

Student Code of Conduct Policy

Purpose

The Student Code of Conduct outlines the academic and behavioural expectations of all students enrolled at Whitecliffe Institute of Creative Arts and Technology (Whitecliffe) to foster a safe, productive, and engaging learning environment.

Scope

This policy applies to all students enrolled at Whitecliffe, and any Institute-related conduct or activities.

Related Policies

This policy should be read in conjunction with the following Institute policies:

- Complaints and Appeals Policy and Procedure
- Misconduct Policy and Procedure
- Student Safety and Wellbeing Policy

All documents referenced in this policy can be accessed via the [Forms & Policies](#) section on the homepage of the Institute website.

Related Documents

This policy should be read in conjunction with the following related documents:

- Application for Course Credit in Recognition of Prior Learning
- Application to Defer Commencement of Study
- Application for Fee Refund for Domestic Students
- Application for Fee Refund for International Students
- Application for Reasonable Adjustment
- Application to Suspend Enrolment for Leave of Absence
- Application to Vary Enrolment
- Application to Withdraw and Cancel Enrolment
- Application for Special Consideration

- Application for Extension
- Application to Transfer to Another Registered Provider
- Student Handbook

Related Legislation

- Higher Education Standards Framework (Threshold Standards) 2021
- Education Services for Overseas Students Act 2000
- Education Services for Overseas Students Regulations 2019
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Privacy Act 1988

Definitions

For the purpose of this, Policy the following definitions apply:

The Institute	means the Institute of Creative Arts + Technology Pty Limited, including staff, affiliates, and contractors
Learning Management System (LMS)	means the system used to monitor, provide, and deliver learning materials and resources and record student learning outcomes and results
Student	means a person who is currently enrolled in a course of study at the Institute of Creative Arts + Technology; former students are not included

Policy Statement

The following principles apply:

1. Compliance with the Code will foster and maintain student, staff and community trust and confidence in the integrity and professionalism of the Institute and its programs.
2. Students are representatives of the Institute and are expected to set an example for other students and prospective students and to conduct themselves appropriately in the broader community.
3. Students are responsible for maintaining and promoting a safe, harmonious, and respectful environment that enhances the learning experiences of all members of the Institute and the wider community; and
4. Students who do not comply with this Code of Conduct may face disciplinary action under the Misconduct Policy.

Student Code of Conduct

All students are expected to:

1. Comply with the Code of Conduct and all applicable Whitecliffe policies while enrolled at or engaged with the Institute;
2. Avoid circumstances that could lead to a breach of this Code of Conduct or any Whitecliffe policies or procedures; and
3. Not conspire, collude or encourage other students to commit acts deemed misconduct under this Code via any communication, including but not limited to face-to-face, electronic, or social media.
4. Respect intellectual property rights and ensure the proper use of copyright material; this means not using another person's work without their permission and proper citation, not infringing on copyrighted material, and respecting the terms of licenses and contracts. Students should be aware that certain coursework, research, inventions, or other intellectual creations they produce while enrolled at Whitecliffe, particularly when using institution resources or as part of institution-led projects, may be owned by the institution in accordance with Whitecliffe's Intellectual Property Policy.
5. Violation of intellectual property rights, including plagiarism, copyright infringement, or unauthorised use of another's work, are considered serious offences and will not be tolerated. Students found to be in violation of this policy may face disciplinary action, up to and including expulsion.

1. Academic Misconduct and Assessments

- 1.1. Students at Whitecliffe are to conduct themselves respectfully and responsibly while in class. Any disruptive conduct will not be tolerated, and students will be asked to leave the classroom if they continually interrupt the lecturer or other students.
- 1.2. During any period of assessments, students are to observe and follow the procedures outlined on the file cover sheet for that specific examination or assessment and the relevant assessment rules as communicated or directed by staff.
- 1.3. Any student found to be disrupting an assessment or disrupting their fellow students while undertaking an assessment in any way may, at the sole discretion of the member of staff, be directed to leave the assessment room for disruptive conduct, that student may not be able to complete the assessment and will not be given special consideration for an incomplete assessment. Any decision relating to a final mark for an assessment or the provision of an opportunity to re-sit an assessment will be made by the Chief Academic Officer or delegate.
- 1.4. Any acts committed by any student while enrolled or affiliated with the Whitecliffe in any way that the Institute considers to be cheating, plagiarism, academic dishonesty, fraudulent behaviour, or any other type of deception that is not considered to be in the spirit of academic honesty or authentic production of individual work will not be tolerated and will be subject to disciplinary action and applicable sanctions as deemed appropriate by the Chief Academic Officer in accordance with Whitecliffe policy.

