



CHRISTIAN HERITAGE COLLEGE

POLICY: Student Code of Conduct

Policy Group(s):	Group C: Administration – 3: Students (Ref: C3/0807.1; 0418) Related Groups: Group B: Academic – 1: Students
Related Policy:	All CHC Student Policy
Commencement Date:	July 2007
Review Date:	April 2018
Scheduled Review Date:	April 2023

POLICY STATEMENT

Intent:

In accordance with its foundation on Christian principles as informed by Scripture, Christian Heritage College (CHC) is concerned to maintain the highest levels of personal and professional, moral and ethical conduct. The basis for dealings among members of the CHC community should be one of mutual respect, transparency and accountability. This policy encourages and supports active and positive participation in the life of the institution.

Scope: All students

Restricted to: Nil

Excluded: Nil

Objectives:

1. To provide students with an understanding of the expectations of the standard of conduct expected of all students.
2. To provide clear guidelines regarding the grounds on which any suspension or cancellation of enrolment at CHC may occur.
3. To implement fair and just procedures for dealing with possible cases of misconduct.
4. To provide for the imposition and enforcement of penalties for proven misconduct.
5. To maintain compliance with any relevant legislation, regulations, guidelines or codes.

Policy Provisions:

1. General

- 1.1. CHC aims to create a positive environment for academic achievement, for Christian community and for personal growth.
- 1.2. All students are subject to this policy and its regulations, including without limitation a student who commits an act of misconduct:

- 1.2.1. while involved in, engaged with or representing CHC in an activity, being a game, competition or event, including through a club or entity affiliated or associated with CHC;
 - 1.2.2. at another educational institution while enrolled at CHC and pursuing one or more units of approved cross-institutional study; and/or
 - 1.2.3. while involved in official external functions such as practicums, clinical or professional placements, internships or work experience.
- 1.3. For the purposes of this policy, misconduct does NOT include academic misconduct which is covered under CHC Policy: *Academic Integrity*.

2. Definition of General Misconduct

A student commits general misconduct if the student, including but not limited to:

- 2.1. engages in any unlawful or criminal activity;
- 2.2. intentionally disobeys any reasonable request, order or lawful direction by CHC or any CHC, Citipointe College, Citipointe Church or INC staff member where the request, order or direction was necessary to:
 - 2.2.1. to maintain an effective and respectful learning environment;
 - 2.2.2. to ensure the health and safety of any person (including the student concerned)
 - 2.2.3. to prevent damage to the property or CHC premises, including Citipointe Church and Citipointe Christian College property or premises;
 - 2.2.4. for the proper performance of the staff duties at CHC;
 - 2.2.5. to ensure compliance with CHC policy or procedures; or
 - 2.2.6. to ensure compliance with State and Federal regulations;
- 2.3. disrupts or inhibits another person's ability to participate in any CHC activity or use CHC facilities;
- 2.4. behaves in a manner which is disorderly, indecent, offensive or detrimental to the CHC's values, ethos, interests and reputation;
- 2.5. unlawfully discriminates any person on any grounds, including but not limited to disability, race, age, gender, sexual preference, physical appearance or religious or political belief;
- 2.6. harasses, intimidates or bullies any person (or attempts to);
- 2.7. engages in a course of conduct which causes physical or psychological harm or arouses apprehension or fear, either directly or indirectly, either physically, verbally, or electronically or by any other means;
- 2.8. wilfully, recklessly or negligently engages in conduct which may physically or psychologically cause injury to any person, including stalking a person;
- 2.9. disregards CHC's lifestyle values relating to the use of alcohol and other harmful substances;
- 2.10. enters a part of CHC's premises to which entry is prohibited; or to which entry is permitted only with authority;
- 2.11. remains on a part of CHC's premises without authority, where the student knows, or ought to reasonably to know, that entry to that area is prohibited or is permitted only with authority.
- 2.12. in the course of CHC's activities wilfully, recklessly or negligently causes damage to or, removes or wrongfully interferes with any property of:
 - 2.12.1. Christian Heritage College;
 - 2.12.2. a staff member, student or any other person, or;

- 2.13. improperly makes use of any CHC facilities, networks or equipment;
- 2.14. engages in conduct, whether within or outside of CHC premises that may be prejudicial to the good order and discipline of CHC or is likely to bring CHC into disrepute;
- 2.15. incites or persuades any other person to engage in behaviour or conduct which amounts to general misconduct;
- 2.16. commits a criminal or unlawful act while on CHC premises or in connection with CHC activities;
or
- 2.17. acts in contravention of CHC legislation, policy, procedure or instruction.

3. Reports of misconduct and investigations

- 3.1. where a staff member has reasonable grounds to believe that a student has committed an act of misconduct, that person must report suspected misconduct to the Director of Student Services.
- 3.2. The Director of Student Services, in relation to a report of misconduct, may:
 - 3.2.1. dismiss the report as having no basis and take no further action where it is deemed there has been no breach of legislation, policy, procedure, instruction;
 - 3.2.2. conduct an investigation
- 3.3. where an investigation outcome leads to a penalty the Director of Student Services will consult with the relevant Dean and the Vice President – Advancement and Operations.

