

Student Code of Conduct

Sydney Institute of Higher Education Pty Ltd
ABN 49 618 742 813
CRICOS provider number: 03866C

Version number	3
Approved by	Academic Board
Date of approval	23 October 2023

Purpose

Sydney Institute of Higher Education (SIHE) is committed to delivering an educational experience that allows students to reach their full potential as students and emerging professionals. SIHE expects that students conduct themselves in a manner that is consistent with the SIHE core values and demonstrates their commitment to achieving academic success.

This *Student Code of Conduct* establishes the standards of behaviour expected of students whilst on campus at SIHE and in all dealings with SIHE staff and fellow students. It defines the expectations of students whilst engaged in the study with SIHE.

Students are to familiarise themselves with this *Student Code of Conduct* and agree to abide by it under the Terms and Conditions of their enrolment with SIHE.

Scope

The *Student Code of Conduct* applies to all students enrolled at SIHE and employees of SIHE.

Principles

SIHE aims to foster a learning and teaching environment in which all staff and students have the ability to reach their full academic potential. In order to do this, SIHE students must abide by a code of conduct that is consistent with SIHE's values as a higher education organisation. In principle, those values are:

- Academic excellence
- Inclusion and equity
- Global citizenship and partnership
- Lifelong learning
- Ethical leadership

These core values permeate every level of SIHE's higher education operation and guide the objectives of the SIHE *Strategic Plan*.

Code of Conduct

The conduct of all students at SIHE is expected to reflect SIHE's core values.

Academic excellence

Conditions of enrolment

SIHE students are expected to comply with the conditions outlined in the *Enrolment Policy*, including:

- meeting the entry requirements
- commencing study on the date identified on Letter of Offer
- abiding by all SIHE policies and procedures applicable to them as published on the SIHE website, and to seek clarification where necessary
- honouring the conditions of their Student VISA
- attending New Student Orientation
- keeping accurate and current contact details on the Learning Management System
- reading and responding, if required, to all communications from SIHE
- respecting SIHE property and resources
- maintaining attendance

Academic Integrity

SIHE students are expected to comply with the conditions outlined in the *Academic and Professional Integrity Policy*, including:

- respecting the principle of academic freedom and free and open intellectual inquiry, for themselves, fellow students and staff
- having a profound respect for the truth and academic honesty in their approach to their study. Cheating, collusion, plagiarism, falsification of research is expressly forbidden and penalties under the *Misconduct Policy* will apply to students found to have engaged in academic dishonesty.
- participating in good faith and to the best of their ability in their education

Inclusion and equity

Discriminatory behaviour or language of any kind is not acceptable.

SIHE students and staff are expected to comply with the conditions outlined in the *Diversity, Equity and Inclusion Policy*, including:

- never engaging in discrimination against individuals or groups due to their race, nationality, ethnicity, gender, intersex or transgender identity, sexual orientation, marital status, parental status, religious or political beliefs, employment, age, physical appearance, disability or medical or mental health issues
- demonstrating respect for Australian Indigenous and Torres Strait Islander people and

cultures

Safety and Wellbeing

SIHE students and staff are expected to comply with the conditions outlined in the *Sexual Assault and Sexual Harassment Policy and the Student Welfare Policy*, including:

- never engaging in violent or threatening behaviour to other students or staff, including verbal or physical
- never engaging in any instances of sexual harassment or assault
- reporting any incidents of sexual harassment or sexual assault
- ensuring that their activities and conduct do not place themselves or others at risk of harm or injury
- familiarising themselves with the *Student Counselling Policy* and programs available to help support mental health
- familiarising themselves with the SIHE evacuation plans and procedures
- partaking in the Academic Support Program

Global citizenship and partnership

SIHE students and staff are expected to comply with the conditions outlined in the *IT Resources and Online Conduct Policy and the Community and Industry Engagement Policy*, including:

- never using the SIHE internet for the purpose of illegal activity, downloading copyrighted materials or pornography or objectionable material is
- behaving with professionalism and respect in their interactions with SIHE staff, academics, fellow students, visitors, and any potential external SIHE partners, such as those engaged for work-integrated learning activities.

Lifelong learning

SIHE students are expected to make a reasonable attempt at fulfilling all program learning outcomes, by:

- seeking further advice on program requirements and assessment activities wherever necessary and ensure they are aware of what is required of them to progress through a program of study
- submitting assessment tasks by submission dates and times, unless unforeseen circumstances arise
- actively participating in the learning process, including regularly attending academic activities
- taking constructive criticism on their work from teaching staff in the spirit of learning and teaching that is intended
- contributing to the teaching feedback process for continual improvement of SIHE programs and to engage in the teaching feedback process in good faith

Ethical leadership

SIHE students are expected to comply with the conditions outlined in the *Academic and Professional Integrity Policy* including:

- reading and understanding all official notices and communications from SIHE, to seek clarification wherever necessary, and to attend to all required administrative processes, including informing SIHE whenever their situation changes
- respecting other students' abilities to participate fully in their education, including by valuing and respecting a multiplicity of perspectives and viewpoints in an academic environment that cultivates learning and teaching.
- notifying SIHE of any breaches of this *Student Code of Conduct* that they witness or are a party to

Penalties for breaches

Students who are found to have breached the *Student Code of Conduct* will be penalised based on the specific nature of the breach and its severity.

Examples of penalties may include:

- Disciplinary meetings with the President, General Manager, Customer Experience, Program Director, or Academic Learning Support Coordinator.
- An official warning
- Requirement for further education on the nature of the breach, for example:
 - Compulsory attendance with the Academic Learning Support Coordinator on expectations of academic honesty
 - Compulsory attendance in educational programs focused on inclusion, equity, discrimination, and/or sexual harassment.
- A fail grade for proven cases of academic misconduct
- Restricted access to SIHE resources, such as internet usage, library resources, academic staff time, student email
- Permanent restructuring of the student's timetable
- Automatic fail grade and necessity to repeat a subject in a program
- Temporary suspension from SIHE program
- Permanent expulsion from SIHE

Where necessary and appropriate, SIHE will report incidents to legal and statutory authorities.

Review Schedule

This policy will be reviewed by the *Academic Board* every three years.

Version History				
Version	Approved by:	Approval	Revision notes:	Next review date:

number:		date:		
1	Academic Board	31/05/2018		31/05/2021
2	Academic Board	20/10/2022	Standard review, no changes. Review after two years of operation.	20/10/2024
3	Academic Board	23/10/23	Revised to include conditions of enrolment and safety and wellbeing. Added staff to policy, where applicable. Changed formatting to make it easier to read.	23/10/26

End of document: "Student Code of Conduct"

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Related Documents

		Academic and Professional Integrity Policy
		Academic Support Policy
		Misconduct Policy
		Assessment Policy
		Copyright Policy
		Critical Incident Response Policy
		Examinations Policy
		Falsification of Documentation Policy
		Intellectual Property Policy
		IT Resources and Online Conduct Policy
		Library and Information Resources Policy
		Student Complaints and Appeals Policy
		Student Feedback Policy
		Student Welfare Policy
		Equity and Diversity Policy
		Sexual Assault and Harassment Policy
		Strategic Plan
		President
		Academic Board - Terms of Reference