



University of
South Australia

Centre for
English Language

STUDENT CODE OF CONDUCT

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SECTION A - INTRODUCTION

A.1 Purpose

This policy outlines the framework which underpins the conduct of students in their daily activities at SAIBT/CELUSA.

A.2 Scope

This policy covers all prospective and current students of the:

- South Australian Institute of Business and Technology (SAIBT)
- Centre for English Language at the University of South Australia (CELUSA)

A.3 Definitions

Word/Term	Definition
Behavioural misconduct	A specific list of behaviours identified in this policy, the penalties for breaching of any can include cancellation of enrolment or suspension
Cancellation of enrolment	Student enrolment at SAIBT-CELUSA cancelled permanently due to misbehaviour as defined in this policy
Coercive Control	A pattern of controlling and manipulative behaviours where one person attempts to control another person.
Discrimination	Treating or proposing to treat an individual unfavourably because of their personal characteristics (e.g. ethnicity, place of origin, language and culture, gender, physical or mental disability, sexual orientation) or because they belong to a certain group (e.g. socio-economic status).
Immigration	Department of Home Affairs
Module	A single unit of study that counts toward the completion of a program
Program	An approved combination of approved courses in which a student is enrolled
Racism	Racism is discrimination and prejudice against people based on their race or ethnicity.
Suspension	Student prevented from enrolling, attending classes or attending campus for a study period due to behavioural misconduct as defined in this policy

A.4 Acronyms

Abbreviation	Phrase or Word
CELUSA	Centre for English Language at the University of South Australia
SAIBT	South Australian Institute of Business and Technology
UNISA	University of South Australia

SECTION B - POLICY STATEMENT

B.1 Principles

This policy assumes that students have certain rights or expectations in their study at SAIBT/CELUSA, but they also have certain responsibilities, particularly to ensure that the rights of other students are not violated. In order to ensure that students' rights are understood, the College has this Code of Conduct to which all students of SAIBT/CELUSA must subscribe.

C.2 Policy

1 Expectations of Student Behaviour

1.1 As a member of the SAIBT/CELUSA Academic Community, students are expected to:

- Treat all others with respect and courtesy
- Treat others equitably regardless of gender, sexual orientation, race disability, medical condition, cultural background, religion, marital status, age, or political conviction
- Respect the opinions and views of others avoid any conduct that might reasonably be perceived as sexual, racial, or gender-based harassment or otherwise intimidating
- Attend classes, maintain consistent levels of study and submit assessment tasks on time
- Heed and utilise academic performance feedback from teaching staff
- Approach their study program cooperatively and collaboratively
- Maintain high standards and a professional approach to their study program
- Familiarise themselves with, and abide by, SAIBT/CELUSA's policies and procedures
- Maintain high standards and a professional approach to their study program, and
- Speak English when on an SAIBT/CELUSA campus
- Respect all property and resources of SAIBT/CELUSA and other students
- Abide by Unisa's guidelines for students on use of it facilities including email and internet
<https://i.unisa.edu.au/policies-and-procedures/codes/miscellaneous/IT-facilities-students/>

2 Rights of students

2.1 Students of SAIBT/CELUSA can expect:

- To be treated with courtesy and respect
- To be treated equitably regardless of gender, sexual orientation, race, disability, medical condition, cultural background, religion, age or political conviction
- To be able to freely communicate and voice alternative points of view in rational debate
- To participate in a learning environment free from sexual, racial, gender-based, or other forms of harassment
- To rely on the protection of their personal information
- to be provided with timely and accurate information as it pertains to modules, enrolment and all administrative matters
- To have reasonable access to lecturing staff in private consultation outside normal contact hours as published
- That assessment within modules will be equitably and appropriately implemented
- That the facilities and equipment used are safe and comply with occupational health and safety guidelines

3 Classroom behaviour

3.1 All students of SAIBT/CELUSA are expected to comply with the following rules of behaviour while enrolled at the college:

