconsistent with the continuation of enrolment.• Conduct that creates serious or imminent risk to the health or safety of any person, or to the reputation, operations, or viability of the Institute.• Engaging in theft, fraud, assault, or attending the Institute under the influence of alcohol or other substances in a manner that impairs the student's ability to participate safely.• Refusal to comply with a lawful and reasonable direction from Institute staff consistent with the student's obligations.
Disciplinary Action	Measures taken by the Institute in relation to unsatisfactory performance,



Term	Definition
	<p>misconduct, or serious misconduct and includes but is not limited to:</p> <ul style="list-style-type: none">• Formal counselling of a student by an appropriate supervisor or internal or external counsellor• Giving a student a written warning (including where appropriate, a final warning)• Suspension of enrolment• Formal censure• Termination of enrolment
Ethics	<p>The guiding values, principles, and standards that enable people determine how things should be done and how they should act. Ethics refers to the judgements that people make and the process that determines those judgements. It is the process by which people make value-based decisions which ultimately guides their actions and behaviours.</p>
Ethics Systems	<p>The policies, codes, management structures, and processes an organisation establishes to encourage appropriate behaviour in the workplace, including values; codes of ethics/conduct, performance management and rewards systems, corporate governance systems including risk analysis, performance evaluation</p>

Term	Definition
	and reporting protocols, risk audits and fraud, and corruption policies.
Natural Justice	Natural Justice is a fundamental human right. All staff and students are entitled to a decision by a disinterested and unbiased adjudicator, and that all parties shall be given adequate notice of the case against them, and a right to respond.
Gifts, Benefits, and Hospitality	<p>The term “gifts” should be used in its broadest context (for example, vouchers, jewellery, or an invitation or tickets to an event). The Institute does not encourage the proffering of gifts in the workplace. However, subject to the Conflict of Interest Policy and Procedures, a staff member may give or accept a gift that is offered as part of a social, cultural or ceremonial practice.</p> <p>This does not extend to standard promotional material distributed by an organisation, or business, free of charge, equally to all, where its primary purpose is to promote the organisation or business; or a small gift or gesture of goodwill given solely in the spirit of a festive celebratory event that could not be reasonably deemed as a conflict of interest.</p>
Regulatory requirements	Regulatory requirements, in this context, means all applicable laws and legislation, rules, orders, guidelines, regulations and codes of practice that regulate the Higher Education sector in Australia. Tertiary Education and Quality



Term	Definition
	Standards Authority (TEQSA) is the regulatory body for Higher Education in Australia.
Gender Based Violence	<p>Gender-Based Violence (GBV) refers to any act of physical, sexual, psychological, emotional, or economic harm or threat of harm that is directed at an individual or group based on their sex, gender, gender identity, or perceived gender. It includes actions that cause or are likely to cause physical, sexual, or psychological harm or suffering, and may occur in public or private life.</p> <p>GBV encompasses a broad range of behaviours, including but not limited to:</p> <ul style="list-style-type: none">• Sexual assault and sexual harassment• Stalking and intimidation• Coercive control or manipulation• Verbal abuse, threats or derogatory gender-based comments• Domestic and family violence• Discrimination or exclusion based on gender or gender identity• Cyber harassment with gendered or sexual content



Term	Definition
	GBV is a serious violation of human rights and is prohibited under Australian law, including the <i>Sex Discrimination Act 1984 (Cth)</i> , and relevant workplace health and safety legislation. It undermines equality, personal safety, and wellbeing, and is incompatible with the values and responsibilities outlined in this Code of Conduct.

Policy Principles

The key principles informing this Code are:

1. That compliance with this Code will foster and maintain staff, student, and public trust and confidence in the integrity and professionalism of the Institute.
2. That as representatives of the Institute, students are expected to set an example for other students and conduct themselves appropriately to the wider community.
3. That students share the responsibility of maintaining and promoting a safe and harmonious environment which enhances the learning experience of all members of the Institute and wider community

Policy Statement

This Policy has been developed to provide a clear statement of the Institute's expectations of students in respect of academic matters and personal behaviour.

1. Student Responsibility

Students are expected to be aware of and comply with this Code as well as the policies and procedures of the Institute that may apply to them while they are enrolled or engaged by the Institute. In particular:

- 1.1 Students must avoid all circumstances and situations that may arise which can lead to a student breaching the terms of this Code and to other terms prescribed by the Institute's policies and procedures.
- 1.2 Students are not to conspire and/or incite other students to commit acts that are deemed as misconduct pursuant to this Code. This includes any face-to-face, electronic, or social media communication.

