



Southbank
Institute of Technology
Education for aspiring minds

Southbank Institute of Technology VET Student Rules

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To ensure you maximise the benefits of your training and understand your responsibilities as well as those of others in this strong and diverse environment, there are a number of rules you are required to follow. Breach of these rules will be recorded and shared with other TAFE Institutes within Queensland.

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1 Coverage

The Student rules cover all SBIT enrolled students and students who are attending from other Education providers including students on study tours. Coverage includes Institute premises or any premises used by the Institute including sites used for excursions, live work, field work, work experience, industry or vocational placement.

2 Student Cards

Whilst on Institute premises all Southbank Institute of Technology (SBIT) students are required to carry an Institute Student Identification card, and to produce it when requested by an Institute officer.

3 General Behaviour

When communicating and interacting with Institute staff and other students you have a responsibility to:

- i Treat people with respect and fairness regardless of their background or culture
- ii Show respect for others by not swearing, using obscenities or making offensive remarks
- iii Avoid behaviour that could offend, embarrass or threaten others
- iv Refrain from harassing or disrupting others in the performance of their duties or studies
- v Avoid unacceptable behaviour – including bullying, aggressive, threatening or abusive behaviour
- vi Make only truthful statements in regard to your student status or representation as a student or entitlements as a student

4 Outstanding/Overdue Payments of fees

If you have outstanding/overdue payments to the Institute, you may not be eligible to:

- i Undertake/submit assessment
- ii Continue to study
- iii Enrol into further study with the Institute
- iv Receive your results of assessment and qualification
- v Borrow items from the library
- vi Attend the Institute graduation ceremony
- vii Apply for payment plans
- viii Access the Institute educational computer network

Actions that may be taken against persons responsible for an outstanding student account include legal action, collection agency and the debt will remain payable.

If you are a Student attending on international student visas you will be issued with a “letter of intent to report” which can lead to cancellation of your enrolment and your student visa.

5 Enrolment

Students must be enrolled prior to Start of Study for the relevant semester/census period. Southbank Institute cannot guarantee a position in a program unless you are enrolled prior to its start date.

Full Fee students in Diploma and higher level programs cannot transfer to Government Subsidised positions without application through QTAC. If you elect to transfer to Full Fees from Government Subsidised, you will forfeit your Government Subsidised position for all future semesters of study within this program.

6 Student Feedback

You have the right to complain or give feedback to the Institute about its operation and the quality of education you have received. The Institute appreciates feedback of any kind and always considers the feedback and takes appropriate action. You can provide feedback via our online facility at <http://www.southbank.edu.au/site/about/contacts/instituteFeedback.asp> Or throughout the Institute in the library and at the Student Services Centre we have forms called "Have Your Say". Also located in these areas are boxes to deposit completed forms. We invite you to comment on our Institute.

7 Change of Enrolment

7.1 Withdrawal

- i A student wishing to withdraw from a class after classes have commenced must apply to faculty administration staff no later than 21 calendar days prior to the class end date for that class. Once the change enrolment is processed a system generated status of AW [withdrawn] or M (not competent) will be recorded on your student record. Final status will depend on what assessments have been attempted. You will not be entitled to a refund (refer to section 6.5).
- ii International students wishing to terminate their studies are required to report to the Student Services Centre in person before a withdrawal from the Institute can be applied for.
- iii VET FEE-HELP students have until on or before Census Date to withdraw without any financial penalty,

7.2 Transfer within Institute

- i You can apply to the Head of School to change your program and transfer to another program within the same school, provided the approval is given within 10 business days of the start of study. Your application will be assessed based on the reasons for your request and the decision is at the discretion of the Head of School.
- ii To ensure consideration of your request, you are required to submit changes to your enrolment via a Change of Enrolment form available from the administration area in your School.
- iii If approval is given the fees you have paid will be applied to the fees for the new enrolment. You will be required to pay any deficit and any surplus will be refunded to you.
- iv International students can apply through the Student Services Centre for a program change subject to the approval of the Head of School. The program change must be applied for and approved within 10 business days of the start of study.