- Demonstrate mutual respect for staff and students
- Provide honest, fair and impartial treatment of all, free from discrimination
- Turn off all mobile devices during class times and examinations unless otherwise instructed
- Do not take any mobile devices into any examination
- Follow directions about eating and drinking in classrooms
- Prepare for classes by undertaking the required reading and completing all necessary tutorial or laboratory work
- Attend all classes except when prevented by illness or exceptional circumstances
- Arrive at classes at the scheduled time
- Work to the best of their ability
- Participate actively in learning activities
- Minimise use of mobile phones or other devices to ensure participation and engagement with the course work during class activities.
- Avoid all forms of academic misconduct as outlined in the academic integrity policy
- Provide constructive feedback when evaluating modules and lecturers
- Refrain from activities that might negatively impact on other members of the SAIBT/CELUSA community
- Be aware of their responsibilities within their modules and program of study
- Abide by any other rules of classroom and examination behaviour as determined by, and/or negotiated with, their lecturer and know their study timetable

3.2 Online Learning Expectations

If a lesson delivered in an online mode due to unforeseen circumstances, students are expected to engage and participate in the online class in an equivalent way to which they would within the physical classroom. This includes:

- Sharing ideas with the class and responding to questions through microphone, chat and other online tools
- Interacting with other students during group tasks
- Turning cameras on. This is strongly encouraged when possible during class, especially in breakout rooms
- Muting microphones when other students and or teacher are speaking
- Sharing screens when necessary to demonstrate progress
- Responding when called upon by the teacher
- Logging on before the start class time to enable sufficient time for the teacher to bring all students into the online session
- Joining the class on a suitable device to be able to complete required tasks
- Communicating with the teacher if needing to leave the class or having technical issues
- Ensuring all communication is of a respectful nature to other students and staff. This includes using English at all times within the class.
- Contacting teacher if unsure of requirements or need further assistance.
- Following all requirements of online assessments such as turning cameras on
- Joining zoom with valid name and appropriate profile picture

It is the student's responsibility to raise any issues affecting their ability to engage as outlined above with their individual teachers.

Students that do not engage adequately in the online class may be marked as absent.

Inappropriate behaviour within an online class could result in penalties outlined in 8.1. This includes sharing inappropriate images and communication.

4 Sexual Harassment and Sexual Assault

- 4.1** SAIBT/CELUSA values its staff and students and aims to create an environment in which all can work and study free from sexual harassment and sexual assault.

The sexual harassment or sexual assault of staff or students is unacceptable, against the law and contrary to the education and employment policies of the College.

- 4.1.1** Sexual assault and sexual harassment are acts of sexual violence.

Sexual harassment is considered as any type of unwelcome or unwanted sexual behaviour that is offensive, humiliating or intimidating. Sexual harassment can include sexual conduct like unwanted touching or kissing. It can also include inappropriate jokes, showing offensive material to someone or unwanted requests for contact.

Sexual assault is when someone is forced, coerced or tricked into sexual activity including touching, kissing, sexual acts or penetrative sex.

In some cases, sexual harassment is considered sexual assault. For example, if someone tries to kiss, touch inappropriately without consent or make demands on the type and frequency of sexual activity, these are all considered sexual assault.

Sexual assault and sexual harassment can happen to anyone regardless of age, gender or sexual orientation. Sexual assault and sexual harassment are against the law.

For more information about Sexual Assault and Sexual Harassment, refer to the SAIBT-CELUSA [Sexual Assault and Sexual Harassment Prevention and Response Policy and Procedure](#).

- 4.2** Students are expected to understand and comply with the SAIBT-CELUSA Sexual Assault and Sexual Harassment Prevention and Response Policy and Procedure.

5 Smoking & Vaping

- 5.1** SAIBT/CELUSA is committed to ensuring that all members of the community can enjoy a clean and smoke free environment. Students are required to abide by the campus rules in relation to smoking and vaping on campus.

