

STUDENT CODE OF CONDUCT

Document ID	3.22
Related Documents	<ul style="list-style-type: none"> - UBSS Grievance and Appeals Policy (Non-academic) - Wellbeing and Safety Policy - UBSS Student Handbook
Date	Refreshed August 2021
Date of Next Review	June 2023
Authorised by	UBSS Academic Senate
Approved by	UBSS Academic Senate September 2021
Version	V15
Responsible Officer	Executive Dean
References and Legislation	National Codes of Practice for International Students (NCPIS) Standard(s): Standard 8

Table of Contents

1	Purpose.....	2
2	Guiding Principles	2
3	Scope.....	2
4	Objectives	2
5	Definition of General Misconduct	2
6	Reports of Misconduct and Investigations.....	3
7	Penalties	3
8	Hearings.....	3
9	Document Change Control.....	4

1 Purpose

The purpose of the Student Code of Conduct is to explain the rights and responsibilities of the community of students at Universal Business School Sydney (UBSS). UBSS is committed to providing a fulfilling and rewarding learning experience that assists students to achieve their full academic potential.

2 Guiding Principles

The key principles that underpin student conduct at UBSS are underpinned by the core values of the organisation expressed in the vision and mission of the institution.

Scope

This policy applies to all students who are enrolled at UBSS. This includes students enrolled in both modes of delivery (face to face and online).

3 Objectives

- To provide students with an understanding of the expectations of the standard of conduct expected of all students.
- To provide clear guidelines regarding the grounds on which any suspension or cancellation of enrolment at UBSS may occur.
- To implement fair and just procedures for dealing with possible cases of misconduct.
- To provide for the imposition and enforcement of penalties for proven misconduct.
- To maintain compliance with any relevant legislation, guidelines and regulations.

4 Definition of General Misconduct

A student commits general misconduct if the student, including but not limited to the following;

- Engages in any unlawful or criminal activity
- Intentionally disobeys any reasonable request, order or lawful direction by UBSS staff member where the request was necessary to:
 - To maintain an effective and respectful learning environment;
 - To ensure the health and safety of any person (including the student concerned);
 - To prevent damage to UBSS property or UBSS premises;
 - For the proper performance of the staff duties at UBSS;
 - To ensure compliance with UBSS policy or procedures;
 - To ensure compliance with State and Federal regulations.
- Disrupts or inhibits another person's ability to participate in any UBSS activity or use UBSS facilities.
- Behaves in a manner which is disorderly, indecent, offensive or detrimental UBSS values, ethos, interests and reputation.
- Unlawfully discriminates any person on any grounds, including but not limited to disability, race, age, gender, sexual preference, physical appearance or religious or political belief.
- Harasses (including sexual harassment), intimidates or bullies any person (or attempts to).
- Engages in a course of conduct which causes physical or psychological harm (including sexual assault) or arouses apprehension or fear, either directly or indirectly, either physically, verbally, or electronically or by any other means.

- Wilfully, recklessly or negligently engages in conduct which may physically or psychologically cause injury to any person, including stalking a person.
- Enters the UBSS premises intoxicated or under the influence of illicit substances.
- Remains on a part of UBSS premises without authority, where the student knows, or ought to reasonably to know, that entry to that area is prohibited or is permitted only with authority.
- Wilfully, recklessly or negligently causes damage to or removes or wrongfully interferes with any property of UBSS
- Improperly makes use of any CHC facilities, networks or equipment.
- Incites or persuades any other person to engage in behaviour or conduct which amounts to general misconduct.
- Commits a criminal or unlawful act while on UBSS premises or in connection with UBSS activities for example, on a field trip.
- Acts in contravention of UBSS policy, procedure, guideline, or instruction.

5 Reports of Misconduct and Investigations

- Where there is reasonable grounds to believe that a student has committed an act of misconduct, the suspected misconduct must be formally reported.
- Misconduct should be reported directly to the Executive Dean.
- The Executive Dean in relation to a report of misconduct, may:
 - Dismiss the report as having no basis and take no further action where it is deemed there has been no breach of legislation, policy, procedure, instruction.
 - Conduct an investigation.
 - Where an investigation outcome leads to a penalty the Executive Dean will notify relevant staff.

6 Penalties

There are various penalties for misconduct which include, but are not limited to:

- Suspension of enrolment.
- Cancellation of enrolment.
- Engagement in any illegal or criminal activity will result in the cancellation of enrolment and the matter will be reported to the police.

7 Hearings

Incidents of breaches of this code of conduct will be dealt with in accordance with the process outlined in the UBSS Grievance and Appeals Policy (Non-Academic). The principles of natural justice will be adhered to.

8 Document Change Control

Version	Change Description	Date	Author
V11	Refreshed format and revised content	July 2018	Jotsana Roopram
v12	Refreshed format and review date embedded	November 2019	Professor Ian Bofinger
V13	Refreshed format – new content added (principles of investigations and hearings). Removal of Executive Dean and expansion of general misconduct.	August 2021	Anurag Kanwar
V14	Position names and Branding update	December 2023	Nupur Chanda
v15	Amendment to include both modes of delivery and update to ref. to UBSS Grievance and Appeals Policy (Non-Academic)	March 2024	Assoc. Prof. Jotsana Roopram