



# Student Conduct Management Policy

## Version 2

**Authorised by: CEO**

**Endorsed By: Senior Executive Team**

## 1 Document Control

Version	Date	Amended by	Changes Made
1	22/09/2017	Simone Spicer	Updated position titles
1.1	23/11/2017	Simone Spicer	HEBOS & VETBOS comments
2	12/12/2017	Sandra Walls	Minor administrative updates
	09/04/2019	Vicky Jorna	Minor administrative changes to remove reference to 'BHIG' and 'CAE'

## 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
- Current 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"><li>• assault and/or physical obstruction</li><li>• physical, psychological, sexual abuse including child abuse</li><li>• harassment or vilification</li><li>• oral, written and/or deliberate physical intimidation, including (but not limited to) stalking</li><li>• use information and communication technologies, to engage in behaviour that could reasonably be considered to have a negative impact on another person, cause them harm, or make them feel unsafe.</li><li>• wilful disruption of classroom, laboratory or workshop instruction or other learning-based activities</li><li>• falsification of official Institute files</li><li>• being in possession of illegal substances</li><li>• smoking in non-smoking areas</li><li>• destruction, defacing, damage to or inappropriate use of Institute or another's personal property</li><li>• theft of Institute property or personal property</li><li>• where there is adverse or disruptive behaviour as a result of being under the influence of alcohol or illegal substances (drugs)</li><li>• forging Institute documents or academic records or submission of other fraudulent documentation to the Institute</li><li>• breaches of guidelines for computer use in classrooms and libraries</li><li>• refusing to produce ID when requested by BHI staff and</li><li>• any other behaviour which unlawfully obstructs or interferes with the business of the Institute</li></ul>
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 Suspend	<p>Means to terminate a person's enrolment and status as a Student</p> <p>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.</p>

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

Student, Customer and Stakeholder Complaints Policy

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

Education Services for Overseas Students Act 2000

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 Stakeholders, Endorsement, Approval, Responsibility for Implementation

<b>Key Stakeholders</b>	Leadership Team Student Life Teaching Schools
<b>Endorsement body</b>	BHI Executive Management Team
<b>Approval body</b>	BHI Board
<b>Responsibility for implementation</b>	Executive Director, Educational Delivery Executive Manager, Student Life

## 13 Approval Body

The CEO is the approval body.

<b>Owner</b>	<b>Author</b>
Executive Director, Educational Delivery	Executive Manager, Student Life