



Student Code of Conduct and Misconduct Policy

Policy number	S005
Policy established	1 July 2011
Current Status Version No.	3.0
Approved by	Board of Governors
Date of Approval	8 October 2014
Previous versions	1 July 2011 June 2012
Next Review Date	8 October 2017
Government Legislation	South Australia Racial Vilification Act 1996 South Australia Equal Opportunity Act 1984 <u>Age Discrimination Act 2004</u> (Australia) <u>Human Rights and Equal Opportunity Commission Act 1986</u> (Australia) <u>Racial Discrimination Act 1975</u> (Australia) <u>Sex Discrimination Act 1984</u> (Australia) <u>Disability Discrimination Act 1992</u> (Australia)
Responsible Officer	CEO

1. Purpose

This policy provides a framework for the standard of conduct expected of students. It outlines the responsibilities of students and the procedure for dealing with student misconduct.

2. Scope

The Student Code of Conduct applies to all students of the IKON Institute of Australia and to individuals undertaking all courses and programs offered by the IKON Institute.

Students are required to comply with the obligations set out in the Code while undertaking any activity in their capacity as a student or while engaged in any activity which impacts on the IKON Institute or its community. This includes activities on the Institute's sites or at other sites for example, practicums and field trips, and the use of the Institute's resources or facilities whether accessed on site or remotely. The Code of Conduct sets out the boundaries for:

- conduct in class with students and with teachers
- student conduct when practicing with students and clients
- student conduct with members of the community such as clients, visitors, and external organisations, including practicum sites.

3. The Student Code of Conduct

3.1 In all their interpersonal interactions with other members of the Institute's stakeholders, students are expected to:

1. Honour the Student Code of Conduct.
2. Comply with the policies and procedures of the IKON Institute.
3. Honour the confidentiality of information provided by other students.
4. Respect the political, spiritual and personal beliefs of colleagues and recognise the benefits that individual learning styles, needs and points of view bring to the classroom.
5. Attend class appropriately dressed.
6. Treat other students, teachers and members of the Institute's stakeholders with respect and courtesy.
7. Refrain from intimidating or bullying behavior towards others and from harassing, discriminating against or vilifying other members of the Institute's stakeholders on the basis of gender, race, ethnicity, sexuality, religion, age, disability, beliefs, opinions or background in accordance with policy and with Government legislation.
8. Use IT facilities provided by the IKON Institute of Australia in an appropriate and legal manner
9. Comply with directions given by IKON Institute officers to promote good order and management.
10. Recognise and respect the student/teacher relationship and act accordingly in class.
11. Recognise and respect the student to student relationship and act accordingly.
12. Conduct their affairs with IKON with honesty, integrity, respect and courtesy.

3.2 In undertaking their studies, students are expected to:

1. Work to the best of their ability and make genuine attempts to progress successfully by meeting course requirements and deadlines for assessment and by regular attendance and engagement in learning activities.
2. Work in a manner consistent with the principles of academic integrity and set out in the Institute's Academic Integrity Policy.
3. Conduct themselves in a professional manner while undertaking placements and while learning in a clinical setting.
4. Participate in the Institute's evaluation processes by providing constructive feedback.
5. Make themselves aware of requirements of all course and subject requirements related to their enrollment and program of study.
6. Meet their financial commitments and ensure contact and personal details are current.
7. Recognise that qualifications will be awarded to students who have completed all course requirements (including assignments), successfully passed all evaluation criteria and have paid all fees in full.

3.3 Code of Practice

In learning through study at the IKON Institute and related clinical practice, students are expected to:

1. Recognise that the IKON Institute is not a clinic and techniques demonstrated with students during modules and practice sessions are not treatment. Personal therapeutic issues should be managed outside of the learning process.
2. Only use the specified techniques during subject practice times unless otherwise informed.
3. Understand that studying at the IKON Institute of Australia does not license students to diagnose, prescribe or to provide treatment, or to try to solve problems, diagnose or treat others. Therefore, when finding an issue to work with, students should always select something manageable rather than choosing a major crisis.
4. Recognise that the philosophy of courses taught at the IKON Institute of Australia is to facilitate self-healing through the client's own healing mechanisms.

