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Student Conduct Management Policy Version 3

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Authorised by: CEO

Endorsed By: Executive Team



1 Document Control

Version	Date	Amended by	Changes Made
1	22/09/2017	Executive Manager Student Life	Updated position titles
2	23/11/2017	Executive Manager Student Life	HEBOS & VETBOS comments
3	13/09/2020	Executive Manager Student Life	Updated process area, change reference from BHIG to BHI, include prospective students in the scope, reference VRQA Guidelines and ESOS Code to section 9.2

2 Purpose

To ensure Student conduct issues are dealt with in a fair and consistent manner, having regards to the rights and responsibilities of Students and staff.

3 Scope

This Policy applies to:

- All Box Hill Institute campuses and programs conducted by BHI. BHI includes Box Hill Institute, CAE and their wholly owned entities.
- Current students, prospective students and student's attending the Institute

This policy applies to all Institute Students, including Students participating in off-site recreational activities and or/excursions and Students attending the Institute as part of a study tour. Institute Students participating in an exchange or study abroad program at another institution will be subject to the regulations/procedures of the host organisation.

4 Policy Statement

A Student commits misconduct if they engage in actions which adversely affect other students, the Institute or any member of the Institute or which may be prejudicial to the good order and conduct of the Institute as articulated in the Student Code of Conduct.

The Institute will regulate Student behaviour wherever possible in an informal manner at the local level in recognition of an adult learning environment. However, where the matter is considered to be of a serious nature or where an informal process has not achieved the desired outcome a formal process involving management staff will be instituted.

Students may be required to enter into a written student commitment of expectations regarding their conduct and behaviour.

Parents/guardians of Students under the age of 18 will be informed immediately after the student has been notified that a formal conduct process is in place.



Where inappropriate behaviour of a Student results in damage or loss of Institute property, the Student may be required to make restitution for any loss incurred.

Illegal activities will be referred to the Victorian Police.

5 Code of Conduct

Students are expected to conduct themselves in a manner consistent with the Box Hill Institute Student Code of Conduct.

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Code of Conduct for Employees.

6 Definitions

Term	Definition
Misconduct	<p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • assault and/or physical obstruction • bullying including cyberbullying • physical, psychological, sexual abuse including child abuse • harassment or vilification • oral, written and/or deliberate physical intimidation, including (but not limited to) stalking • use information and communication technologies to engage in behaviour that could reasonably be considered to have a negative impact on yourself or another person, cause them harm, or make them feel unsafe. • wilful disruption of classroom, laboratory or workshop instruction or other learning-based activities • falsification of official Institute files • being in possession of illegal substances • smoking in non-smoking areas • theft, destruction, defacing, damage to or inappropriate use of Institute or another's personal property • where there is adverse or disruptive behaviour as a result of being under the influence of alcohol or illegal substances (drugs) • forging Institute documents or academic records or submission of other fraudulent documentation to the Institute • breaches of guidelines for computer use in classrooms and libraries • refusing to produce ID when requested by BHI staff and • any other behaviour which unlawfully obstructs or interferes with the business of the Institute
Student Commitment	<p>Is a commitment by students to comply with certain standards of behaviour. No record of the Student Commitment will be kept on the Student Management System; unless otherwise agreed, it will remain confidential between the Student and relevant Institute staff.</p>
Expel or Cancel	<p>Means to terminate a person's enrolment and status as a Student</p>



Suspend	Means temporarily to deprive a person of all or any of the person's rights and privileges as a Student including attendance to all or part of the Institute.
Independent Investigator	Is a person who has no involvement or conflict of interest regarding the parties involved, or the matter under investigation. May be internal or external to the Institute.
Informal Process	Is where the teacher of the Student or other staff members as appropriate attempt to solve the issue directly with the Student concerned. The assistance of the appropriate course co-ordinator may also be sought at this stage.
Formal Process	The formal process commences when a teacher/staff member, coordinator/manager formally involves their Manager or Dean/Head of Faculty in an attempt to resolve a student conduct management issue.
Plagiarism	Is the presentation of the work of another without acknowledgement (refer to Plagiarism, Collusion and Cheating Policy & Procedure).

7 Related Procedures

The following procedures are linked below:

- Student Conduct Management Procedure
- Student, Customer and Stakeholder Complaints Procedure
- Plagiarism, Collusion and Cheating Policy and Procedure
- Student Code of Conduct

8 Related Forms

The following forms are related:

- Student Commitment

9 Related Legislation and Registration

9.1 Box Hill Institute

Box Hill Institute

- Complaint: Student, Customer, Client and Stakeholder Policy & Procedure
- International Inbound Student Deferment, Suspension or Cancellation of Enrolment Policy

9.2 External

- The Privacy and Data Protection Act 2014 (Vic)
- Victorian Equal Opportunity Act 2010
- Australian Sex Discrimination Act 1984
- VRQA - Guidelines for Non-school Senior Secondary Education Providers: Minimum Standards for Registration to Provide an Accredited Senior Secondary Course

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Document: **Student Conduct Management Policy**

Document No.: **SXP-STL-POL003**

Process Area: **Student Experience**



- ESOS National Code of Practice 2018
- National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007

10 Records

Records will be maintained in accordance with the requirements of Box Hill Institute's Records Management Policy and Procedures.

Where the privacy of individuals may otherwise be compromised, records will be maintained as confidential.

11 Review

This policy must be reviewed no later than three (3) years from the date of Board endorsement. The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

12 Responsibilities

Key stakeholders are the Leadership Team, Student Life and Teaching Faculties.

Procedure	Persons responsible
Responsibility for implementation of this policy	Executive Manager, Student Life

13 Procedure Owner

The Executive Director Student Experience is the owner of this policy.

Executive Director Signature	Date Endorsed	Author Title
Jennifer Newport	25 September 2020	Executive Manager Student Life

14 Approval Body

The CEO is the approval body.

CEO	Date Approved
Vivienne King	24 September 2020