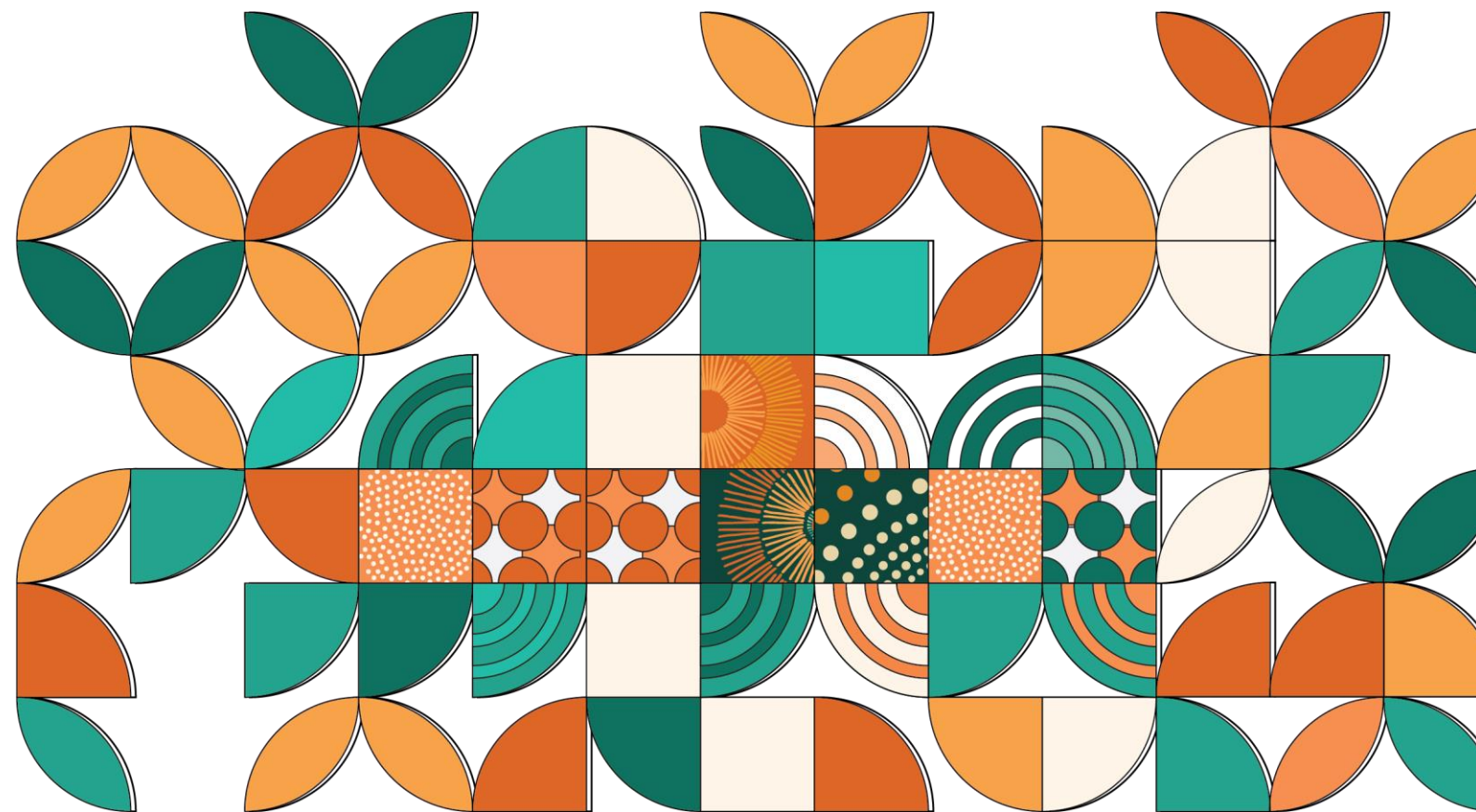


Student Code of Conduct Policy



SECTION 1

1. Purpose

- 1.1. The Student Code of Conduct outlines the Institute of Health and Nursing Australia (IHNA)'s expectations for students' academic, personal, and professional behaviour. All students must comply with these standards when engaging in IHNA activities and interacting with fellow students, educators, and members of the Institute's community. This Code serves as a framework for promoting professional behaviour and ethical standards, as well as ensuring that any violations are addressed promptly, fairly, and efficiently.
- 1.2. The Student Code of Conduct defines the rights and responsibilities of all students in fostering an inclusive and supportive learning environment.

