
STUDENT CODE OF CONDUCT

1. Purpose

- 1.1 This Code of Conduct provides a framework for the standard of conduct expected of students at Ikon Institute of Australia (Ikon). It outlines the responsibilities of students and the procedure for dealing with student misconduct.

2. Scope

- 2.1 This *Student Code of Conduct* applies to all students enrolled in a course or program offered by Ikon.
- 2.2 Ikon students are required to comply with the obligations set out in this Code while undertaking any activity in their capacity as a student or while engaged in any activity which impacts on Ikon or its community, including activities on Ikon's sites or at other sites such as work placements and field trips, and the use of the Ikon's resources or facilities whether accessed on-site or remotely. The Code sets out the boundaries for:
- conduct in class, online and face-to-face, with teachers and fellow students
 - student conduct when practicing with students, teachers, and clients
 - student conduct with members of the community such as clients, visitors, and external organisations, including placement activities.

3. Related Policies

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

- Grievance and Appeals Policy
- Academic Integrity and Misconduct Policy
- Student Handbook
- Social Media Policy
- Privacy Policy
- Inclusion, Diversity and Equity Policy
- Sexual Assault and Sexual Harassment Policy
- Health, Safety and Wellbeing Policy

This policy and related document can be downloaded from the [Policies & Procedures](#) section of Ikon's website and/or the student and staff policy libraries.

4. Definitions

“Academic misconduct” means dishonest behaviour or acts that breach the core values of academic integrity including cheating, collusion, fabrication, fraud, misrepresentation, and plagiarism.

“Class” encompasses the learning environment and includes, but is not limited to, face to face learning, the learning management system, and online sessions.

“Expulsion” means the permanent termination of a student's enrolment at Ikon.

“**Suspension**” means the temporary termination of a student’s rights and privileges for a specified period of time, which may include:

- suspension from attendance at lectures, seminars, tutorials, practical classes, supervisor meetings or similar periods of instruction
- withdrawal of the right to use, enter or to be on campus
- withdrawal of the right to access the student learning management system, Canvas
- suspension from representing Ikon.

“**Non-academic misconduct**” is the unacceptable or improper behaviour on the part of a student. It can occur as a single instance, a number of instances or in a pattern of behaviour and is not limited to campus or an online class space but includes physical and virtual private and public spaces such as the internet and social media.

POLICY

5. Code of Conduct

5.1 In all their interpersonal interactions with other members of Ikon’s stakeholders, students are expected to:

- honour the *Student Code of Conduct* and *Academic Integrity and Misconduct Policy*
- comply with Ikon’s policies and procedures
- honour the confidentiality of information provided by other students and staff
- respect the political, religious, and personal beliefs of colleagues and recognise the benefits that individual learning styles, needs and points of view bring to the classroom
- attend class appropriately dressed
- treat other students, teachers, and members of the Ikon’s stakeholders with respect and courtesy
- refrain from intimidating or bullying behaviour towards others and from harassing, discriminating against or vilifying other members of the Ikon’s stakeholders on the basis of gender, race, ethnicity, sexual orientation, religion, age, disability, beliefs, opinions, or background in accordance with policy and with government legislation
- use IT facilities in an appropriate and legal manner
- comply with directions given by Ikon officers to promote good order and management
- recognise and respect the student/teacher relationship and act accordingly in class
- recognise and respect the student-to-student relationship and act accordingly
- conduct their affairs with Ikon with honesty, integrity, respect, and courtesy
- ensure that they are not, by the consumption of alcohol or drugs, in such a state as to endanger the health and safety of themselves or others

5.2 In undertaking their studies, students are expected to:

- work to the best of their ability and make genuine attempts to progress successfully by meeting course requirements and deadlines for assessment and by regular attendance and engagement in learning activities
- work in a manner consistent with the principles of academic integrity and set out in Ikon’s *Academic Integrity and Misconduct Policy*
- conduct themselves in a professional manner while undertaking placements
- participate in Ikon’s evaluation processes by providing constructive feedback

- make themselves aware of requirements of all course and subject requirements related to their enrolment and program of study
- meet their financial commitments and ensure contact and personal details are current
- recognise that qualifications shall be awarded to students who have completed all course requirements (including assignments), successfully passed all evaluation criteria and have paid all fees in full.

5.3 All students are expected to:

- take every reasonable precaution to avoid risks to their personal safety and security
- avoid behaviours that threaten the wellbeing and safety of other members of the Ikon community
- follow and comply with Ikon's policies that are designed to prevent, educate, manage and report safety and security measures including the *Health, Safety and Wellbeing Policy*, *Sexual Assault and Sexual Harassment Policy* and the *Critical Incident Policy*
- take direction from staff in the event of an incident including evacuation or system security breach.

