

Student Code of Conduct

Policy Category	Corporate		
Policy Owner	General Manager IGI		
Responsible for Implementation	Dean		
Review Date (2 years)	October 2025		
Relevant to	Students and Staff		
Related Documents	Academic Integrity Policy Complaints and Appeals Policy		
Version	Authorised by	Approval Date	Effective date
1.1	General Manager IGI	1 Oct 2023	1 Oct 2023

1. Context

PBL Education Training Services Pty Ltd. (PBL) trading as the International Graduate Institute (IGI) provides students with a safe work/study environment, that is an engaging learning space that supports their career and lifelong learning aspirations. The Student Code of Conduct Policy defines this commitment underpinned by an expectation that students (and all staff, via the IGI Staff Code of Conduct) will adequately conduct themselves in a manner consistent with IGI values.

2. Purpose

To define the standards of behaviour (academic and non-academic) that all IGI students agree to adhere to when enrolling in a course/program delivered by IGI.

This Policy operates within the context of broader Australian State and Commonwealth laws regarding anti-discrimination and anti-harassment legislation and within the context of all other IGI policies and procedures.

3. Scope

This Policy applies to all IGI Students and should be read in conjunction with appropriate IGI policies and procedures.

This Policy relates to the following:

- Student interaction with other students; IGI employees; and all other persons who engage with IGI (for example, directors, independent committee/board members, guest lecturers, consultants, and those associated with work experience);
- Any verbal, written, visual, or any other form of communication, physical or virtual behaviours, comments, and actions.
- All academic and non-academic activities, either on any IGI campuses or in any activities reasonably understood to be associated with IGI, including representing IGI at events, conferences, or other activities or when attending social events arranged by IGI.

Failure to adhere to this Policy may result in disciplinary action.

4. Policy

4.1. IGI will:

- a) Provide a safe learning environment that is conducive to student success.
- b) Provide appropriate resources to support the student on their learning journey.
- c) Provide the opportunity for students to have a voice through governance committees and internal and external student surveys.
- d) Embed industry and professional standards in the delivery of its courses/programs.
- e) Employ appropriately qualified and experienced academic staff and trainers.
- f) Implement entry requirements that are non-discriminatory and support inclusive practices.
- g) Articulate clear course structures and progression rules which identify the completion requirements for all courses/programs.
- h) Provide language, literacy, and English language support to all students as appropriate.
- i) Implement academic integrity processes and practices, where appropriate.
- j) Provide adequate and appropriate learning and teaching resources.
- k) Implement valid, reliable, flexible, authentic, and fair assessments.
- l) Design courses/programs that embed employability skills whilst meeting student expectations and industry and regulatory requirements, and
- m) Adhere to all regulatory and legislative requirements as required.

4.2. Student Expectations

4.2.1. Adopt ethical Standards

Students are expected to:

- a) Act with integrity and academic honesty (please refer to the Academic Integrity Policy available via the IGI website)
- b) Observe acceptable standards of respect, equity, cultural sensitivity, and mutual etiquette.
- c) Use IGI resources only for the purpose for which they are provided.
- d) Refrain from behaviour that may damage either IGI's reputation; and
- e) Respect IGI's reputation within the industry and the international education sector.

4.2.2. Demonstrate Mutual Respect

Students are expected to at all times:

- a) Interact courteously and respectfully.
- b) Respect the views and beliefs of others.
- c) Respect the personal space and privacy of others.
- d) Refrain from handling the personal belongings of another person without the owner's permission.
- e) Refrain from behaviour that intentionally or unintentionally defaces or causes damage or destruction to physical or virtual property owned by IGI and their students or employees or by any other person or entity associated with IGI.
- f) Resolve conflicts without using verbal or physical aggression; and
- g) Refrain from participation in any form of discrimination or harassment behaviour, whether direct or indirect, in the physical world or the virtual environment.

4.2.3. Comply with appropriate IGI Guidelines, Policies, and Procedures

Students are responsible for:

- a) Understanding and complying with IGI policies and procedures, as appropriate.
- b) Maintaining their contact details held by IGI are current and correct.

- c) Respond to any IGI communication as and when required, and
- d) Ensuring that any smartphone, laptop, or other personal electronic device used in class or connected to any IGI system has updated software and anti-virus apps installed.