5. Honour the confidentiality of information provided by other students and keeps all personal material confidential, for example discussions with other students within the course program at the Institute or outside with assignments. This will ensure that each student feels safe that what is shared is private.
6. Call on the help of an trainer whenever emotional issues arise during practice time that give rise to doubt about what to do, or to the student feeling vulnerable, exposed or needing assistance.
7. Refrain from inappropriate physical or verbal conduct of a sexual nature. This may be a reason for expulsion.
8. Use supportive language during practice time, and refrain from any inappropriate language, behaviour or verbal abuse.
9. Participate in class and allow others to participate, including sharing class time, listening to others and taking turns during discussion.
10. At all times maintain professional boundaries and ask a lecturer for clarification or assistance when required.

4. Rights of the IKON Institute of Australia

The IKON Institute reserves the right to:

1. Suspend or expel students pending review if there is violation of the Code of Conduct or Code of Practice.
2. Withhold training or equipment if tuition fees remain outstanding.

5. Student misconduct

Failure to observe the Student Code of Conduct is dealt with as misconduct and the student may be subject to disciplinary action, which will be appropriate, proportionate, fair and consistent with requirements of natural justice.

5.1 Minor misconduct

Minor misconduct is where the extent, seriousness or impact of the breach of the Student Code is not substantial and where the student has not been previously counselled about the standard of conduct required.

Minor misconduct will be dealt with informally with an educative approach by:

- examination of the complaint of misconduct
- interview to inform the student of the way their behaviour appears to have been below the required standard
- counselling and if required, support to meet the required standard in the future.

When there is an interview between a student and a member of the staff in relation to a breach of the Student Code of Conduct that is minor misconduct, a student representative and a Director should be present.

5.2 Major misconduct

Major misconduct which has a significant impact will be dealt with formally. The complaint will be investigated by a Misconduct Committee established by Academic Board. The student will be informed in writing of the following details:

1. The section of the Student Code alleged to have been breached.
2. The evidence that gave rise to the allegation.
3. The date, time and place and members who will attend the meeting to deal with the allegation.
4. Persons who will be interviewed by the committee.
5. The student's right to respond to the allegation by attending the meeting in person or by responding in writing and the type of penalty that might be imposed if the allegation is proven.

6. The student's right to arrange for the attendance of a person with relevant information to be interviewed by the committee and to be accompanied by a support person who is not a lawyer.
7. The consequence of not attending or making a written submission.

6. Penalties

Where an allegation is upheld, it is the role of the Misconduct Committee to make a recommendation on a penalty taking account of the seriousness of the misconduct, any mitigating circumstances, appropriateness and relevance of a penalty to the nature of the misconduct, the duration of any suspension. A penalty may comprise:

- allocation of a failing grade
- reduction of student's mark in an assessment including to a mark of zero
- cancellation of credit gained toward a course
- provisional enrolment (specified conditions for continuing enrolment)
- exclusion from enrolment for a specified period
- payment of appropriate restitution
- permanent expulsion from the IKON Institute
- suspension for a specified period and/or subject to specified conditions.

7. Appeal

A student has a right to appeal a decision of the Misconduct Committee on the following grounds:

- the decision is unreasonable and not supported by the evidence
- procedural requirements specified in this policy were not followed
- relevant evidence was not considered in reaching the decision
- the penalty was manifestly excessive or inappropriate.

An appeal will be conducted in accordance with procedure for an appeal in the Student Grievance Policy.

8. Record keeping and confidentiality

Records of minor and major misconduct will be maintained and lecturers will add notes to the student's record in the student management system; a register of penalties will be kept to ensure consistency and to enable identification of repeat misconduct.

Academic Board will present a summary report on student misconduct annually to the Board of Governors.

9. Publication

This policy is to be published for students in the relevant publications and on the IKON Institute of Australia website to ensure prospective students and IKON staff have up to date and accurate information.

Related Forms/Documents:

Nil

Related Policies:

AC004 Academic Integrity Policy

S002 Student Grievance Policy and Procedure