

Student Charter and Student Conduct Policy – Higher Education

1. Scope

This policy is applicable to all current higher education students of Holmes Institute (Holmes).

2. Purpose

Holmes is committed to a teaching and learning environment in which staff and students are treated fairly in an environment of mutual respect and students' conduct reflects this commitment. This policy sets out the expectations that Holmes has of its students and the responsibilities that Holmes has to its students as members of the Holmes' community.

3. Personal Conduct

- 3.1 Holmes' Student Charter, as set out below and in the Holmes' Faculty of Higher Education Student Handbook, sets out the expectations of the behaviour of students at Holmes.
- 3.2 Specifically, and in addition to the Student Charter, students must not engage in any conduct which is:
- a. Damaging to other persons pursuing their studies or to the lawful activities of Holmes Institute;
 - b. Detrimental to the operation or property of the Institute;
 - c. Corrupt; including asking staff members of Holmes or other students to collude in misconduct and/or offering inducements to do so;
 - d. Contravenes Commonwealth, State or local law.
- 3.3 Inappropriate conduct includes, but is not limited to:
- a. Disrupting any teaching, study, assessment or research activities or the administration of Holmes Institute;
 - b. Obstructing any officer or employee of the Institute in the performance of their duties;
 - c. Damaging or wrongfully dealing with any property, including intellectual property belonging to Holmes Institute;
 - d. Knowingly withholding relevant information or furnishing false or misleading information for purposes connected with academic progression or enrolment or proposed enrolment as a student;
 - e. Threatening, intimidating or disorderly behaviour;
 - f. Endangering the health or safety of a person, including but not limited to sexual harassment or sexual assault;
 - g. Racist behaviour and behaviour deemed to be unfairly or illegally discriminatory against other persons, as per Holmes' Diversity and Equity Policy and Procedure;

- h. Compromising the privacy of an individual;
- i. Failing to disclose to Holmes a financial, familial or personal relationship with any member of Holmes' staff;
- j. Compromising the confidentiality of information.

4. The Student Charter

The Student Charter sets out the responsibilities that Holmes has to its students and the responsibilities that students have to Holmes, its staff and faculty.

Holmes Responsibilities

- 4.1 Provide teaching practices that facilitate engagement and communication between students, their peers and lecturers, and the ongoing development of the Holmes Graduate Attributes;
- 4.2 Treat students with respect and take seriously the time and financial commitments made by students to undertake study.
- 4.3 Provide a safe, supportive and sustainable environment that challenges and empowers students.
- 4.4 Recognise, celebrate and support the diversity of students and staff on each campus.
- 4.5 Reject discrimination and harassment.
- 4.6 Expect and model academic integrity and honesty.
- 4.7 Provide all relevant information to inform students' selection of programs.
- 4.8 Maintain effective systems of communication with students and provide timely and accurate information about students' progress, programs and services.
- 4.9 Reflect on our practice, respond to feedback and continually improve the services and experience Holmes delivers to students.
- 4.10 Address problems and complaints fairly and promptly.
- 4.11 Support student organisations and include student voices in decision making.
- 4.12 Champion independent thought, freedom of speech and free intellectual enquiry.

Student Responsibilities

- 4.13 Be fully committed to your own learning, the decision you take in relation to it, and the challenges involved.
- 4.14 Work with honesty and integrity.
- 4.15 Give and receive feedback about your experiences and participate in continuous improvement processes.
- 4.16 Treat all members of the Holmes community with respect.
- 4.17 Be aware of and uphold their responsibilities following Holmes' policies and procedures.
- 4.18 Value the diversity of students and staff.
- 4.19 Reject discrimination and harassment.

- 4.20 Champion independent thought.
- 4.21 Respect Holmes' facilities and resources, relevant policies and follow safety and security advice.
- 4.22 Provide up to date, accurate and timely student information when required.
- 4.23 Accept responsibility for decisions made about courses and program choices.
- 4.24 Respect the privacy of others (actions such as sharing staff and other students' personal information, i.e. names, date of birth, address, email, phone numbers etc, or recording of photographing others without their permission is an intrusion of personal privacy).

5. Sexual Misconduct

- 5.1 Allegations of sexual misconduct is taken very seriously at Holmes.
- 5.2 Allegations of sexual misconduct will be dealt with in accordance with Holmes' Sexual Assault and Sexual Harassment Prevention Policy and Procedures.

6. Alcohol, Drugs and Tobacco

- 6.1 The Institute recognises its legislative duty of care obligations under the Occupational Health and Safety Act 2004 ("the Act").
- 6.2 Alcohol consumption by students is not permissible on Holmes' property.
- 6.3 Students who are adversely affected by the consumption of alcohol or illicit drugs will be asked to leave Holmes' property and disciplinary action may be taken. Students who fail to leave when asked may be forcibly removed from the property.
- 6.4 Illicit drugs are not to be bought, sold, possessed or used on any part of the Institute's property, nor to be bought, sold, carried or used by any staff, visitors, contractors or students when engaged in Institute business. Additionally, if the Institute becomes aware of illegal behaviour occurring on campus the behaviour will be reported to the police.
- 6.5 Smoking and vaping is prohibited inside Institute premises or within 10 metres of a doorway. Students must be aware that their smoking may impact on other students or staff members, contractors, visitors and members of the public.

7. Academic Misconduct

- 7.1 Allegations of academic misconduct are dealt with in accordance with Holmes' Academic Conduct and Integrity Policy and Procedures, and Holmes' Assessment Policy and Procedures.
- 7.2 Students found guilty of academic misconduct are subject to the penalties described in Holmes' Academic Conduct and Integrity Policy and Procedures.

8. Consequences of Breaching this Policy

- 8.1 Students found to have breached this policy will be subject to the full range of disciplinary actions available to Holmes Institute. These include exclusion from the Institute temporarily or permanently.

- 8.2 Other policies of the Institute, such as the Academic Conduct and Integrity Policy and Procedures and Sexual Assault and Sexual Harassment Prevention Policy and Procedures may detail specific disciplinary actions which may be taken if those policies are breached.
- 8.3 Holmes' will report suspected illegal activity to the relevant law enforcement authorities and/or immigration authorities. Students should be aware that legal consequences may result and/or their visa status may be affected.

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	Chief Operating Officer		
Implementation Officers	Dean Operations and Campus Directors		
Review Date	September 2023		
Approved by			
Academic Board			
Associated Documents			
Academic Conduct and Integrity Policy and Procedures Assessment Policy and Procedures Code of Conduct Policy Critical Incident Policy and Procedures Diversity and Equity Policy and Procedure Workplace Health and Safety Policy and Procedures Faculty of Higher Education Student Handbook Sexual Assault and Sexual Harassment Prevention Policy and Procedure			
Version	Brief Description of the changes	Date Approved	Effective Date
1 (as Conduct Policy)	New Policy	7 Nov 2018	7 Nov 2018
1.1 (as Student Conduct Policy)	Administrative change to specifically reference Holmes commitment to preventing sexual assault and/ or harassment and outlining support and relevant policy and processes available at Holmes in the case of such concerns or allegations.	19 Feb 2019	19 Feb 2019

2.0	Reformat document, include: <ul style="list-style-type: none"> • Section on Sexual Assault and Sexual Harassment. • Section on Academic Misconduct. • Section on Student Charter. • Change name of the policy to Student Charter and Student Conduct Policy. 	17 Sept 2020	17 Sept 2020
2.1	<ul style="list-style-type: none"> • Added respecting others' privacy in the student expectations (4.24) 		