4.2.4. Enrolment and Academic Studies, including Learning and Assessment

Students are expected to:

- a) Implement and maintain appropriate security and privacy of all personal records.
- b) Notify IGI in writing of any changes to enrolment status.
- c) Be able to lodge a complaint, and have it investigated effectively without fear of retaliation or victimisation.
- d) Refrain from plagiarism, cheating, or other forms of academic dishonesty; (please refer to the Academic Integrity Policy available via the IGI website).
- e) Ensure appropriate levels of access to technology required to successfully complete their studies.
- f) Maintain a collaborative relationship with teaching staff and fellow students.
- g) Attend scheduled teaching and learning activities.
- h) Submit assessment tasks by the due dates.
- i) Not behave in any way that may impact fellow IGI students' opportunity to study, learn or work, and
- j) Pay all student tuition fees and other expenses as required when due.

4.2.5. Classroom Conduct

Students are expected to:

- a) Be prepared when attending classes.
- b) Arrive in the classroom or log on before a class commences.
- c) If appropriate, notify their trainer of their absence or lateness to class.
- d) During a scheduled class, refrain from disrupting activities that may impact fellow students.
- e) Comply with any direction or order lawfully given by the IGI staff.
- f) Actively participate in learning activities.
- g) Only use mobile phones and other electronic devices in class for educational activities, such as note-taking or group work.
- h) For online classes, ensure that the video camera and microphone are on unless otherwise authorised by the academic staff member in charge of the session.
- i) When in class, communicate in English.
- j) Behave appropriately and respectfully to all classroom attendees, and
- k) Dress appropriately and professionally when participating in classes or scheduled online or face-to-face activities.

4.2.6. Work Integrated Learning

For any professional learning experience offered through IGI, for example Work Integrated Learning (WIL), work observation, internships or project work in the community, students must provide evidence of their current compliance with any external requirements (e.g., health protection, working with children checks) before participating in any of these activities.

- a) Student compliance is a mandatory and the students' responsibility.
- b) To be able to attend any professional learning experience, you must be compliant.
- c) Students must meet the requirements of IGI, the external organisation and their regulating authorities to undertake professional learning experiences.

4.2.7. Regulatory and Legislative Behaviour and Conduct

Students are expected to always comply with federal, state, and local government laws and regulations; this includes, but is not limited to:

- a) Refraining from any behaviour or activity that is unlawful, harmful, or that endangers any person.
- b) Refraining from any behaviour that violates the privacy of any person.
- c) Refraining from attending IGI whilst under the influence of alcohol or any illicit substance.
- d) Refraining from theft.
- e) Refraining from using the IGI name, logo, intellectual property, or assets for gain or for the benefit of a third party, or
- f) Refraining from any fraudulent or corrupt activity.

5. Breach of the Policy

In accordance with the Academic Integrity Policy and Complaints and Appeals Policies, any student in breach of this Code may be liable for disciplinary action. If an IGI student breaches this Policy and there is evidence of unlawful conduct, the matter will be referred to the appropriate State or Commonwealth authorities for further investigation.

6. Penalties and Sanctions

Penalties and sanctions may be imposed when it is determined that a student has not complied with the expected behaviours articulated in this Policy. The type and severity of the misconduct will be determined by the penalties and sanctions enforced, which may include (but are not limited to) one or more of the following:

- a) Revocation of an academic award where the award is the result, or partly the result, of non-academic fraud or serious academic misconduct committed by the student before the award was completed.
- b) Discontinuation of enrolment from IGI for either a specified period or permanently.
- c) Suspension of enrolment from a unit, course, or program for a specified period.
- d) Suspension or discontinuation of enrolment in a student placement unit.
- e) Imposing conditions on enrolment and/or participation in specified units for a specified period.
- f) Exclusion from attendance at specified classes for a specified period.
- g) Exclusion from and prohibition from use of specified facilities and/or resources of IGI for a specified period.
- h) A formal student warning.
- i) Students have the right to appeal any decision made as detailed in the IGI Complaints and Appeals Policy.

7. Responsibilities

7.1. IGI Governing Board are responsible for ensuring that appropriate policies and practices are approved and implemented.

7.2. IGI Academic Board is responsible for reviewing and approving all academic policies.

7.3. The IGI Dean, is responsible for implementing and communicating this Policy to their respective students and academic teams.

8. References

- Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2021
- Education Services for Overseas Students Act 2000 (Cth)
- Education Services for Overseas Students Regulations 2001
- Migration Act 1958 (Cth)
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code)
- The Higher Education Support Act 2003 (Cth)
- The Privacy Act 1988 (Cth)
- <https://www.teqsa.gov.au/what-academic-integrity>

9. Document History

Version	Date	Author	Reason	Sections
1.0	Jun 2022	PBL Education	New policy	All
1.1	Oct 2023	IGI	Rebrand and minor amendments	All