Student Handbook

CRICOS 03866C

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President's Welcome

Sydney Institute of Higher Education (SIHE) provides a high-quality, accessible education experience led by top-tier academics in the vibrant heart of Sydney's CBD. Our focus is on delivering outcomes-driven education and services to enhance the study experience for our students.

We offer fully accredited undergraduate and postgraduate business and IT programs, designed to equip students with the skills and knowledge they will need for a variety of career pathways on graduation. We provide our students with an immersive and engaging international education experience, prioritising individual learning with smaller class sizes and face-to-face instruction, ensuring they get the foundations they need for future success.

We are thrilled to welcome you to Sydney Institute of Higher Education and we congratulate you on the commitment you have made towards achieving your study goals and starting the journey to a successful future career.

Professor Nigel Finch
President, Dean & CEO

About SIHE

Sydney Institute of Higher Education (SIHE) is a trusted provider of higher education in Sydney, Australia. SIHE's campus is conveniently located at Level 3, 695-699 George St, Sydney NSW 2000.

SIHE's purpose for higher education is to build and cultivate an academic environment that promotes, above all, the freedom of intellectual inquiry across all aspects of the organisation, and within this the protection of the highest possible quality of student experience.

The student experience for SIHE is outcomes-based, with education and service provision designed to improve the student experience whilst on campus and to equip students with the knowledge and skills for a range of career pathways.

SIHE prides itself on upholding its values of:
- Academic excellence
- Inclusion and equity
- Global citizenship and partnership
- Lifelong learning
- Ethical leadership

With these values embedded in programs, graduate attributes and codes of conduct, students of SIHE enjoy an enriching experience in higher education that leaves them well-placed to pursue career paths that have the potential to make a difference.

CONTACT THE STUDENT ADMINISTRATION TEAM

Level 3, 695-699 George St
Sydney NSW 2000 Australia

+61 2 8098 1288

www.sydneyinstitute.edu.au

CRICOS 03866C
TEQSA PRV14323

New student enquires
enrol@sydneyinstitute.edu.au

Current student enquiries
study@sydneyinstitute.edu.au

Payment enquiries
accounts@sydneyinstitute.edu.au

Refund enquires
refunds@sydneyinstitute.edu.au

Introduction to your studies

SIHE Team Members

Job Title	Area of Responsibility	Contact
Teaching Staff	Preparing teaching materials, lecturing, assessing, examining, support of learning.	Contact details listed in LMS
Academic Leadership	Student conduct and academic oversight, Academic staff management and program administration, RPL assessment, academic complaints and appeals.	study@sydneyinstitute.edu.au
Academic Learning Support Coorindator	Coordinates academic learning support programs, Peer Mentor sessions, and one-on-one consultations. Monitors academic progress of Students with Early Intervention and 'At risk'.	support@sydneyinstitute.edu.au
Library & Information Services Coordinator	Library resources management, textbook updates, lending and access management, library induction.	library@sydneyinstitute.edu.au
General Manager - Customer Experience	Student complaints and appeals.	complaints@sydneyinstitute.edu.au

SIHE Facilities

SIHE has a range of facilities and services to support your learning including:

- Free campus-wide Wi-Fi
- Lecture rooms equipped with whiteboards and audio-visual equipment
- Self Learning Lounge
- Open plan areas for student break out space
- Digital library
- Computer labs
- Prayer room
- Kitchen and food heating facilities
- Multiple charging stations for laptops and mobile devices

Text Books

Each unit has prescribed and recommended textbooks as well as resources which will be used throughout the unit. It is expected that students have their own copy of the set texts. Limited copies of prescribed textbooks are also available on reserve on campus and other resources including databases are available on the digital library platform.

Lecture and Tutorial Activities

Lectures and tutorials will be conducted face-to-face on campus, and you are expected to attend all lectures and tutorials. Attendance is one of the key indicators impacting students' academic performance. Lectures generally cover the theoretical components of the unit, while tutorials apply the theories to a range of practical case studies, exercises, and discussion.

"Education is the passport to the future, for tomorrow belongs to those who prepare for it today."
— Malcolm X

Enrolment

Changes to enrolment

After enrolling, students may modify their program by withdrawing from a subject, enrolling in an additional subject, or changing the term in which they commence a subject. This can be done by completing the *Deferment Request Form* or the *Suspension Form* and emailing it to **study@sydneyinstitute.edu.au**.

All changes must be completed before the Program Census Date.