7.3 Transfer between Institutes

- i Students enrolled into Full Fee programs are not entitled to apply for transfer to another Institution.
- ii If you are enrolled in fully government-subsidised training and you transfer your enrolment to another Institute of TAFE, the original Institute will transfer your student contribution fee, pro-rated for the proportion of the program already completed to the subsequent Institute. Any fees paid for materials will not be refunded.
- iii International students should refer to Policy [664](#), International transfer between providers policy.

Note: The same program at different Institutes may have different fee structures. Before transferring, check the payment requirements with both Institutes.

7.4 Program Extensions

Requests for extension/s for assignments or workplace assessments for each semester are at the discretion of the Head of School and will not extend past the close of semester.

7.5 Refunds

- i If you apply to cancel your enrolment before the commencement of classes you are generally entitled to a refund however refunds are only available under certain circumstances. <http://www.southbank.edu.au/site/students/policies/refund.asp>
- ii Refunds are generally not available to students after classes have commenced. Please refer to the [Refund and Fee Exemption Policy](#)
- iii International students should refer to the International student terms and conditions of enrolment. For more information refer to [Policy 510](#)
- iv Students enrolled in VET FEE-HELP eligible courses should refer to the VET FEE-HELP Tuition Fee Refund Policy 526 for further information related to refunds.

8 Progress of Study

At times in your studies, you may have difficulties completing assignments, passing exams or even being able to study at all. There can be very good reasons for this which are sometimes within and sometimes beyond your control. SBIT has a learning support framework to ensure you receive adequate study support and have every opportunity to complete your studies.

You need to be aware the Institute does have a policy for academic performance ([Policy 607](#)) that applies to students who have made unsatisfactory progress. Within that policy all students are expected to take all possible steps to improve their performance and follow the guidelines below:

- i If you are having difficulty maintaining acceptable progress, you must discuss the situation with your teacher and/or a student counsellor as soon as possible
- ii In certain circumstances, for example if you are a carer or have a disability, you may need to negotiate a reduced study load by talking with your Head of School.
- iii In the first instance, if you do not achieve the minimum competency for a class, you will be able to re-enrol, if a place is available, and pay the relevant fees. The Institute cannot guarantee you a place in the next semester, you may be required to re-enrol in courses when places are available.
- iv If you are an International student, you have additional responsibilities and this is also covered in (Policy [607](#), [661](#) and [618](#))
- v If you fail after a second enrolment and the Unit of study is government funded, you will not be able to re-enrol. You will however be able to re-enrol into a Fee for Service unit of study if it is offered.
- vi If the unit is not government funded, your teachers will refer the matter to the Head of School for further action.
- vii The Head of School may require you to show cause in writing why one or more of the following actions should not be taken:
 - a Subsequent enrolment may be restricted to a limited series of classes in which any failure at the next attempt may lead to a refusal of further enrolment in those classes
 - b Further and continuing enrolment in any program offered by the Institute may be refused outright and this will be recorded on your student enrolment
- viii In the event the Head of School decides to restrict or refuse future enrolments, you will be provided written notification of the decision. You may appeal this decision to the Faculty Director not less than 20 business days after the notice is given to you. The Faculty Director (or delegated officer) will consider your application and notify you of the outcome.

9 Attendance

You should attend classes, industry placement and any other study related activity on time and attend as required.

- i It is your responsibility to advise your teachers of any absence/s by contacting your School directly.
- ii All students attendance will be monitored and recorded by the Institute because the Institute is required to advise relevant government bodies of attendance.
- iii If you are an International student, you have additional requirements in regard to minimum of 80% class attendance. You must maintain satisfactory attendance in accordance with your student visa conditions and with the SBIT International Student Academic Progression Monitoring policy. Failure to comply with these requirements may result in you being reported to DEEWR/DIAC for a breach of the student visa conditions.
- iv If your absence results in you missing an assignment due date or assessment deadline you are required to provide your teacher with a satisfactory explanation. If the absence is for medical reasons you are required to provide a medical certificate.
- v If you are an apprentice, trainee or attending as part of your high school studies and absent from the Institute, you are required to:
 - a Provide legitimate proof of absence
 - b Provide a medical certificate if the absence is on account of sickness for any period of more than 3 days
 - c The institute is required to notify your employer or school of any absence from class.

