

# Student Code of Conduct (GC)

Queensland Institute of Business Technology Pty Ltd  
ABN 38 076 195 027

## Document

<b>Document Name</b>	Student Code of Conduct (GC)
<b>Brief Description</b>	The purpose of this Policy is to ensure that Griffith College promotes a respectful, diverse, and inclusive community where students and staff have a safe, secure, and comfortable learning environment. This Policy outlines Griffith College's standards of acceptable behaviour required by all Griffith College students.
<b>Responsibility</b>	Academic Director
<b>Initial Issue Date</b>	21/06/2007
<b>Authorising Body</b>	Management Committee

## Version Control

<b>Date</b>	<b>Version No.</b>	<b>Summary of Changes</b>	<b>Reviewer Name and Department/Office</b>
02/01/2020	8	Policy changes prior to December 2019 are found on H drive.	Academic Director
26/10/2022	9	Reviewed to ensure relevance and currency, RASCI added, new related policies added.	Director Student and Academic Services

## Related Documents

<b>Name</b>	<b>Location</b>
Sexual Assault, Harassment, Discrimination, Victimisation and Bullying Policy.	<a href="#">Policy HUB</a>
Equal Opportunity and Diversity Policy	<a href="#">Policy HUB</a>
Student Complaints and Appeals Policy	<a href="#">Policy HUB</a>
Academic Freedom Policy	<a href="#">Policy Hub</a>
First People's Education Policy	<a href="#">Policy Hub</a>

## Contents

1	Purpose and Scope .....	3
1.1	Introduction .....	3
1.2	Purpose .....	3
1.3	Scope .....	3
2	Policy Statement .....	3
2.1	Griffith College Expectations .....	3
2.2	Student Expectations .....	3
2.3	Behaviours Appropriate to a Learning Environment .....	4
2.4	Discrimination and Harassment (including Sexual Harassment or Sexual Assault) .....	4
2.5	Smoking .....	5
2.6	Breaches of the Student Code of Conduct .....	5
2.7	Reporting Breaches of the Student Code of Conduct .....	5
2.8	Responding to Allegations of Misconduct .....	5
2.9	Penalties for Misconduct .....	5
2.10	Appeal .....	6
3	Responsibilities .....	6
4	Compliance .....	6
4.1	General .....	6
4.3	Relevant Legislation .....	7
4.4	Review .....	7
4.5	Records Management .....	7

# 1 Purpose and Scope

Griffith College is committed to promoting a respectful, diverse, and inclusive community. The College is dedicated to students and staff having a safe, secure, inclusive, and comfortable learning environment. Griffith College's Code of Conduct outlines standards of acceptable behaviour required by all Griffith College students. By ensuring appropriate standards of conduct, the reputation and integrity of the College is maintained.

## 1.1 Introduction

This Student Code of Conduct Policy sets out the approach of Griffith College relating to the management of student conduct.

## 1.2 Purpose

The purpose of this Policy is to provide a clear statement of the expectations of Griffith College students in respect to academic, personal and professional behaviour. All students must meet these expectations as they participate in College activities and when they interact with other students, staff and members of the Griffith College community.

## 1.3 Scope

All students undertaking study at Griffith College must adhere to this Policy which has been prepared in accordance with the [Sexual Assault, Harassment, Discrimination, Victimisation and Bullying Policy](#), the [Equal Opportunity and Diversity Policy](#) and the [Student Complaints and Appeals Policy](#). It therefore sets out how Griffith College complies with relevant legal standards and regulations regarding the conduct of Griffith College students.

# 2 Policy Statement

## 2.1 Griffith College Expectations

As members of an academic environment both at Griffith College and through Griffith College's association with Griffith University, students are expected to:

- Uphold academic and research integrity
- Treat others with respect and courtesy;
- Treat others equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction;
- Respect the opinions and views of others;
- Avoid any conduct that might be perceived as sexual, racial, or gender-based harassment, discriminatory, or intimidating;
- Not engage in conduct which may be considered as harassment, bullying, vilifying or abusive;
- Attend timetabled classes, maintain consistent levels of study, and submit assessment pieces on time;
- Follow academic performance feedback from teaching staff;
- Be familiar with, and abide by, Griffith College's policies and procedures;
- Maintain high standards and a professional approach to their study program;
- Commit to continually improving their English language proficiency and communication skills (relevant to students with English as a second language); and
- Fulfil requirements imposed by sponsorship bodies such as completion of studies within specified time frame / apply for an extension for completion of studies through the relevant Griffith College staff member responsible for liaising with sponsorship bodies;
- Not make or publish false statements relating to the College;
- Not engage in unlawful behaviour.

## 2.2 Student Expectations

Document Name: Student Code of Conduct (GC)

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Page 3 of 7

As students of Griffith College you can expect:

- To be treated with courtesy and respect;
- To be treated equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction;
- To be able to freely communicate and voice alternative points of view in rational debate;
- To participate in a learning environment free from sexual, racial, gender-based, or other forms of harassment;
- To rely on the protection of privacy and personal information;
- To be able to access personal records, subject to the provisions of the Freedom of Information Act [1992];
- To be provided with timely and accurate information as it pertains to course[s], enrolment, and all College administrative matters;
- To have reasonable access to teaching staff in for consultation outside normal class contact hours;
- That assessment within course[s] will be equitably and appropriately implemented;
- To be assisted in the development of their English language proficiency (relevant to students with English as a second language); and
- That the facilities and equipment for use are safe and comply with occupational health and safety guidelines.

