

## Student Code of Conduct and Dismissal Policy

### 1. Purpose

The purpose of this policy is to set out the behavioural standards, academic integrity expectations, and conduct requirements for students, and to define the circumstances and processes under which disciplinary action, including dismissal, may occur.

This policy supports regulatory compliance, protects academic integrity, ensures a safe and respectful learning environment, and upholds the reputation and operational integrity of the institution.

### 2. Scope

This policy applies to:

- All students enrolled in courses or programs delivered by the institution
- All modes of study, including on-campus, online, blended, and work-integrated learning
- All institutional systems, learning platforms, assessments, premises, and activities
- All conduct occurring on campus, online, during practical placements, or at institution-sanctioned activities

### 3. Definitions

**Academic Misconduct:** Any action that compromises academic integrity, including plagiarism, cheating, collusion, contract cheating, impersonation, or falsification of academic records.

**Impersonation:** Any act where a student represents themselves as another individual, allows another person to represent them, or uses another person's identity or credentials for academic or administrative purposes.

**Misconduct:** Behaviour that breaches institutional policies, student agreements, legal obligations, or expected standards of conduct.

**Dismissal:** The formal termination of a student's enrolment as a result of academic failure or serious misconduct.

**Expulsion:** Permanent removal from the institution due to serious or repeated misconduct where continued enrolment is deemed unacceptable.

### 4. Policy Statement

ILSC and Greystone College are committed to maintaining a safe, respectful, ethical, and academically honest learning environment.

Students are expected to act responsibly, ethically, and in accordance with all institutional policies, legislative requirements, and professional standards.

Breaches of this policy may result in disciplinary action, including academic penalties, suspension, dismissal, or expulsion, depending on the severity and nature of the misconduct.

## 5. Standards of Conduct and Grounds for Disciplinary Action

ILSC and Greystone College recognise that students come from diverse backgrounds and experiences. Australian society recognises differences and diversity, and this requires that all people be treated with dignity and respect.

As part of the institution's commitment to fostering a supportive and inclusive learning environment, ILSC and Greystone College aim to build a community that is respectful, people-centred, and free from discrimination, harassment, and bullying.

Students have the right to learn in an environment free from harassment, and all allegations of inappropriate behaviour will be treated seriously. Harassment, discrimination, or bullying on any grounds covered by human rights legislation is unacceptable and will not be tolerated.

Students are encouraged to speak with their Student Advisors if they feel unsafe or require support. Teachers, trainers and staff are also in regular contact with students and may identify and respond to concerns as they arise.

The following sections outline the standards of conduct expected of students, along with behaviours that may result in disciplinary action.

### 5.1. Academic Integrity

Students must demonstrate honesty and integrity in all academic work. Prohibited behaviours include, but are not limited to:

- Plagiarism or presenting another person's work as their own
- Contract cheating or unauthorised third-party assistance
- Collusion or unauthorised collaboration
- Resubmission of previously assessed work without prior approval
- Misuse of artificial intelligence (AI), translation tools, or other technologies in breach of assessment requirements
- Interference with another student's work or academic progress

Students must also comply with the Responsible Use of Artificial Intelligence Policy.

### 5.2. Impersonation and Identity Misuse

Students must not engage in impersonation or identity misrepresentation. This includes:

- Attending classes, assessments, examinations, or online sessions on behalf of another student
- Allowing another person to attend or complete academic activities on their behalf
- Sharing login details or providing access to learning platforms, student portals, or systems
- Using false, altered, or another person's identity documents

Impersonation or attempted impersonation is considered serious misconduct and may result in immediate dismissal or expulsion.

### 5.3. Behavioural Expectations

Students are expected to behave in a respectful, responsible, and appropriate manner at all times.

Students are expected to comply with the following Code of Conduct requirements:

Students must:

- Treat all students, staff, and visitors with dignity and respect
- Attend classes and participate in learning activities in accordance with attendance requirements
- Use English during class and on campus where required by institutional policies or program guidelines
- Follow all classroom rules, including the appropriate use of electronic devices
- Comply with instructions from staff and institutional processes
- Respect institutional property and facilities

Students must not:

- Engage in disruptive, threatening, abusive, or unsafe behaviour
- Engage in bullying, harassment, discrimination, or sexual misconduct
- Endanger the health, safety, or wellbeing of others
- Damage or misuse of institutional property or reputation
- Bring weapons, alcohol, or prohibited substances onto campus or into learning environments

### 5.4. Fitness to Attend

Students must ensure they are in a suitable condition to attend and participate in classes, campus activities, excursions, and any institution-arranged events.