If you are receiving disability support services such as sign language interpreting, you must advise Disability Support Services of any planned absence and provide at least 48 hours notice so that your interpreter/tutor can be advised.

10 Eligibility to receive Qualification award

10.1 Eligibility

You will not be able to graduate if you have not met all academic requirements for your program and been confirmed as eligible to graduate by your School.

If you are not sure if you are eligible to graduate, please contact your school.

10.2 Debts

If you owe a debt to the Institute it must be resolved prior to being eligible to graduate and receive a copy of your award.

For queries about financial and debtor issues, please contact Student Services on 137248.

10.3 Outstanding results

If you have outstanding results or credit transfers from previous semesters, you will need to liaise directly with your School to resolve these issues so that your eligibility to graduate is not affected.

10.4 Graduation Ceremony

Unless you are eligible to receive your award you will not be able to participate in the graduation ceremony.

11 Cancellation of Award or Statement of Attainment

- i The Institute may cancel your award if it was issued in error or it was found that the award was based on false or misleading representations.
- ii If the Institute cancels your award, you will be advised in writing.
- iii You must return the cancelled award to the Institute within 21 calendar days of receiving written notice from the Institute.

Note: Information concerning cancellation of a qualification or Statement of Attainment may be disclosed to other Institutes or relevant.

12 Replacement of a Qualification or Statement of Attainment

- i If an award is damaged or lost, you should call 137248 for a replacement.
- ii If you are applying for a replacement award due to a name change, a certified photocopy of the relevant supporting documentation must be supplied.
- iii Fees may apply for the replacement of an award.

13 Safety

The [Workplace Health & Safety Act 1995](#) applies to all staff and students of the Institute. All staff and students have a responsibility to ensure that they work safely, without risk of injury to themselves or people around them and follow any safety practices required.

Your teacher will advise you of the safety requirements for your class, all equipment and machinery is to be used in accordance with safety procedures.

14 Dress Code

Southbank Institute of Technology is an adult learning environment that prepares you for business and industry, as well as for further career-related training. As such you are expected to dress in a manner that is neat, clean and safe at all times, and in a manner that would be expected in the workplace. There is no desire on the part of the Institute to make dress standards too rigid. However, within the Institute and while on field practice, you should wear clothes appropriate to the vocation and in particular:

- i Be adequately clothed in accordance with occupational health and safety requirements. You must wear all personal protective equipment and/or clothing required in the program. You are responsible for wearing appropriate clothing which minimises risk to yourself and to others.
- ii Wear appropriate footwear at all times. It is not permitted for anyone to enter buildings with bare feet.
- iii Not wear clothing that is likely to offend others in terms of lack of decency, modesty or cleanliness, slogans, cartoons, or any symbol or graphic worn to provoke, intimidate, condemn or ridicule others.
- iv Not wear motorcycle helmets in Institute buildings.

15 Confidentiality

As an enrolled student of the Institute you may be required to attend practical work placement as part of your studies. During placement, you may become familiar with information that is confidential to that workplace. You must not divulge any information that you become aware of during a placement. Breaches of confidentiality are considered to be acts of misconduct and will be actioned accordingly.

16 Campus Environment and Resources

You are required to assist in maintaining serviceable facilities, resources and equipment by:

- i Reporting breakage and/or faults with equipment to the teacher, or the Student Services Centre
- ii Leaving classrooms, workshops and laboratories neat and tidy after classes and tutorials and ensuring equipment and tools are cleaned and correctly stored.
- iii Returning or renewing library resources according to borrowing regulations stated on the library website.