2. Honesty and Integrity

Students are expected to act with honesty and integrity at all times. This includes ensuring that:

- 2.1 Students are aware of and are familiar with the principles that underpin academic integrity.
- 2.2 All assessments and related course work are the student's own work and have been appropriately referenced.
- 2.3 All documents and correspondence provided to the Institute are true and free of alterations.
- 2.4 The Institute reserves the right to verify any correspondence or documentation with the original party if deemed necessary.

3. Academic Misconduct

Students are to conduct themselves respectfully and responsibly while involved with the Institute. In particular:

- 3.1 Students are expected to behave in a manner that is ethical and considerate of other students, staff, and the broader community.
- 3.2 Any acts committed by any student while enrolled or affiliated with the Institute in any way that are considered by the Institute to be cheating, plagiarism, academic dishonesty, fraudulent behaviour, or any other type of deception that is not



considered to be in the spirit of academic honesty or authentic production of individual work, will not be tolerated and will be subject to disciplinary action and applicable sanctions as determined appropriate and in accordance with relevant Institute policies and procedures.

- 3.3 During any period of examinations, students are to observe and follow the procedures outlined on the file cover sheet for that specific examination or assessment and the relevant examination rules as communicated or directed by examination supervisors.
- 3.4 Any student found to be disrupting an examination and/or disrupting their fellow students while undertaking an examination in any way, they may, at the sole discretion of the examination supervisors, be directed to leave the examination room or cease the exam if it is online.
- 3.5 If a student is directed to exit an examination room for disruptive conduct, that student may not be able to complete the examination and will not be given special consideration for an incomplete examination.
- 3.6 Any decision relating to a final mark for an examination or the provision of an opportunity to re-sit an examination will be made by the Dean, or Chief Executive Officer in the absence of a Dean, or their delegate.

4. Respect for Others

Students and staff are expected to promote, maintain, and embody the values of the Institute. Students are expected to behave in an appropriate and responsible manner and within the interests of the Institute, and to respect and abide by all Institute rules and policies. In particular, students must:

- 4.1 Not harm or threaten to harm any other student or staff member.
- 4.2 Not steal or take someone else's possessions without permission.
- 4.3 Not compromise the physical or psychological safety of others at the Institute.



- 4.4 Smoking, including electronic cigarettes (vaping) is prohibited in all buildings of the Institute.
- 4.5 Students must ensure that they do not obstruct or block any access or walkway of other students, staff, associates, or users of the premises and should at all times be mindful of others.
- 4.6 Students acknowledge that they are expected to comply with all applicable laws while on the Institute premises. In the event that any student causes harm to any other person while on Institute premises, the matter may be reported to the appropriate local authorities.

5. Respect for Property

Students are to respect and maintain the property of the Institute. Students must ensure that they do not compromise or hinder the experience of others, or their use of Institute property, resources, and facilities. Students are not permitted to:

- 5.1 Damage or destroy property.
- 5.2 Vandalise any part of the premises, property, resources or Institute facilities.
- 5.3 Put up obscene or derogatory signs, or signs which depict illegal material.
- 5.4 Misuse the Institute's computer facilities or online learning platforms.
- 5.5 Use the Institute's Wi-Fi, software, hardware or similar resources to undertake illegal activity.
- 5.6 Deliberately damage, disrupt, or use the Institute's computer facilities or online learning platforms with the intention of damaging or disrupting student and or staff access to the systems.

6. Freedom of Expression

The Institute aims to encourage a safe and inclusive environment for all. The Institute acknowledges and encourages creativity, innovative thought, and intellectual opinion



on matters that are relevant to the Institute and the wider community. In expressing any opinion, students are at all times expected to be respectful of the views of other students and staff. If commenting on matters publicly, a student may do so on their own behalf and must not claim such views represent other students, staff, the Institute, or the broader community.

