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

**TAFE INTERNATIONAL WESTERN AUSTRALIA STUDENT CODE OF  
CONDUCT POLICY**

EFFECTIVE: 30 MAY 2024

VERSION: 3.0

*All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Training and Workforce Development employees.*

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## **1. POLICY STATEMENT**

TAFE International Western Australia (TIWA) is committed to providing all international students with a safe, supportive and inclusive 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. Every enrolled student is responsible for ensuring their behaviour does not adversely affect the learning, work, safety or wellbeing of staff or other students, or college property.

The International Student Code of Conduct (Appendix 1) outlines the expected standard of behaviour for all international students throughout the course of their enrolment with TIWA. It is a condition of enrolment that students must adhere to the Code of Conduct.

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 with TIWA at a TAFE college.

The International Student Code of Conduct extends to conduct while on any TAFE college campus/site, whilst undertaking any related activities offsite including work placements or field trips/excursions, whilst accessing college networks/electronic platforms and environments and at all other times when identifiable as a student of the TAFE college.

## **3. PRINCIPLES**

All international students enrolled with TIWA are provided with the relevant information regarding their rights and responsibilities as a student, and the expectations and requirements under the International Student Code of Conduct Policy. The International Student Code of Conduct Policy is made readily available to all enrolled students.

In cases of student misconduct and non-observance of the International Student Code of Conduct Policy, TIWA and TAFE college staff will take appropriate action. The principles of natural justice and procedural fairness will be applied throughout this process. Any findings of misconduct will be substantiated by evidence.

## **4. BACKGROUND**

TIWA acknowledges that appropriate standards of conduct are fundamental to maintaining a safe, positive and effective teaching and learning environment. TIWA has developed the International Student Code of Conduct Policy to provide clarity and transparency for international students enrolled with TIWA.

TIWA and the TAFE colleges are committed to:

- promoting the principles of mutual respect by informing students of behaviour that TIWA and the TAFE colleges consider 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 background, any 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 others, a TIWA and/or TAFE college staff member, TAFE college security or the appropriate emergency services should be contacted immediately.

## **5. DEFINITIONS AND ACRONYMS**

### **5.1 Academic misconduct**

Refers to conduct by a student which 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. This can also apply to providing work to someone else to claim as their own, accepting payment to complete work for another student and pressuring or coercing another student to make their work available to be copied. Academic misconduct encompasses student conduct during any assessment processes, including tests or supervised assessment activities and activities related to the preparation or presentation of any assessed item or work.

### **5.2 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.

### **5.3 Aggressive or violent behaviour**

Any conduct which constitutes a danger (actual or perceived) to anyone's health, safety, or personal wellbeing, will not be tolerated. Examples of this behaviour includes but is not limited to:

- assaulting, threatening, physically or verbally abusing or intimidating another person, invading personal space, spitting on/at a person or object/image in the class;
- acting in a way which endangers, or has the potential to endanger, the health, safety or well-being of self or others;
- damage, misuse, threat to, or the unauthorised use or removal of college property or the property of others; and
- illegal behaviour and actions.

### **5.4 "At risk" students**

Students are considered to be "at risk" of not completing their course within the expected duration of study due to one or more of the following factors:

- level of English language proficiency insufficient to successfully achieve course requirements;
- continued non-attendance of scheduled classes;
- lack of participation in class activities;
- failure to submit assessments; or
- continued late arrival at class and/or poor behaviour.

### **5.5 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.

### **5.6 Cancellation**

Refers to the cancellation/termination of a student's enrolment and Confirmation of Enrolment.

### **5.7 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.

### **5.8 CRICOS**

Means the Commonwealth Register of Institutions and Courses for Overseas Students. Education providers must be registered on CRICOS to be able to enrol international students to study in Australia on a student visa. A CRICOS registered provider must also have any course/s registered on CRICOS to be able to offer and enrol international students to study that course.

### **5.9 Disruptive Behaviour**

Any behaviour that hinders the ability of lecturers to teach or students to learn.

### **5.10 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.

### **5.11 Intervention Strategy**

An individual plan to provide academic support and/or assistance to an international student identified as "at risk" of not achieving satisfactory academic progress in the current or previous study period.

### **5.12 TIWA**

TAFE International Western Australia (TIWA) is the unit within the Western Australian (WA) Department of Training and Workforce Development responsible for the recruitment, admission and enrolment of international students studying at WA TAFE colleges and WA Government schools. TIWA is a Registered Training Organisation (RTO) and CRICOS registered provider.