17 Children on Institute Premises

We acknowledge that there will be times when a carer or parent will need to bring a child or children onto campus. However, we also expect that children will only be on campus when an emergency or difficulty has made it impossible for the parent or carer to arrange for appropriate care of the child off-campus or to be placed in temporary care on campus.

While on campus children should be under the direct supervision of a responsible adult. Bringing a child onto campus is meant to be an unusual occurrence of brief duration until proper care can be arranged. It is not meant to allow a parent or carer to try to attend classes while also trying to supervise the child.

Children are welcome to accompany their parents to the library and e-learn, provided their behaviour does not disturb others. For safety reasons, children are not allowed near computer equipment.

18 Compliance with Legislation and Policies

As a student of the Institute, you are required to abide by State and Commonwealth legislation as well as Institute policies and rules.

18.1 Alcohol on Institute Premises

You are not allowed on Institute premises or to use Institute facilities when under the influence of alcohol. Consumption of alcohol on Institute premises, including sites used for excursions, field trips and live work, is prohibited, except at an authorised function on licensed premises. No person under the age of 18 may consume alcohol on Institute premises.

18.2 Drugs on Institute Premises

The possession, use and sale of illegal drugs or controlled substances (including stimulants, depressants, narcotics, hallucinogens, or marijuana) on Institute premises is against the law and will be reported to the police. If you are taking prescription medication it is your responsibility to ensure that it does not affect your safety, or the safety of others, for example in operating machinery or equipment.

18.3 Weapons on Institute Premises

You are not to bring knives or other weapons on to Institute premises. It is an offence under the [Weapons Act 1990](#) to be in possession of a weapon in a public place or an educational facility unless the weapon is to be used for educational purposes, for example, possession of a knife for butchery or cooking training. It is not a reasonable excuse to possess a weapon for self-defence purposes. Any threats to staff, students, animals or property will be reported to police immediately.

18.4 Animal Use

Animals are used in some programs delivered by the Institute, for example veterinary nursing, rural studies, and environmental practices. The use of animals for teaching is covered by the [Animal Care and Protection Act 2001](#). There are penalties for animal cruelty and unauthorised use of animals.

18.5 Smoking

The [Tobacco and Other Smoking Products Act 1998](#) prohibits you from smoking in or around buildings or in Queensland Government motor vehicles. It is an offence to smoke within 4 metres of any part of the entrance to a building any breaches to the Act can result in fines being issued.

18.6 Copyright

You may only copy material in accordance with the [Copyright Act 1968](#). For study and research purposes, students are allowed to copy:

- one chapter or 10% of a book, or
- one chapter, or 10% of the number of words of text materials in electronic form, or
- One article per issue of a journal, magazine or newspaper – or more than one article if each article relates to the same subject matter.

Internet material, artist, dramatic, film and musical works are also covered by copyright legislation. Please check with library staff.

Remember to reference carefully the copyright works you use in order to avoid plagiarism which is considered academic misconduct.

You must comply with licences for the use of intellectual property, including software. All software loaded on Institute computers or provided by the Institute is licensed and there is no permission to copy software unless permitted by licence.

If you need further information about your copyright obligations, refer to the library website.

18.7 Anti-discrimination

Discrimination occurs when a person is treated less favourably than another person because of perceived attributes such as race, pregnancy, gender or disability. Discrimination whether direct or indirect is unlawful under the [Queensland Anti-Discrimination ACT 1991](#) and [Disability Services Act 1992](#).

18.8 Blue Card for Child-Related Employment

Students required to undertake work placement in a child-related industry as part of their studies will be required to apply for and receive a Blue Card for Child-Related employment before commencing the placement. Refer [Commission for Children and Young People and Child Guardian Act 2000](#).

18.9 Electronic Devices

Use of electronic devices is not permitted in classrooms unless part of the curriculum requirements.

Electronic devices must not be used in a manner which contravenes misconduct provisions of this document.

18.10 Tattoo Devices

You are not to bring tattoo devices on to Institute premises. It is an offence under the [Public Health \(Infection Control for Personal Appearance Services\) Act 2003](#) to use a tattoo device except in licensed premises with suitably trained people. It is not a reasonable excuse to have a tattoo device in your possession while on campus.

