



QUANTUM INSTITUTE
OF HIGHER EDUCATION

Student Code of Conduct

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Student Code of Conduct

Purpose

Quantum Institute of Higher Education ('QIHE' or 'the Institute') is committed to providing a supportive, inclusive, and safe learning environment for all students. The Student Code of Conduct ('the Code') outline the expected standards of behaviour and conduct for all students enrolled at QIHE. This Policy is designed to promote a culture of respect, integrity, and academic excellence.

Scope

This Code applies to all students at the Institute and is to be implemented by all staff of the Institute who communicate and engage with students.

I. Policy Principles

QIHE in alignment with its commitment to fostering a supportive, inclusive, and safe learning environment for all students, upholds the following principles:

- i. **Respect and Courtesy.** A culture of respect and courtesy is promoted amongst all members of the Institute;
- ii. **Academic and Intellectual Rigour.** The highest standards of academic and intellectual rigor are maintained to safeguard the academic integrity of the Institute;
- iii. **Equity and Fairness.** The positive development of all students is encouraged to ensure equity and fairness;
- iv. **Safety.** Any form of misconduct that would be detrimental to the safety and integrity of the Institute, both in academic and non-academic matters is discouraged;
- v. **Transparency.** Transparency in the handling of breaches and misconduct, ensures consistency and integrity in all procedures and decision making.

2. Standard of Conduct

2.1 General Conduct

All students must:

- i. Treat others with respect and courtesy, respecting diversity and upholding equity regardless of gender, race, background, religion, disability, sexuality and other attributes;
- ii. Maintain a safe environment conducive to collaboration and cooperation for all individuals;
- iii. Uphold ethical standards, with honesty and integrity;

- iv. Ensure responsible, equitable, and sustainable use of the Institute's resources and facilities, with consideration for others' needs and respect;
- v. Avoid intentionally damaging or stealing any resources, facilities or properties belonging to the Institute or others;
- vi. Maintain a professional and ethical relationship with staff, in which students are discouraged from engaging in any personal relationships with staff;
- vii. Refrain from participating in actions that are harmful to others and the Institute, including but not limited to breaking the law, committing crimes, engaging in intimidation, bullying, and other behaviours constituting misconduct;
- viii. Maintain orderly and respectful conduct, and avoiding any actions that willingly disturb the Institute or its surrounding environment;
- ix. Resolve any conflict in a respectful and professional manner;
- x. Respect privacy and diversity of opinions, remain professional whilst engaging with others when expressing their opinions;
- xi. Students should familiarise with the Institute's policies and procedures to ensure proper conduct in their activities.

2.2 Academic Conduct

All students must:

- i. Commit themselves to high academic standards, ensuring that they are maintaining a satisfactory academic progression in accordance with the *Academic Progression and Graduation Policy*;
- ii. Be proactive in their studies, by attending their classes, and submitting their assessments;
- iii. Maintain academic integrity by refraining from academic misconduct in accordance with the *Academic Integrity Policy and Procedure*;
- iv. Contribute equitably and cooperatively amongst peers in group projects and other work that requires collaboration,;
- v. Respect academic freedom, freedom of speech and expression as well as diverse opinions whilst engaging in academic discussion in accordance with the *Academic Freedom and Intellectual property Policy*.

3. Breaches

3.1 Breaches

- i. Students are obligated to adhere to the provisions outlined in the Student Code of Conduct. Any breach of any part of this Code will be considered an offence and will result in disciplinary actions.

- ii. Breaches may include, but are not limited to:
 - a. Academic misconduct, including cheating, plagiarism and misuse of artificial intelligence;
 - b. Violence, including physical, mental and sexual abuse;
 - c. Vandalism, destruction or damage to the Institute's property;
 - d. Threatening and/or unreasonable behaviour that endangers the safety of any member of the Institute;
 - e. Unauthorised possession, use, or distribution of alcohol, drugs, or weapons on Institute premises or at Institute-sponsored events;
 - f. Discrimination and harassment;
 - g. Misuse and falsification of official documents, including the Institute's records, awards, certifications, academic transcripts, testamurs, etc;
 - h. Unauthorised access to Institute facilities, systems, or information;
 - i. Bribing and offering gifts to gain advantages and influence others for their benefit;
- iii. If a student has concerns with the conduct of another student or is aware of an alleged breach to the provisions of this Code, they can direct their complaint to the Student Services Manager.