Students can apply to defer the commencement date of their program under the following conditions.

- Request made in writing with supporting evidence attached
- Request is made prior to the Program Census Date
- SIHE reserves the right to approve or reject any requests

For more information on changes to enrolment including deferral of study, intermission or leave of absence, withdrawal of study, lapse of enrolment (failure to engage), termination of enrolment or exclusion, and enrolment restrictions, refer to the *Enrolment Policy*.

Fees

Prompt payment of tuition fees is a condition of enrolment with SIHE. Students receive a schedule of payments for the course which must be followed to maintain their enrolment. The payment deadline is seven (7) days before the start of each semester.

A late fee of $200 may be applied for tuition fees paid after the specified deadline. SIHE reserves the right to cancel the enrolment and COE of a student owing tuition fees after the semester start date.

All subject/course fees are listed under the 'Fees' section on the SIHE website. Additional fees that may be incurred during your studies are also available on this web page.

There are circumstances whereby refunds can be issued. These are outlined in the *Program Modification and Tuition Fee Refund Policy*. Note all refunds carry a processing fee of $500 or 5% of the fee paid (whichever is less).

Enrolment

Unique Student Identifier (USI)

Your USI (Unique Student Identifier) is your individual education number for life. It also creates an online record of your Australian training achievements.

You need a USI if you are:

- undertaking Nationally Recognised Training
- a higher education student seeking Commonwealth financial assistance (e.g. a HECS-HELP loan)
- a higher education student graduating in 2023 or beyond

It is important to get your USI number and provide it to SIHE. You can get a USI by visiting the USI website and following the instructions to create a USI.

You are required to get your USI upon arrival in Australia and you will need your passport and Australian visa as a form of identification when applying.

Visa Conditions

While studying at SIHE, international students need to be aware of their student visa requirements. Variation to the enrolment or changes to the length of stay in Australia will affect your visa.

There are strict conditions attached to the Australian student visa, including working restrictions. For full visa conditions please visit the Department of Home Affairs website.

Student information

One of the conditions of your student visa is that you provide SIHE with an Australian residential address and contact details. If you change your Australian residential address during your studies with SIHE, you must immediately notify us in writing. This information is reported to the Department of Home Affairs and is also important in the event we need to contact you regarding your enrolment.

You can use the 'Change of Details' form on the SIHE website to notify us of any changes to your contact details.

Overseas Student Health Cover (OSHC)

All international students are required to have Overseas Student Health Cover (OSHC). Costs may vary according to the length of time and the insurance provider from which you purchase coverage.

Information about OSHC, including how to purchase coverage, indicative costs, a list of providers, the rules for extent and type of coverage required and more can be found on the Australian Government Department of Health website.

Our Programs

SIHE delivers the following TEQSA accredited programs:

Bachelor of Business (Accounting)
CRICOS 102736M

Bachelor of Information Technology
CRICOS 110405H

Masters of Information Technology
CRICOS 108804M

Graduate Diploma of Information Technology
CRICOS 108805K

Graduate Certificate of Information Technology
CRICOS 108806J

The Bachelor of Business (Accounting) provides training in the field of accounting, as well as aspects of finance, law, economics, and IT. The core subjects, together with the electives, allow students to develop their analytical, managerial, communication, research and computing skills which are essential for business professionals.

The 3-year Bachelor of Business (Accounting) degree is accredited with CPA Australia, Chartered Accountants Australia and New Zealand, the Association of Chartered Certified Accountants and Certified Management Accountants Australia and New Zealand ensuring the SIHE degree is highly relevant, and industry recognised.

The Bachelor of Information Technology (BIT) is a comprehensive degree program designed to equip students with the foundational knowledge, practical skills, and analytical capabilities required to excel in the ever-evolving field of information technology. It offers majors in either Data Analytics, Digital Enterprise, Networking and Cybersecurity & Web Development. The BIT program offers an 'unspecified elective' that allows third year students to select an available elective from another program.

The Master of Information Technology (MIT) program is an advanced degree designed for professionals and graduates looking to deepen their expertise and broaden their horizons in the realm of information technology. It offers specialisations in either Networking, Cyber Security, Data Science and Management of IT.

www.sydneyinstitute.edu.au

Accessing the LMS

Learning Management System

The SIHE Learning Management System (LMS) is an essential resource for all students. You will have a unique login that enables you to access program forums and e-learning materials.