18.11 Food and beverages in learning areas

Food in Classrooms

The presence and/or consumption of any variety of food in classrooms are strictly prohibited.

Students are responsible for ensuring that food is not taken into classrooms.

Teachers/Tutors are responsible for monitoring and addressing any issues with the presence/consumption of food in classrooms.

NOTE: It is acceptable for students to carry food (securely) inside bags, which are carried into classrooms.

Beverages in Classrooms

Hot Beverages are not permitted in classrooms. Beverages must be carried in a secure container/bottle to minimise spills and leakage. Students are responsible for ensuring the sensible storage and consumption of beverages in classrooms and for the removal, and correct disposal of drink containers, from classrooms.

Teachers/Tutors are responsible for monitoring and addressing any issues with the consumption of beverages in classrooms. Teachers are to report all spillages to ensure that necessary actions are taken so that cleanliness and hygiene standards are maintained.

18.12 Immunisation and Health Screening

Some programs require you to obtain proof of immunisation against certain diseases. For example Hepatitis B immunisations are mandatory for nursing students prior to commencing vocational placement (workplace experience).

In other instances you may be required to undertake screening for disease in the case of an infection breakout within the student community, based on the advice from the Department of Queensland Health.

19 Appropriate Use of Computing and Electronic Resources

Southbank Institute of Technology recognises that computing and electronic resources are a valuable source of learning and information relevant to educational programs. These resources include video conferencing, internet and intranet services provided by SBIT such as email, email lists, web browsing, website publication, chat and newsgroups (forums). You are encouraged to make use of resources for purposes relating to study being undertaken through SBIT, however, SBIT computing and electronic resources **are not to be used for purposes other than for program/course requirements** unless otherwise specified within Institute procedures.

Any misuse of computing or electronic resources is considered to be an act of misconduct and will be addressed as such. This may mean disciplinary action such as the withdrawal of access to the resources, suspension or expulsion will be taken.

Misuse may include the following activities but not limited to:

- i Unauthorised access to system accounts or accounts of other students.
- ii Unauthorised electronic access to student records, human resources, payroll, financial records, library systems or any other access to Institute electronic systems.
- iii Unauthorised use of documentation that would normally require payment of a fee for use.
- iv Wilful damage or deletions of data without authorised access.
- v Using or installing unlicensed software on Institute computers.
- vi Malicious, culpable, offensive, reckless or negligent acts committed using Institute computer services.
- vii Any use of the network for defamation, illegal gambling, fraudulent misrepresentation and unauthorised recording.
- viii Connect personal computers or other devices to the institute network or to modify network connections.
- ix Any attempts to break password files.
- x Any use of the network which violates state, federal and/or international law such as downloading, uploading, copying, storing or distributing child pornography or breaching copyright.
- xi Disruptive actions, via electronic access, to any part of the Institute computer network or systems.
- xii Accessing, displaying, disseminating, storing or distributing obscene or offensive material including abusive, pornographic, profane or sexually oriented material.
- xiii Accessing, displaying, disseminating, storing, or distributing material that promotes hatred or discrimination based on disability, age, race, religion, gender or sexual preference.
- xiv Any other misconduct relating to information technology resources which unduly interferes with the business of the Institute.

The Institute reserves the right to:

- i Moderate access to Internet and Intranet services, including the filtering of websites.

- ii Monitor and record all usage of its computer networks, including its Intranet and Internet services.
- iii Access a student email account where it is considered that there may have been misuse of the email system.