Fitness to attend class or campus:

- Students must not attend classes, campus, activities, excursions, or any ILSC and/or Greystone College arranged event while under the influence of alcohol, illegal drugs, or any substance that affects their ability to participate safely and respectfully
- If ILSC or Greystone College reasonably believe that a student is unfit to attend or participate due to alcohol, drugs, or other impairment, the student may be required to leave the class, campus, or activity

- Where appropriate, the institution may arrange welfare support, contact emergency services, or notify a parent or guardian (for students under 18)

Repeated or serious incidents may be managed under this policy and may result in disciplinary action.

### 5.5. Fraud, Misrepresentation, and False Declarations

Students must provide accurate and truthful information at all times. Prohibited conduct includes:

- Falsifying attendance records or academic documents
- Providing false information relating to enrolment, progress, or identity
- Breaching visa, attendance, or regulatory requirements

### 5.6. Misuse of Systems and Resources

Students must use institutional systems, technology, and facilities responsibly and securely. Prohibited conduct includes:

- Unauthorised access to systems or data
- Sharing login credentials or allowing others access to student accounts
- Circumventing assessment controls or monitoring systems
- Engaging in cyber misconduct or misuse of digital platforms

## 6. Procedures

Students are expected to always meet course requirements and standards of behaviour. Where these requirements are not met, a staged approach to discipline may be applied, including counselling, warning, probation, and dismissal.

Disciplinary actions will be applied in a fair and consistent manner. Under normal circumstances, students will be made aware that dismissal is a possible outcome if required improvements are not achieved.

Serious misconduct may result in immediate action, including suspension or dismissal.

Fees and refunds associated with suspension, cancellation, or dismissal of enrolment will be managed in accordance with the Refund Policy.

### 6.1. Identification and Reporting

- Suspected misconduct may be identified by staff, systems, or reports from other students
- Allegations will be documented and referred to Academic or Campus Management for review

### 6.2. Investigation

- The student will be informed of the allegation and provided an opportunity to respond

- Evidence will be reviewed in accordance with procedural fairness principles
- Students may be accompanied by a support person during meetings, if applicable
- Serious misconduct may result in temporary suspension during investigation

### 6.3. Outcomes and Disciplinary Actions

Outcomes may include one or more of the following:

- No further action (where allegations are not substantiated)
- Formal warning
- Academic penalties (e.g. zero-mark, resubmission, course failure)
- Suspension
- Dismissal or expulsion

Students will be advised of the outcome in writing, and any applicable next steps.

### 6.4. Immediate Dismissal

The following behaviours may result in immediate dismissal without warning (where substantiated):

- Serious breaches of academic integrity (including impersonation)
- Physical or sexual assault
- Threats or violent behaviour
- Theft or vandalism
- Serious harassment or discrimination

### 6.5. Student Support and Appeals

Students have the right to seek support and to appeal decisions made under this policy.

Appeals must be made in accordance with ILSC and Greystone College's Complaints and Appeals Policy within the required timeframe.

Students may seek guidance on how to lodge an appeal from their Student Advisor.

### 6.6. Record Keeping and Reporting

All disciplinary decisions will be documented and retained in accordance with record management and regulatory requirements.

## 7. Related Legislation and Standards

- Standards for RTOs 2025
- National Code 2018
- ESOS Act 2000

- Privacy Act 1988
- Anti-Discrimination Act 1991
- Industrial Relations Act 1999

## 8. Policy Review

This policy will be reviewed at least every year, or earlier if required, to ensure alignment with changes in legislation, regulatory standards, compliance requirements, or organisational operations. Earlier reviews may be undertaken in response to audits, incidents, or identified opportunities for improvement.

### 8.1. Details

<b>Policy Title</b>		Student Code of Conduct and Dismissal		
<b>Approved by</b>		Vice President Australian Operations / Director of Quality Assurance		
<b>Next Review Date</b>		July 2027		
Version	Date	Effective Date	Comment/Note	Author/Reviewed by
V1	Unknown	Unknown	Original version historically maintained via website content and student agreements – effective date not formally recorded.	Not formally documented (historical content managed through website and student agreement)
V2	02-Jun-2026	01-Jul-2026	Formal policy document created to consolidate and standardise existing Code of Conduct, Dignity and Respect, and Dismissal provisions previously published on the website and student agreement. Introduced to address documentation and governance gap.	Director of Quality Assurance, National Director-Campus Operations, National Academic Director-ELICOS & Pathways, National Director-Greystone College