



INVESTMENT BANKING INSTITUTE
BUSINESS SCHOOL

Student Code of Conduct and Disciplinary Procedures

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Investment Banking Institute Business School Pty Ltd ABN 46 142 988 921 (IBIBS)

TEQSA Higher Education Provider Number. PRV12188

Student Code of Conduct and Disciplinary Procedures

1.0 Overview

Students are entitled to engage in the educational process free from disruptive or inappropriate behaviours. To this end Investment Banking Institute Business School Pty Ltd (“IBIBS”) 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.

2.0 Expectations

IBIBS expects that all members of the broader IBIBS community 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.

2.1 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;
- contradicts published rules, regulations, procedures or common standards of safety;
- endangers or threatens to endanger the health or safety of others;
- **contradicts standards of conduct for practicum placements and/or rules and regulations of the practicum work place (if applicable);**
- damages, defaces or destroys IBIBS’s property.

2.2 Furthermore, students are expected to:

- attend their scheduled classes regularly and punctually;
- refrain from the use of devices which may disrupt classes. e.g. mobile phones, portable entertainment equipment such as iPods, etc.
- comply with reasonable direction from IBIBS’s authorised representatives;
- conduct themselves in a safe and healthy manner;
- identify and report any possible hazards from equipment, facilities and the environment;
- refrain from smoking anywhere on IBIBS’s premises;
- refrain from drinking and/or eating in any study area, including the library;
- refrain from the use of bad language, alcohol and drugs;
- ensure that no students, staff, or visitors to IBIBS experience discriminatory, harassing or bullying behaviour;

- report any discriminatory behaviour, harassment or bullying to the Course Coordinator or the Dean;
- follow IBIBS's policies.

2.3 Consequently, students are entitled to:

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

3.0 Procedures

The following procedures for dealing with inappropriate behaviour are not intended to be necessary, consecutive steps. Based on the judgment of individuals dealing with claims of inappropriate behaviour, if the situation warrants immediate action, the initial steps may be omitted and the necessary action taken to remove the student.

- 3.1 The student will be asked by an authorised representative of IBIBS to cease the inappropriate behaviour.
- 3.2 Where the student does not cease the inappropriate behaviour, they will be asked to leave that environment. Where that individual does not leave, a member of the Executive Management Committee or security may be called to remove that individual from the environment where the inappropriate behaviour has occurred (e.g. classroom, library, common area and so on).
- 3.3 In all cases of inappropriate behaviour, the Dean will be notified and the details of the incident noted on the student's file.
- 3.4 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 Dean to attempt informal resolution. The Dean will follow-up on such allegations in a timely manner and may meet with the complainant and the respondent to facilitate resolution. Where the Dean cannot resolve the issue, the complainant may submit a formal grievance under IBIBS's grievance handling procedures.
- 3.5 (If applicable) Where inappropriate behaviour takes place in a practicum setting, a work place supervisor is authorised to ask a student to stop such behaviour and/or ask that the student to leave the work setting. Such incidents will be reported to the Dean.
- 3.6 In the event that a breach of this Code has occurred, the Dean 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

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action up to and including a suspension of study or cancellation of enrolment in the event of continuation of the inappropriate behaviour;

- 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.

4.0 Appeals

- 4.1 A student may appeal against a decision made under this policy. The grounds for appeal are that the decision is inconsistent with this policy. Appeals must be made in writing and lodged with the Managing Director within twenty working days of the student receiving written notification of any disciplinary action taken under this policy. The Managing Director will respond in writing to the appeal within twenty working days and may confirm or vary the decision.
- 4.2 If a student remains dissatisfied with the outcome of their appeal they may utilise IBIBS's grievance handling procedures.

5.0 Education and Awareness

- 5.1 Appropriate training in the procedures under this Code will be provided to all staff members.
- 5.2 Students will be informed of this code of conduct at orientation and in each *Unit Outline*. This document will also be published on IBIBS's website (www.ibibs.edu.au).
- 5.3 Students who are impacted by inappropriate behaviour will have access to support services through Student Support personnel as appropriate (refer *Student Support Framework*).
- 5.4 Information on any incident involving inappropriate behaviour will be provided to the Dean. The Dean will note all incidents on the student's file.
- 5.5 The Dean will include reports of incidents under this Code that result in disciplinary action as part of their report to the Executive Management Committee.

6.0 Version history

Version	Approved by	Approval Date	Details
1.0	Executive Management Committee	6 March 2013	Adoption of new QAF

Document owner: Managing Director

7.0 Review Date

The next review date for this Policy and/or Procedure is 3 years from the last Approval date set out above.

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