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2. Description and Scope

This describes the student code of behaviour for IHNA. This policy provides details of expectations of student behaviour/conduct as well as providing details of the possible consequences to students if they are in breach of the code of behaviour.

3. Responsibility

The Training Manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and implement its requirements.

4. Definitions

None.

5. References

Title	Document Identifier	Location
Record of Student discipline discussions and final warning letter.	Record of a student discipline meeting and its outcomes signed by all parties to be filled in IHNA standard letterhead.	Student files. A journal entry to be added in Wise.Net against the student.
Student Complaints and Appeals Policy	IHNA-Poli-SCAA-RTO	Sharepoint/IHNA Compliance/Policies and Procedures.

6. Requirements

- 6.1 Students are required to adhere to Institute of Health and Nursing Australia Student Code of Behaviour at all times.
- 6.2 Students will be informed of Code of Behaviour via Course Information Booklet and IHNA website.
- 6.3 The Training Manager will, prior to implementation, approve any discipline actions arising from breaches of the Student Code of Behaviour.
- 6.4 Any decision by the Training Manager in relation to student discipline can be appealed by following Student Complaints and Appeals Policy.
- 6.5 The Student Code of Behaviour requires the following rights to be respected and adhered to at all times:

- The right to be treated with respect from others, to be treated fairly and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
- The right to be free from all forms of intimidation
- The right to work in a safe, clean, orderly and cooperative environment
- The right to have personal property (including computer files and student work) and Institute of Health and Nursing Australia property protected from damage or other misuse
- The right to have any disputes settled in a fair and rational manner (this is accomplished by the Student Complaints and Appeals Procedure)
- The right to work and learn in a supportive environment without interference from others
- The right to express and share ideas and to ask questions
- The right to be treated with politeness and courteously at all times

7.1. All students must follow the following codes of behaviour relating to their studies at all times;

- Act ethically and honestly in the preparation, conduct, submission and publication of course work, and during all forms of assessment.
- Submit their work when required and within the given time limit.
- behave professionally, ethically and respectfully in all dealings with IHNA's learning partners during placements
- not engage in cheating or plagiarism

7. Method

For non-compliance with the Student Code of Behaviour the following procedure for discipline will be followed:

- 7.1. A member of Institute of Health and Nursing Australia staff will contact students in the first instance to discuss the issue or behaviour & to determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file and entered as a journal in Wise.Net.
- 7.2. Where the issue or behaviour continues, students will be invited for a personal interview with the Training Manager to discuss this issue further. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file.
- 7.3. Should the issue or behaviour continue, the student will be provided with a final warning in writing & a time frame in which to rectify the issue. A copy of this letter will be included on the student's personal file.
- 7.4. After the three steps in the discipline procedure have been followed, should the issue or behaviour still continue, training services will be withdrawn and the student will be notified in writing that their enrolment has been terminated.
- 7.5. At any stage of this procedure students are able to access the Complaints and Appeals Procedure to settle any disputes that may arise.