

Student Code of Conduct



Institute of Health &
Management Pty. Ltd.

ABN: 19 155 760 437

HEP ID: PRV 14040

CRICOS Code: 03407G

www.ihm.edu.au



SECTION 1

Purpose

1. The Student Code of Conduct describes the Institute of Health & Management's (IHM's) principles, standards, ethical behaviour, and conduct expected of all students. This Code of Conduct details to assist students to understand their responsibilities and obligations and provide guidance on conduct in a way that supports a fair, safe, and positive IHMs environment in accordance with the Institute of IHM's policies and the law.
2. The Student Code of Conduct outlines the rights and responsibilities of all students towards creating an inclusive and supportive learning environment.

Scope

3. This Student Code of conduct applies to all IHM students in all the courses:
 - a) All current and prospective students enrolled at IHM at any location and for any mode of study whether on campus, online, at a partner institution, or on international or national placement.
 - b) Enrolled students where the conduct directly relates to their enrolment or admission to an IHM program and their activities undertaken within, or with other members of, the IHM community.
 - c) All staff who will be in contact with students.
 - d) The IHM community includes all students, staff, visitors to campuses, and members of the public who are interacting with IHM in person, in writing, or online.

Definitions

4. The following definitions have their meaning as spelt out below:
 - a) **Academic integrity:** Academic integrity is defined as a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behaviour that enable academic communities to translate ideals to action.
 - b) **Academic misconduct:** Includes conduct that:
 - a. Involves academic fraud, cheating, plagiarism, collusion, and any other dishonest conduct by a student to gain an academic or general advantage.
 - b. Contravenes or demonstrates a disregard for the provisions of the IHM Student Code, academic rules, policies, procedures, and/or guidelines.
 - c) **Affiliates:** Means conjoint and visiting appointees; consultants and contractors; agency staff; members of IHMs committees; and any other person appointed or engaged by IHM to perform duties or functions.
 - d) **Allegation:** An accusation of misconduct.
 - e) **Allegation Notice:** Communication of an accusation of misconduct that is issued to a student before commencing formal misconduct proceedings.
 - f) **Activity** - A scheduled activity, that requires the student's participation, including, but not limited to a lecture, tutorial, practical, seminar, or discussion at a specified time and/or day.

- g) **At-risk** - A student is considered at-risk of breaching their course progression obligations, for example, poor academic performance or poor attendance.
- h) **Collusion**: When more than one student contributes to a piece of work that is submitted as the work of an individual. Individual assessment work should be entirely the work of the student submitting that work. Working together with other students on a piece of work that will be submitted for individual assessment is not permitted and can result in an accusation of academic misconduct for all the students involved.
- i) **IT resources**: means any information technology resources or facility provided by IHM to assist or support learning and teaching, research, administrative and business activities.
- j) **Leave of absence** - A temporary period taken at a student's request during which no units of study are taken.
- k) **Misconduct**: A breach of or conduct in contravention of rule or by-law of IHM or a breach of any IHM policies or procedures relating to either academic or non-academic misconduct.
- l) **Non-academic misconduct**: Includes conduct that:
 - a. Contravenes or demonstrates a disregard for the provisions of the Code, non-academic rules, policies, procedures, and/or guidelines.
 - b. Adversely impacts on IHM's reputation including the reputation of staff, students, or other members of IHM communities.
 - c. Is criminal or unlawful on IHM premises or property, or on a location where a student is present under the auspices of IHM.
 - d. Damages or wrongfully deals with any property or premises under the control of IHM, or property on a location where a student is present under the auspices of IHM.
 - e. Obstructs any staff or student of IHM or in the performance of their duties.
 - f. Assaults threaten, bullies, harasses, or endangers any staff or student of IHM or causes them to fear for their safety.
 - g. Attempts to improperly influence any staff or student in performing their duties; and/or disobeys any instruction from the IHM, including the failure to leave the building when directed to do so, or the failure to comply with an imposed penalty or agreed outcome under IHM policies and procedures.
 - h. Impairs the reasonable freedom of other persons to pursue their studies or to participate in the IHM activities.
 - i. Disrupts interfere with, or are detrimental to the conduct of any teaching, study, assessment, or administration of IHM.
 - j. Refuses, withholds, or fails to identify oneself truthfully or furnishes false personal information to IHM.
 - k. Breaches confidentially or privacy requirements or obligations in respect of IHM, its staff, and students.
- m) **Professional Misconduct**: Behaviour or actions that a student adopts which are outside the bounds of what is considered acceptable by the governing body of the profession. This may include communication, punctuality, deportment, relationships, or other activities.
- n) **Plagiarism**: The practice of using the words or ideas of others and claiming them as your own.
- o) **Staff**: Means all employees of the Institute of Health & Management's (IHM) including casual employees.