6 Behavioural misconduct

- 6.1** SAIBT/CELUSA students who engage in any of the behaviours as outlined in this section of the Code of Conduct may be considered to have engaged in behavioural misconduct. The following list is not exhaustive:

- Breaches of Commonwealth or State Law which impact SAIBT/CELUSA operations
- Behaviour that impairs the reasonable freedom of other persons to pursue their studies and participate in the activities of SAIBT/CELUSA
- Any act or failure to act that endangers the safety or health of any other person
- Actions that impair any person's participation in a legitimate SAIBT/CELUSA activity or, by act or omission disrupts the learning environment of SAIBT/CELUSA
- Acting in a way that causes students or staff or other person within SAIBT/CELUSA to fear for their personal safety
- Wilfully obstructing or disrupting any official SAIBT/CELUSA meeting, ceremony, activity, class or examination/assessment
- Any form of harassment or discrimination, whether based on gender, race, age, sexual preference or religious belief

- Wilfully damaging or wrongfully dealing with any SAIBT/CELUSA property, or the property within SAIBT/CELUSA of any person, including theft
- Providing fraudulent documentation. Students may be required declare that supporting documentation submitted to SAIBT-CELUSA is genuine and has not been edited or altered. Where a document has been identified and/or confirmed to be forged or fraudulent, SAIBT-CELUSA may apply one or more penalties for behavioural misconduct as per section 8.1 of this policy
- Being under the influence of prohibited drugs and/or substances including alcohol
- Trespassing or knowingly entering any place within the premises of SAIBT/CELUSA that is out of bounds to students
- Possession of dangerous articles or banned substances
- Abusive behaviour including but not limited to stalking, bullying, harassment, humiliation and coercive control (refer to section 8)

7 Discrimination and harassment

- 7.1** SAIBT/CELUSA is committed to providing access to learning aids and an equitable approach in dealing with all students. SAIBT/CELUSA recognises the right of all students and staff to work and study in an environment free from discrimination and harassment based on gender, age, sexual preference, impairment, religion, race, colour, national or ethnic origin, or language.

Discrimination or harassment of staff or students, by any member of the teaching and learning environment, is unacceptable, and contrary to the core educational and employment values that SAIBT/CELUSA upholds. All members of the SAIBT/CELUSA Community are expected to maintain an environment where cultural differences are accepted and respected, and individuals are able to participate fully in academic life, free from all discrimination and harassment.

SAIBT/CELUSA will treat claims of discrimination and/or harassment seriously, and all claims will be thoroughly investigated confidentially to protect complainants and witnesses from further harassment and victimisation.

8 Abusive Behaviour

SAIBT-CELUSA will not tolerate any abusive behaviour towards any member of the SAIBT-CELUSA Community.

Abusive behaviour is any behaviour which frightens, intimidates, manipulates, controls, blames, injures or harms another person. Abuse can be physical, emotional, financial, verbal, economic, sexual or social.

Examples of abusive behaviour include but not limited to:

8.1 Harassment

Harassment is deliberate conduct which intends to cause anxiety, distress or harm to others restricting the ability of the other person to live freely. Harassment may include telling jokes or insulting another person about their racial group, ability, personal life or sexual preference.

8.2 Emotional Abuse

The intention of emotional abuse is to control, reduce self-worth or create fear. Emotional abuse includes non-physical behaviours such as threats, insults, constant monitoring or "checking in," excessive texting, humiliation, intimidation, isolation, or stalking.

8.3 Physical Abuse

Physical abuse is any intentional, unwanted contact or behaviour that causes or has the intention of causing injury, disability, or death.

Physical abuse can include hitting, slapping, kicking, shoving, choking or any other physical assault.

8.4 Cyber Abuse

Cyber Abuse occurs when content that is harmful to a person's physical or mental health is shared online or through an electronic service or platform.

