

# Student code of Behavior and Discipline Policy and Procedure (Staff, Students)

## 1. Policy objective

The objective of this policy is to outline the system used for ensuring students meet the code of behaviour requirements of the Institute.

## 2. Responsibility

The Operations Manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of its requirements and application.

## 3. Requirements

- Students are required to adhere to the Institute's student code of behaviour at all times.
- The Operations Manager must, prior to implementation, approve any discipline actions arising from breaches of the student code of behaviour.
- Any decision related to student discipline can be appealed using the student complaints and appeals procedure.
- The student code of behaviour requires the following rights to be respected and adhered to at all times by students in regard to their dealings with students and staff:
  - a. The right to be treated with respect by others, to be treated fairly and without discrimination, regardless of religious, cultural, racial and sexual differences and age, disability or socio-economic status
  - b. The right to be free from all forms of intimidation
  - c. The right to work in a safe, clean, orderly and cooperative environment
  - d. The right to have personal property (including computer files and student work) and the property of the Institute protected from damage or other misuse
  - e. The right to have any disputes settled in a fair and rational manner
  - f. The right to work and learn in a supportive environment without interference from others
  - g. The right to express and share ideas and to ask questions
  - h. The right to be treated with politeness and courtesy at all times.

Consequences for non-compliance with the student code of behaviour may invoke disciplinary action, as detailed below.

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## 4. Serious Misbehaviour

In situations where a student's behaviour is deemed to be a serious threat to their own welfare and wellbeing or that of other students, staff or the Institute, the Institute reserves the right to withdraw the student from classes and to require the student to complete work outside the classroom environment.

The withdrawal from classes may also be accompanied by a warning letter indicating that the Institute intends to suspend or cancel the student's enrolment and that the student has 20 days within which to access the Institute's internal complaints and appeals process.

Behaviour that may result in the Institute issuing the above warning letter includes, but is not limited to, extenuating circumstances such as:

- a. Behaviour by the student that poses a serious threat to the physical or mental well-being of the student or other students at the Institute. Such student behaviour includes extreme cases of bullying, harassment, intimidation, actual or threatened acts of violence and malicious acts intended to damage the reputation of the Institute or a person associated with the Institute.
- b. Malicious damage of Institute property that is of a serious nature. Such behaviour may include but is not limited to malicious damage of Institute computers and classrooms.
- c. The student has medical concerns or psychological issues which lead the provider to fear for student wellbeing or which result in serious class disruptions.
- d. The student is at risk of committing a criminal offence.

## 5. Procedure

For non-compliance with the student code of behaviour, the following disciplinary procedures will be followed:

- a. An Institute staff member will contact the student in the first instance to discuss the issue or behaviour and to determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by all parties and included on the student's
- b. Where the issue or behaviour continues, students will be invited for a personal interview with the student administration manager or other nominated staff member to discuss the issue. A warning will be issued indicating that if the issue persists, RGIT will consider suspending or cancelling the student's enrolment. This meeting and its outcomes will be documented, signed by all parties and included in the student's personal file.
- c. After the above two steps have been followed, if the issue or behaviour persists, the student will be informed that the Institute intends to suspend or cancel the student's enrolment and that the student has 20 working days to access the

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Institute's internal complaints and appeals process. The student's enrolment will be maintained during this 20 working-day period.

- d. Any suspension or cancellation will be undertaken in accordance with the Institute's deferral, suspension and cancellation of enrolment procedure and, in the case of an international student, this may affect the status of the student's visa.
- e. RGIT will not suspend or cancel a student's enrolment while an internal appeal is in progress.
- f. If the student is unsuccessful in their internal appeal, they may access the external appeals process. However, RGIT is not obliged to wait until the external appeal is finalised before it suspends or cancels the student's enrolment.
- g. In cases where the Institute has initiated a suspension or cancellation of a student's enrolment due to misconduct, the reasons for the suspension or cancellation will be documented. A copy of these reasons will be given to the student and the original copy will be placed in the student's file.

## 6. Revision History

Revision	Date	Description of modifications
1	June 2008	Original
2	June 2009	No changes made.
3	December 2009	Minor formatting
4	December 2011	Annual Review
4.1	May 2012	Domain change
5	August 2012	DOS replaced by Op. Mgr; Information on student discipline details reviewed

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6	December 2012	Overall editing and update
7.0	July 2013	Overall editing and update
7.1	October 2013	Section names changes
8.0	January 2015	Responsibility transferred to Student Admin Manager, Layout change, formatting and update
8.1	June 2016	Annual Review
8.2	January 2018	Header and Footer Update
8.3	June 2018	Transferred the responsibility to Operations Manager, removed front page cover and table of contents to maintain the consistency across the document