- p) **Student:** A student enrolled at IHM.
- q) **Student Support Officer:** Staff to support students with their academic, administration, IT technical support, and any other support needed.
- r) **Sexual assault:** any unwanted or forced sexual act or behaviour without consent.

Suite documents

- 5. The Student Code of Conduct is linked to the following procedures/guidelines:
 - a) Student Code of conduct Implementation Guidelines
 - b) See also the Associated Information listed in the 'Related Internal Documents' in Section 3 below.

SECTION 2

6. Principles

- a) As part of its objectives, IHM aims to provide an environment for Students where:
 - a. academic freedom is protected and encouraged
 - b. freedom of speech is protected and encouraged
 - c. academic integrity is promoted
 - d. the rights and responsibilities of Students, Employees, and the IHM are respected
- b) The Code of conduct outlines the standards of behaviour expected from Students to assist the IHM in providing a favourable learning environment. Students breaching the Code may be subject to penalties in accordance with the policies and procedures of the IHM.
- c) IHM reserves the right to investigate any alleged conduct, behaviour, action, or inaction that it considers being of a serious nature, albeit that it may be outside the scope of this document.

7. Obligation of personal responsibility

Students will:

- a) Read and comply with their admission and enrolment conditions, IHMs policies, procedures, and ethical requirements.
- b) Maintain high standards of performance; actively engage in learning and personal and professional development.
- c) Read and comply with their program and course requirements.
- d) Be responsible for their education and direct their learning.
- e) Monitor and evaluate their academic progress.
- f) Timely escalation of issues or concerns with IHM in an appropriate manner.

8. Obligation to act with honesty and integrity

Students will:

- a) Participate in academic work with integrity and honesty, restraining from breaching of academic integrity .
- b) Assist IHM to comply with all relevant and appropriate legislation and regulations that are applicable.
- c) Represent IHM in an appropriate demeanour within the community.
- d) Uphold relevant ethical requirements.
- e) Be obliged to report any breach of conduct.
- f) Maintain appropriate confidentiality regarding IHMs business; act in good faith in all of our undertakings.

9. Obligation of respect and fairness

Students will:

- a) Treat other students and staff with respect and equity.
- b) Work in collaboration with other students, staff, associates, and IHMs partners.
- c) Restrain themselves from discrimination, sexual harassment, victimisation, abuse, or any form of interpersonal, psychological, or physical violence, and report such behaviour as outlined in IHMs policies and procedures.
- d) Respect the personal privacy in the collection, use, or access of personal information whilst undertaking studies.
- e) Respect others' rights to opinions and beliefs and, promote rational discussion in case of disagreement
- f) not disclose any confidential information pertaining to IHM.
- g) Avoid hampering or interfering with any teaching, learning, or other academic activities of IHM.
- h) Uphold responsibilities and understand the consequences of their actions when exercising their freedom of speech.
- i) Support permissible academic debate.
- j) Respect the rights of others to participate in any legitimate IHMs activity.
- k) Not encourage, persuade, or incite others to engage in conduct or behaviour against the IHM policies and guidelines.

10. Obligation to ensure safety and to respect property

Students will:

- a) Respect the privacy of other students and staff.
- b) Not cause harm, or potentially endanger, the safety or health of Students and Employees, whilst on IHMs premises.
- c) Not engage in illegal behaviour.
- d) Not participate in IHMs activities under the influence of alcohol or any prohibited substance.
- e) Not use, possess, or supply a prohibited weapon or any prohibited substance at the IHMs.
- f) use IHMs property or resources, including communication technology resources, cooperatively, legally, ethically responsibly, and appropriately.
- g) Respect the property rights of IHMs Students and Employees.
- h) Comply with any directions from IHMs Employees regarding the safety of the students and staff.

