



Government of **Western Australia**  
Department of **Training**  
and **Workforce Development**



# **INTERNATIONAL STUDENT CODE OF CONDUCT POLICY**

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VERSION: 1.2

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## 1. POLICY STATEMENT

TAFE International Western Australia (TIWA) is committed to providing international students with a safe and supportive learning environment. While on any campus of a Western Australian TAFE college, TIWA's premises or when engaged in any course related activity off campus; international students are expected to behave in a considerate, courteous and lawful manner when dealing with staff, other students and members of the public.

This policy establishes principles, responsibilities and staff procedures for maintaining appropriate student conduct and for implementing disciplinary actions as appropriate.

## 2. SCOPE

This policy applies to all onshore international students who are enrolled at one of Western Australia's TAFE Colleges in a CRICOS registered program.

This policy extends to conduct inside the classroom and in related activities offsite for example, on approved field trips/excursions or an approved work placement in industry.

## 3. BACKGROUND

TIWA acknowledges, through the *International Student Code of Conduct Policy* that appropriate standards of conduct are fundamental to maintaining a safe, positive and effective teaching and learning environment.

TIWA is committed to:

- promoting the principles of mutual respect by informing students of behaviour that TIWA considers appropriate;
- the implementation of fair and just procedures for managing the consequences of inappropriate student conduct; and
- providing a supportive environment to assist students to reach their full academic potential and successfully complete their training.

The *International Student Code of Conduct Policy* provides guidelines for academic and behavioural conduct which applies to all international students irrespective of their medical condition or academic needs.

The safety of the student and of those around them is paramount, and where there are clear indications that the student is in imminent and serious danger of harming themselves or other people; security, a TIWA/TAFE college staff member or emergency services (as appropriate) should be contacted immediately.

## 4. DEFINITIONS AND ACRONYMS

Academic misconduct	Refers to conduct by a student who is dishonest or unfair in connection with any academic work. Examples include but are not limited to: plagiarism, cheating, submitting someone else's work or interfering with the work of others.
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Academic work	Comprises all assessment activities including but not limited to: tests, assignments, group work, projects and presentations. Academic work also incorporates timeframes of before, during and after an assessment activity.
Aggressive or Violent Behaviour	Includes but is not limited to the following: <ul style="list-style-type: none"> <li>• assaulting, threatening, physically or verbally abusing or intimidating (invading personal space; spitting on/at a person or object/image in the class) another member of the class or wider TAFE college community;</li> <li>• acting in a way which endangers the health, safety or well-being of others; damage, misuse, or threat to, or the unauthorised removal of, TAFE college property or the property of students or TAFE college employees; and</li> <li>• actions which are arguably violations of Criminal Law.</li> </ul>
At Risk Student	An at risk student is a student who for any reason, is considered as not, or potentially not, meeting program or course progression requirements.
Bullying	Unwanted, aggressive behaviour that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time.
Cancellation or Termination	Refers to the cancellation or termination of a student's enrolment and Confirmation of Enrolment.
Cheating	Refers to the actions of a student who seeks to gain an unfair advantage or to assist another student to do so. Cheating may include but is not limited to: submitting falsified, copied or improperly obtained assessments; falsely indicating that they have been present at an activity where attendance is required; using electronic devices under test conditions.
Disruptive Behaviour	Any behaviour that hampers the ability of lecturers to teach or students to learn.
Harassment	Unwelcome and inappropriate verbal or physical conduct or coercive behaviour where the behaviour is known or should reasonably be known to be unwanted or unwelcome.
Intervention Strategy	Refers to a documented plan targeted at addressing the needs of an at risk student.
Satisfactory Academic Progress	A student is meeting unit requirements as per the unit delivery and assessment plan and is expected to successfully complete the program within the expected duration of study.
Suspension	Refers to the restriction of a student from class or the use of a facility for a temporary period of time.

## 5. PROCEDURES

### 5.1 Unacceptable behaviour/misconduct (non-academic)

TIWA is committed to providing students with a safe, supportive and intellectually challenging study environment. International students share classes and facilities with staff and local students. It is expected that

international students will behave in accordance with the *International Student Code of Conduct* (see Appendix 1).

- 5.1.1 Unacceptable behaviour/misconduct of a non-academic nature may range from disruptive behaviour for example: persistent failure to attend scheduled classes; persistent inattentiveness or non-participation that inhibits the learning of others or the ability of the lecturer to teach; through to aggression, physical violence/assault, self-harm and criminal damage.