2. Scope

- 2.1. Regarding all actions and activities affecting IHNA or its students, educators, or guests. This includes both on-campus and off-campus student activities (including, for example, during placements, or online).

3. Definitions

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

SECTION 2

4. Principles

- 4.1. Students studying at IHNA to respect the rights of others to engage in their studies, duties, community service, and other lawful activities within an environment that promotes academic freedom, critical thinking, and open inquiry. This includes upholding the right to hold opinions without interference and the freedom to seek, receive, and share ideas and information of all kinds. Students should act with tolerance, honesty, inclusivity, and respect for others.

5. Obligations and Expectations

5.1. **Obligation of personal responsibility**

Students will:

- a. Read and comply with their admission conditions and IHNA's policies, procedures, guidelines and ethical requirements;

- b. Read and comply with their subject and course requirements, take responsibility for their own education and direct their own learning;
- c. Monitor their academic progress;
- d. Act with professional integrity when undertaking placement;
- e. Raise issues or concerns with IHNA in a timely manner; and
- f. Take responsibility for seeking support and/or assistance from IHNA educators and/or support services when required.

5.2. **Obligation to act with honesty and integrity**

Students will:

- a. Uphold academic integrity;
- b. Conduct themselves appropriately when representing IHNA within the community;
- c. Abide by relevant ethical requirements;
- d. Take shared responsibility for IHNA's success by actively participating in its initiatives and activities.;
- e. Refrain from making or publishing false statements about IHNA;
- f. Avoid using IHNA's name, logo or resources for private or business purposes without appropriate authorisation;
- g. Avoid dishonest or unethical behaviour, such as impersonating others or using fraudulent, falsified, or incomplete documentation related to academic standing, immigration status, or any other relevant matter to gain admission or remain enrolled at IHNA;
- h. Disclose any conflicts of interest or situations that could potentially influence decisions in their favour, or declare any matters that could be perceived as influencing decisions in their favour;
- i. Report a breach of the Code if they believe that they have observed a breach; and
- j. Do not engage in unlawful behaviour.

5.3. **Obligation of respect and fairness**

Students will:

- a. Treat other students, staff with respect and fairness;
- b. Work in collaboration with other students, staff, associates, and IHNAs partners;
- c. Avoid unfair treatment of individuals based on their gender, sexuality, race, abilities, cultural or social background, religion, age, or political beliefs and report such behaviour as outlined in IHNAs policies and procedures;
- d. Take accountability for the content they write and share across all social media platforms, ensuring respect for their audience and adherence to copyright law;

- e. Avoid any actions that could be perceived as bullying or harassment;
- f. Avoid hampering or interfering with any teaching, learning, or other academic activities of IHNA.
- g. Not encourage, persuade, or incite others to engage in conduct or behaviour against the IHNA policies and guidelines

5.4. **Obligation to ensure safety and to respect property**

Students will:

- a. Respect the privacy of other students and staff;
- b. Not cause harm, or potentially endanger, the safety or health of Students and Employees, whilst on IHNAs premises and/or placement facilities;
- c. Not engage in illegal behaviour;
- d. Not participate in IHNAs activities under the influence of alcohol or any prohibited substance.
- e. Not use, possess, or supply a prohibited weapon or any prohibited substance at the IHNAs;
- f. Use IHNA campuses and resources, including communication technology resources, in a cooperative, legal, sustainable, ethical, and appropriate way;
- g. Follow any reasonable request or direction from IHNA staff about safety or following policy, procedure, or ethical requirements.