It can include online posts, comments, emails, messages, chats, livestreams, memes, images and videos. Image based abuse such as sharing intimate images, sexploitation, cyber stalking are also forms of cyber abuse.

8.5 Financial Abuse

Financial abuse may be monitoring how a person spends their money, forcing someone to buy things or sign contracts to create debt in their name, making a person lend money or give money or possessions or taking control of someone's bank account or credit cards. It can also include being forced to provide care or services [employment] without being fairly compensated.

8.6 Bullying

Bullying is verbal or physical abuse used repeatedly and intentionally against an individual or a group of people to cause distress. The perpetrator usually has influence or power over someone or may want to make someone else feel less powerful or helpless.

Repeated behaviours that can be considered bullying include keeping someone out of a group (online or offline), acting in an unpleasant way near or towards someone, staring with the intention to make someone feel uncomfortable, calling someone names, being rude and impolite or speaking negatively to or about someone. Spreading rumours or lies is also considered bullying.

8.7 Stalking

Stalking occurs when someone intentionally watches, follows, or harasses another person repeatedly, making them feel afraid or unsafe. Stalking can occur in person, online or through a third party.

8.8 Coercive Control

Coercive control refers to patterns of abusive and manipulative behaviours used by one person to dominate another and can involve things like threats, surveillance, insults and withholding money. The above abusive behaviours can all be part of coercive control.

The coercive behaviour can be subtle and include emotional, psychological and economic abuse, sexual coercion, cyberstalking, isolation, and intimidation.

9 Penalties for behavioural misconduct

- 9.1** If it is able to be shown that a student has engaged in behavioural misconduct, the student will be asked to attend an interview with the Academic Directorate or College Director or nominee in the first instance. During the interview, the student will be asked to provide an explanation for their behaviour

Penalties for behavioural misconduct can include any, or a combination, of the following:

- a verbal reprimand from the Academic Directorate or College Director
- a formal written warning to the student from the Academic Director or College Director and a note placed in the student's file
- suspension from SAIBT/CELUSA for a specific period of time
- cancellation of enrolment from SAIBT/CELUSA
- reporting the incident to the appropriate authorities
- reporting forged or fraudulent documentation, and student details to the practice and/or practitioner, who may take further legal action against the student
- reporting to Immigration and possible cancellation/suspension of Confirmation of Enrolment (for international students)

10 Complaints, Appeals and Grievances

- 10.1** A student who has a complaint about a decision that affects their studies, a particular situation in which they have been involved or witnessed, or has had a penalty imposed as a result of behavioural misconduct has a right to lodge a complaint or appeal through SAIBT/CELUSA's **Student Grievances and Appeals Policy and Procedure**. All complaints are considered with courtesy, in a timely fashion, and without fear of prejudice or inappropriate treatment.

11 University of South Australia Code of Conduct

- 11.1** Students are also bound by the UniSA Code of Conduct for Students
[University of South Australia Student Code of Conduct](#)

SECTION C - GOVERNANCE

C.1 Responsibility

Identification	Student Code of Conduct
Policy Owner	College Director
Approving Authority	SAIBT/CELUSA Executive Group
Initial Issue date	February 2013
Directory Location	College Director, Policies

C.2 Version Control

Current Version Number	4.4
Date of Effect	01/2025
Review Date	09/2025
Privilege Level	Public

C.3 Legislative and Organisational Context

Name
The National Code of Practice 2018
Work Health and Safety Act 2012
Work Health and Safety Regulations 2012

SECTION D - PROCEDURE

D.1 Related Procedures

Student Grievances and Appeals Procedure

D.2 Related Policies

Student Grievances and Appeals Policy

Navitas Anti-Discrimination and the Prevention of Harassment, Vilification and Bullying Policy

Sexual Harassment and Sexual Assault Prevention and Response Policy

Academic Integrity Policy

Assessment and Moderation Policy