## **5.2 Academic Misconduct**

- 5.2.1 Students must ensure that they meet course assessment requirements and that the assessments they submit are their own work or that they acknowledge the work of others appropriately.
- 5.2.2 International students must also ensure that they attend and actively participate in scheduled classes.
- 5.2.3 Academic misconduct includes any conduct by a student in relation to their academic work that is considered dishonest or unfair. In particular it encompasses student conduct during assessment processes including tests or supervised assessment activities and activities related to the preparation or presentation of any assessed item or work.
- 5.2.4 Examples of academic misconduct include but are not limited to the following:
- handing in someone else's work and representing this as their own (with or without that person's permission);
  - using any part of someone else's work, including but not limited to passages from text books, extracts from websites; without the proper acknowledgement, including breaches of copyright;
  - allowing someone else to hand in work as their own; or
  - using notes, electronic or other devices without permission during formal testing.

## **5.3 Consequences of misconduct**

- 5.3.1 TIWA's international student disciplinary process is encapsulated in the *International Student Code of Conduct* (see Appendix 1) which mandates the provision of a scheme for disciplinary action against students including the review of a decision to take disciplinary action.
- 5.3.2 The *International Student Code of Conduct* provides a guide for disciplinary decisions in relation to international students exhibiting inappropriate behaviour and/or engaged in misconduct. The response to these different situations will depend upon the assessment of the nature, severity, frequency and effect of the behaviour.
- 5.3.3 Where a student contravenes a State or Commonwealth law, while on a TAFE college campus or TIWA's premises; or while engaged in a related activity off-campus which is subsequently referred by TIWA to the WA Police or an appropriate jurisdiction; proceedings required under that law will take

precedence but will not prevent TIWA from taking disciplinary action against the student.

#### 5.4 Management of Student Misconduct

5.4.1 TIWA and TAFE college staff should manage student misconduct in accordance with this policy, including the documentation requirements as set out in Appendix 2.

### 6 RELATED POLICIES AND OTHER RELEVANT DOCUMENTS

- *International Student Course Progress Policy*
- *International Student Complaints and Appeals Policy*
- *International Student Critical Incident Management Policy*

### 7 RELEVANT LEGISLATION

- *National Vocational Education and Training Regulator Act 2011*
- *Standards for Registered Training Organisations(RTOs) 2015*
- *Vocational Education and Training Act 1996*
- *Education Services for Overseas Students Act 2000*
- *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (the National Code)*

### 8 REVIEW DATE – March 2018

<b>Development Date</b>	July 2016 <i>International Student Behaviour Management Policy</i>		
<b>Revision History</b>			
<b>Review Date</b>	<b>Reviewer Name</b>	<b>Review Reason</b>	<b>Outcome &amp; Changes</b>
Oct 2016	Director Academic Strategy	Feedback from DTWD Corporate Executive	In response to request that the <i>Student Code of Conduct</i> be rewritten in plain English and that it provide information on potential consequences of breaching the policy; <i>Appendix 1 International Student Code of Conduct</i> has been rewritten as a series of principles of conduct which include students' responsibilities and potential consequences of breaches of these principles.  Name changed to <i>International Student Code of Code of Conduct Policy</i> to more accurately reflect focus.  5.4.1 Management of student misconduct added
Oct 2017	Director Academic Strategy	National Code Compliance	To ensure compliance with the National Code, "Student Management Plan" has been replaced with Intervention Strategy.
March 2018	Manager Education Programs	Changes to the National Code	No changes required.

## **9 CONTACT INFORMATION**

TAFE International Western Australia  
Service Delivery Directorate

## **10 APPENDICES**

Appendix 1: *International Student Code of Conduct*

Appendix 2: *Documentation Requirements*

## Appendix 1: International Student Code of Conduct

TAFE International Western Australia (TIWA) is committed to providing international students with a safe and supportive learning environment. While on any campus of a Western Australian TAFE college, TIWA's premises or when engaged in any course related activity off campus; international students are expected to behave in a considerate, courteous and lawful manner when dealing with staff, other students and members of the public.

The behaviour expected of international students is outlined in this *Code of Conduct*. In order to maintain your enrolment with TIWA you must comply with the *International Student Code of Conduct*.

TAFE college staff will discuss breaches of the International Student Code of Conduct with the student. Any breach of the Code of Conduct will result in students being placed on an intervention strategy. For repeated or serious breaches an intention to report for cancellation of the enrolment will be issued.

Students may access the Complaints and Appeals process at any stage.

### Principle 1: Respect between staff and students and among students

All students have the right to an equal opportunity to learn.

To achieve this, all students have a responsibility to:

- Treat every person with courtesy and respect regardless of gender, age, ethnicity, social background, disability, sexual preference, or religious beliefs and customs.
- Behave appropriately in the learning environment (including online), use respectful dialogue and debate; and consider others by not disrupting the classroom/learning space.

