



Policy and Procedures –

Student Code of Conduct

APPROVED

THE INSTITUTE OF INTERNATIONAL STUDIES



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 (“TIIS”) is committed to ensuring that there are clearly defined standards of behaviour and conduct for all enrolled students. By adhering to this *Policy and Procedures*, students will be afforded a safe and productive environment in which to study.

2. Expectations

TIIS expects that all members of the broader TIIS 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:

- a. creates significant disruption to the learning environment.
- b. creates an atmosphere of hostility, intimidation, ridicule, anxiety, or disrespect for others.
- c. contradicts published rules, regulations, procedures, and/or common standards of safety.
- d. endangers or threatens to endanger the health or safety of others.
- e. contradicts standards of conduct for internships and/or rules and regulations of the internship workplace.
- f. damages, defaces, and/or destroys TIIS’s property.
- g. may bring the reputation of TIIS into disrepute.

2.2 Furthermore, students are expected to:

- a. attend their scheduled classes regularly and punctually.
- b. refrain from the use of devices which may disrupt classes, e.g., mobile phones, tablets or other portable entertainment equipment.
- c. comply with reasonable direction from TIIS’s authorised representatives.
- d. conduct themselves in a safe and healthy manner.
- e. identify and report potential hazards from equipment, facilities, and the environment.
- f. refrain from smoking anywhere on TIIS’s premises.
- g. refrain from the use of bad language, alcohol, and drugs when on campus.
- h. ensure they do not contribute to, participate in, or tolerate behaviour that could be seen as discriminatory, harassing or bullying to other students, staff, or visitors to TIIS.
- i. report any discriminatory behaviour, harassment, or bullying to the Student Support Officer, the Program Coordinator, or the Dean; and
- j. follow TIIS’s policies.

2.3 Consequently, students are entitled to:

- a. be treated fairly and with respect.
- b. learn in an environment free of discrimination and harassment.
- c. pursue their educational goals in a safe and supportive environment; and
- d. expect that their privacy will be respected, and their lawful personal information kept confidential.

3. Procedures

The following procedures for dealing with inappropriate behaviour are not intended to be necessary, consecutive steps. If in the judgment of individuals authorised to resolve claims of inappropriate behaviour, the situation warrants immediate action, the initial steps (a – f) may be omitted and appropriate action may be taken to remove an offending student.

- a. The student will be asked by an authorised representative of TIIS to cease the inappropriate behaviour.
- b. Where the student does not cease the inappropriate behaviour, they will be asked to leave that environment (e.g., classroom, Learning Centre, Student Lounge, common area). 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.
- c. In all cases of inappropriate behaviour, the Dean will be notified, and the details of the incident noted on the student's file.
- d. 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 Dean to attempt informal resolution. The Dean will follow-up on such allegations in a timely manner and may meet with the complainant and the respondent to facilitate resolution. Where the Dean cannot resolve the issue, the complainant may submit a formal grievance under *Policy and Procedures – Student Grievance Handling*.
- e. Where inappropriate behaviour takes place in an internship setting, a workplace 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 Dean.
- f. In the event that a breach of this *Policy and Procedures*, the Dean will determine the disciplinary actions to be taken. These may include (but are not limited to):
 - i. a verbal warning and counselling regarding the incident of inappropriate behaviour.
 - ii. a written warning that clearly states that the behaviour is inappropriate and outlines/identifies possible consequences including disciplinary action up to and including suspension of study or cancellation of enrolment in the event of continuation of the inappropriate behaviour.
 - iii. where the breach of this *Policy and Procedures* is deemed serious based on a "reasonable person" standard, immediate disciplinary action up to and including suspension of study or cancellation of enrolment.
- g. In the case of a TIIS-initiated suspension of study or cancellation of enrolment due to inappropriate behaviour relates to an international student, *Policy and Procedures – Deferment, Suspension or Cancellation of Enrolment (International)* will apply.

4. Appeals

- a. A student may appeal against a decision made under this *Policy and Procedures*. Appeals must be made in writing and lodged with the Chief Executive Officer ("CEO") within 20 working days of the date of notification of any disciplinary action taken under this *Policy and Procedures*. The CEO will respond in writing to the appeal within 20 working days and may confirm or vary the decision.
- b. If a student remains dissatisfied with the outcome of their appeal, they may refer to *Policy and Procedures – Student Grievance Handling*.

5. Education and Awareness

- a. Appropriate training in the procedures under this Code will be provided to all staff members.
- b. Students will be informed of this *Policy and Procedures* at orientation and in each Unit Study Guide. This *Policy and Procedures* will also be published on TIIS's website.
- c. Students who are impacted by inappropriate behaviour will have access to support services through Student Support personnel as appropriate.
- d. Information on any incident involving inappropriate behaviour will be provided to the Dean. The Dean will note all incidents on the student's file.
- e. The Dean will report incidents under this *Policy and Procedures* that result in disciplinary action to the Executive Management Committee.

6. Version History

Version	Approved by	Approval date	Details
1.0	Executive Management Committee	13 April 2016	
1.1	Executive Management Committee	7 July 2020	Minor changes
1.2	Executive Management Committee	14 October 2020	Minor changes

Document owner: CEO