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1 PRELIMINARIES

Commencement

This code of conduct and procedure commences on 20 December 2019.

Purpose

Students are entitled to engage in the educational process free from disruptive or inappropriate behaviours. Polytechnic Institute Australia ('PIA') is committed to ensuring that there are clearly defined standards of behaviour and conduct for all enrolled students. By adhering to this Code, students will ensure that both they and their peers will be afforded a safe and productive environment in which to study.

Application

This Code and procedure apply to all students at PIA, and to all staff involved in disciplinary procedures.

2 DEFINITIONS

Terms not defined in this document may be in the PIA glossary.

3 EXPECTATIONS

- 3.1 PIA expects that all members of the Institute will behave professionally and with respect for others. Therefore, students must not behave in a manner that may be considered disruptive and/or inappropriate by any reasonable standard.
- 3.2 PIA has a zero-tolerance policy for being under the influence of alcohol and/or drugs (including prescription or over-the-counter drugs) on PIA premises.



3.3 Students are expected to refrain from behaviour that:

- creates significant disruption to the learning environment;
- creates an atmosphere of hostility, intimidation, ridicule, anxiety or disrespect for others;
- is unwelcomed sexual, harassing or discriminatory behaviours;
- contradicts published rules, regulations, procedures;
- endangers or threatens to endanger the health or safety of others; or
- damages, defaces or destroys PIA's property, reputation or standing.

3.4 Furthermore, students are expected to:

- meet the requirements of the attendance policy where in force;
- refrain from the use of devices that may disrupt classes. e.g. mobile phones, portable entertainment equipment, etc;
- comply with lawful direction from PIA's authorised representatives;
- conduct themselves in a safe and healthy manner;
- identify and report any possible hazards from equipment, facilities or the environment;
- refrain from smoking anywhere on PIA premises;
- refrain from possessing, distributing, selling, or consuming illegal drugs on PIA premises;
- refrain from consuming alcohol on PIA premises;
- refrain from the use of bad language;
- ensure that no students, staff, or visitors to PIA experience discriminatory, harassing or bullying behaviour;
- report any discriminatory behaviour, harassment or bullying to Discipline Head PIA staff; and
- follow PIA's policies.

3.5 Expectations of PIA

3.5.1 Students at PIA can expect to:

- be treated fairly and with respect;
- learn in an environment free of discrimination and harassment;
- pursue their educational goals in a safe and supportive environment; and
- expect that their privacy is respected and their personal information will be kept confidential.

4 RESPONSIBILITIES

4.1 All PIA Students

All PIA students are responsible for:

- own behaviour that is not considered disruptive and/or inappropriate by any reasonable standard;
- conduct themselves in a safe and healthy manner;
- report any possible hazards from equipment, facilities or the environment;



- follow PIA's policies and procedures.

4.2 The Registrar

The Registrar is responsible for

- responding to the inappropriate behaviour.
- following up on allegations.
- note all incidents on the student's file.
- reporting all incidents to the Executive Management Committee.

5 PROCEDURES

5.1 Process

- 5.1.1 This procedure for dealing with inappropriate behaviour is not intended to be necessary, consecutive steps. If, based on the judgment of individuals dealing with claims of inappropriate behaviour, the situation warrants immediate action, the initial steps may be omitted, and the necessary action taken to remove the student.
- 5.1.2 The student will be asked by an authorised representative of PIA to cease the inappropriate behaviour.
- 5.1.3 Where the student does not cease the inappropriate behaviour, they will be asked to leave that environment.
- 5.1.4 Where that individual does not leave, the police may be called to remove that individual from the premises.
- 5.1.5 In all cases of inappropriate behaviour, the Registrar will be notified and will respond in accordance with the appropriate policy.
- 5.1.6 Where the alleged inappropriate behaviour is notified by a complainant and no interventions (as described above) occur at that time, the complainant may first consult with the Registrar to attempt informal resolution. The Registrar will follow-up on such allegations in a timely manner and may meet with the complainant and the respondent to facilitate resolution.
- 5.1.7 Where the Registrar cannot resolve the issue, the complainant may submit a formal grievance under PIA's grievance handling procedures.
- 5.1.8 In the event that a breach of this Code has occurred, the Registrar will determine the disciplinary actions that will be taken. These may include (but are not limited to):
- a verbal warning and counselling regarding the incident of inappropriate behaviour;
 - a written warning that clearly states that the behaviour is inappropriate and outlines/identifies possible consequences, including disciplinary action up to and including a suspension of study or cancellation of enrolment, in the event of continuation of the inappropriate behaviour; or



- where the breach of this Code is deemed serious based on a “reasonable person” standard, immediate disciplinary action up to and including suspension of study or cancellation of enrolment.

5.1.9 In the case that a PIA-initiated suspension of study or cancellation of enrolment due to inappropriate behaviour relates to an international student, the Student Deferment, Suspension and Cancellation of Study Policy and Procedure will apply.

5.2 Appeals

5.2.1 A student may appeal against a decision made under this policy. The grounds for appeal are as set out in the stage two of the Student Grievance Handling Policy and Procedure.

5.2.2 If a student remains dissatisfied with the outcome of their appeal they may utilise PIA’s grievance handling procedures Stage three, in accordance with the Student Grievance Handling Policy and Procedure.

5.3 Education and Awareness

5.3.1 Appropriate training in the procedures under this Code will be provided to all staff members.

5.3.2 Students will be informed of this Student Code of Conduct and Disciplinary Procedure (the code of conduct) at Orientation and in each unit outline. The Code of Conduct will also be published on the PIA website (www.pia.edu.au).

5.3.3 Students who are impacted by inappropriate behaviour will have access to support services through Student Support personnel as appropriate.¹

5.3.4 Information on any incident involving inappropriate behaviour will be provided to the Registrar. The Registrar will note all incidents on the student’s file.

5.3.5 The Registrar will include reports of incidents under this code of conduct that result in disciplinary action as part of their report to the Executive Management Committee.

6 RELATED LEGISLATION AND DOCUMENTS

Institute Documents

- Discrimination and Harassment Policy and Procedure
- Student Grievance Handling Policy and Procedure
- Course Progression Policy and Procedure
- Sexual Misconduct Prevention & Response Policy and Procedure
- Student Support Framework



Applicable External Standards and Codes

This policy and procedures support compliance with the following

Standards/Code	Standards/Clauses
Higher Education Standards Framework (Threshold Standards) 2021	1.1
National Code of Practice for Providers of Education and Training to Overseas Students 2018	9

7 FEEDBACK

PIA staff and students may provide feedback about this document by emailing policy@pia.edu.au for such feedback to be incorporated into a future review.

8 DOCUMENT MANAGEMENT

Approval and Review	Details
Approval Authority / Owner (Role)	Board of Directors
Administrator / Responsible for Implementing	CEO
Approval Date	16 March 2024
Next Review Date	16 March 2027

Document History

Month and Year	Version	Amendments
October 2014	1.0	Policy created and endorsed by the Board
December 2019	3.1	Formatting and minor changes updated.
February 2024	3.2	Added statement related to the Alcohol and drug consumption on PIA premises.
May 2024	3.3	Formatting was updated, including the addition of the document history. Zero tolerance for being under the influence of drugs and alcohol added.