

Student Code of Conduct

Rationale

Catholic Institute of Sydney operates by a Student Code of Conduct which ensures that:

- the Institute is faithful to the gospel of Our Lord Jesus Christ
- the Institute operates in a manner worthy of its name
- the Institute's position regarding acceptable and non-acceptable conduct is clearly stated
- students and staff are respected and are treated fairly and justly

Purposes

The purposes of this Student Code of Conduct are:

- to give guidance to all Catholic Institute students on the standards of conduct required to them by the Institute
- to explain the rights of students
- to define breaches of conduct
- to describe the consequences of breaches of conduct

STUDENT CODE OF CONDUCT

Students are expected to act honestly, conscientiously, reasonably and in good faith at all times having regard to the Catholic tradition within which Catholic Institute of Sydney is established and the welfare of other students and Institute staff.

Students of Catholic Institute of Sydney are expected to:

- comply with Institute policies and procedures
- comply with lawful and reasonable requests from Institute staff
- respect the privacy of other students and institute staff and not divulge confidential information regarding any student or institute staff member unless there is a lawful request for this information
- neither use, nor allow the use of, Catholic Institute of Sydney property, resources, or funds for other than authorized purposes
- incur no liability on the part of the Catholic Institute of Sydney without proper authorization
- not be on the college premises or in the college environs under the influence of illicit drugs or alcohol.

PROCEDURES

1. Breaches of the Student Code of Conduct

- a. Misconduct involves contravention of the above obligations
- b. If established, misconduct may lead to a reprimand and warning
- c. Serious misconduct involves serious and/or repeated contravention of the above obligations
- d. Series misconduct, if established through the formal disciplinary procedures of the Institute, will usually lead to exclusion
- e. Serious misconduct includes, but is not confined to, the examples below:
 - i. refusing to carry out lawful and reasonable requests from a member of Institute staff
 - ii. assaulting or threatening to assault any student, staff member, or visitor on Catholic Institute of Sydney premises
 - iii. behaving in a manner causing safety risks to students or staff
 - iv. being affected by alcohol or illicit drugs while on the Institute premises or in the Institute environs
 - v. having unauthorized possession of, or removing property belonging to Catholic Institute of Sydney, another student or staff member or visitor
 - vi. deliberately or recklessly acting, or failing to act, in a manner resulting in serious damage to Catholic Institute of Sydney property

2. Disciplinary procedures

- a. Formal disciplinary action is not taken lightly
- b. Catholic Institute of Sydney's experience has been that students conduct themselves very well and overcome minor problems without the need for formal discipline
- c. Where Catholic Institute of Sydney has cause to believe that the Student Code of Conduct has been breached, formal disciplinary procedures are likely to be invoked
- d. The Deputy President is responsible for invoking the disciplinary procedures and for overseeing the carrying out of these procedures. These procedures will be supervised by the Council. Disciplinary hearings will take place according to Catholic Institute of Sydney, Regulations and Procedures Manual 7.17.
- e. Catholic Institute of Sydney abides by the following requirements regarding fairness in disciplinary procedures:
 - i. a student must receive notice of the specific allegation of misconduct and of the likely consequences should the allegation be established
 - ii. there must be a real opportunity for the student to explain or refute the allegation
 - iii. there must be proper and unbiased consideration of the explanation.
- b. Unless a matter is so serious as to warrant instant suspension, students are entitled to be warned by disciplinary breaches and told of the manner in which their conduct must improve. Formal warnings may be given by the Principal orally or in writing but Catholic Institute of Sydney will confirm any oral warning in writing. It is usually appropriate to give at least two formal warnings although some circumstances may call for one formal warning.

- c. Any formal warning will include:
 - i. a statement of the specific problem
 - ii. a statement of the Catholic Institute of Sydney standard or policy that is alleged to have been breached
 - iii. the corrective action required
 - iv. the period within which the corrective action must be taken
 - v. reference to the meeting(s) with the student and any explanation given by the student
 - vi. the consequences of failure to take the required corrective action or any further breach
 - vii. reference to any prior warnings.

3. Suspension

The Deputy President may need to suspend a student from the Institute while the matter of concern is being investigated, e.g. where safety is involved.

4. Exclusion

In the case of exclusion, Catholic Institute of Sydney's decision, and the reasons for it, will be confirmed in writing to the student before the exclusion is effected, and only after proper procedures have been exhausted.

5. Rights of students in cases of disciplinary action

- a. Some student rights are inherent in the foregoing provisions, notably 2.4 and 2.6
- b. Where Catholic Institute of Sydney institutes formal disciplinary action and conducts interviews with a student for that purpose, the student is entitled to bring a friend, a legal representative or other person to any such meeting.

6. Personal Grievance

In some cases, the provisions of Australian Federal and Senate legislation may be relevant for a student.