



STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

1. Overview

Crown Institute of Higher Education (“CIHE”) is committed to ensuring that there are clearly defined standards of behaviour and conduct for all enrolled students. By adhering to the terms of this code, students will ensure that both they and their peers will be afforded a safe and productive environment in which to study.

2. Expectations

CIHE expects that all members of the broader Institution 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:

- disrupts the learning environment
- creates hostility, intimidates, ridicules, or disrespects others
- contradicts any published rules, regulations, procedures or common standards of safety
- endangers or threatens to endanger the health or safety of others
- damages, defaces or destroys property.

2.2 Furthermore, students are expected to:

- attend their scheduled classes regularly and in a way that does not disrupt the learning environment
- Speak only English during formal class or any other formal CIHE activities
- refrain from the use of devices which may disrupt classes. e.g. mobile phones, portable entertainment equipment such as iPads, etc.
 - comply with reasonable direction from CIHE’s staff
 - 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 CIHE’s premises
- refrain from using offensive language, alcohol and drugs
- ensure that no students, staff, or visitors to CIHE experience discriminatory, harassing or bullying behaviour



- report any discriminatory behaviour, harassment or bullying to the Course Coordinator or the Dean
- follow CIHE's policies.
- Treat other students with care and respect:
 - CIHE will treat complaints of sexual harassment/assault seriously. CIHE policy on sexual harassment and sexual assault provides detailed information on nature of sexual harassment and assault and CIHE's response.

2.3 Consequently, students are entitled 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
- expect that their privacy is respected and their personal information will be kept confidential.

3. Procedures

Any or all of the following procedures may be used when dealing with inappropriate behaviour by a member of CIHE staff. The Dean must be notified of an incident that involves intervention and the details of the incident noted on the student's file.

- The student will be asked by a member of CIHE staff to cease the inappropriate behaviour.
- 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 management (or security, if employed) may be called to remove them from the immediate environment.
- Where the alleged inappropriate behaviour is notified by a complainant and no interventions 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 CIHE's grievance handling procedures.
- 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 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.
- In the case that an CIHE-initiated suspension of study or cancellation of enrolment due to inappropriate behaviour relates to an international student, section 2 of the *International Student Deferment, Suspension and Cancellation of Study Policy and Procedure* will apply.

4. 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 CEO within twenty working days of the student receiving written notification of any disciplinary action taken under this policy. The CEO 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 CIHE's grievance handling procedures.

5. 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 Learning Guide*. The Code of Conduct will also be published on CIHE's website.
- 5.3 Students who are impacted by inappropriate behaviour will have access to support services through Student Support personnel as appropriate¹. Any student behavioral issues to be reported to EMC by the Dean.
- 5.4 The Dean will note all incidents involving inappropriate behaviour on the student's file.
- 5.5 The Dean will report that result in disciplinary action to the Executive Management Committee.

¹ Refer *Student Support Framework*



6. Version history

Version	Approved by	Approval Date	Sections modified
1.0	Executive Management Committee	31.1.2017	Document creation
1.1	EMC	6.4.2017	Simplification of language; clarity of procedures.
1.2	EMC	31.7.2020	Regular review, added reference to SH and SA policy and other minor updates

Next Review Date: 30.07.2023

Document owner: CEO