6. Code of Practice

6.1 Students are expected to:

- recognise that Ikon is not a clinic and techniques demonstrated with students during modules and practice sessions are not treatment. Personal therapeutic issues should be managed outside of the learning process.
- only use the specified techniques during subject practice times unless otherwise informed
- understand that studying at Ikon does not license students to diagnose, prescribe or to provide treatment, or to try to solve problems, diagnose or treat others. Therefore, when finding an issue to work with, students should always select something manageable rather than choosing a major crisis
- recognise that the philosophy of counselling and therapy courses taught at Ikon are to facilitate self-healing through the client's own healing mechanisms
- honour the confidentiality of information provided by other students and keep all personal material confidential, for example discussions with other students within the course program at Ikon or outside with assignments. This shall ensure that each student feels safe that what is shared is private
- call on the help of a trainer whenever emotional issues arise during practice time that give rise to doubt about what to do, or to the student feeling vulnerable, exposed or needing assistance
- refrain from inappropriate physical or verbal conduct of a sexual nature. This may be a reason for expulsion
- use supportive language during practice time, and refrain from any inappropriate language, behaviour or verbal abuse
- participate in class and allow others to participate, including sharing class time, listening to others and taking turns during discussion
- at all times maintain professional boundaries and ask a lecturer for clarification or assistance when required

PROCEDURE

7. Academic Misconduct

7.1 Academic misconduct is dealt with under Ikon's *Academic Integrity and Misconduct Policy*.

8. Non-Academic Misconduct

8.1 Failure to observe the *Student Code of Conduct* shall be dealt with as misconduct and the student may be subject to disciplinary action, which shall be appropriate, proportionate, fair and consistent with requirements of natural justice.

Minor Misconduct

8.2 Minor misconduct is where the extent, seriousness or impact of the breach of the *Student Code of Conduct* is not substantial and where the student has not been previously counselled about the standard of conduct required.

8.3 Minor misconduct shall be dealt with informally with an educative approach by:

- examination of the complaint of misconduct
- interview to inform the student of the way their behaviour appears to have been below the required standard
- counselling and if required, support to meet the required standard in the future

Major Misconduct

8.4 Major misconduct is where the extent, seriousness or impact of the breach of the *Student Code of Conduct* is substantial or significant.

8.5 Major misconduct shall be dealt with formally. The complaint shall be investigated by a Misconduct Committee established by Academic Board. The student shall be informed in writing of the following details:

- section of the Student Code alleged to have been breached
- evidence that gave rise to the allegation
- date, time and place and members who will be attending the meeting to deal with the allegation
- persons who will be interviewed by the committee
- student's right to respond to the allegation by attending the meeting in person or by responding in writing and the type of penalty that might be imposed if the allegation is proven
- student's right to arrange for the attendance of a person with relevant information to be interviewed by the committee and to be accompanied by a support person who is not a lawyer
- consequence of not attending or making a written submission

Penalties

8.6 Where an allegation is upheld, it is the role of the Misconduct Committee to make a recommendation on a penalty taking account of the seriousness of the misconduct, any mitigating circumstances, appropriateness and relevance of a penalty to the nature of the misconduct, the duration of any suspension. A penalty may comprise:

- allocation of a failing grade
- reduction of student's mark in an assessment including to a mark of zero
- cancellation of credit gained toward a course
- provisional enrolment (specified conditions for continuing enrolment)
- exclusion from enrolment for a specified period
- payment of appropriate restitution
- permanent expulsion from Ikon
- suspension for a specified period and/or subject to specified conditions

9. Appeals

- 9.1 A student has a right to appeal a decision of the Misconduct Committee by lodging an *Application to Appeal*.
- 9.2 An appeal shall be conducted in accordance with procedure for an appeal in the *Grievance and Appeals Policy*.

10. Compliance

- 10.1 Compliance with this policy forms part of each students' condition of admission and enrolment. Where a student is aware of a breach of this policy, or suspects a breach, they must immediately report the breach to Ikon.

11. Recordkeeping and Confidentiality

- 11.1 Records of misconduct shall be maintained securely.
- 11.2 A register of penalties shall be kept to ensure consistency and to enable identification of repeat misconduct. No record of misconduct shall appear on a student's academic transcript.

12. Publication

- 12.1 This policy shall be published in the *Policies & Procedures* section of the Ikon website. Students and staff can also access this policy via the policy libraries in Canvas.

Policy Information & History

Policy Category	Corporate, Governance
Policy ID	EN005A
Approved by	Academic Board
Date of Approval	8 December 2021
Previous Versions	1 April 2016, 8 October 2014, June 2012, 1 July 2011
Next Review Date	December 2024
Government Legislation	Tertiary Education Quality and Standards Agency Act 2011 Higher Education Standards Framework (Threshold Standards) 2021 National Code 2018 Racial Discrimination Act 1975 Sex Discrimination Act 1984 Australian Human Rights Commission Act 1986 Workplace Gender Equality Act 2012 Age Discrimination Act 2004 Disability Discrimination Act 1992
Responsible Officers	Dean
Sources:	In developing this policy, the following document was considered: TEQSA Guidance Note: Diversity and Equity , Version 1.2, 11 October 2017 TEQSA Good Practice Notes: Preventing and responding to sexual assault and sexual harassment in the Australian higher education sector , 9 July 2020
Benchmarking:	External referencing activities were conducted against comparable providers and best practice using publicly available information including from: Australian College of Applied Professions, University of Newcastle, Charles Sturt University, and S.P. Jain School of Global of Management.