20 Assessment

It is your responsibility to abide by the following:

- i You should submit assessment items by the due date, unless an extension has been granted. Breach of the above will result in an unsuccessful result being recorded for that assessment item.
- ii Extensions will only be granted due to personal illness, or for other extenuating circumstances. Formal requests for extensions should be submitted to your teacher in writing 48 hours prior to the advertised deadline where possible:
 - a Length of extension is at the discretion of the teacher.
 - b A doctor's certificate must be produced to verify illness (or other documentary evidence, where applicable).
- iii You are responsible for:
 - a Complying with the procedures for assessment submission and collection.
 - b Negotiating resubmission of the assessment item (if required).
 - c Retaining any returned assessment items for a minimum period of 14 days after you receive your result unless an appeal is being lodged, In this case the items should be retained until the appeal is finalised.
 - d Keeping a copy of any submitted item where possible until assessment is returned, and abiding by Institute procedures for submission of assessment, including keeping a copy of any receipt.
- iv If you have submitted an assessment item by the due date, and it is assessed as unsatisfactory you may request an opportunity to resubmit the item. If granted, only one resubmission attempt will be given for each assessment item. Except in the case of apprentices and trainees. Resubmissions will only be granted if the teacher considers that you have made a genuine attempt at the first assessment.
- v If you do not resubmit your assessment item by the due date, you will be given the result of Not Competent for that course. If you do resubmit the assessment item and it is again assessed as unsatisfactory, you will be assessed as Not Competent for the course.
- vi All assessment tasks and examinations must be done honestly, without any form of cheating. To avoid plagiarism you must properly acknowledge all information sources.

20.1 Making reasonable adjustment

If you consider you will be disadvantaged, due to a disability or unusual circumstance, you may request an alternative assessment. These requests:

- i Should be submitted directly to the assessor.
- ii May come directly from you or through Student Services as advocate for you.
- iii Will be verified with specialist staff.

20.2 Deferred Assessment

- i You may apply to the Faculty Director (or delegated officer) in writing for a deferred assessment giving the reason for the request.
- ii The application is to be made at least 5 business days prior to the due date of the assessment, except:

- a In emergency circumstances.
- b In cases of serious illness or injury where you will need to provide a medical certificate. If the assessment date has passed, the application must be made within three working days of the concluding date on the medical certificate.
- iii If the Faculty Director (or delegated officer) is satisfied that you were unable by reason of illness or other exceptional circumstances to complete an assessment task, they may allow a deferred assessment.

20.3 Assessment rules

- i You will be given at least one weeks notice of assessments.
- ii Unless approved by the teacher you may not use any devices capable of conveying information about the assessment such as: textbooks, program notes, mobile phones, notebook computers, electronic organisers, electronic dictionaries, calculators and other devices during the assessment. You must also ensure that mobile phones are turned off prior to the commencement of the assessment.
- iii You are required to comply with all directions given by your teacher.
- iv During the assessment you may not:
 - a Communicate by word or otherwise with any person other than the teacher
 - b Assist any other person to communicate with another person.
 - c Willingly receive a communication from any person except with the approval of the teacher.
- v Unless permitted by the examination supervisor, you may not take from the examination room any papers or materials provided for use during the examination.
- vi The teacher may question you to ascertain whether there has been a breach of assessment rules.
- vii If you consider that your performance in an assessment has been adversely affected by illness, disability, bereavement or other exceptional circumstances you may apply for special consideration.
- viii For further information about assessment rules refer to your Program Guide issued to you at the start of your studies.

Note: Except in the case of trainees and apprentices, permission to resit an examination will only be granted if the teacher considers that you have made a genuine attempt at the first assessment.

20.4 Re-evaluation of Assessment Item

Informal re-evaluation process

If you are dissatisfied with the result of an assessment item you should discuss your results with your teacher and seek an informal re-evaluation within 2 business days of receiving your results.

The informal re-evaluation is recommended initially but is not compulsory before moving to the formal re-evaluation process.

Formal re-evaluation process:

- i If you are still dissatisfied with the result of an assessment item, you may submit a written application for re-evaluation of the result to the Faculty Director (or delegated officer). You must lodge your application, together with the scheduled charge, within 10 business days of notification of the initial result:
 - a If the re-evaluation of assessment takes in excess of one hour, the delegated officer may vary the amount of the scheduled charge to be at actual cost.