## **6. PROCEDURES**

6.1 Accepted student applicants are issued with a Letter of Offer by TIWA, which includes a copy of the International Student Code of Conduct. When accepting an offer and confirming their intent to enrol, students accept the *Terms of Offer* which includes confirming that they have read and understood the International Student Code of Conduct.

6.2 An overview of the International Student Code of Conduct is provided to students as part of their orientation program by the TAFE college.

### **6.3 Unacceptable behaviour (including non-academic misconduct)**

6.3.1 Unacceptable behaviour and misconduct of a non-academic nature may include, but are not limited to the following:

- disruptive behaviour;
- persistent failure to attend scheduled classes;
- persistent inattentiveness during classes;

- non-participation that inhibits the learning of others or the ability of the lecturer to teach;
- aggression, physical violence/assault;
- self-harm; or
- criminal damage.

#### **6.4 Academic Misconduct**

- 6.4.1 Examples of academic misconduct may include, but are not limited to the following:
- handing in someone else's work and representing as own work (with or without that person's permission);
  - using any part of someone else's work, including but not limited to passages from text books or 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.
- 6.4.2 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, including citing references, accurately.
- 6.4.3 International students must ensure that they attend and actively participate in scheduled classes.

#### **6.5 Consequences of misconduct**

- 6.5.1 The consequences that may be considered for students who do not comply with the International Student Code of Conduct are outlined in Appendix 1.
- 6.5.2 In all cases where a student has breached the International Student Code of Conduct, the TAFE college will notify TIWA and provide relevant documentation in relation to the breach which TIWA will retain in the student's record.
- 6.5.3 TAFE college staff will discuss any breach of the International Student Code of Conduct with the student. Any breach will result in the student being placed on an intervention strategy.
- 6.5.4 For repeated or serious breaches, an Intention to Report letter will be sent to the student informing them that TIWA intends to notify the Department of Home Affairs of its intention to cancel the enrolment due to misconduct.
- 6.5.5 The International Student Code of Conduct provides a guide for actions 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. The process to determine this is detailed in Appendix 2.
- 6.5.6 Where a student commits or is reasonably suspected of committing a criminal offence, then the relevant law enforcement agency will be notified. Any proceedings required by law enforcement will take precedence but will not prevent TIWA from taking appropriate disciplinary action against the student.
- 6.5.7 Students maintain their right to access TIWA's complaints and appeals processes, in line with the International Student Complaints and Appeals Management Policy.

## 6.6 Management of Student Misconduct

6.6.1 TIWA and TAFE college staff should manage student misconduct in accordance with this policy, including the documentation requirements outlined in Appendix 2.

## 7. GUIDELINES

N/A

## 8. RELATED POLICIES AND OTHER RELATED DOCUMENTS

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

## 9. RELEVANT LEGISLATION

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

## 10. REVIEW DATE

30 May 2026

<b>Development Date</b>		July 2016	
<b>Revision History</b>			
<b>Review Date</b>	<b>Reviewer Name</b>	<b>Review Reason</b>	<b>Outcome &amp; Changes</b>
2016	Director Academic Strategy	Feedback from DTWD Corporate Executive	In response to request that the Student Code of Conduct be rewritten in plain English and that it provide information on potential consequences of breaching the policy; Appendix 1 International Student Code of Conduct 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 International Student Code of Code of Conduct Policy to more accurately reflect focus.  5.4.1 Management of student misconduct added
2017	Director Academic Strategy	National Code Compliance	To ensure compliance with the National Code, "Student Management Plan" has been replaced with Intervention Strategy.

2018	Manager Education Programs	Changes to the National Code	No changes required.
2018	Director Academic Strategy	Re- Registration Audit	Wording added to Appendix 1 International Student Code of Conduct to clarify management of sanctions that may be imposed when a student breaches the Code of Conduct
2019	Director Academic Strategy	Feedback from DTWD Corporate Executive	Minor amendments to wording to clarify meaning
2021	Manager Customer Services	Policy Review	Minor amendments to wording.
2024	Manager Quality and Compliance	Policy review	Updated template and amendments to Policy Statement, Scope, Principles, Background, Definitions and Acronyms, Procedures, Related Policies and Other Related Documents and Relevant Legislation sections as well as Appendix 1 and 2 to incorporate feedback from external auditor.

