

## Student Academic and Code of Conduct Policy

### Purposes

The purpose of this policy is to outline the expected standards of academic and general behaviour for all students enrolled at the Imperial Institute of Sydney. It ensures that students engage in responsible, respectful, and ethical conduct in line with institutional values and applicable Australian laws.

### Scope

This policy applies to all students currently enrolled in any course or program offered by the Imperial Institute of Sydney. It governs all academic and non-academic behaviour on campus, online, during placements, and in any activity associated with Imperial Institute of Sydney.

### Policy Statement

All students of the Imperial Institute of Sydney are required to:

- Conduct themselves with integrity, honesty, and respect in all academic and personal interactions.
- Comply with Institute policies, procedures, and any lawful directions issued by staff.
- Respect the rights, safety, and welfare of others, including staff, fellow students, and the broader community.
- Adhere to Australian State and Commonwealth legislation, including anti-discrimination and anti-harassment laws.
- Failure to comply with this Code of Conduct may result in disciplinary action, up to and including suspension or expulsion.

### Academic Conduct Standards

Students must:

- Submit their own original work and avoid plagiarism, collusion, or cheating.
- Maintain academic honesty in assessments, and practical classes and or placements.
- Participate actively and ethically in class, group work, and online learning activities.
- Follow assessment instructions and deadlines.

### General Conduct Standards

Students are expected to:

- Treat others with courtesy, respect, and dignity.
- Refrain from harassment, bullying, discrimination, or intimidation.
- Respect the cultural, social, and linguistic diversity of the campus community.

- Use Imperial Institute of Sydney property and resources responsibly and for intended purposes.
- Abide by Imperial Institute of Sydney rules regarding alcohol, drugs, smoking, and appropriate use of technology.
- Uphold the reputation of the Imperial Institute of Sydney in all public or online activities.

### **Breaches of Conduct**

Examples of misconduct include, but are not limited to:

- Plagiarism, collusion, or academic dishonesty
- Disruptive behaviour in class or online
- Verbal or physical abuse of staff or students
- Damage to property or theft
- Breach of privacy or confidentiality
- Harassment, bullying, or discriminatory conduct

### **Procedures for Addressing Misconduct**

#### **1 . Reporting Misconduct**

- Any student, staff member, or member of the public may report alleged misconduct.
- Reports should be submitted in writing to the Academic Manager or Student Support Officer.
- Reports must include specific details and any available evidence.

#### **2. Investigation**

The Institute will conduct a prompt, fair, and unbiased investigation into any alleged misconduct.

Both the complainant and the student involved will have the opportunity to present their case.

Investigations will be handled with strict confidentiality.

#### **3. Outcomes and Penalties**

If misconduct is confirmed, possible penalties include:

- Formal Final warning
- Resubmission of assessment
- Reduction of marks or failure of assessment
- Suspension from classes
- Expulsion from the Imperial Institute of Sydney
- Notification to regulatory or legal authorities (if required)

#### 4. Appeals

- Students may appeal decisions within 10 working days of being notified.
- Appeals must be submitted in writing to the Academic Manager.
- An independent panel will review the appeal, and the final decision will be communicated in writing.

#### Responsibilities

- Students are responsible for understanding and complying with this policy.
- Staff are responsible for enforcing standards fairly and consistently.
- The Institute is responsible for providing education and resources about student rights and responsibilities.

#### Related Policies and Legislation

- IIS Student Handbook
- Complaints and Appeals Policy
- Anti-Discrimination and Harassment Policy
- Privacy Policy
- Education Services for Overseas Students (ESOS) Act
- Relevant Australian State and Commonwealth laws

#### Policy Review

This policy will be reviewed annually or as required in response to changes in legislation or institutional requirements.