3.2 Disciplinary Actions

- i. Breaches to this Code of Conduct will be processed according to the offence in line with the applicable Policies and Procedures, namely:
 - a. Academic misconduct will be handled according to the *Academic Integrity Policy and Procedure*;
 - b. Breaches regarding academic freedom or Intellectual Property will be handled according to the *Academic Freedom and Intellectual Property Policy*;
 - c. Breaches relating to mental health and wellbeing, including instances of harassment and sexual assault will be handled according to the *Mental Health and Wellbeing Policy*;
 - d. Other breaches will be handled according to the *Complaints and Appeal Policy and Procedure*.
- ii. Disciplinary actions may include, but are not limited to:
 - a. Written warnings;
 - b. Requiring students to undertake counselling and/or engage with the support services available at QIHE;
 - c. Restrictions on partaking in certain activities in the Institute and/or accessing certain resources and services;
 - d. Suspension for a defined length of time;

- e. Payment of damages or if reasonable, restitution;
 - f. Cancellation of enrolment;
 - g. Withholding of results for a specified amount of time;
 - h. Exclusion from QIHE.
- iii. Where required, the Institute may report any actions that constitutes as a crime to relevant authorities.

4. QIHE Responsibilities

In its dedication to provide quality education in a positive learning environment that fosters and supports student success, QIHE is responsible for;

- i. Providing students with a safe and comfortable environment that facilitates student learning and engagement with others;
- ii. Providing students with a positive educational experience that supports them to achieve their goals;
- iii. Providing support services to ensure that students' needs are being met and respected;
- iv. Implementing a positive culture for all students;
- v. Ensuring equitable practices for all student cohorts, particularly in regard to assessing students' applications into programs and courses;
- vi. Ensuring transparency in the management of breaches of this Code and implementation of any disciplinary actions.

5. Privacy and Records Management

QIHE upholds the importance of everyone's privacy. All records and information regarding students will remain confidential within QIHE's database and in accordance with the *Records Retention Policy*.

QIHE will only disclose information to authorised State or Territory Government agencies as required by law, including provisions outlined in the Higher Education Support Act (HESA) 2003 and other relevant legislation.

Glossary

Assessment refers to a process used to determine a student's achievement of expected learning outcomes (AQF 2013 p.92).

AQF refers to the Australian Qualifications Framework, the national policy for regulated qualifications in Australian education and training.

Code of Conduct refers to a set of guidelines or principles that outline expected behaviours and standards for individuals within the Institute.

Course refers to QIHE's units of study or subjects.

Disciplinary Actions encompass the range of measures taken by the Institute in response to violations of its policies or standards, aiming to correct behaviour and uphold accountability.

Governing Body refers to all the functional bodies QIHE.

Integrity refers to the adherence to moral and ethical principles, honesty, and consistency in behaviour and actions.

Members of the Committee refers to all members of QIHE's Governing Body, including members of the Governing Council, Academic Board, Course and Industry Advisory Committee, Teaching and Learning Committee, Risk Committee. and Executive Management Team.

Misconduct refers to any behaviour or action that violates established rules, standards, or ethical principles, often resulting in harm, damage, or disruption.

Program refers to the Bachelor of Business and Bachelor of Information Technology degree of QIHE.

TEQSA (Tertiary Education Quality and Standards Agency) refers to the independent national regulator for the higher education sector in Australia.

Version Control

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| Version | 1.0 |
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| Policy Category | Governing Council |
| Related Documents | <i>Academic Integrity Policy and Procedure</i> <i>Academic Freedom and Intellectual Property Policy</i> <i>Complaints and Appeal Policy and Procedure</i> <i>Deferment, Withdrawal and Cancellation Policy and Procedure</i> <i>Equity and Diversity Policy</i> <i>Student Support and Consultation Policy</i> <i>Staff Code of Conduct</i> <i>Records Retention Policy</i> |
| Legislation References | TEQSA Higher Education Standards Framework (Threshold Standards) 2021 Higher Education Support Act (HESA) 2003 |
| References | Lincoln Institute of Higher Education James Cook University Macquarie University University of New South Wales Western Sydney University |