## 11. CONTACT INFORMATION

TAFE International Western Australia  
Service Delivery Directorate

## APPENDIX

Appendix 1: International Student Code of Conduct  
Appendix 2: Documentation Requirements

## **Appendix 1: International Student Code of Conduct**

### **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, gender identity 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.

### **Principle 2: Respect for the TAFE 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 college grounds;
- follow safety guidelines when using college facilities and equipment;
- adhere to occupational health, safety and welfare requirements.

### **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 college community;
- not engage in bullying (including cyber bullying) or harassment of staff or students.

### **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 differing viewpoints;
- express views with consideration for the feelings of others, and an understanding of ethical and cultural implications.

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

All students have the right to reasonable access to appropriate facilities such as classrooms, IT and library facilities, and 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;
- use college resources with consideration for the fair access of others.

### **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, as well as fair and impartial feedback on their performance. Students also have the right 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 assessments;
- attend all lectures, tutorials, workshops and practical sessions as detailed in their 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 student surveys.

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

All students have the right to be able to reasonably access 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.

### **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 academic misconduct. Students also have the right to have their intellectual property rights recognised and respected.

To achieve this, all students have a responsibility to:

- conduct their work without cheating or plagiarising;
- conduct their work without 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 any of the above principles may face consequences including, but not limited to, the following:

- be cautioned for minor offences;
- be asked to leave the classroom or removed from the learning environment;
- receive formal correspondence advising that their behaviour is inappropriate;
- lose privileges such as email, access to the college's Learning Management System and/or the college's student portal;
- have their user access suspended with or without prior notice;
- be placed on an Intervention Strategy;

- be required to pay compensation for any damages;
- risk receiving a re-enrol result(s) and be required to repeat the unit(s);
- have a re-enrol result recorded for a unit of study;
- risk receiving a hold result(s) and be required to repeat an assessment(s);
- have their enrolment suspended;
- be prevented from entering or remaining in the vicinity of the college campus;
- have their enrolment terminated for serious offences;
- be reported to online social networking sites when a contravention of that site's code of practice has occurred;
- be reported to the appropriate authority or law enforcement agency if a suspected criminal offence has occurred.

## Appendix 2: Documentation Required

	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 International Student Code of Conduct.	Details of the warning must be documented and managed by the International Centre Manager.	TAFE college International Centre Manager
2	Written warning	A written warning letter may be sent to a student when they are in breach of the International Student Code of Conduct.	The letter to the student will outline the breach and also suggest strategies to assist the student to improve and maintain a record of good behaviour throughout their studies.  A copy of the letter must be retained by the TAFE college.	TAFE college International Centre Manager
3	Implementation of an Intervention Strategy	Intervention Strategies are put in place for students to provide academic or personal support and/or assistance.  The TAFE college 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 TAFE college will ensure that: <ul style="list-style-type: none"> <li>information regarding the student's alleged misconduct 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 support and 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 of the meeting and to TIWA. The Intervention Strategy will be monitored by the TAFE college and should include information on: <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 International Student Code of Conduct; and</li> <li>the rectification activities/strategies that the student must undertake to successfully maintain their enrolment.</li> </ul>	TAFE college International Centre Manager
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 by the TAFE college to TIWA for their records.	TAFE college International Centre Manager

5	Suspension from class	A student may have their enrolment suspended or terminated if they have breached the International Student Code of Conduct.	<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 TIWA's International Student Complaints and Appeals Management Policy.</p> <p>If the decision is made to suspend or terminate the student's enrolment, TIWA will inform the Department of Home Affairs of the change to the student's enrolment. The student will also be issued with a Non-Compliance notice.</p> <p>If a student is successful in appealing against suspension or termination of their enrolment, 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 related incidents must be retained.</p>	Manager Customer Services (TIWA)
6	Termination of enrolment			
7	Referral to law enforcement	If a student commits an offence of a criminal nature, then the matter will be referred directly to the appropriate law enforcement agency (for example, the Western Australian Police).	The TAFE college International Centre Manager contacts the appropriate law enforcement agency and also notifies TIWA. A record of the incident, including supporting documents (for example, the police report number) must be kept on the student's file and copies forwarded to TIWA.	TAFE college International Centre Manager  Manager Customer Services (TIWA)