2. Respect for Others

- 2.1. Students are expected to promote, maintain, and embody the values of Whitecliffe. They are to behave in an appropriate and responsible manner in the interests of Whitecliffe and abide by all Whitecliffe rules and policies.

Students must not:

1. Harm or threaten to harm any other student or staff member
 2. Steal or take someone else's possessions without permission
 3. Compromise the physical or psychological safety of others at Whitecliffe
 4. Comment on others' behaviour, characteristics, attitudes or opinions on social media platforms.
- 2.2. Students are expected to comply with all applicable laws while on Whitecliffe premises. If any student causes harm to any other person while on Whitecliffe premises, the matter may be reported to the appropriate local authorities.

3. Respect for Property

All students must respect and maintain the property of Whitecliffe. Students are not permitted to:

1. Damage or destroy property
2. Cause pollution
3. Vandalise any part of the Institute premises, property, resources, or facilities
4. Post or display signs which depict obscene, derogatory, or illegal material.

4. Freedom of Expression

All students, staff and visitors are entitled to a safe and inclusive environment. Whitecliffe acknowledges and encourages creativity, innovative thought, and intellectual opinions on matters relevant to Whitecliffe and the wider community. In expressing any opinion, students are expected to always be respectful of the view of other students and staff.

Images, recordings, or teaching content should not be distributed electronically or shared on social media channels without the permission of the relevant lecturer and class colleagues.

5. Harassment

Physical or verbal abuse, bullying, improper influence, or intimidation committed by a student upon others within the Institute is unacceptable and is considered serious misconduct.

- 5.1. Students are not to engage in any violent, threatening, or offensive conduct, behaviour or language while on Whitecliffe premises; including both physical and online campuses.
- 5.2. Students are always bound to comply with all relevant and applicable laws and law enforcement authorities.
- 5.3. Students must not make false, trivial, or uncorroborated allegations to Whitecliffe or external authorities to harass other students or staff members or attempt to achieve an ulterior motive. Harassment includes any acts of abuse, intimidation or bullying against a person who may be associated with Whitecliffe, including an associate of Whitecliffe or an associate of a student or staff member. Any victimising conduct against a third party will result in disciplinary

action.

- 5.4. Sexual harassment, in any form, is prohibited. Sexual harassment is any unwelcome conduct of a sexual nature, including, but not limited to, unwelcome sexual advances, persistent questions relating to a person's sexual orientation or sex life, or sexual favours. Such conduct is considered unacceptable.
- 5.5. Students are prohibited from inciting or encouraging others to participate in any conduct that could reasonably be considered misconduct under this Code or any other policy or procedure of Whitecliffe against another student, staff member or associate of Whitecliffe.
- 5.6. Any student found to have engaged in misconduct that amounts to harassment or sexual harassment may not only face disciplinary action by Whitecliffe but may also be reported to the appropriate authorities.

6. Discrimination

Students are prohibited from all types of discrimination, which includes antagonising or singling out any person or group of persons for any purpose, or on any grounds.

- 6.1. Students are prohibited from publically inciting or encouraging any other person to participate in conduct that discriminates against another student, staff member, or associate of Whitecliffe.
- 6.2. Disclosing the personal details of an individual, such as a student's sexual orientation, health conditions, or religious beliefs, to others in circumstances where that individual has not authorised or given permission for such disclosure will be deemed misconduct.
- 6.3. Any student found to have engaged in misconduct under this section of the Code of Conduct that amounts to discrimination may not only face disciplinary action by Whitecliffe but may also be reported to the appropriate authorities.

7. Drugs and Alcohol

Under no circumstances are students permitted to possess any illicit drug or alcoholic substance while on Whitecliffe premises.

- 7.1. Consumption or distribution of illicit drugs or alcoholic substances while on Whitecliffe premises is strictly prohibited. Any such conduct will be subject to disciplinary action and reporting to the appropriate authorities for investigation.
- 7.2. Any activities relating to the consumption, distribution or creation of illicit drugs or alcohol are strictly prohibited by Whitecliffe. Students are expected to refrain from encouraging other students or associates to engage in such activities whilst on Whitecliffe premises.
- 7.3. Where substances are given to another student, staff member or associate, whether accidentally or intentionally, without their knowledge or consent, the matter will be referred for disciplinary action and intervention by the appropriate authorities.

8. Weapons and Firearms

Weapons or dangerous instruments of any kind in the possession of any student are strictly prohibited while on Whitecliffe premises. If any weapon or dangerous instrument is found in the student's possession, the appropriate authorities will be notified to deal with the matter and to arrange for the removal of both the item/s and the relevant student(s) from Whitecliffe premises.