7. Harassment

- 7.1 Physical or verbal abuse, bullying, vilification, improper influence and/or intimidation committed by a student upon others within the Institute is unacceptable and will be deemed as serious misconduct.
- 7.2 Students are not to engage in any violent, threatening, or offensive conduct, behaviour or language while on the premises of the Institute. This includes both physical campuses and online activity.
- 7.3 Students are at all times bound to comply with all relevant and applicable laws and law enforcement authorities.
- 7.4 Students must not make false, trivial, or uncorroborated allegations to the Institute or to external authorities as a means to harass another student/s or staff member/s or for the purpose of achieving an ulterior motive.
- 7.5 Sexual harassment, in any form, is prohibited by the Institute. Such conduct is considered unacceptable.
- 7.6 Students are prohibited from inciting or encouraging others to take part in any conduct that could reasonably be considered misconduct under this Code or any other policy or procedure of the Institute against another student, staff, or associate of the Institute.
- 7.7 Any student found to have engaged in misconduct that amounts to harassment or sexual harassment may not only face disciplinary action by the Institute but may also be reported to the appropriate authorities.
- 7.8 Any victimising conduct against a student/s, staff member/s or other member of the community will result in disciplinary action.



8. Gender-Based Violence

The Institute is committed to providing a safe, inclusive, and respectful environment for all members of its community. This section supports the Institute's broader commitment to equity, safety, and inclusion, and aligns with the principles set out in the Sexual Assault and Sexual Harassment Policy, the Work Health and Safety Policy, and relevant legislation including the Sex Discrimination Act 1984 (Cth) and the Higher Education Standards Framework (Threshold Standards) 2021, particularly Standards 2.3, 2.4 and 6.2.1f.

8.1 Gender-based violence, including but not limited to sexual assault, sexual harassment, stalking, coercive control, and other forms of abuse or discrimination based on gender, sex, or gender identity, is strictly prohibited. All students, staff, contractors, and visitors are expected to:

- 8.1.1 Treat others with dignity and respect, regardless of gender or gender identity.
- 8.1.2 Refrain from any behaviour that may constitute gender-based violence.
- 8.1.3 Recognise that all forms of gender-based violence are unacceptable and may constitute misconduct and/or criminal behaviour.
- 8.1.4 Report any incidents or concerns of gender-based violence through appropriate channels, including confidential reporting to the Director of Compliance, Human Resources, or external authorities where appropriate.
- 8.1.5 Cooperate with investigations into any alleged incidents in accordance with Institute policies and procedures.

8.2 The Institute will take all reports of gender-based violence seriously and act promptly to investigate and address concerns.

8.3 Disciplinary action may be taken against individuals who breach this Code, including termination of employment, suspension or expulsion, and referral to law enforcement where applicable.



9. Discrimination

Students are prohibited from all types of discrimination, which includes antagonising or singling out any person or group of persons for any purpose or on any ground of discrimination.

- 9.1 Students are prohibited from publicly inciting or encouraging any other person to take part in conduct that is discriminating against any other student, staff member, or associate of the Institute.
- 9.2 Disclosing the personal details of an individual such as a student's sexual orientation, health conditions, or religious beliefs to others in circumstances where that individual has not authorised or given permission for such disclosure will be deemed to be a breach of this Code.
- 9.3 Any student found to have engaged in misconduct under this section of the Code that amounts to discrimination may not only face disciplinary action by the Institute but also may be reported to the appropriate authorities.

10. Illegal Activity

If a student is alleged by a member of staff to have engaged in illegal activity under the laws of any State, Territory, or Commonwealth jurisdiction, the matter shall be reported to the police of that jurisdiction for investigation. In particular:

- 10.1 Weapons or dangerous instruments of any kind in the possession of any student are strictly prohibited while on Institute premises.
- 10.2 Students are not permitted to have in their possession any illicit drug or alcoholic substance while on Institute premises.



11. Breaches and Complaints Provision

Any person, whether or not they are a member of the Institute, who, on the basis of reasonable grounds, believes that the Institute has breached this Code may complain in writing to the relevant Academic Head specifying details of the alleged breach. Breaches of the Code may result in disciplinary action. Complaints will be dealt with on a case-by-case basis and in accordance with relevant policies and procedure. Disciplinary action may result as an outcome of an investigation into an allegation of breach of policy.

Procedures

These procedures are for determining breaches in the Code noting here that alleged breaches in the Code may be covered by State and Federal legislation and acts or other Institute policies and procedures. Suspected breaches of the Code will be considered on a case-by-case basis. As such, the procedures outlined here are indicative only.