HOW TO LOGIN

- visit elearn.sihe.edu.au
- Your username is your SIHE email address
- Temporary password is generated at Student Orientation which will need to be reset at first login

Once you have logged into the system, you will need to check you are enrolled in the relevant course units and have access to the Academic Integrity assignment.

Resources for how to access and use the LMS will be provided at Orientation.

Student Email Account

When starting at SIHE, you will receive an automatically generated email from Microsoft to the private email address you have provided with a username and temporary password.

Instructions how to set up your account will be provided at Orientation. You will need to have this email account set up prior to being able to login in to the LMS.

"The beautiful thing about learning is that no one can take it away from you."
— B.B. King

Assessments

The *Assessment Policy* provides detailed information for students on how assessments are designed and delivered at SIHE. The assessment information in this handbook is a summary only and should be read in conjunction with the *Assessment Policy*, along with the assessment details specific to your unit/program provided in the Learning Management System (LMS - Moodle).

Assessment activities are essential to measuring student achievement of the expected learning outcomes. Throughout each program of study at SIHE, there will be a series of assessment tasks aligned with specific learning outcomes, sequenced to enable students to progressively build knowledge. Where an assessment is described as a "hurdle assessment" you are required to meaningfully attempt the assessment by the due date in order to be eligible to pass this subject. It should be noted that meeting the hurdle requirement for a subject does not guarantee a pass mark, but simply means that you are eligible to pass if you perform sufficiently well in the assessment.

All assessments will be marked and returned to students within 14 days of submission of the assignment.

Students are entitled to receive constructive feedback on their work in accordance with the *Examinations Policy*. Written feedback will be provided on all assessment tasks. Students may also seek additional oral feedback by attending student-staff consultation sessions.

Students are expected to:

- Observe assessment due dates, submission methods, and assessment requirements
- Act in accordance with and be aware of the measures outlined in the *Academic and Professional Integrity Policy*
- Seek advice and clarification from academic staff and assistance from academic skills support staff as needed
- Review all feedback received on assessments

Assessments will be submitted through the LMS (Moodle) and will be checked by plagiarism and AI writing detection software.

Requests for extensions are to be submitted in accordance with the *Special Consideration Policy*. Requests for disability adjustments are to be submitted in accordance with the *Diversity, Equity & Inclusion Policy*.

All requests to be sent to support@sydneyinstitute.edu.au.

All assessment tasks will be graded according to the grading system outlined in the *Assessment Policy*.

Academic Integrity

Academic integrity is 'the expectation that teachers, students, researchers and all members of the academic community act with honesty, trust, fairness, respect and responsibility.' As students at Sydney Institute of Higher Education, you are expected to understand, follow and promote a culture of academic integrity. Any attempt to gain academic advantage by dishonest or unfair behaviour is considered as "academic dishonesty" or "academic misconduct" and it is unacceptable.

Examples of breaching academic integrity:

- Plagiarism
- Fabrication
- Collusion
- Contract cheating
- Exam cheating
- Unauthorised use of artificial intelligence

Depending on the type, frequency and severity of the academic misconduct, a range of sanctions might be applied at the discretion of Sydney Institute of Higher Education. In the event of receiving an academic misconduct sanction, students have the right of appeal to contest the decision if they believe it is unjustified or there are mitigating circumstances.

For more information refer to the *Academic Integrity & Conduct Policy*.

Graduate Attributes

Regardless of what specific program you enrol in, SIHE's vision for all of its graduates is to complete their study having developed a specific set of graduate attributes.

SIHE graduates are able to:

1 ***Demonstrate substantial knowledge of their chosen discipline***
The acquisition of deep disciplinary knowledge lies at the core of the SIHE learning journey. It is on this foundation and in this context that the other graduate attributes of a SIHE undergraduate degree program are developed.

2 ***Demonstrate the capacity to reason critically***
The work and social environment into which SIHE graduates will emerge subsequent to completion of their programs will be defined by ambiguity and complexity. It is therefore of fundamental importance that over the period of their studies, SIHE students develop the capacity to engage with stimulus material not merely as recipients of information and knowledge but through a rigorous, evaluative frame of reference. This enables SIHE students not only to understand their chosen discipline as it is but to contribute to the formulation of what it may become.

3 ***Demonstrate sound analytical and problem-solving skills***
It is critical that throughout the program of their studies, SIHE students systematically develop and can consistently demonstrate the capacity to deploy the tools embedded through their acquisition of disciplinary knowledge towards the resolution of a range of pertinent problem sets.

