



SOUTHERN CROSS
School of Business

Student Code of Conduct
Policy & Procedure

Student Code of Conduct Policy and Procedure

1. Purpose

The Student Code of Conduct (“the Code”) provides guidance on acceptable standards of behaviour expected of all students of Southern Cross School of Business (SCSB). It outlines the general expectation as well as specific expectation, and in the case where a student breaches the Code, SCSB may take a disciplinary action.

This policy is accessible through SCSB’s website. In addition, the electronic copy of the Student Code of Conduct will be available to all current and potential students through the *Student Handbook* that is given to all students during New Student Orientation.

2. Scope

The Code applies to all students of SCSB on all activities undertaken in their capacity as students, which includes:

- i. Any activities related to or undertaken using SCSB’s owned facilities that affect or might affect another student’s ability to perform activities of the SCSB.
- ii. Activities, on or off-campus, including online activities.
- iii. Any conduct, whether related or unrelated to SCSB’s activities, that are likely to have an impact on the college.

3. Policy Statement

The Code reflects the SCSB’s commitment to fair and ethical behaviour, learning excellence, engagement with people including equity and diversity among students, staff and other stakeholders of SCSB.

4. Policy Principles

SCSB has a duty of care to provide a safe and ethical learning environment to all learners and is obliged to take immediate action where students behaviour is inappropriate or interferes with the freedom of another student of SCSB in pursuing their studies.

It is important for SCSB to set clear expectations and provide guidelines to make sure the expectations are achieved and ensure that students are aware that they are obliged to comply with the Code. It is every student’s responsibility to understand and behave responsibly in accordance with the acceptable conduct as stated in the Code.

4.1 SCSB’s Responsibilities

SCSB aims to provide students with opportunity to:

- a. study in an environment which fosters student participation in discussion or debate, in which students can freely express their point of view.
- b. have reasonable access to qualified teaching staff and learning support services.
- c. have reasonable access to material, equipment, and other resource to enable the completion of the students’ course.

- d. study and work in a safe, tolerant and productive learning environment therefore, SCSB will endeavour to ensure that students:
 - i. are treated with courtesy, tolerance, respect and valued as members of it's community.
 - ii. are treated fairly, impartially and consistently in all aspect of SCSB's policy and procedures.
 - iii. are treated equitably, free from unlawful discrimination and harassment.
 - iv. have reasonable access to support services in the case where they are experiencing personal or learning difficulties.
 - v. receive respect and protection of their privacy.
 - vi. allow to make a complaint or lodge a complaint based on any aspect of their experience in SCSB, without fear of victimisation and with the assurance that the complaint will be handled as confidential and the procedural fairness is maintained.

4.2 Students Responsibilities

The students at SCSB are responsible for their own behaviour. They are expected to:

General expectations

- a. behave honestly and ethically, avoiding any action or behaviour that would unfairly advantage or disadvantage themselves or another student.
- b. respect the privacy of SCSB's staff, other students and respect the rights of others to express their opinion in a lawful manner.
- c. treat the SCSB staff and other students with courtesy, tolerance and respect, this extend to any off-campus activities, work placements and excursions.
- d. maintain a cooperative and collaborative approach in any inter-personal relationship with SCSB's staff and other students.
- e. ensure that they do not involve or encourage discrimination, harassment and/or bullying of other students and staff.
- f. not engage in unlawful behaviour.

Specific expectation

Apart from general expectations, this Code sets out expectations on specific key areas. It is the students' responsibility to act in accordance with the Code and ensure that they are aware of the relevant code of practice in performing their studies.

a. Academic conduct

All students must:

- ensure that their enrolment and progress in the course is lawful and consistent with SCSB's policies and procedures.
- observe key dates and deadlines of all aspect of their study, including assessment submission deadlines.

- submit all assessment tasks by the required due dates, unless unforeseen or exceptional circumstances arise.
- identified themselves truthfully by ensuring that their contact details are up to date and provide the student's card on request of a staff member when performing their duties.
- carry out their studies conscientiously and with honesty and diligence and maintain satisfactory academic progress.
- not engage in plagiarism or other academic misconduct.

b. Conduct related to use of resources

In relation to the access and the usage of SCSB's resources, the students must:

- use SCSB's resources including building, equipment, and technological resources in a lawful and ethical manner and only for an academic-related purpose.
- not engage in behaviour that is detrimental to SCSB's property, including SCSB's documents and teaching materials.
- not misuse SCSB's resources and facilities in a manner which might affect the right of other students or staff.
- not use SCSB's resource to gain personal benefit.

c. Conduct related to SCSB's reputation

SCSB's students are expected to:

- conduct themselves in an appropriate manner in any activities inside or outside, including during work placement.
- ensure their action as a student does not harm and jeopardise SCSB's reputation or good standing.
- not use SCSB's name and reputation to gain personal benefits, without prior permission.

5. Student Conduct – Record Keeping

SCSB's Student Conduct Register must keep a record of all findings of any misconduct under this Policy. Those records will form part of SCSB's disciplinary records and student's file.

When a misconduct has occurred, the following documentation will be maintained on the student's file:

- a. the allegation notice sent to the student.
- b. the student's response (if available).
- c. the notice of decision made by the Academic Manager and/or the Principal, will be forwarded to the student.
- d. any appeal lodged by the student.
- e. the decision on the appeal made by the Principal.

6. Breaches of Student Code of Conduct

Breaches of the Student Code of Conduct will be handled in accordance with this Policy by the Academic and Student Support Managers. In the instance of student misconduct, the Academic Manager must check the Student Conduct Register for repeat offences. Breaches of the Student Code of Conduct may result in:

- a. verbal warning with a countersigned copy of the 'Incident Report Form' in the student file;
- b. issuance of a warning letter and referral for counselling.
- c. termination of enrolment.
- d. a combination of the above.

The Student Support Manager must record all student misconduct in the Student Misconduct Register.

7. Appeals

- a. A student may appeal against a decision made under this Policy. The grounds for appeal are that the decision is inconsistent with this Policy.
- b. Appeals must be made in writing and lodged with the Principal within five (10) working days of the student receiving written notification of the Academic Manager's decision on a matter of misconduct.
- c. The Principal will respond in writing to the appeal within ten (10) working days and will confirm or vary the decision.
- d. If a student remains dissatisfied with the outcome of their appeal, they may utilise SCSB's Complaints and Appeals handling procedures.

Contact details for the School are outlined as follows:

Parramatta Campus

Phone: +61 2 9633 3287
Address: Level 2, 1-3 Fitzwilliam Street,
PARRAMATTA NSW 2150
Email: admin@scsb.nsw.edu.au

Sydney CBD Campus

Phone: +61 2 8937 0506
Address: Level 3, 531 George Street
SYDNEY NSW 2000
Email: admin@scsb.nsw.edu.au

Document and Version Control

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Review	This Policy will be reviewed in accordance with the SCSB's Policy Review Schedule
Approved By	Principal
Approval Date	1 st April 2020
Policy Owner	Southern Cross School of Business
Policy contact	Principal
Related Standard	N/A
Related Documents	The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code) Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001;