SOUTHERN ACADEMY OF
HIGHER EDUCATION

Southern Academy of Higher Education (SAHE)

Student Code of Conduct

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1. Policy Statement

The Student Code of Conduct ('the Code') sets out standards of conduct expected of students. The Code outlines the rights and responsibilities of the students of the Southern Academy of Higher Education ('SAHE' or the 'Academy') and supports the Academy's capacity to fulfil its mission.

1.1 Definitions

For definitions, please refer to the '*Dictionary of Terms*'.

2. Scope

The Policy applies to all students of SAHE and includes but is not limited to, the following matters:

a. activities in which they engage in their capacity as students of the Academy; or
b. services or facilities they enjoy as a student of the Academy; or
c. their presence in the vicinity of, or their access to, any premises owned, leased or managed by the Academy;
d. any activity not covered above, which is considered to affect adversely the safety, interests or reputation of SAHE, its students and staff.

3. Policy Principles

SAHE aims to promote and foster a safe environment for its students and staff. An environment conducive to teaching and learning, and that fulfils SAHE responsibilities in good standing consistent with the Tertiary Education Quality and Standards Agency Act 2011 (Cth) and the Higher Education Standards Framework (Threshold Standards) 2015 & 2021 (Cth).
The key principles informing this Code are:

a. that compliance with this Code will foster and maintain staff, student, and public trust and confidence in the integrity and professionalism of the Academy;
b. that as representatives of SAHE, students are expected to set an example for other students and conduct themselves appropriately to the wider community; and
c. that students share the responsibility of maintaining and promoting a safe and harmonious environment that enhances the learning experience.

4. Students' Rights

SAHE supports students' rights as both an individual and as a student. Students have the following rights:

a. to be recognised as a member of the SAHE community, with all associated rights of access to SAHE student services and facilities;
b. to be treated fairly and ethically with respect and dignity;
c. to be supported, motivated, challenged and stimulated for the duration of their program of study;
d. to receive protection of privacy and confidentiality of personal information, subject to statutory requirements;
e. to learn in a safe and supportive environment free of discrimination and harassment;
f. to be provided with guidance and instruction from knowledgeable and competent teachers who are motivated and accessible and provide timely direction and feedback on performance;
g. to be given accurate and information about study and assessment requirements at the beginning of each unit;

h. to have access to, and information about, academic advice, student support services and counselling;
i. to be able to make a valid complaint about a staff member or fellow student without fear of victimisation.

5. Students' Responsibilities

Under this Code, students have the following duties and responsibilities. Students need to:

a. undertake their academic work with integrity and honesty, avoiding breaches of academic integrity as outlined in the *Academic Integrity Policy*;
b. provide accurate personal details to the Academy, keep those details up to date and read and respond where necessary to all official SAHE correspondence;
c. work cooperatively and collaboratively with other students and staff of SAHE;
d. communicate with courtesy and consideration, verbally and in writing, in person and online (including through email and social media);
e. respect the privacy of other students and staff;
f. respect others' rights to their own opinions and beliefs and, where there is disagreement, engage only in rational discussion;
g. refrain from actions, behaviour and words (both written and spoken) that may jeopardise their own or another student or staff member's health, safety or wellbeing, or may damage their reputation or career;
h. not engage in discrimination, sexual harassment, victimisation, bullying, child abuse or any form of interpersonal, psychological or physical violence, and report such behaviour as outlined in *Student Grievance Management Policy*.
i. not engage or collude in fraudulent or corrupt behaviour, and report such behaviour as outlined in *Student Grievance Management Policy*.
j. use the Academy's property, facilities and resources (including information and communications technology) responsibly, and considering others' needs;
k. follow reasonable directions from the Academy's staff;
l. comply with all relevant SAHE policies, procedures and the code of conduct.

6. Academic Misconduct

a. Instances of academic misconduct at SAHE will be dealt with in accordance with SAHE *Academic Integrity Policy*. That Policy provides details on reporting, investigating and penalising incidents of academic misconduct by students.
b. SAHE students are responsible for familiarising themselves with the academic integrity principles to ensure the students do not make simple and honest mistakes when completing academic work.
c. Students undertaking a program of study are required to complete an Academic Integrity Training module before the end of their first semester.
d. For further details on academic misconduct management, please refer to the Academic Integrity Policy.

7. Disciplinary Measures

Students found to have breached the Code may be subject to penalties. These include but are not limited to:

a. written warning or reprimand;
b. probation, during which certain conditions must be fulfilled and good behaviour must be demonstrated (terms of this probationary period will be determined at the time probation is imposed);
c. payment of costs or compensation for any loss, damage or injury caused by the conduct;
d. issuance of an apology made publicly or privately;
e. restriction or prohibition of access to, or use of, the Academy's facilities, services or activities;
f. fines or loss of fees;
g. suspension; and
h. expulsion.

Breaches in relation to Academic Integrity will be managed in accordance with the *Academic Integrity Policy*.

8. Procedure

a. Any student or staff of SAHE may make a formal allegation of a breach of the Student Code of Conduct by a student.
b. The Dean manages alleged breaches of the Student Code of Conduct.
c. When an allegation of a breach of the Student Code of Conduct has been made the accused student who has allegedly beached the Code will be notified of the details of the allegation in writing.
d. Following notification, the Dean will meet with the accused student. The student may have an advisor or support person present during the meeting with prior approval from the Dean.
e. If there is more than one accused student, it is within the discretion of the Dean to conduct meetings either separately or jointly.
f. The Dean may also conduct meetings and interviews with the complaining student(s) or witnesses and may collect and review any documentary materials believed to be relevant.
g. The Dean will make a determination on the allegation/s.
h. In cases where there is insufficient evidence or the evidence provided does not support the allegation, no penalty will be imposed.
i. Where the Dean finds there is sufficient evidence to indicate a student has breached the Student Code of Conduct they will determine the appropriate penalty to be imposed.
j. The concerned student will receive the outcome of the Dean's review and penalty imposed (if any) in writing.

9. Appeals

A student may appeal against a decision made under this Code. The grounds for appeal are that the decision is inconsistent with this Code. Appeals will be considered in accordance with the *Student Grievance Management Policy*.

Version Control

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Review	The Governing Council will review this Policy in accordance with the Southern Academy of Higher Education *Policy Documents Review Schedule*.
Approving Body	Governing Council
Approval and Effective Date	1 December 2022
Policy Custodian	Dean
Policy Contact	Dean
Higher Education Standards Frameworks (Threshold Standard) 2015 (Cth)	B1.1 "Higher Education Provider" Category Standard 2.1; ss 3 Standard 2.3; ss 1 – 5 Standard 2.4; ss 1 – 5 Standard 3.2; ss 5 Standard 6.1; ss Standard 6.2; ss Standard 7.2; ss 1 – 4 Standard 7.3; ss 1
Benchmarking Institutes	King's Own Institute Australian Institute of Higher Education University of the Sunshine Coast University of Southern Queensland Deakin University
Related Document	Dictionary of Terms Academic Integrity Policy Scholarly Activity Policy Academic Freedom Policy Intellectual Property Policy Student Grievance Management Policy

Related Legislations	Discrimination Act 2004 Anti-Discrimination Act 1991 Copyright Act 1968 Crime and Corruption Act 2001 Education Services for Overseas Students Act 2000 Higher Education Standards Framework (Threshold Standards) 2015 & 2021 (Cth) Information Privacy Act 2009 Public Interest Disclosure Act 1994 (NSW) Work Health and Safety Act 2011 (NSW)