4 ***Demonstrate an aptitude for effective collaboration***
The nature of the professional settings for which SIHE is preparing its graduates dictates that they accumulate experience and develop competency in techniques for effective collaboration. This is critical not only from the point of view of their capacity to resolve problems more effectively by drawing upon the complementary skills and ideas of others, but also from the point of view of their potential for future leadership responsibilities.

Graduate Attributes

5

Demonstrate an aptitude for effective communication
In order to effectively contribute in a professional context, SIHE graduates will exhibit a capacity to communicate in the written form and to competently deliver oral presentations. It is a core tenet of SIHE, however, that it is just as important that students learn to listen well as to write and speak. This aids critical reasoning, analysis and problem solving and the capacity to effectively collaborate and is therefore central to the achievement of the attributes of an SIHE graduate.

6

Demonstrate an awareness of the ethical dimension of decision making
It is critical that SIHE graduates are equipped with the means to effectively approach decision making in the many contexts in which questions requiring the exercise of value judgments arise. To enable this, SIHE graduates will develop an awareness of a variety of ethical frameworks that relate to business decision making, in order that there be an explicit and robust frame of reference for them.

THE IDEA BOOK

"You don't have to be great to start, but you have to start to be great."
– Zig Ziglar

Student Support

Academic Support

SIHE provides all students with free access to its Academic Support Programs. There are 3 programs offered consisting of face-to-face and online consultations, workshops, and self-help resources.

- The **English Language Support Program** assists students to improve their academic English by focusing on topics that include academic writing, reading, and listening.
- The **Academic Skills Support Program** assists students to improve essential academic skills by focusing on topics that include referencing, research, and exam preparation.
- The **Mathematics Skills Support Program** assists students to improve their mathematical ability by focusing on topics that include numbers, algebra, and graphs.

The Academic Learning Support Coordinator is responsible for organising these support services and is also available for one-on-one consultations. To book an appointment or if you have any questions email the **Academic Learning Support Coordinator** via **support@sydneyinstitute.edu.au.**

Non-Academic Support Services

SIHE provides non-academic support services including:

- Free counselling for all students
- Advice and support for international students on how to deal with challenging non-academic issues such as mental health, financial assistance and legal support

The Student Counselling and Wellbeing Officer is responsible for organising these free and confidential support services and is available for consultation sessions and can be contacted via **support@sydneyinstitute.edu.au**.

Student Administration

Student administration staff are available to provide support and referrals to internal and external support services. They are equipped to answer your enquiries and assist you in booking sessions with the Academic Learning Support Coordinator or a counsellor.

Student administration can be contacted via **+61 2 8098 1288** or **study@sydneyinstitute.edu.au**.

Student Support

Special Consideration

SIHE will grant special consideration to students who have experienced extenuating circumstances such as:

- Medical conditions
- A severe and sudden change of domestic circumstances
- Emotional trauma and loss
- Falling victim to crime
- Legal duties
- Misadventure
- Attending academic competitions
- Sporting Commitments at state level and higher
- Attending jury duty or other legal matters
- Birth or adoption of a child.

For details on how to make a Special Consideration application and the associated requirements (including deadlines), refer to the *Special Consideration Policy*.

Accessibility Support

SIHE has measures in place to ensure that all students have full, equal and comprehensive access to all aspects of program delivery and associated activities. Both academic and non-academic support services will be fully accessible to all students.

SIHE's infrastructure is designed to ensure accessibility, and reasonable adjustments will be granted to students as required.

The Academic Learning Support Coordinator is available to help students to access reasonable adjustments and provide the best possible opportunity for the students to succeed in their studies.

For more information, please refer to the *Diversity, Equity, and Inclusion Policy*.

Complaints & Appeals

All students have the right to make complaints, academic or behavioural, and appeal decisions made by SIHE or an SIHE employee at no financial or academic cost to the student. If you are unhappy with a decision that has been made about an aspect of your enrolment, you may lodge a complaint or appeal by completing a *Complaints & Appeals Form* that will be investigated further, including aspects provided by a third party or contractor.

For more information about making a complaint or appeal, refer to the *Complaints & Appeals Policy*.

Student Support

Program Progress

SIHE will monitor progression regularly to assist students who may not be making satisfactory program progress.

Full details are in the *Students at Risk and Unsatisfactory Progress Policy, Monitoring Academic Progress Policy, Procedures for Monitoring Program Progress of International Students* and the *Student Complaints and Appeals Policy*.