Students who do not behave in accordance with this principle may:

- Be asked to leave the classroom or removed from the learning environment.
- Lose privileges such as email, access to the college's Learning Management System and/or the college's student portal.
- Be cautioned for minor offences.
- Be placed on an Intervention Strategy.
- Be suspended or have their enrolment terminated for serious offences.

### Principle 2: Respect for the college's physical environment

All students have the right to a safe and secure physical environment.

To achieve this, all students have a responsibility to:

- Behave responsibly and respectfully while on TAFE college grounds.
- Follow safety guidelines when using TAFE college facilities and equipment.
- Conform to occupational health, safety and welfare principles.

Students who do not behave in accordance with this principle may:

- Be required to pay compensation for any damages.
- Be placed on an Intervention Strategy.
- Be prevented from entering on or remaining in the vicinity of the TAFE college campus.

### Principle 3: Respect for individuality and freedom from bullying

All students have the right to a safe environment free of bullying and harassment.

To achieve this, all students have a responsibility to:

- Not engage in behaviour that threatens the wellbeing of another member of the TAFE college community.
- Not engage in bullying (including cyber bullying) or harassment of staff or students.

Students who do not behave in accordance with this principle may:

- Be placed on an Intervention Strategy.
- Have their enrolment cancelled.



- Be suspended or have their enrolment terminated, even if the behaviour occurred off campus or out of class hours.
- Be reported to online social networking sites when a contravention of that site's code of practice has occurred.
- Be reported to Police if a suspected criminal offence has occurred.

#### **Principle 4: Respect for the views of others**

All students have the right to feel safe to communicate various perspectives and views in an environment where freedom of expression is respected.

To achieve this, all students have a responsibility to:

- Respect the rights of others to hold and express a range of viewpoints.
- Express views with consideration for the feelings of others, and an understanding of ethical and cultural implications.

Students who do not behave in accordance with this principle may:

- Be asked to leave the classroom or removed from the learning environment.
- Lose privileges such as email, access to the college's Learning Management System and/or the college's student portal.
- Be cautioned for minor offences.
- Be placed on an Intervention Strategy.
- Be suspended or have their enrolment terminated for serious offences.

#### **Principle 5: Respect for the rights of others to access resources**

All students have the right to:

- Reasonable access to appropriate facilities such as class rooms, IT and library facilities.
- Access to resources that are maintained and in a good working order.

To achieve this, all students have a responsibility to:

- Use college resources in a lawful and appropriate manner, with consideration for the fair access of others.

Students who do not behave in accordance with this principle may:

- Have their user access suspended with or without prior notice.
- Be placed on an Intervention Strategy.
- Be required to pay for any damages.
- Have criminal or other penalties imposed where State or Commonwealth legislation has been breached.

#### **Principle 6: Respect for the academic requirements of programs**

All students have the right to accurate and up to date information about their course, including assessment requirements; fair and impartial feedback on their performance and to be able to provide fair and considered feedback about the course, teaching staff or their student experiences without fear of reprisal.

To achieve this, all students have a responsibility to:

- Familiarise themselves with information provided about courses, academic support and assessment.
- Attend all lecturers, tutorials, workshops and practical sessions as detailed in their class timetable.
- Prepare for classes by completing required readings and preparatory tasks.
- Submit assessments within required timeframes.
- Regularly access the student portal and college email account (where this is available)
- Constructively use feedback where it is provided.
- Provide respectful and constructive feedback about teaching and the quality of courses and programs through college evaluation processes and the annual *International Student Survey*.

Students who do not behave in accordance with this principle may:

- Risk receiving a hold result(s) and be required to repeat an assessment(s).

- Risk receiving a re-enrol result(s) and be required to repeat the unit (s).
- Be placed on an Intervention Strategy and if the behaviour continues, an intention to report for poor academic performance, will be issued.
- Receive a caution for minor offences to suspension or termination for serious offences, where abusive or derogatory comments are made about college staff or students.

**Principle 7: Respect for the roles and responsibilities of academic staff**

All students have the right to reasonable access to staff for individual consultation outside of class time (either in person, via phone or email).

To achieve this, all students have a responsibility to:

- Respect the rights of academic staff to manage their time, and balance competing responsibilities.
- Observe reasonable norms of behaviour for contacting lecturers outside of scheduled class times.

Students who do not behave in accordance with this principle may:

- Receive formal correspondence advising that their behaviour is inappropriate.
- Be placed on an Intervention Strategy.
- Be suspended or have their enrolment terminated, even if the behaviour occurred off campus or out of class hours.
- Be reported to online social networking sites when a contravention of that site's code of practice has occurred.
- Be reported to Police if a suspected criminal offence has occurred.

