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INTRODUCTION

The International Health Research Institute (IHRI, us, our, the Institute) is committed to ensuring students achieve their full academic potential. It recognises that students come to the Institute from diverse cultural and educational backgrounds. We expect that all students behave in line with the values and shared goals of respect, inclusion, ethics and integrity, excellence and accountability.

The Institute has a duty of care to students and staff and is responsible for providing a safe study, work and research environment. This policy's principles recognise the mutual relationship between individual and community rights and responsibilities.

PURPOSE

1. The Student Code of Conduct defines the expected standard of student behaviour at the Institute.
2. The Code provides the framework for dealing with instances of alleged student misconduct.



Principles

This Policy is based on the principle that every member of the Institute community benefits from:

- Respect: courteous communication, mutual respect, and the right to be heard;
- Inclusion: practices that are inclusive and accessible, the development of cultural competence;
- Ethics and integrity: acting honestly and with integrity, free from bias or unfair treatment;
- Excellence: engaging with learning, applying effort, acting diligently, and striving for success; and
- Accountability: taking responsibility for actions and consequences and complying with policies.

The Code

The Code of Conduct guides the standards of conduct expected of students with a framework of appropriate behaviour. If a circumstance or situation arises that is not expressly covered by the Code, students must comply with the Code's underlying principles.

Respect

Diverse contributions from students and staff enrich the Institute and encourage the respectful sharing of different perspectives and experiences. Students will demonstrate respect by:

- Treating others with courtesy, having due regard for other people's feelings, and acknowledging the skills, experiences and strengths of others;
- Communicating in ways that demonstrate courtesy, in person, in writing or through social media;
- Upholding the values of academic freedom by listening to opposing points of view with an inquiring mind and engaging constructively with others who express differing views or beliefs;
- Following the reasonable direction of IHRI staff or staff from partner organisations, including directions concerning the use of electronic devices or online activity and
- Refraining from threatening, harassing, bullying, discriminatory, victimising, vilifying or intimidating behaviour that may adversely affect the safety, health, well-being and reputation of others;
- Not engaging in sexual misconduct, including sexual harassment, sexual assault, exploitation, or any other gender-based violence that causes any person to fear for their safety or well-being;
- Not disrupting any teaching, learning or research activity; and
- Committing to creating a respectful online environment in the field and the workplace.

Inclusion

IHRI is committed to creating a culturally safe and inclusive environment, welcoming people of diverse cultural, national and ethnic backgrounds, genders and sexualities, ages, abilities, religious and spiritual beliefs, family structures, and responsibilities. Students will demonstrate inclusion by:

- Proactively pursuing their knowledge about cultural diversity, developing cultural competence;
- Improving their understanding of accessibility and reducing barriers to participation for students with differing abilities;
- Collaborating with students from diverse backgrounds in group work, projects and other activities;
- Speaking up against racism, sexism, homophobia, transphobia, ableism and other forms of discrimination where it is safe to do so and
- Committing to creating a safe and welcoming university environment online, in the field and in the workplace.



Ethics and Integrity

IHRI values integrity in all activities, expecting students and staff to act honestly and do the right thing for themselves, each other, and IHRI. Students will demonstrate integrity by:

- Completing assignments or tasks responsibly and conscientiously, pursuing intellectual freedom through the honest search for knowledge;
- Understanding and avoiding plagiarism by acknowledging the ideas, work and contribution of others and never misrepresenting someone else's work as their own;
- Understanding and avoiding collusion or any other forms of cheating by not providing their work to others, not purchasing work or promoting the purchasing of work to others, and not falsifying results;
- Following relevant ethics or professional guidelines, including when accessing confidential or sensitive data, when interacting with clients or patients and when on lands managed by Indigenous communities;
- Declaring any conflicts of interest, including but not limited to close personal relationships with staff;
- Avoiding coercive or threatening behaviour or any attempts to gain an unfair advantage;
- Speaking up against breaches in academic or research integrity, where it is safe to do so, and
- Committing to creating an ethical and professional environment online, in the field and in the workplace.