1. Notification of the Suspected Breach

- 1.1 As soon as practicable after a suspected breach, the notifying student/s or staff member/s should notify the relevant Head of Faculty in writing of the suspected breach.
- 1.2 Where the suspected breach involves the Academic Head, the student/s and/or staff member/s should contact the Dean.
- 1.3 Where the suspected breach involves the Dean, the student/s and/or staff member/s should contact the Chief Executive Officer.
- 1.4 Where the suspected breach occurs at an organisation level and involves members of senior management and/or board and committee members, the student/s and/or staff member/s should notify the relevant regulatory body.



2. Delegation of an Investigator

- 2.1 Upon receiving notification of an alleged breach of the Code, the Academic Head and/or delegate will acknowledge receipt of the allegation.
- 2.2 Depending on the nature of the allegation an investigator, unbiased and distant from the suspected breach, will be allocated to investigate the suspected breach.
- 2.3 The student/s or staff member/s that raised the alleged breach will be notified of the investigator and the process that will be undertaken to investigate the alleged breach of the Code.
- 2.4 The safety and well-being of the student/s and/or staff member/s involved must be considered in all investigations. The investigator must ensure that the person raising the alleged breach is not victimised or adversely affected as a direct or indirect consequence of raising the breach.
- 2.5 Natural Justice must be ensured for the student/s and/or staff member/s involved in the investigation.

3. Investigation and Determining of an Outcome

- 3.1 The investigation will be undertaken in accordance with the relevant Institution policy and procedures.
- 3.2 Relevant students and/or staff will be notified of the outcome in writing.
- 3.3 Where disciplinary action is required, relevant students and/or staff will be notified in writing of the disciplinary action.
- 3.4 Where relevant, students and/or staff may be able to appeal an outcome.
- 3.5 Where a penalty is appropriate, the following should be considered and may be taken into account:
 - 3.5.1 Any previous findings of misconduct and the penalty/penalties imposed.



- 3.5.2 The year or level of study of the student.
- 3.5.3 Any intention behind the conduct, and the level and effect of that intention.
- 3.5.4 Any personal health, family or other factors that contributed to the conduct.
- 3.5.5 Matters considered relevant in the particular circumstances.

4. Disciplinary Outcomes

Where there is confirmation of misconduct, the following non exhaustive list of penalties may be applied:

- 4.1 A reprimand.
- 4.2 A written warning.
- 4.3 A financial penalty (for damage to property or misuse of property).
- 4.4 An academic penalty (which may include a reduction in marks or a fail grade being awarded for a unit).
- 4.5 Remedial educative action.
- 4.6 Rescind an offer of entry into a course (if false or misleading information was provided at the time of admission).
- 4.7 Revoke an award (if false or misleading information was provided at the time of admission).
- 4.8 Suspension from the course.
- 4.9 Expulsion from the course.
- 4.10 Other penalties may apply as determined appropriate by the Chief Executive Officer.



- 4.11 In all cases, details of the misconduct will be kept on the student's record/file and recorded in the Misconduct Register.

5. Allegations Not Warranted

In cases where there is insufficient evidence, or the evidence provided does not support the allegation, no penalty will be imposed; however, information pertaining to the allegation will be kept on the student's record/file. If the student is again involved in an allegation of misconduct at a later date, then prior allegation(s) will form a valid part of the later investigation and can be included when considering the seriousness of the later breach(es).

6. Reporting

Suspected breaches of the Code and the outcome of the investigation will be reported upon through the appropriate channels.

Related Legislation

This policy should be read in conjunction with the following related documents:

- [Anti-Discrimination Act NSW 1977](#)
- [State Records Act 1998](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
- [Education Services for Overseas Students Act 2000](#)
- [Commonwealth Human Rights and Equal Opportunity Commission Act 1986](#)
- [Equal Opportunity for Women in the Workplace Amendment Act 2012](#)
- [Commonwealth Crimes Act 1914](#)
- [Commonwealth Fair Work Act 2009](#)
- [Commonwealth Racial Hatred Act 1995](#)
- [Commonwealth Copyright Act 1968](#)
- [Commonwealth Age Discrimination Act 2004](#)



- [Work Health and Safety Act 2011](#)

Change and Version Control

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1.0	14/03/2023	Chief Executive Officer	Board of Directors	Corporate Policy

Policy Information

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