**Principle 8: Respect for intellectual property and academic integrity**

All students have the right to information about principles of academic integrity and the consequences of non-compliance and conversely, to have their intellectual property rights recognised and respected.

To achieve this, all students have a responsibility to:

- Conduct their work without cheating, plagiarising and fabricating or falsifying of data.
- Appropriately acknowledge the contribution of others in all academic work.
- Ensure the proper use of copyright material.

Students who do not behave in accordance with this principle may:

- Have a re-enrol result recorded for that unit of study.
- Be placed on an Intervention Strategy.
- Be suspended or have their enrolment terminated (for repeated offences).
- Face civil or criminal charges for breaches of copyright.

## Appendix 2: Documentation Requirements

	Action	Description	Documentation	Staff Responsible
1	Verbal warning and counselling	In warning a student, the staff member must draw to the student's attention the behaviour and indicate how it does not comply with the <i>International Student Code of Conduct</i> .	Details of the warning must be documented and managed by the International Centre Manager.	International Centre Manager (TAFE)
2	Written warning	A written warning (letter) may be sent to a student when they are in breach of the <i>International Student Code of Conduct</i> .	The letter to the student will outline the breach and also suggest strategies to assist the student to maintain a record of good behaviour throughout their studies.  The letter must be filed and managed by the International Centre Manager.	International Centre Manager (TAFE)
3	Implementation of an Intervention Strategy.  Intervention Strategies are put in place for students to provide academic support and/or assistance.	The International Centre Manager convenes a meeting and notifies the student that they must attend. The student is able to attend with a support person if they wish.  In the meeting, the college will ensure that: <ul style="list-style-type: none"> <li>• information relied on to assess the student's behaviour as in breach of the <i>International Student Code of Conduct</i> is presented to or summarised for the student;</li> <li>• the student is provided the opportunity to speak and present evidence;</li> <li>• consideration is given to the impact on the student's enrolment and course of study of the sanctions being considered; and</li> <li>• strategies to assist the student to successfully maintain their enrolment are documented.</li> </ul>	The agreed outcomes of this meeting must be recorded in an Intervention Strategy which will be distributed to all attendees and to TIWA, and will be monitored by the college: <ul style="list-style-type: none"> <li>• the date and location of the meeting;</li> <li>• the names of the attendees;</li> <li>• the description of the behaviour that has been assessed as in breach of the <i>International Student Code of Conduct</i>; and</li> <li>• The rectification activities/strategies that the student must undertake to successfully maintain their enrolment.</li> </ul>	International Centre Manager (TAFE)
4	Exclusion from class	If a student has failed to meet conditions of the Intervention Strategy OR an action(s) is deemed to be of imminent harm to the student or other staff and students, then the student may be excluded from classes.	The student must be notified in writing as to the conditions of the exclusion including the dates of the exclusion and the expectation that the student will continue to meet all unit requirements, including assessment requirements, during this period; as their enrolment remains current.  A copy of this notification must be forwarded to TIWA for their records.	International Centre Manager (TAFE)

5 and 6	<p>Suspension from class</p> <p>Termination of enrolment</p>	<p>A student may have his/her enrolment suspended or terminated if they have breached the <i>International Student Code of Conduct</i>.</p>	<p>The student is notified in writing (through an Intention to Report) of the intention to suspend or terminate their enrolment. The student may be excluded from classes during this time, however their enrolment will remain current.</p> <p>The student will also be advised that they have 20 working days to access TIWA's appeals process and referred to the <i>International Student Complaints and Appeals Policy</i>.</p> <p>If the decision is made to suspend or terminate the student's enrolment, TIWA will inform the Department of Home Affairs (Home Affairs) of the change of circumstances relating to the student's course of study as this may affect their visa status. The student will be issued with a Non-Compliance notice.</p> <p>If the student's appeal against suspension or termination is successful; then they will be placed on an Intervention Strategy to ensure that the behaviour/breach is not repeated. The student will also be counselled as to the consequences of further breaches.</p> <p>A record of documentation associated with this incident must be kept on the student's file.</p>	<p>Manager Student Services and Compliance (TIWA)</p>
7	<p>Referral to the police</p>	<p>If a student commits an offence of a criminal nature, then the matter will be referred directly to police.</p>	<p>The International Centre Manager contacts the police and also notifies TIWA. A record of the incident, including police report numbers; must be kept on the student's file and a copy forwarded to TIWA.</p>	<p>International Centre Manager (TAFE)</p> <p>Manager Student Services and Compliance (TIWA)</p>