Learning Resources

Students at Sydney Institute of Higher Education have free access to a wide range of physical and digital learning resources to help them succeed in their course. This includes:

- Campus library
- Informit
- Computer Labs

Further information on these resources are provided at Orientation.

Student Support

Privacy

The privacy of student and staff information is of the utmost importance to Sydney Institute of Higher Education. Effective privacy and information procedures are crucial to the safety and security of staff and students.

The *Privacy Policy* outlines the processes through which SIHE monitors and manages privacy pursuant to Federal and State legislation. It establishes the means through which staff and student information will be collected, stored and protected.

Student participation in decision-making

SIHE reserves at least one place on its Academic Board for student representatives. Student perspectives are critical in the decisions made for SIHE. The Academic Board plays a highly important role in maintaining the quality of the education that students receive across all aspects of every program offered, as well as the student experience more broadly – from study support, staffing levels, library and IT resources and infrastructure, through to the policies that create a learning environment that allows you to participate fully in your education with SIHE.

Elections will be held at the start of each year for a student representative on the Academic Board. All eligible students are encouraged to apply. SIHE staff are always receptive to comments and suggestions from all students.

"The way to get
started is to quit
talking and
begin doing."
– Walt Disney

Student Support

Health, Security & Safety

Everyone at SIHE has the right to a secure and supportive learning environment, and we have processes in place to make sure students and staff are safe on campus.

Discrimination, harassment, and sexual harassment are unlawful and are against SIHE policies and procedures. For more information, please refer to the *Diversity, Equity and Inclusion Policy*, *Sexual Harassment and Assault Policy*, and the *Student Counselling Policy*. Additional information regarding safety and wellbeing on campus is available on the Learning Management System.

If you suffer any discrimination or harassment or see any such behaviours, you can access various phone support lines for confidential assistance, advice and action as required.

- National University Support Line   1800 572 224
- 1800 RESPECT (National Support Line)   1800 737 732
- Canberra Rape Crisis Centre (ACT)   02 6247 2525
- NSW Sexual Violence Helpline   1800 424 017
- Sexual Assault Crisis Line (VIC)   1800 806 292
- Sexual Assault Resource Centre (WA)   1800 199 888

SIHE will also ensure that student online safety, security, and wellbeing is protected. Inappropriate usage of the internet may impose disciplinary consequences upon those who commit the following whilst using SIHE's internet:

- Gaining unauthorised access to accounts belonging to SIHE, or external organisations
- Sharing unique SIHE login details with others
- Peer to peer file-sharing or the use of file-sharing programs such as BitTorrent or U-Torrent
- Conducting activities that have been deemed illegal through legislation
- Activity that, in addition to contravening Australian law, goes against SIHE values, codes of conduct, and policies
- Viewing or downloading pornography

For more information, refer to the *IT Resources and Online Conduct Policy*.

Living in Australia

Accommodation

Below are some suggestions for accommodation while studying at SIHE.

- *Austay Accommodation*
  www.austay.com
  +61 406 232 283 or info@austay.com
- *Global Experience*
  www.globalexperience.com.au
  +61 2 9264 4022 or
  sydney@globalexperience.com.au
- *Iglu Student Accommodation*
  www.iglu.com.au
  +61 2 8024 8600
- *StudentStay Australia*
  www.studentstayaustralia.com
  +61 2 9299 5884 or
  admin@studentstayaustralia.com
- *2stay Accommodation*
  www.2stay.com.au
  +61 1300 852 254 or
  info@2stay.com.au
- *Other useful sites*
  www.realestate.com.au
  www.domain.com.au
  www.flatmates.com.au/sydney

Parents and Guardians

If you will be accompanied by and responsible for a school-aged minor (between the ages of 5 and 18) at any point during your stay in Australia, you are legally required to ensure that the minor attends school when they are in Australia.

School fees vary, so SIHE recommends you undertake independent research on local schools before making the decision to move to Australia.

Cost of Living

As per the Department of Home Affairs website, as of 1 October 2023, the 12-month living costs are:

- student or guardian – AUD $24,505
- partner or spouse – AUD $8,574
- child – AUD $3,670

The cost of living in Sydney will vary according to personal preferences, choices and circumstances, and the above costs do not include travel costs or tuition fees. With some research and adjustments, many students are able to enjoy their lives in Australia within or below this budget. The Department of Home Affairs requires that international students provide evidence that they can afford to live in Australia before granting a student visa.

Check the Study Australia living costs page for more information, including a cost of living calculator.