### 2.3 Behaviours Appropriate to a Learning Environment

To comply with the Student Code of Conduct, and therefore maintain current enrolment at the College, students are expected, at a minimum, to adhere to the following behavioural guidelines:

- Demonstrate mutual respect for college staff, and fellow students;
- Prepare for each class by undertaking the required reading, and completing all necessary class or laboratory work;
- Attend all classes at the scheduled time, and other contact sessions (such as laboratories and program specific sessions as required);
- Make every attempt to complete and submit assessment as specified in course outlines, course sites and on exam timetables;
- Engage with peers and participate actively in all learning activities;
- Use English at all times whilst on campus (relevant to students with English as a second language);
- Avoid any form of academic misconduct;
- Provide constructive feedback when evaluating courses and members of teaching staff;
- Refrain from using devices (such as mobile phones) during class times (unless required for learning activities) and examinations;
- Not eat or drink in classrooms;
- Be aware of their responsibilities within their courses and program of study, and
- Any other rules of classroom and examination behaviour as determined by, and/or negotiated with, their teacher.

### 2.4 Discrimination and Harassment (including Sexual Harassment or Sexual Assault)

Griffith College is committed to providing access to learning aids and an equitable approach in dealing with all students. Griffith College recognises the right of all students and staff to work and study in an environment free from discrimination and harassment based on gender, age, sexual preference, impairment, religion, race, colour, national or ethnic origin, or language.

Discrimination or harassment of staff or students, by any member of the teaching and learning environment, is unacceptable, and contrary to the core educational and employment values that Griffith College upholds. All members of the College are expected to maintain an environment where cultural differences are accepted and respected, and individuals are able to participate fully in academic life, free from all discrimination and harassment. For further information on what constitutes discrimination, harassment (including sexual harassment), and bullying, refer to Griffith College's [Sexual Assault, Harassment, Discrimination, Victimisation and Bullying Policy](#).

Humour based on discrimination and harassment may, in certain circumstances, constitute harassment.

Griffith College will treat claims of discrimination and/or harassment seriously, and all claims will be thoroughly investigated confidentially to protect complainants and witnesses from further harassment and victimisation.

For further information, refer to Griffith College's [Equal Opportunity and Diversity Policy](#).

## 2.5 Smoking

All Griffith College and Griffith University campuses are non-smoking. Smoking is not allowed anywhere on Griffith University campuses.

## 2.6 Breaches of the Student Code of Conduct

Griffith College students who breach any of the expectations, behaviours, or guidelines outlined in this Student Code of Conduct may be considered to have engaged in official misconduct.

In addition, a student who engages in any of the following activities may also be considered to have engaged in misconduct:

- Endangers the health or safety of any person at the College or on the campus;
- Unlawfully assaults, or attempt to assault another member of the College or campus community;
- Engages in dishonest behaviour;
- Damages or abuses Griffith College or campus property.

## 2.7 Reporting Breaches of the Student Code of Conduct

A person may report possible student misconduct to a relevant senior staff member. Any such report should be made as soon as possible after the person reporting becomes aware of the misconduct in question and should be confirmed in writing.

## 2.8 Responding to Allegations of Misconduct

Upon receipt of an allegation of misconduct the responsible staff member may take any immediate action necessary to ensure the ongoing safe operation of Griffith College (for a Critical Incident, refer to the [Critical Incident Policy](#)).

A relevant senior staff member will investigate any allegation of misconduct in a timely manner and may refer the allegation of misconduct, upon preliminary investigation, onto the Academic Director, the College Director and Principal, or an appropriate external authority, such as the police.

Students can expect the following actions to occur once an allegation is under investigation:

1. Where an allegation of student misconduct is made the student will be informed, in writing of this allegation by the relevant senior staff member
2. The student will have opportunity to respond to the misconduct allegation in person, either on campus, online with seven days or receiving the written notification and may be accompanied by a support person
3. The student will be advised in writing of the outcome and of any penalty following the meeting and investigation
4. Where a student fails to respond within the timeframe advised, the relevant senior staff member may proceed to a final determination of the matter, including implementation of any penalty.

## 2.9 Penalties for Misconduct

If it is determined that a student has engaged in official misconduct, they may be subject to any, or a combination, of the following penalties:

- Official reprimand;
- Probation;
- Exclusion for a specified period of time;
- Exclusion from the College indefinitely.

## 2.10 Appeal

A student who has had a penalty imposed as a result of misconduct may appeal, through Griffith College's Student Complaints and Appeals Policy, against the penalty imposed.

Refer to the [Student Complaints and Appeals Policy](#) for details on the appeals process, including timeframes.

## 3 Responsibilities

Responsibility	CDP	CFM	QCM	AD	DSAS	PC	AB	PAC	DMA	All
Maintain currency of policy				R	S					I
Ensure all students are aware of this policy	A			R	R	R			R	I
Respond to initial student complaints and/or allegations of misconduct	S		C	C	C					
Undertake investigation of misconduct allegation and respond to student	A		S	R	R				R	
Ensure investigation and meeting notes are confidentially saved and registered	I		R							
CDP = College Director & Principal, CFM = College Finance Manager, QCM = Quality & Compliance Manager, AD = Academic Director, DSAS = Director, Student & Academic Services, DMA = Director, Marketing & Admissions, AB = Academic Board, All = Staff, PC = Program Convenor, PAC = Program Advisory Committee  R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed										

## 4 Compliance

### 4.1 General

The Academic Director will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy through the College website, digital campus, communication and support from Student and Academic Services and Support teams at Orientation.

#### 4.3 Relevant Legislation

n/a

#### 4.4 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

#### 4.5 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Academic Director	Policy Hub	Permanently with control in place for revisions	Policy Hub archive