

1. Overview

The Sydney Institute of Traditional Chinese Medicine (“SITCM”) is committed to promoting an inclusive and safe culture in which no student is marginalised or discriminated against.

SITCM upholds the principle that all students are entitled to engage in the educational process free from disruptive or inappropriate behaviours. To this end the Institute is committed to ensuring that there are clearly defined standards of behaviour and conduct for all enrolled students, that appropriate campus security arrangements are in place, and that students are made aware of actions they can take to enhance their safety and security both on and off campus.

By adhering to this Code students will ensure that both they and their peers will be afforded a safe, secure, inclusive and productive environment in which to study.

2. Expectations

SITCM expects that all members of the broader SITCM community will behave professionally and with respect for others. Therefore, students must not behave in a manner that may be considered disruptive and/or inappropriate by any reasonable standard.

2.1 Students are expected to refrain from behaviour that:

- creates significant disruption to the learning environment;
- creates an atmosphere of hostility, intimidation, ridicule, anxiety or disrespect for others;
- contradicts published rules, regulations, procedures or common standards of safety and security;
- endangers or threatens to endanger the health or safety of others;
- contradicts standards of conduct for clinical practice and/or rules and regulations of the clinic;
- damages, defaces or destroys property.

2.2 Furthermore, students are expected to:

- attend their scheduled classes regularly and punctually;
- refrain from the use of personal devices which may disrupt classes (e.g. mobile phones, portable entertainment equipment, etc.);
- comply with reasonable direction from SITCM’s authorised representatives;
- conduct themselves in a safe and healthy manner;
- identify and report any possible hazards from equipment, facilities and the environment;
- refrain from drinking and/or eating in any study area so designated by signage, including the library;
- ensure that no students, staff, or visitors to SITCM experience discriminatory, harassing or bullying behaviour;
- report any discriminatory behaviour, harassment or bullying to the Dean;
- follow SITCM’s policies and procedures.

2.3 Consequently, students are entitled to:

- be treated fairly and with respect;
- learn in an environment free of discrimination, harassment or bullying;
- pursue their educational goals in a safe, secure and supportive environment;
- expect that their privacy is respected and their personal information will be kept confidential.

3. Procedures

The following procedures for dealing with inappropriate behaviour are not intended to be necessary, consecutive steps. Based on the judgment of individuals dealing with claims of inappropriate behaviour, if the situation warrants immediate action, the initial steps may be omitted and the necessary action taken to remove the student.

- 3.1 The student will be asked by an authorised representative of SITCM to cease the inappropriate behaviour.
- 3.2 Where the student does not cease the inappropriate behaviour, they will be asked to leave that environment. Where that individual does not leave, a member of the Executive Management Group may be called to remove that individual from the environment where the inappropriate behaviour has occurred (e.g. classroom, library, common area and so on).
- 3.3 In all cases of inappropriate behaviour, the Dean will be notified and the details of the incident noted on the student's file.
- 3.4 Where the alleged inappropriate behaviour is notified by a complainant and no interventions (as described above) occur at that time, the complainant may first consult with the Dean to attempt informal resolution. The Dean will follow-up on such allegations in a timely manner and may meet with the complainant and the respondent to facilitate resolution. Where the Dean cannot resolve the issue, the complainant may submit a formal grievance under SITCM's grievance handling procedures.
- 3.5 Where inappropriate behaviour takes place in an approved external clinic setting, a supervisor is authorised to ask a student to stop such behaviour and/or ask that the student leave the clinic. Such incidents will be reported to the Dean.
- 3.6 In the event that a breach of this Code has occurred, the Dean will determine the disciplinary actions that will be taken. These may include (but are not limited to):
 - a verbal warning and counselling regarding the incident of inappropriate behaviour;
 - a written warning that clearly states that the behaviour is inappropriate and outlines/identifies possible consequences including disciplinary action up to and including a suspension of study or cancellation of enrolment in the event of continuation of the inappropriate behaviour;
 - where the breach of this Code is deemed serious based on a "reasonable person" standard, immediate disciplinary action up to and including suspension of study or cancellation of enrolment.
- 3.7 In the case that an Institute-initiated suspension of study or cancellation of enrolment due to inappropriate behaviour relates to an international student, section 3 of the *International Student Deferment, Suspension and Cancellation of Study Policy and Procedure* will apply.

4. Appeals

- 4.1 A student may appeal against a decision made under this policy. The grounds for appeal are that the decision is inconsistent with this policy. Appeals must be made in writing and lodged with the Chief Executive Officer (CEO) within twenty working days of the student receiving written notification of any disciplinary action taken under this policy. The CEO will respond in writing to the appeal within twenty working days and may confirm or vary the decision.
- 4.2 If a student remains dissatisfied with the outcome of their appeal they may utilise SITCM's grievance handling procedures.

5. Education and Awareness

- 5.1 Appropriate training in the procedures under this Code will be provided to all staff members.
- 5.2 Students will be informed of this Code of Conduct at orientation, in the Student Manual, and in each Unit Guide (higher education). The Code of Conduct will also be published on SITCM's website (www.sitcm.edu.au).
- 5.3 Students will be informed of actions they can take to enhance their safety and security both on and off campus.
- 5.4 Students who are impacted upon by inappropriate behaviour will have access to support services through Student Support personnel as appropriate¹.
- 5.5 Information on any incident involving inappropriate behaviour will be provided to the Dean. The Dean will note all incidents on the student's file.
- 5.6 The Dean will include reports of incidents under this Code that result in disciplinary action as part of his/her report to the Executive Management Group.

6. Version control

Document: Student Code of Conduct and Disciplinary Procedures		
Document owner: Executive Management Group		
Document Developer/Reviewer: CEO	Version #: 1.1	Date: 9 May 2017

Version History

Version	Authorised by	Approval Date	Details
1.0	Executive Management Group	12 February 2015	Document creation
1.1	CEO	9 May 2017	Review and minor changes to responsible roles for reporting purposes

¹ Refer *Student Support Services Policy and Procedure*