5.5. **Obligation to Uphold IHNA's Reputation**

Students are expected to:

- a. Refrain from participating in academic or extracurricular activities that could hamper IHNA's reputation;
- b. Avoid using IHNA's name, reputation, intellectual property, or resources for personal or business purposes without proper authorisation from IHNA;
- c. Avoid fraudulent or corrupt activities, such as impersonating another person or using forged, false, falsified, or incomplete documentation regarding academic standing, immigration status, or other relevant matters to obtain or retain enrolment.

5.6. **Confidentiality**

- a. Individuals making an accusation are entitled to confidentiality. Their identity will not be revealed to the student being accused or any other parties without their explicit consent;
- b. If a formal resolution procedure involves other parties, the accuser will be informed of the process and may opt to keep their identity confidential from any or all involved parties;
- c. The accuser may choose to provide an anonymous written statement instead of presenting evidence in person.

5.7. Compliance with the Student Code of Conduct

- a. IHNA is dedicated to ensuring that students receive the necessary training and education to comply with this Code. Students are encouraged to reach out to their National Training Manager, Course Coordinator, or National Registrar for support.

5.8. Breaches of the Code of Conduct

- a. Students are required to adhere to the Student Code of Conduct. Failure to do so will result in accountability measures as outlined by policy and procedure;
- b. IHNA is committed to ensuring a safe learning environment for everyone in the IHNA community. If a student engages in behaviour that disrupts or interferes with lawful activities on IHNA campuses or that obstructs learning, teaching, or official meetings, immediate action may be taken by authorised personnel to remove the student;
- c. IHNA may provide guidance on how students should behave in order to comply with the Student Code of Conduct, aiming to prevent future violations;
- d. IHNA Academic or Operations staff may assist with early intervention, assessment, and management of inappropriate, concerning, or threatening behaviour. If there is evidence of misconduct or a pattern of problematic behaviour, the student will be invited to a meeting. Depending on the outcome and any improvements made, a warning may be issued in accordance with institutional policies.

5.9. Evidence

- a. All evidence supporting an allegation of student misconduct will be thoroughly and accurately documented;
- b. Evidence from sources with potential conflicts of interest, hearsay, or obtained under duress will be excluded from consideration.

5.10. Decision making

- a. The National Training Manager, Course Coordinator, Campus Manager, or National Registrar will determine the appropriate response to students' behaviour.

5.11. Reporting Misconduct

- a. Students can report misconduct or file a formal complaint about another student's inappropriate behaviour to the National Training Manager, Course Coordinator, Campus Manager, or National Registrar. This can also be done following the Student Complaints and Appeals Policy and Procedures. The misconduct report must provide sufficient details about the alleged behaviour and clearly explain the breached obligations. IHNA has other relevant policies, such as the Anti-

Discrimination, Bullying, and Harassment Resolution Policy and Procedure, and Policy Against Sexual Abuse and Sexual Harassment, which outline expected behaviour. Any actions that violate these policies will be addressed through academic or general misconduct procedures, depending on the nature of the violation. False or malicious allegations of misconduct or allegations made without reasonable grounds may lead to disciplinary action.

5.12. Support

- a. Students are entitled to a fair process, access to support and advice, timely communication, and regular updates on their case;
- b. IHNA promptly responds to reports and takes swift action within its authority to ensure the welfare and safety of students;
- c. In cases of misconduct involving overseas students, IHNA will fulfil any reporting obligations required under the Education Services for Overseas Students (ESOS) Act 2000 and National Code 2018.

6. Responsibility

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

SECTION 3

7. Associated Information

Related Internal Documents	• Student Code of Conduct Procedure • Access and Equity Policy • Access and Equity Procedure • Plagiarism and Cheating Policy • Plagiarism and Cheating Procedure • Academic Integrity Policy • 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
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	• 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)
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2025 Standards for RTOs	Outcome Standards for RTOs

8. 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, Moved the definitions in the Glossary of Terms document, Revised and rewritten sentences for clarity, Added information regarding Obligation to Uphold IHNA's Reputation, Confidentiality, Evidence and Support
V.3.1	18/06/2025	Changed Standards for RTOs 2015 to 2025 Standards for RTOs, Outcome Standards for RTOs