

## Personal Conduct Policy and Procedure



## **Preamble**

ICHM seeks to prepare students to meet or exceed the demands and expectations of industry. The highest standards of courtesy and professionalism by staff and students in all aspects of study at ICHM is expected.

Both TAFESA and ICHM have policies relating to personal conduct of staff and these are available on the staff websites of both institutions.

## **Policy – student misconduct**

ICHM students are expected to conduct themselves in a manner which does not impair the functioning of the College and the reasonable freedom of other persons to pursue their studies, research, duties or lawful activities of the College or to participate in the life of the College and to observe the ICHM Student Code of Behaviour.

An ICHM student who does not conduct themselves in such a manner may be reported for misconduct under this Personal Conduct Policy.

## **Procedure – student misconduct**

Any complaint alleging misconduct on the part of a student or students should be made in writing to the Principal.

Where a complaint is made, or where it otherwise appears to the Principal that a student may have misconducted himself or herself, the Principal shall conduct a thorough investigation to determine the facts. The Principal may take appropriate action or, if a determination is made that the matter is of a serious enough nature, the Principal shall refer the complaint or apparent misconduct (as the case may be) in writing to the Chief Executive for an enquiry.

Upon receipt of the complaint, the Chief Executive may refer the matter to the College Council. The College Council shall:

- inform the student of the details of the complaint of misconduct or apparent misconduct which has been made or occurred;
- convene a College Council Disciplinary Enquiry with the person making the complaint or with the Principal (as the case may be), the student complained against and any other person deemed to be relevant by the Chairperson;
- give each person appearing and having knowledge of the matter reasonable opportunity to be heard;
- if so desired by the student complained against and the person making the complaint or the Principal (as the case may be), permit both or either of them to be assisted at the enquiry by another member of the College provided that the member nominated by either is not also a practitioner of the Supreme Court of South Australia;
- explore reasonable avenues for settling the complaint before invoking any disciplinary powers;
- have the power to conduct the enquiry in such a manner, as the Chairperson deems appropriate and to terminate the proceedings at any point, if in the opinion of the College Council it is impossible for any reason to complete the enquiry.

If the disciplinary enquiry finds misconduct proved, the College Council, through the Chief Executive, may impose any one or more of the following penalties:

- suspension from attendances at classes;
- suspension of the right to enter or be on the land and premises of the College, or any specified building or land of the College or any specified part thereof;
- exclusion or suspension from attendance at any examination (imposed prior to or during the

- currency there of);
- cancellation or refusal of credit for any examination in any case where cheating or dishonesty in examinations is established;
- expulsion from the College for a limited period
- expulsion from the College

The College Council may also, at its sole discretion, direct that a Grade of Proscribed Conduct (PC) be recorded on the student's official transcript.

A determination made by the College Council shall be advised in writing to the student or students concerned who shall also each be provided with a copy of the findings and reasons for any determination within seven days of such determination being made.

A decision by the College Council under this provision that a student has been guilty of misconduct is conclusive.

### **Student appeals against disciplinary action**

Students who wish to appeal a decision of the Principal or the College Council should do so in writing under the Academic Grievance Policy or Non-Academic Grievance Policy as appropriate. The dispute, however, would be automatically referred by the Principal to the Visitor for independent adjudication.

## **ICHM CODE OF BEHAVIOUR**

At ICHM we value:

- difference and diversity
- cooperation
- respect
- tolerance
- academic debate and the
- freedom of expression balanced with social responsibility.

While on or off campus on Industry Placement or while attending formal or informal activities organised by ICHM, all students, staff, contract staff and visitors are expected to behave in a considerate and courteous manner when dealing with other staff, students and members of the public.

ICHM aims to provide high quality education in which all students are encouraged to strive for excellence and fulfil their potential. Unacceptable behaviour can hinder the academic progress or work performance of others.

This Code of Behaviour clearly defines student and staff rights and responsibilities, which relate to appropriate behaviour. The intent is to foster a learning environment in which all students and staff can participate safely and effectively.

## **RIGHTS AND RESPONSIBILITIES**

Students and staff within ICHM have a right to work and study in an environment free from harassment, discrimination or threatening behaviour. Violence, intimidation, victimisation and harassment will not be tolerated.

Everyone must respect:

- the rights of others
- diversity
- people's rights to privacy and confidentiality.

The right to have your say is balanced with the responsibility to listen to others.

Violence, intimidation, victimisation (bullying) and harassment will not be tolerated.

## **CONSEQUENCES OF UNACCEPTABLE BEHAVIOUR**

Where student behaviour is disruptive or unacceptable, disciplinary action will be taken under the provisions of the Personal Conduct Policy.