9. Smoking

Smoking, including electronic cigarettes (vaping), is prohibited in all buildings of Whitecliffe. Students that wish to smoke must ensure they are at least five (5) metres from any doorway while smoking, in accordance with relevant legislative requirements. Students must ensure that they do not obstruct or block any access or walkway of other students, staff, associates, or users of the premises and should be mindful of others.

10. Illegal Activity

If a student is alleged by a member of staff to have engaged in illegal activity under the laws of any State, Territory, or Commonwealth jurisdiction, the matter shall be reported to the police of that jurisdiction for investigation.

11. Honesty and Integrity

Students must always act with honesty and integrity. This includes ensuring all documents and correspondence provided to Whitecliffe are true and free of alterations. Whitecliffe reserves the right to verify any correspondence or documentation with the original party if deemed necessary.

12. Confirmation of Allegations

12.1. Where a penalty is appropriate, the following should be considered and may be taken into account:

- 12.1.1. Any previous findings of misconduct and the penalty(ies) imposed;
- 12.1.2. The year or level of the student;
- 12.1.3. Any intention behind the conduct, and the level and effect of that intention;
- 12.1.4. Any personal health, family or other factors that contributed to the conduct;
- 12.1.5. Matters considered relevant in particular circumstances.

12.2. Where there is confirmation of misconduct, the following non-exhaustive list of penalties may be applied:

- 12.2.1. A reprimand
- 12.2.2. A written warning
- 12.2.3. A financial penalty (for damage to property or misuse of property)
- 12.2.4. An academic penalty (which may include a reduction in marks or a fail grade being awarded for a unit)
- 12.2.5. Remedial educative action
- 12.2.6. Rescind an offer of entry into a course (if false or misleading information was provided at the time of admission)
- 12.2.7. Revoke an award (if false or misleading information was provided at the time of admission)
- 12.2.8. Suspension from the course
- 12.2.9. Other penalties may apply as determined appropriate by the Chief Executive Officer (CEO)

12.3. In all cases, details of the misconduct will be kept on the student's record/file and recorded in the Misconduct Register.

13. Allegations Not Warranted

In cases where there is insufficient evidence or the evidence provided does not support the allegation, no penalty will be imposed; however, information pertaining to the allegation can be kept on the student's record/file. If the student is again involved in an allegation of misconduct at a later date, then prior allegation(s) will form a valid part of the later investigation and can be included when considering the seriousness of the later breach(es).

14. Appeals

Students may appeal against a decision made under this policy. Appeals must be made as prescribed in the appeals process outlined in the Complaints and Appeals Policy.

15. Academic Integrity

Academic integrity is a fundamental value at Whitecliffe, forming the foundation of our teaching, learning, research, and community endeavours. It is essential to ensure the quality and value of the education we provide and the intellectual achievements of our students and faculty.

Academic integrity refers to a commitment to honesty, fairness, trust, respect, responsibility, and courage in all academic activities. It means that all students are expected to submit work that is their own, give appropriate credit to the ideas of others, and be honest in all their academic tasks.

The importance of academic integrity cannot be understated. It ensures the credibility and reputation of our institution and the degrees it awards. It also contributes to a positive learning environment where students can develop the skills and knowledge necessary for success in their academic, professional, and personal lives. Furthermore, upholding academic integrity cultivates important values such as ethical behaviour, honesty, and responsibility, which are crucial for active citizenship and professional success.

Violations of academic integrity, such as cheating, plagiarism, falsification of data, or helping others to commit these acts, are serious offenses and will not be tolerated. Such actions can result in disciplinary measures, including but not limited to a failing grade on an assignment, failure in the course, or, in severe cases, suspension or expulsion from the institute.

At Whitecliffe, we believe that a commitment to academic integrity is a commitment to excellence, personal growth, and lifelong learning. We expect all members of our community to uphold these principles, and to act with integrity in all their academic endeavors.

Change and Version Control

Version	Date Approved	Authored by	Approved by	Description
1.0	13/07/2022	Dean	Academic Board	New Policy. It was informed by the publicly available Student Code of Conduct from the Australian Institute of Higher Education ACAHE17-AIH-Student-Code-of-Conduct-2021.1.pdf
1.1	17/02/2023	Compliance & Quality Assurance Manager	Acting Head of Governance & Compliance	Minor amendments to accommodate changes to entity name and registered business names and terminology. Amendments to policy owners.
1.2	01/08/2025	Academic Compliance Lead	CEO	'Health Check' approved. Minor amendments to accommodate changes to entity name and registered business names and terminology. Amendments to policy owners. Replaced references to examinations with assessments.

Policy Information

Author:	Academic Compliance Lead
Policy owner:	Chief Executive Officer
Approved by:	Chief Executive Officer
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