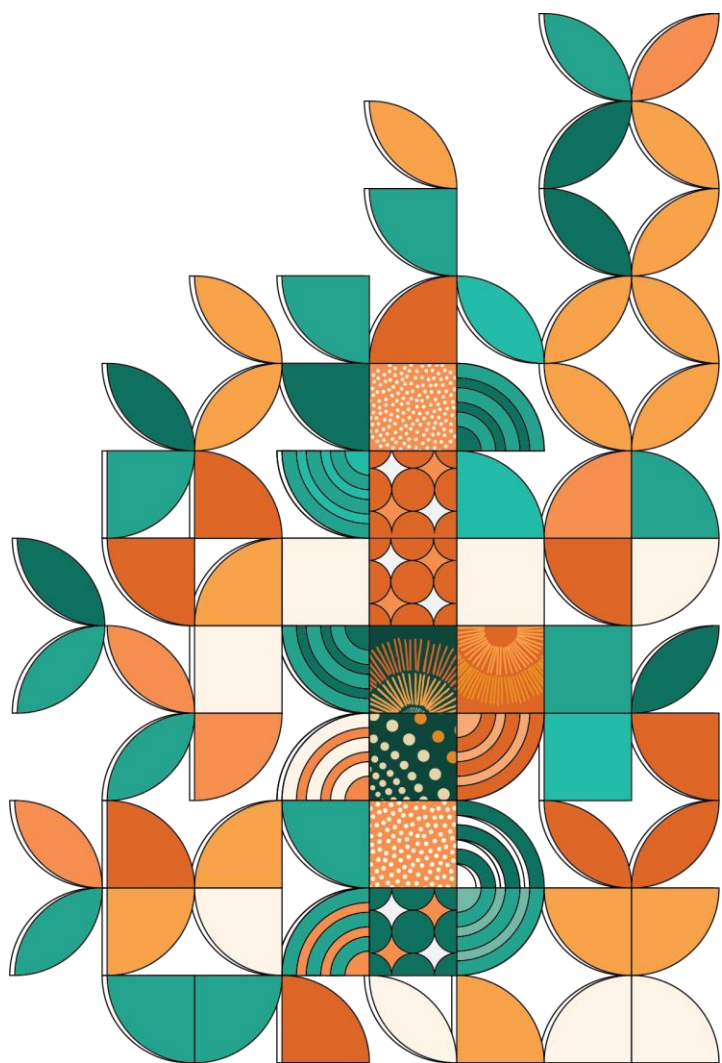


Student Code of Conduct Procedure



SECTION 1

1. Purpose

- 1.1. The Student Code of Conduct procedure supports the Student Code of Conduct Policy and outlines the framework for addressing and resolving issues of student behaviour and conduct as the Institute of Health and Nursing Australia (IHNA) community.
- 1.2. The document outlines the rights and responsibilities of all students in fostering an inclusive and supportive learning environment.

2. Scope

- 2.1. The Student Code of Conduct outlines the values, principles, and expected behaviours for all students at IHNA, and guides them towards the relevant rules. These values and principles, which apply to all members of the IHNA community, form the basis for students' obligations. This applies to all current and prospective students enrolled at IHNA, regardless of location or mode of study, including on-campus, online, at partner institutions, or during national or international placements.
- 2.2. This applies to IHNA's community comprises all students, staff, campus visitors, and members of the public who engage with IHNA in person, in writing, or online.

3. Definitions

- 3.1. Refer to IHNA's Glossary of Terms.

SECTION 2

4. Academic Misconduct

- 4.1. The Code of Conduct defines Academic Misconduct as any attempt or action by a student to gain an unfair academic advantage by means of dishonesty, including lying, copying, collusion, falsification, cheating, exploiting personal relationships with academic staff, or engaging in any other behaviour that violates academic integrity, either for their benefit or the benefit of others. Instances of Academic Misconduct include:
 - a. Cheating, collusion, and plagiarism.
 - b. Failing to follow reasonable instructions from academic staff regarding academic matters.
 - c. Submitting any document or file required by IHNA to meet academic requirements (such as a medical certificate, supporting documentation, or placement evaluation) that has been altered, fabricated, or fraudulently presented to certify, confirm, or authorise its contents.

- d. Altering a group submission for personal gain without the consent of other group members.
 - e. Disregarding a warning issued under this process.
- 4.2. Refer to the IHNA's Plagiarism and Cheating Policy and Procedure, Academic Integrity Policy for detailed information regarding academic misconduct and the resolution process.

5. General Misconduct

- 5.1. Student general misconduct occurs when a student engages in actions at IHNA that are harmful or potentially harmful to the institution or its members or that may threaten or endanger the student's or others' physical or mental well-being at IHNA.
- 5.2. Instances of General Misconduct Include
- a. Improper behaviour, whether intentional or reckless, by a student who:
 - i. causes harm of any kind (physical, psychological, or otherwise);
 - ii. threatens, attacks, harasses, intimidates, stalks, victimises, vilifies, or bullies another person;
 - iii. engages in sexual activity without consent;
 - iv. violates the law or IHNA's prescribed policies and procedures;
 - v. disrupts the orderly operations of IHNA.