11. Obligation to maintain IHMs reputation

Students are obligated to:

- a) Not to undertake any academic or extracurricular activities hampering IHMs reputation.
- b) Not to use IHMs name/reputation, intellectual property, or resources for private or business purposes without the appropriate authorisation from IHM.
- c) Avoid engaging in fraudulent or corrupt behaviour, including the impersonation of another person or use of forged, false, falsified, or incomplete evidence of academic standing or immigration status or any other relevant matter to gain or maintain Enrolment.

12. Confidentiality

- a) Any person making an accusation has a right to confidentiality. Their identity will not be disclosed to the student against whom the accusation is made, or to any other party, without their informed consent.
- b) Where a formal resolution procedure involves other parties, the person making the accusation will be informed of the procedure and may choose to have their identity withheld from any or all the other parties involved.
- c) They may choose to give an anonymously written statement, rather than giving evidence in person.

13. Minimising Disadvantage

- a) All due consideration will be given to ensuring the student is not unfairly disadvantaged because of the application of procedures under this Code of Conduct.

14. Evidence

- a) Evidence used to substantiate an allegation of student misconduct will be accurately and thoroughly documented.
- b) Evidence from sources that have a potential conflict of interest, hearsay evidence, and evidence given under duress, will not be considered.

15. Reporting

- a) All students take responsibility for their actions and ensure to act in a respectful manner that supports the dignity, safety, and wellbeing of others.

16. Support

- a) Students have the right to a fair process, to support and advice, to timely communications and to be kept informed about their matter.
- b) IHM responds promptly to reports and takes timely action within its authority to ensure student welfare and safety.
- c) IHM will also meet any applicable reporting obligations under the Education Services for Overseas Students Act 2000 where accusations of misconduct relate to overseas students.

17. Compliance with the Code of Conduct and associated Explanatory Statement

- a) IHM is committed to providing Members with access to education and training in relation to the requirements of this Code and the associated Explanatory Statement for the Code of Conduct.
- b) Where uncertain about the Code's application or interpretation, Students/ Members should consult with the IHM Registrar or Secretary.

SECTION 3

Associated information

Related Internal Documents	<ul style="list-style-type: none"> • Access and Equity Policy • Access and Equity Procedure • Accessibility Policy • Accessibility Procedure • Critical Incident Response Policy • Critical Incident Response Procedure • Critical Incident Response Form • Student Complaints and Appeal Policy • Student Complaints and Appeal Procedure • Student Code of Conduct Implementation Guidelines • Student Misconduct Policy • Student Misconduct Procedure • Student Support Services Policy • Student Support Services Procedure • Student Representative Council TOR
Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> • ESOS (2020). <u>ESOS legislative framework</u> • National Code of Practice (2018). <u>National Code of Practice for Providers of Education and Training to Overseas Students 2018</u> • <u>National Code of Practice (2018): Standard 6: Student Support Services</u> • <u>National Code of Practice (2018): Standard 8: Overseas student visa requirements</u> • <u>National Code of Practice (2018): Standard 9: Deferring, suspending, or cancelling the overseas student's enrolment.</u> • HESF (2021). <u>Higher Education Standard Framework Domain 1: Student participation and attainment</u> • <u>Privacy Act (1988). Privacy Act 1988. Federal Register of Legislation.</u> • <u>Information Privacy Act 200 (2001 – 2014)</u>

	<ul style="list-style-type: none"> <u>Criminal Procedure Act (2009)</u>
Date Approved	29/09/2021
Date Endorsed	13/10/2021
Date of Effect	30/09/2021
Date of Next Review	31/12/2024
Approval Authority	Academic Board endorsed by Board of Directors
Responsibility for implementation	Academic Dean, Heads of School, Academic Registrar
Document Custodian	Academic Dean or Chair, Learning and Teaching Committee
PinPoint Doc ID	IHM – SMPP1

Change history

Version Control		Version 1
Change Summary	Date	Short description of the change, incl version number, changes, who considered, approved, etc
	09/09/2021	New Student Code of Conduct