



Document Control

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Student Charter

(including the *Student Code of Conduct*)

1. Introduction

The purpose of the *Student Charter* is to explain the rights and responsibilities of the members of the community of students at King's Own Institute (KOI).

KOI is committed to providing a fulfilling and rewarding learning experience that assists students to achieve their full academic potential. KOI relies on the behaviour of all its students to contribute to the achievement of this commitment.

The key principles that underpin student behaviour at KOI are:

- acknowledgement that all members of the KOI community have *rights*;
- *respect* for the rights of others;
- recognition that rights come with *responsibilities*.

These principles and KOI's commitment is supported by the *Student Charter* (which includes the *Student Code of Conduct*) which identifies your rights and responsibilities as both an individual and a student of KOI. The *Student Charter* is designed to make sure all students enjoy the student experience, and are protected from misconduct by others. All students must accept their shared responsibility for maintaining a safe, ethical, harmonious and tolerant study environment.

The *Student Charter* stands beside, but does not exclude or replace, the rights and obligations of KOI students under any jurisdiction to which they are subject. Any alleged breach of the *Student Charter* which falls within the scope of the disciplinary provisions of any KOI policies or other regulations will be treated in accordance with those provisions.

If students are in doubt about any aspect of their conduct or that of others they should normally raise these matters with academic staff or management in the first instance. All such enquiries will be treated in the strictest confidence.

2. Student Rights

KOI supports student rights as both an individual and as a student.

- As an individual, you have the following rights:
 - ✓ to be recognised as a member of the KOI community, with all associated rights of access to KOI student services and facilities;
 - ✓ to be treated fairly and ethically with respect and dignity;
 - ✓ to be valued and heard;
 - ✓ to be supported, motivated, challenged and stimulated for the duration of your program of study;
 - ✓ to receive protection of privacy and confidentiality of personal information, subject to statutory requirements.



- As a student, you have the following rights:
 - ✓ to learn in an environment free of discrimination and harassment;
 - ✓ to learn in a supportive and safe environment;
 - ✓ to be provided with guidance and instruction from knowledgeable and competent teachers who are motivated and accessible and provide timely direction and feedback on performance;
 - ✓ to be given information about assessment procedures at the beginning of the subject;
 - ✓ to have access to, and information about, academic advice, student support services and counselling;
 - ✓ to make a valid complaint about a staff member or fellow student without fear of victimisation;
 - ✓ to receive feedback on progress in a timely manner.

3. Student Responsibilities

With rights come responsibilities. KOI expects its students to behave in a responsible and courteous manner at all times, as part of the social environment within KOI, and as a developing professional within their area of study.

- As an individual, you have the following responsibilities:
 - ✓ to treat all members of the KOI community respectfully and ethically, and avoid discrimination;
 - ✓ to follow normal safety practices (e.g. follow directions both written and verbal given by all KOI staff);
 - ✓ to ensure that others within the KOI community are valued and heard.
- As a student, you have the following responsibilities:
 - ✓ to attend lectures and tutorials as allocated when enrolling. Attendance of a minimum of 80% of your classes is generally a requirement for satisfactory progress;
 - ✓ to read the information provided by KOI and be well informed about course and subject requirements and seek academic assistance if in doubt;
 - ✓ to engage actively with your studies and work to the best of your ability for the duration of your program of study;
 - ✓ to take responsibility for your own behaviour, education and self-directed learning including incorporating constructive feedback in your learning;
 - ✓ to undertake all assessment tasks and examinations honestly;
 - ✓ to submit all assessment tasks by the due date, or apply for an extension if there are exceptional circumstances (complete the *Application for Assignment Extension or Deferred Exam - Medical Reasons* or the *Application for Assignment Extension or Deferred Exam - Non-Medical Reasons* form as appropriate – available at Reception and on the KOI website www.koi.edu.au under *Policies and Forms*);
 - ✓ to accept and act on the advice and feedback given regarding academic performance;
 - ✓ to return or renew library resources on time;
 - ✓ to make sure your contact and personal details held by KOI are accurate and updated as necessary;



- ✓ to comply with all current policies, procedures and academic requirements, and seek guidance if unsure.

4. Student Behaviour

KOI has expectations about the behaviour of its students as both individuals and students. These expectations are designed to allow all staff and students within KOI to work and learn in a safe, ethical, harmonious and tolerant environment.

- Students at KOI have responsibilities as both individuals and students:
 - ≠ not to damage or steal property;
 - ≠ not to enter a KOI location with drugs, alcohol or weapons or be under the influence of drugs or alcohol;
 - ≠ not to do anything that could offend or threaten others;
 - ≠ not to disrupt classes or use mobile phones or other communication devices in the classroom;
 - ≠ not to swear in classrooms and other learning areas;
 - ≠ not to smoke anywhere in campus buildings, or within 4 (four) metres of any building entrance where KOI is located;
 - ≠ not to eat or drink in the classrooms;
 - ≠ as far as possible, students should communicate with other students and with staff in English when on campus.

5. Academic Integrity

KOI takes Academic Integrity seriously as it is fundamental to honest behaviour in teaching and learning, and impacts on the reputation of both KOI and its graduate students. While elements of the general *Student Charter* correspond with Academic Integrity, it is such an important part of student life that it is also treated separately in the *Student Academic Misconduct Policy*.

