



TIIS
THE INSTITUTE
OF INTERNATIONAL
STUDIES

Student Code of Conduct and Disciplinary Procedures

STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

1. Overview

Students are entitled to engage in the educational process free from disruptive or inappropriate behaviours. To this end, the Institute of International Studies (“the Institute”) is committed to ensuring that there are clearly defined standards of behaviour and conduct for all enrolled students. By adhering to this Code, students will ensure that both they and their peers will be afforded a safe and productive environment in which to study.

2. Expectations

The Institute expects that all members of the broader Institute community will behave professionally and with respect for others. Therefore, students must not behave in a manner that may be considered disruptive and/or inappropriate by any reasonable standard.

2.1 Students are expected to refrain from behaviour that:

- creates significant disruption to the learning environment;
- creates an atmosphere of hostility, intimidation, ridicule, anxiety or disrespect for others;
- contradicts published rules, regulations, procedures or common standards of safety;
- endangers or threatens to endanger the health or safety of others;
- contradicts standards of conduct for internships and/or rules and regulations of the internship work place;
- damages, defaces or destroys the Institute’s property.

2.2 Furthermore, students are expected to:

- attend their scheduled classes regularly and punctually;
- refrain from the use of devices which may disrupt classes. e.g. mobile phones, portable entertainment equipment such as iPods, etc.
- comply with reasonable direction from the Institute’s authorised representatives;
- conduct themselves in a safe and healthy manner;
- identify and report any possible hazards from equipment, facilities and the environment;
- refrain from smoking anywhere on the Institute’s premises;
- refrain from drinking and/or eating in any study area, including the library;
- refrain from the use of bad language, alcohol and drugs when on campus;
- ensure that no students, staff, or visitors to the Institute experience discriminatory, harassing or bullying behaviour;
- report any discriminatory behaviour, harassment or bullying to the Course Coordinator or the Academic Director; and
- follow the Institute’s policies.

2.3 Consequently, students are entitled to:

- be treated fairly and with respect;
- learn in an environment free of discrimination and harassment;
- pursue their educational goals in a safe and supportive environment; and

- expect that their privacy is respected and their personal information will be kept confidential.

3. Procedures

The following procedures for dealing with inappropriate behaviour are not intended to be necessary, consecutive steps. Based on the judgment of individuals dealing with claims of inappropriate behaviour, if the situation warrants immediate action, the initial steps may be omitted and the necessary action taken to remove the student.

- 3.1 The student will be asked by an authorised representative of the Institute to cease the inappropriate behaviour.
- 3.2 Where the student does not cease the inappropriate behaviour, they will be asked to leave that environment. Where that individual does not leave, a member of the Executive Management Committee or security may be called to remove that individual from the environment where the inappropriate behaviour has occurred (e.g. classroom, library, common area and so on).
- 3.3 In all cases of inappropriate behaviour, the Academic Director will be notified and the details of the incident noted on the student's file.
- 3.4 Where a complainant notifies the alleged inappropriate behaviour and no interventions (as described above) occur at that time, the complainant may first consult with the Academic Director to attempt informal resolution. The Academic Director will follow-up on such allegations in a timely manner and may meet with the complainant and the respondent to facilitate resolution. Where the Academic Director cannot resolve the issue, the complainant may submit a formal grievance under the Institute's grievance handling procedures.
- 3.5 Where inappropriate behaviour takes place in an internship setting, a work place supervisor is authorised to ask a student to stop such behaviour and/or ask that the student to leave the work setting. Such incidents will be reported to the Academic Director.
- 3.6 In the event that a breach of this Code has occurred, the Academic Director will determine the disciplinary actions that will be taken. These may include (but are not limited to):
 - a verbal warning and counselling regarding the incident of inappropriate behaviour;
 - a written warning that clearly states that the behaviour is inappropriate and outlines/identifies possible consequences including disciplinary action up to and including a suspension of study or cancellation of enrolment in the event of continuation of the inappropriate behaviour;
 - where the breach of this Code is deemed serious based on a "reasonable person" standard, immediate disciplinary action up to and including suspension of study or cancellation of enrolment.
- 3.7 In the case that an Institute-initiated suspension of study or cancellation of enrolment due to inappropriate behaviour relates to an international student, section 3 of the International Student Deferment, Suspension and Cancellation of Study Policy and Procedure will apply.

4. Appeals

- 4.1 A student may appeal against a decision made under this policy. The grounds for appeal are that the decision is inconsistent with this policy. Appeals must be made in writing and lodged with the CEO within twenty working days of the student receiving written notification of any disciplinary action taken under this policy. The CEO will respond in writing to the appeal within twenty working days and may confirm or vary the decision.
- 4.2 If a student remains dissatisfied with the outcome of their appeal they may utilise the Institute’s grievance handling procedures.

5. Education and Awareness

- 5.1 Appropriate training in the procedures under this Code will be provided to all staff members.
- 5.2 Students will be informed of this Code of Conduct at orientation and in each Subject Study Guide. The Code of Conduct will also be published on the Institute’s website.
- 5.3 Students who are impacted by inappropriate behaviour will have access to support services through Student Support personnel as appropriate¹.
- 5.4 Information on any incident involving inappropriate behaviour will be provided to the Academic Director. The Academic Director will note all incidents on the student’s file.
- 5.5 The Academic Director will include reports of incidents under this Code that result in disciplinary action as part of their report to the Executive Management Committee.

6. Version History

Version	Approved by	Approval Date	Details
1.0	Executive Management Committee	13 April 2016	Document creation – Final Draft

Document owner: CEO

¹ Refer *Student Support Framework*