4. Penalties

- 4.1. There are various penalties for misconduct which include but are not restricted to:
 - 4.1.1. suspension of enrolment;
 - 4.1.2. cancellation of enrolment.
- 4.2. Decision-makers will endeavour to ensure that the severity of the penalty is commensurate with the severity of the offence.
- 4.3. Engagement in any illegal or criminal activity will result in the cancellation of enrolment and the matter will be reported to the police.

5. Formal Hearings

- 5.1. It is important to CHC that the course of natural justice be facilitated.
- 5.2. A hearing by a panel can be requested either by the student or a member staff.
- 5.3. If the student against whom any allegation of misconduct is made is an overseas student, the Academic Registrar must be notified prior to any action being taken to ensure compliance with all the relevant legislation, guidelines, regulations and codes.
- 5.4. Cases of academic misconduct are addressed by the CHC Policy: *Academic Integrity*.

6. Appeals

- 6.1. Should a student become aggrieved by a decision regarding a case of misconduct, the student has the right of appeal.
- 6.2. CHC's appeals processes are outlined in the *Grievance Procedures for Domestic Students* and the *Grievance Procedures for Overseas Students*.
- 6.3. These arrangements do not negate the right of any overseas student to pursue any other legal remedies under the Australian Consumer Protection laws.

7. Communication

- 7.1. The student will be notified of the decision in writing by the Director of Student Services.
- 7.2. CHC will retain confidential records relating to any misconduct for a period of at least five years and allow parties to the complaint appropriate access to these records.
- 7.3. The Director of Student Services will inform the Academic Registrar of the outcome of the formal hearing.
- 7.4. Should the penalty of any misconduct have implications for enrolment or course progression, the Academic Registrar will inform the appropriate staff and assist the student to take the appropriate action regarding their enrolment at CHC.

Supporting Procedures and Guidelines:

1. The Notice

- 1.1. The Panel will consist of the Vice President – Advancement and Operations, the Director of Student Services and one other member of staff.
- 1.2. Where a panel is convened to hear a case of misconduct the student against whom the allegation is made will be notified in writing. The notice will:
 - 1.2.1. describe the nature of the allegation;
 - 1.2.2. state the time, date and place for the hearing, which must not be earlier than 10 days or more than six weeks after the date of the notice;
 - 1.2.3. inform the student of their right to be accompanied by a third party or representative who is not a lawyer;
 - 1.2.4. inform the student whether or not they may call witnesses. The student or their representative and the panel may question any witnesses although they may not be compelled to answer any questions;
 - 1.2.5. inform the student they may provide any written or oral submission. Such a submission is due on the date, time and at the location of the hearing;
 - 1.2.6. Where a student does not attend the hearing and has not provided a reasonable cause for their absence, the hearing will proceed and any decision the Panel makes will be binding.
- 1.3. The panel will determine:
 - 1.3.1. Whether misconduct has been proven,
 - 1.3.2. If satisfied that misconduct has been proved, impose one or more penalties in accordance with this policy
- 1.4. The student will be notified of the outcome and penalty, if applicable.

POLICY FURTHER INFORMATION

Relevant Commonwealth/State Legislation	ESOS Act 2000
	HESF 2015
	National Code 2018

ACCOUNTABILITIES

Implementation:	Director of Student Services
Compliance:	Director of Quality and Standards
Monitoring and Evaluation:	Director of Quality and Standards
Development and Review:	Director of Quality and Standards
Approval Authority:	CEO CHC
Interpretation and Advice:	Director of Quality and Standards

WHO SHOULD KNOW THIS POLICY?

Students
Staff

EFFECTIVENESS OF THIS POLICY

Performance Indicators:	<ul style="list-style-type: none">• The number of formal hearings• The number of appeals
Other:	Nil
Definitions and Acronyms:	CoE – Confirmation of Enrolment (accessed through PRISMS) Dean – the head of the School administering a course, includes the Executive Director, Millis Institute School – the academic organisational units of CHC, including the Millis Institute.

APPROVAL – section maintained by the Director of Quality and Standards

Reference No.	Approved	Date	Committee/Board	Resolution No./ Minute Ref.
C3/0807.1	Approved	30/08/2007	Committee of Management	4.1

REVISION HISTORY – section maintained by the Director of Quality and Standards

Revision Reference No.	Approved/Rescinded	Date	Committee/Board	Resolution No./ Minute Ref.
0418	Approved	13/04/2018	CHC CEO	Email

ADDITIONAL CHANGES – section maintained by the Director of Quality and Standards

<i>Former title:</i>	<i>Revised title:</i>	<i>Date:</i>
Code of Conduct	Student Code of Conduct	April 2018