Excellence

A commitment to excellence is central to IHRI's mission and is valued in all endeavours: teaching and learning, research, and professional services. Students will demonstrate a commitment to excellence by:

- Using current and accurate information, ideas, and evidence alongside industry and professional standards and best practices to support debate;
- Engaging with and being responsible for their learning, making the best use of the resources available;
- Seeking timely advice regarding unit and course requirements and academic progression, accepting assistance and using IHRI services as required to maximise academic success;
- Applying effort, acting diligently and striving for success, making genuine attempts to satisfy unit and course requirements in a reasonable timeframe, and
- Committing to creating an online environment in the field and workplace, where excellence is acknowledged, valued and rewarded.

Accountability

IHRI values accountability and expects students to take responsibility for their actions in line with IHRI policy. Students will demonstrate accountability by:

- Acting to maintain the reputation and high standards of IHRI, including only using the Institute's name, reputation or brand/logo responsibly and with prior written permission;
- Complying with all conditions of enrolment, including following relevant policies and meeting their financial commitments to the Institute;
- Providing accurate personal and contact details to the Institute and keeping those details up to date;
- Reading official communication from the Institute, responding to requests in a timely way, and meeting Institute deadlines;
- Complying with the rules, policies and procedures of external organisations and the laws of other jurisdictions as applicable whilst on any Institute field trip or student mobility experience;
- Using Institute resources and services as they are intended, taking due care and consideration for the correct operation and rights of other users, and not using resources for private gain or the gain of a third party, or private business or commercial purposes, without prior written permission;



- Not participating in any unlawful behaviour, including but not limited to possessing, using or supplying prohibited weapons or substances; engaging in fraud, sexual misconduct, or illegally downloading copyrighted material; and
- Committing to creating a professional environment, online, in the field and in the workplace, where every community member takes accountability for their actions.

Compliance and Breaches of the Code of Conduct

Students are expected to uphold the Student Code of Conduct or be subject to relevant policies and procedures for breaches of the Code. Where a breach of the Institute's policies and procedures also breaches the law, IHRI may report criminal activity to the authorities.

IHRI has a duty of care to ensure a safe learning environment for all members of the Institute's community and is obliged to take immediate action when a student's behaviour is inappropriate. To prevent breaches of this Code, the Institute may issue directions to students regarding their future behaviour consistent with the requirements of this Code.

IHRI reserves the right to administer the relevant policy or procedure and proceed with the investigation/inquiry even if the student withdraws from the Institute, is no longer enrolled, or subsequently fails to meet the definition of a student while a disciplinary matter is pending.

Definition of Misconduct

Academic misconduct occurs when a student fails to comply with the Institute's Academic Integrity Policy and/or the principles relating to integrity in this Policy, seeking an unfair advantage for themselves or others by cheating in any form. Breaches of academic integrity will usually be dealt with under that Policy in the first instance, acknowledging that repeated or severe cases may be referred to this Policy for action.

General misconduct occurs when a student fails to comply with the other provisions of this Policy and behaves in a way that does not uphold the expectations articulated in the Code of Conduct. Breaches will be dealt with under this Policy.

Under these regulations, misconduct shall be defined as any action by a student, either willingly or inadvertently, which directly or indirectly interferes with the operations and activities of the Institute and/or of those who work or study within it, whether face-to-face or online, or through any other platform used by the Institution, namely but not limited to:

- Any other behaviour or actions which constitute a criminal offence;
- Any behaviour or actions which cause or constitute potential harm to self and others;
- Any behaviour or actions which tarnish or potentially tarnish the name or reputation of the Institute
- Obstruction of, or improper interference with, the functions, duties and/or activities of any student, member of staff, or any visitor to the Institute;
- Vandalism and damage to the Institute or third party's (students, staff or visitors) property, either caused intentionally or as a result of recklessness/negligence;
- Inappropriate and/or unauthorised use of the Institute's Property;
- Theft and/or misappropriation of any Institute's property or the property of the staff, students and/or visitors;
- Disruption of any Academic, Corporate and Social activities promoted and/or held by the Institute;
- Tampering with attendance records and/or Academic achievement records and other official records, both personal and of others;
- Bullying and harassment of any student, member of staff and/ or any visitor on the grounds of sex, race, religion or belief, disability, sexual orientation, gender reassignment, age, etc.;



- Violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language, whether expressed verbally or in writing or by a gesture, including in electronic form;
- Use of foul, offensive or vulgar language;
- Intimidation addresses the cultural, sexual or political orientation of an individual;
- Fraud, deceit, deception or dishonesty concerning the Institute or its staff, students or visitors;
- Failure to comply with disciplinary sanctions and reasonable instructions related to the discipline imposed by the Institute director and any of the Institute Disciplinary Boards;
- Breaching of any Official IHRI Regulations either intentionally or as a result of negligence and/or recklessness;
- Repeated instances of MAJOR infringements of academic misconduct as defined in the respective document/s

Reporting Misconduct

Any member of the Institute community can make an allegation of misconduct against a student in writing to their Course Coordinator, the Director, or Student Services. Those unable to put a complaint in writing can make a verbal statement, which will be recorded by faculty.

Written allegations from external people or organisations will also be considered when the allegations relate to a student's conduct while participating in activities associated with their study, including activities online, in workplaces, or in the field. The Institute may also initiate action against a student without a written report if the alleged breach is sufficiently serious and may refer such allegations directly to the Academic Council or Director.

Other Policies of the Institute also set out expectations of behaviour. Any breach of the conduct aspects of those Policies are managed through the academic, professional or general misconduct procedures stipulated. The nature of the alleged misconduct determines the procedure to be used. Any person who makes an allegation of misconduct which is frivolous, false, or has malicious purposes in raising the alleged misconduct may themselves be subject to misconduct procedures.

Procedural Fairness

Students responding to an allegation of misconduct can expect the following:

- A copy of all relevant documents relating to the alleged misconduct;
- To have a reasonable opportunity to appear before the person considering the matter to answer the allegations;
- To be accompanied by a representative or support person in any meetings with the person considering the matter and
- Support such as counselling/ or advocacy may include academic and other support.

Confidentiality

Matters relating to allegations and hearings associated with breaches of the Student Code of Conduct will be treated as confidential in the strictest privacy as applicable, noting that the Institute may have notification obligations to external agencies. Outcomes of appeal hearings will be recorded on the student's academic record and held confidentially on file in the Student Management System.

Misconduct resolution

IHRI acknowledges the right of all members of the Institute community to complain about conduct and aims to resolve such complaints fairly and promptly.

IHRI will:

- Investigate allegations of misconduct in a consistent, transparent and timely manner;



- Act in accordance with the principles of procedural fairness and confidentiality, including advising students of allegations of misconduct against them in a timely manner and ensuring that students have an opportunity to respond to any allegation against them and to appeal any penalties imposed;
- Make decisions on whether an act of misconduct has occurred after the facts have been established to the satisfaction of the decision-maker, ensuring that staff with a direct interest in an allegation against a student are not involved in deciding on misconduct in relation to that student;
- Not take into account previous misconduct outcomes when determining guilt relating to a current allegation, but may take into account previous outcomes when deciding on penalties to be imposed; and
- Protect all parties involved in a misconduct case from victimisation.

Allegations of Misconduct

First Offence or Minor Breaches

Where the nature of the allegation is a first offence and/or a minor breach, it may be investigated and dealt with by the relevant course coordinator.

After investigating, the Head of Centre will decide whether a breach occurred, taking into account all of the evidence received and on the balance of probabilities, and subsequently determine the outcome, which may be one or more of the following:

- No further action is required.
- The student is directed to cease actions which led to the allegation;
- The student is directed to provide a formal apology to the aggrieved party;
- The student provides an undertaking in writing not to repeat the misconduct;
- The student will be given a written warning.