6. Process of Handling Misconduct

- 6.1. Any IHNA employee or student who witnesses misconduct should promptly report it to the National Training Manager, Course Coordinator, Campus Manager, or National Registrar.
- 6.2. For violations of the Student Code of Conduct, the following disciplinary procedure shall be followed:
- a. Initially, an IHNA staff member will contact the student to discuss the issue or behaviour and explore possible resolutions. This meeting, along with its outcomes, will be documented, signed by all parties, and recorded in the student's file as a journal entry in the IHNA student management system (Knowledge Hub).
 - b. If the issue or behaviour continues, the student will be invited to a meeting with the National Training Manager, Course Coordinator, or Campus Manager for further discussion. This meeting and its outcomes will also be documented, signed by all parties, and added to the student's profile.
 - c. If the issue or behaviour persists, the student will receive a final written warning along with a time frame for resolution. This letter will be posted to the student's profile. If the issue or behaviour continues after the above steps, the student's training services will be

discontinued, and the student will be notified in writing that their enrolment has been cancelled. At any point during this process, students have the right to use the Complaints and Appeals Procedure to resolve any concerns that may arise.

- d. If a student's actions jeopardise the safety and security of IHNA staff or students due to a violation of the Code of Conduct, immediate action will be taken to remove the student from the premises.

6.3. Students responding to an allegation of misconduct can expect:

- a. A copy of all relevant documents related to the alleged misconduct.
- b. A reasonable opportunity to present their side of the issue to the person reviewing the matter.
- c. The option to be accompanied by a representative or support person during any meetings regarding the matter. and
- d. Access to support services such as counselling or advocacy, including academic and other assistance as needed.

7. Appeals

- 7.1. Students have the right to appeal any decision made by IHNA under this procedure. Students must lodge their appeal within 20 working days of the decision being made. The affected parties will have access to the IHNA Students Complaints and Appeals Policy and Procedures if they think that the decisions made by the appropriate authorities are not justified and fair.

8. Timeframes

- 8.1. All allegations of breaches of the Student Code of Conduct will be managed according to the relevant policies and procedures. This includes specified timeframes for submitting allegations, the student's response, notification of decisions by the reviewing authority, and the appeal process.

9. Confidentiality

- 9.1. Allegations and hearings related to the Student Code of Conduct breaches will be handled with the utmost confidentiality. The outcomes of appeal hearings will be recorded on the student's academic record and maintained confidentially in the Student Management System (KH).
- 9.2. If the Student Code of Conduct breaches also constitute legal violations, IHNA may report the criminal activity to the police.

10. Responsibility

- 10.1. The Chief Operating Officer, National Training Managers, Campus Managers and National Registrar are responsible for ensuring that this procedure complies with the 2025 Standards for RTOs, Outcome Standards for RTOs and aligns with IHNA's commitments to the principles of access and equity.
- 10.2. The National Training Managers and Course Coordinators are responsible for executing the Student Code of Conduct Policy and Procedure.

SECTION 3

11. Associated Information

Related Internal Documents	• Student Code of Conduct Policy • Plagiarism and Cheating Policy • Plagiarism and Cheating Procedure • Academic Integrity Policy • Access and Equity Policy • Access and Equity Procedure • Anti-Discriminatory, Bullying, and Harassment Resolution Policy • Anti-Discriminatory, Bullying, and Harassment Resolution Procedure • Privacy Policy • Policy Against Sexual Abuse and Sexual Harassment • Student Complaints and Appeals Policy • Student Complaints and Appeals Policy • Critical Incident Response Policy • Critical Incident Response Procedure • Student Support Services Policy • Student Support Services Procedure • Student Representative Council TOR • Critical Incident Report Form
Related Legislation, Standards, and Codes	• National Vocational Education and Training Regulator Act 2011 (NVR Act) – Commonwealth • Education Services for Overseas Students Act 2000 (ESOS Act) • 2025 Standards for RTOs • Outcome Standards for RTOs • National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) • Vocational Education and Training Accreditation Act 1990 (New South Wales) • Education and the Education and Training Reform Act 2006 (Victoria) • Vocational Education and Training Act 1996 (Western Australia)

	• Vocational Education, Training and Employment Act 2000 (Queensland) • Training and Skills Development Act 2008 (South Australia) • Training and Workforce Development Act 2013 (Tasmania) • Age Discrimination Act 2004 (Commonwealth) • Disability Discrimination Act 1992 (Commonwealth) • The Disability Discrimination and Other Human Rights Legislation Amendment Act 2009 • Racial Discrimination Act 1975 (Commonwealth) • Sex Discrimination Act 1984 (Commonwealth) • Discrimination Act 1991 (Australian Capital Territory) • Disability Services Act 1991 (Australian Capital Territory) • Fair Work Act 2009 (Cth) • Workplace Gender Equality Act 2012 (Cth) • Australian Human Rights Commission Act 1986 (Cth) • Racial and Religious Tolerance Act 2001 (Vic) • Disability Discrimination Act 1992 (Cth) • Equal Opportunity Act 2005 (Vic) • Charter of Human Rights and Responsibilities Act 2006 • Occupational Safety Act 2004 (Vic) • Age Discrimination Act 2004 (Cth) • Relevant State and Commonwealth contracts and eligibility documents (VET Student Loans, Skills First Program, Department of Training and Workforce Development (DTWD), Smart and Skilled)
Date Approved	23/11/2023
Date Endorsed	14/12/2023
Date of Effect	23/11/2023
Date of Review	31/12/2026
Approval Authority	Executive Management Committee
Document Custodian	Academic Director and Chief Operating Officer
IHNA DocID	IHNA-SCCP2-3.1
2025 Standards for RTOs	Outcome Standards for RTOs

12. Change History

Version Control		Version 3.1
Version No.	Date	Brief description of the change, incl. version number, changes, who considered, approved, etc.
V.2.0	10/03/2021	Separated the Procedure from the relevant Policy, revised and updated in a new template with updated information by Academic Board on 10/03/2021
V.3.0	13/07/2024	Updated in new template and logo, Revised and rewritten sentences for clarity

V.3.1	18/06/2025	Changed Standards for RTOs 2015 to 2025 Standards for RTOs, Outcome Standards for RTOs
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