Academic integrity means acting with honesty in all aspects of life as a student and treating the work of others with respect. You must always acknowledge the work of others when you use their ideas. This develops trust and respect for other people and their work.

Academic integrity includes the way you write assignments, conduct yourself during examinations, and behave towards other students, academics and staff. Academic Integrity is also an important part of the professional development of all students, as it underpins all professional and ethical conduct in business and as part of the wider social community.

All students are required to complete an *Academic Integrity Module* at the beginning of their first trimester.

Completing the module introduces new students, and reminds current students, of the principles and concepts involved in academic integrity.

5.1 Good Academic Integrity Practices

Students benefit from their studies, and generally have a more productive and enjoyable life as a student when practising good academic integrity. Some strategies recommended by KOI for good academic integrity include:

- ✓ start assignments early so you don't feel the pressure to cheat;
- ✓ if you are having problems – talk to your lecturers or tutors, or ask to see the Academic Manager to get support and advice;



- ✓ make sure you understand how to reference your sources;
- ✓ don't leave your assignments lying around for others to read;
- ✓ make sure you take your USB sticks etc. out of the computers in the library or the labs;
- ✓ when photocopying or making notes from texts, make sure you record all bibliographic information;
- ✓ make sure your work clearly distinguishes between the ideas of others and your own ideas. If you're not sure how to do this, check with your lecturers and tutors about requirements for referencing;
- ✓ don't feel sorry for "friends" and let them "see your work – just to get some ideas";

5.2 Breaching Academic Integrity

Breaches of Academic Integrity are unacceptable, and include the following unacceptable behaviours:

- ≠ **plagiarism** – using someone else's words, images or ideas without identifying the source;
- ≠ **cheating** – includes attempting to cheat and assisting someone else to cheat – in assessments and exams;
- ≠ **fraud** – includes claiming sources not used in assessments, including made up data (fabrication) or changing data to suit an argument, and submitting work done by someone else;
- ≠ **academic misconduct** – includes but is not limited to stealing, bullying, bribing, altering or assisting to alter medical certificates or other documents used to gain an academic advantage, bringing notes into an exam when it is not allowed and continuing to work after time is called in an exam.

6 Alleged Breaches of the Student Charter

Alleged breaches of (non-academic) student responsibilities or student behaviour should be reported using the *Student Misconduct Form* and will be investigated by the Academic Manager according to the *Student Misconduct (Non-Academic) Policy*. Serious breaches may be reported directly to the relevant Deputy Dean, Associate Dean and/or the CEO and Dean.

Alleged breaches of Academic Integrity are referred to the Academic Manager for review according to the *Student Academic Misconduct Policy*.

7 Possible Outcomes

Possible outcomes of an investigation into an alleged breach of the *Student Charter* may include, but not be limited to, the following:

7.1 Non-Academic breaches

- allegations made against the student may be dismissed;
- the student may be requested apologise to those involved;
- a formal warning may be given to the student and a record is placed on the student file;
- the student may be required to make financial reimbursement for damages incurred;
- KOI may withhold results until the conditions of any outcomes are fulfilled by the student;
- KOI may place the student on probationary enrolment for a period up to 12 months, subject to the student's ongoing good behaviour;
- suspension for one or more trimesters (not applicable to students on an International Student Visa);



- exclusion from KOI, (and for International Student Visa Holders) cancellation of the student's eCoE and reporting to the Department of Immigration and Border Protection (DIBP).

Where a breach of KOI's policies and procedures appears to be in breach of the law, KOI will report the activity to the police.

7.2 Academic Breaches

- allegations made against the student may be dismissed;
- penalties as per the Schedule of Penalties for Plagiarism/Self-Plagiarism (*Student Academic Misconduct Policy Attachment 2*).

All outcomes and decisions relating to alleged breaches of the *Student Charter* will be advised to the student:

- verbally (if possible);
- in writing via email and/or registered letter as appropriate.

8 Appeals

A student may appeal against:

- a finding of misconduct; and/or
- a penalty imposed upon him or her; and/or
- the severity of the penalty imposed.

To appeal, the student must apply in writing stating the appeal and the grounds (reasons) for appeal, within 10 working days of the written notification of the outcome.

All appeals will be managed according to the *Complaints and Appeals Policy*.

9 Privacy

KOI will maintain the confidentiality and privacy of student information. However, information collected from students in the application process will, as required, and in accordance with the *ESOS Act*, *The National Code 2007* and the *Migration Act 1958*, be provided to the *Department of Education*, the *Department of Immigration and Border Protection (DIBP)* and other State or Territory government agencies. KOI is bound by the *Australian Privacy Principles (APPs)* under the *Privacy Amendment (Enhancing Privacy Protection) Act 2012* with respect to the collection, use and disclosure of personal information. For more information please see KOI's *Privacy Policy* available on the KOI website.

10 Related Policies

- *Complaints and Appeals Policy*
- *Privacy Policy*
- *Student Academic Misconduct Policy*
- *Student Misconduct (Non-Academic) Policy*

***** END OF POLICY *****