

UBSS STUDENT CODE OF CONDUCT

| | |
|----------------------------|--|
| Document ID | 3.22 |
| Related Documents | Grievance policy (non-academic) Equity and Diversity Policy Expulsion Policy |
| Date | October 2018 |
| Date of Next Review | June 2021 |
| Authorised by | UBSS Academic Senate |
| Approved by | UBSS Academic Senate, September 2018 |
| Version | V12 |
| Responsible Officer | Executive Dean |
| References and Legislation | TEQSA guide note on wellbeing and safety HESF 2015 (HES Framework) – specifically 2.3.1, 2.3.2, 2.3.3, 2.3.4, 2.3.5, 6.2.1e, 6.1.4 and 7.2.1 |

Table of Contents

| | | |
|-----------|--|----------|
| 1 | Purpose | 2 |
| 1.1 | Context | 2 |
| 2 | Scope | 2 |
| 2.1 | Rationale..... | 2 |
| 2.2 | Legislative Context..... | 2 |
| 3 | Definitions | 2 |
| 4 | Policy Statement | 3 |
| 5 | UBSS Standards | 3 |
| 6 | School Rules | 3 |
| 7 | Breaches of Code of Conduct | 4 |
| 8 | Appeals | 4 |
| 10 | Document Change Control | 4 |

1 Purpose

1.1 Context

The purpose of the Student Code of Conduct is to set the framework to provide students with a safe and secure learning environment and to engage in the educational process free from disruptive or inappropriate behaviour.

To this end, the School is committed to ensuring that there are clearly defined standards of behaviour and conduct for all students. The Student Code of Conduct sets out the School’s expectations of students as members of the UBSS community.

2 Scope

2.1 Rationale

The Student Code of Conduct applies to all students, faculty and staff who have a right to a work environment that is safe and is free from unnecessary disruption that may be caused by unacceptable conduct and behaviour.

2.2 Legislative Context

- The Higher Education Support Act 2003 (Cth) (HESA)
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007
- Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2015
- The Educational Services for Overseas Students Act (ESOS):2000 The National Code
- Education Services for Overseas Students Regulations 2001

3 Definitions

| Item | Definition |
|------------------------------|---|
| Racial Discrimination | Racial discrimination is when a person is treated less favourably than another person in a similar situation because of their race, colour, descent, national or ethnic origin or immigrant status. |
| Harassment | Harassment is generally defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. |
| Code of Conduct | An agreement on rules of behaviour for the members of that group/organisation. |

4 Policy Statement

The Student Code of Conduct outlines the reasonable parameters of the behaviour that students and staff can expect of students at UBSS. It is a student's responsibility to be familiar with this Code of Conduct and other behaviour standards required by the School. Compliance with this Code is binding on all students.

The Student Code of Conduct is published on the UBSS website.

A report of any incident involving inappropriate behaviour will be placed on the student's record.

5 UBSS Standards

- All members of UBSS should respect themselves, other members and the property of the School.
- All members of the School are entitled to a safe learning and working environment free from racial discrimination, harassment of any kind (including sexual harassment) and occupational hazards.
- Each member of the School is entitled to equal opportunity to all relevant and available resources for their learning and work.
- The School does not tolerate physical, sexual, verbal or emotional harassment from any member of the School.

6 School Rules

The following rules form an integral part of the UBSS Code of Conduct. Students are accountable for their misconduct. Breach of any of these rules may result in disciplinary action that may lead to expulsion.

- Students must follow any reasonable request or direction made by any School staff member where the direction or request supports safety, good order and compliance with the Code.
- The use or possession of any dangerous items such as knives, flammable substances and other illegal weapons or substances are strictly prohibited on School premises.
- The use, possession or supply of alcohol, drugs or illegal substances are strictly prohibited on School premises. Students found with any alcohol, drugs or other illegal substances on campus will be expelled from the School and may be reported to the relevant authorities.
- Students are expected to behave in a way that is perceived to be threatening or intimidating or cause any person to fear for their personal safety or well-being.
- Smoking is prohibited on School premises. The School is housed in a public building, and NSW health laws prohibit smoking anywhere in public buildings.
- Spitting is prohibited on School premises. Health laws prohibit spitting in buildings and public places.
- Mobile phones, electronic games or other electronic devices must be turned off during class. Lecturers may confiscate any ringing phone or other electronic device being used inappropriately in class. Confiscated items are returned either at the end of class or at the end of the academic day.
- Food and beverages must not be consumed in the computer labs, language labs or classrooms.
- Food and beverages must not be taken into the toilets. Students may use the eResource room when consuming food and beverages.
- Students are expected to dress in a neat, tidy and respectable manner at all times while on campus.

7 Breaches of Code of Conduct

The following procedure for dealing with breaches of the Student Code of Conduct is intended to serve as a guide for the actions that are likely taken by the School. Based on the judgement of the School handling matters of inappropriate behaviour or misconduct, these steps may be omitted and the necessary action may be taken to expel the student:

- The student will be asked by an authorised representative of the School to cease the inappropriate behaviour or misconduct.
- Where the student does not cease the inappropriate behaviour or misconduct, the student will be asked to leave that environment. Where the student does not leave, a senior management team member or security may be called to remove the student from the environment where the inappropriate behaviour or misconduct has occurred.
- An incident report will be completed by the School representative and the details of the incident will be recorded on the student’s file. The Academic Integrity committee will determine the disciplinary actions that will be taken and the student will be informed in writing of the outcome.

Disciplinary action include but are not limited to:

- A verbal warning and counselling regarding the incident of inappropriate behaviour or misconduct
- A written warning that clearly states that the behaviour is inappropriate and outlines and/or identifies possible consequences including disciplinary action up to and including an expulsion and cancellation of enrolment.

The School reserves the right to expel any student (and cancel the CoE of any student without prior warning) who in any way breaches the School Code of Conduct or any of the associated School rules. If a student is expelled for any reason, all/any fees paid in advance are forfeited.

8 Appeals

A student may appeal against a decision made under this policy only on the grounds that the decision is inconsistent with the Student Code of Conduct.

Refer to the UBSS Grievance and Appeals policy (academic) for further information on the process for appeals applications and grievance handling procedures.

9 Document Change Control

| Version | Change Description | Date | Author |
|---------|--|-------------|------------------------|
| v11.1 | Refreshed format and revised content | July 2018 | Jotsana Roopram |
| V12 | Refreshed and new review date embedded | August 2019 | Professor Ian Bofinger |