The student will be advised in writing of the determination and the reasons for reaching the determination. The Head of Centre may refer an allegation to the Academic Council and the Director during an investigation if it becomes clear that it is too severe or complex to deal with locally.

Repeated or Significant Breaches

In cases of repeated or serious misconduct, including but not limited to suspected criminal offences such as assault and theft, or alleged misconduct that poses a significant risk to the safety and wellbeing of the Institute and its staff and students, the allegation will be referred to the Academic Council and Director to oversee the investigation. The Academic Council and Director may then delegate responsibility for resolving the complaint to the relevant faculty member, depending on the nature of the complaint.

In cases of criminal offences, the Academic Council and Director (or delegate) will immediately refer the matter to the relevant external authorities. After investigating, the Academic Council and Director (or delegate) will determine whether a breach occurred, considering all of the evidence received and on the balance of probabilities.

In considering penalties, the Academic Council and Director (or delegate) will take into account the following:

- The nature and seriousness of the misconduct;
- The student's previous record of misconduct and the penalties imposed;
- Whether there are any mitigating circumstances;
- Whether the student admits the misconduct and has expressed remorse;
- The potential impact on the student, including their capacity to complete their course;
- The potential impact on any other students or staff members involved.

The Academic Council and Director (or delegate) will determine the most appropriate outcome for the repeated or significant breach, which may be one or more of the following:



- No further action is required.
- The student is directed to cease actions which led to the allegation;
- The student is directed to provide a formal apology to the aggrieved party;
- The student provides an undertaking in writing not to repeat the misconduct;
- The student will be given a written warning;
- Requirement to participate in mediation or conciliation;
- Exclusion from contact with a specified person or persons;
- The student pays restitution for the value of repair/replacement costs for property damaged or stolen;
- A prize, scholarship or bursary awarded by the institute be cancelled;
- The student's grade or outcome will be adjusted to a fail (where the misconduct involved a form of academic misconduct relating to the unit). Note: This may result in the non-conferral of an academic award or the revocation of a conferred award.
- The student's enrolment be suspended for a defined period;
- The student will be excluded from the institute for a defined period or
- The student will be expelled from the institute.

The student will be advised in writing of the determination and the reasons for reaching the determination.

The Institute will make every attempt to ensure that any person making a complaint is protected from adverse action resulting from making the complaint. Attempting to unduly influence a complaint outcome or adversely affect a person making a complaint will be deemed severe misconduct in and of itself.

The availability of internal misconduct resolution processes does not preclude the Institute from referring a student to external authorities. Pursuing a complaint externally does not prevent the Institute from taking internal action under this or any other Policy.

Urgent suspension or restriction, pending investigation

The Academic Council and Director (or delegate) can temporarily suspend or restrict a student from all or part of the Institute's classes or access to its facilities in urgent circumstances. This includes situations where there is a threat to the safety of persons or property and if a student is disrupting the use of facilities or participation in activities.

Records of misconduct

A record of all stages of misconduct proceedings, including all actions, evidence, correspondence, meetings, and minutes, will be kept in a confidential file. When misconduct is determined to have occurred, a summary of the investigation and determination will be recorded in the student's file.

Appeal

A student may lodge an appeal with the Student Appeals Committee against a determination made under this Policy within 20 working days of the determination's notification date. Appeals can be made because:

- There was a lack of procedural fairness in the investigation and/or
- The determination was manifestly unreasonable or cannot be supported by the evidence; and/or
- There is new evidence that was not available at the time of the original investigation.

The outcome of such an appeal will be final.

Non-compliance

Non-compliance with Governance Documents is considered a breach of the Code of Conduct – Staff or the Code of Conduct - Students, as applicable, and is treated seriously by the Institute. Reports of concerns about non-compliance will be managed per the appropriate disciplinary procedures.