Living in Australia

Transport

To assist with your transport plans, you can call the Transport Info line on 131 500 or check the trip planner at www.transportnsw.info.

An Opal Card will make travelling on buses, trains and ferries convenient and will include any discounts you may be entitled to as a student.

Social Activities in Sydney

- Tours and things to do - www.viator.com/sydney
- Sydney Events - www.sydney.com/events
- Sydney Activities - www.sydney.com/destinations/sydney/sydney-city

Help & Resources

Talk in confidence to the SIHE Student Counselling and Wellbeing Officer and book a consultation via **support@sydneyinstitute.edu.au**. You can also access the below free support services:

- **Lifeline 13 11 14** Free 24-hour crisis support and suicide prevention counselling.

- **1800 RESPECT 1800 737 732** Free 24-hour sexual assault and domestic violence support.

- **Alcohol and Drug Information Service 1800 250 015** Free 24-hour support with concerns about drug or alcohol abuse.

Study Tips

Maintaining good study habits is important in achieving academic success. SIHE recommends students:
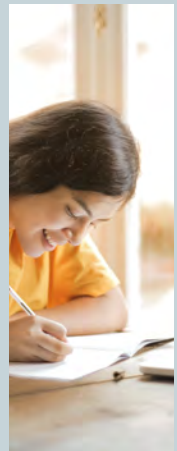
- Get organised with your study materials including textbooks, folders, and stationery

- Create a study space that will keep you productive and motivated

- Work towards a goal

- Manage study stress by ensuring you are living a balanced lifestyle

HELP & RESOURCES

Study Skills, Exam Preparation, and Time Management workshops are run throughout each Semester to support students with their studies. Workshop resources are also shared regularly through the LMS.

The Academic Learning Support Coordinator and the Student Counselling and Wellbeing Officer are available to provide support to students during their studies at SIHE.

Book an appointment via
support@sydneyinstitute.edu.au

"Don't let what you cannot do interfere with what you can do."
– John Wooden

Student Code of Conduct

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

1

Academic excellence

Students must respect the principle of academic freedom and free and open intellectual inquiry, for themselves, fellow students and staff.

Students must have 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.

Students are expected to participate in good faith and to the best of their ability in their education

2

Inclusion and equity

Discriminatory behaviour or language of any kind is not acceptable. Students must never engage 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.

Students are expected to demonstrate respect for Australian Indigenous and Torres Strait Islander people and cultures.

Students must never engage in violent or threatening behaviour to other students or staff, including verbal or physical.

Any instances of sexual harassment or assault are strictly forbidden and will be addressed as per the *Sexual Harassment and Assault Policy*.

3

Global citizenship and partnership

As a condition of enrolment students must have respect for SIHE property and resources. The use of IT resources is subject to the IT *Resources and Online Conduct Policy*. The use of SIHE's internet provision for illegal activity, downloading copyrighted materials or pornography or objectionable material is strictly forbidden.

Students are expected to behave 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.

Students are expected to abide by all SIHE policies and procedures applicable to them as published on the SIHE website and to seek clarification where necessary.

Student Code of Conduct

4

Lifelong learning

Students should seek 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.

Students are expected to take constructive criticism on their work from teaching staff in the spirit of learning and teaching that is intended.

Students are invited to contribute to the teaching feedback process for continual improvement of SIHE programs and to engage in the teaching feedback process in good faith.

5

Ethical leadership

Students are expected to read and understand all official notices and communications to them, to seek clarification wherever necessary, and to attend to all administrative processes required of them, including informing SIHE whenever their situation changes.

Students must respect 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.

Students are expected to notify SIHE of any breaches of this student code of conduct that they witness or are a party to.

Student Policies

It is the responsibility of all students to familiarise themselves with, and adhere to, all relevant SIHE policies and codes of conduct. Policies relevant to students are located on the Policy Library web page.

Relevant policies are also listed below for your reference:

• Academic Integrity and Conduct Policy	• International Student Services Policy
• Admissions Policy	• International Student Transfer Policy
• Assessment Policy	• IT Resources and Online Conduct Policy
• Complaints and Appeals Policy	• Privacy Policy
• Counselling Policy	• Program Modification and Tuition Fee Refund Policy
• Degree Issuance and Replacement Policy	• Recognition of Prior Learning Policy
• Diversity, Equity, and Inclusion Policy	• Sexual Assault and Harassment Policy
• Enrolment Policy	• Student Code of Conduct
• Examinations Policy	• Student Fees and Charges Policy

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