- b If the result is upgraded you will be refunded the scheduled charge.
- ii Where possible an assessor other than the original assessor will undertake the re-evaluation.
- iii If you are dissatisfied with the formal re-evaluation outcome, you have a further right to appeal to the Institute Academic Appeals Committee. Refer below:

21 Academic appeals

This process is for appeals by a student in relation to academic decisions or procedural matters. For appeals against specific assessment decisions, you should first refer to the re-evaluation of assessment above. If you are dissatisfied with the outcome of the formal re-evaluation process, you have a right to appeal to the Institute Academic Appeals Committee.

- i The notice of appeal should be in writing, addressed to the Faculty Director for referral to the Chairperson of the Academic Appeals Committee and submitted within 5 business days of notification of the outcome of the formal re-evaluation process.
- ii If the appeal is not lodged in the specified time, the result will stand.
- iii If through emergency circumstances, such as in cases of serious illness or injury, you need to defer an appeal, you must forward a medical certificate in support of this. The notice to defer the appeal must be made within three working days of the concluding date shown on the medical certificate.

21.1 Academic Appeals Committee

Academic Appeals are considered by the Academic Appeals Committee. The Committee will comprise three members of the SBIT VET Academic Board including the Chair (ex officio) and two other members who have no previous involvement in the matter under appeal.

You have the right to be accompanied by a nominated representative, or you may provide a written submission, instead of attending any hearing before the Academic Appeals Committee. This nomination or submission must be sent to the Chair of the Institute's VET Academic Board at least 2 business days before the date of the hearing.

You may ask an Institute Counsellor to support you through this process.

The Academic Appeals Committee shall:

- i Provide you with written notice of the time and place of the hearing, not less than 5 business days before the date of the hearing.
- ii Review the circumstances of your dispute or question relating to the academic processes adopted in reaching an academic decision and will make a determination in the matter.
- iii Providing you with a written statement of the outcome of the appeals process within 5 business days of the appeal hearing, including details of the reasons for the outcome, and any actions to be undertaken.

The decision of the Academic Appeals Committee is final.

Note: if a student is excluded from the Institute while in the compulsory schooling phase or the compulsory participation phase, the school (if any) and the Executive Director, Schools (Education Qld) for the region will be informed for the purposes of ensuring the student is provided with appropriate support and advice.

22 Misconduct

Student misconduct includes both academic misconduct and behavioural misconduct.

Definitions

"Suspension" means the withdrawal for a specified time of all rights and privileges as a student of the Institute, including the right to re-enrol as a student and the right to enter or to be on Institute grounds.

"Exclusion" means the cancellation of enrolment of a student and termination of all rights and privileges as a student of the Institute including the right to re-enrol as a student and the right to enter or to be on Institute grounds.

22.1 Academic Misconduct – Cheating, Plagiarism and Collusion

Academic misconduct includes but is not limited to **cheating** – including supporting others in cheating, **plagiarism**, **collusion** – including working groups where not approved by the teacher, electronic plagiarism, and **falsifying** information.

Examples include:

- i direct duplication of the thoughts or work of another, including by copying material, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person's assignment without appropriate acknowledgement;
- ii paraphrasing another person's work with very minor changes keeping the meaning, form and/or progression of ideas of the original;
- iii piecing together sections of the work of others into a new whole;
- iv presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor;
- v claiming credit for a proportion of work contributed to a group assessment item that is greater than that actually contributed.

If a teacher or examination supervisor believes you are involved in academic misconduct during assessment:

- i You will be instantly informed of such but if in the process of an examination/assessment item will be allowed to finish.
- ii The teacher or examination supervisor will prepare a written report on the alleged academic misconduct and attach the report to your examination/assessment item.
- iii The matter will be referred to the Head of School for appropriate action. In accordance with the principles of natural justice, no determination will be made, until you have had the opportunity to formally respond to the allegations. You will be formally notified of the determination. You may appeal the decision. Refer to paragraph 22.5 for more information about the appeal process.

22.2 Behavioural Misconduct

Behavioural misconduct is broadly defined as actions that breach these Student Rules or Institute policies. This includes but is not limited to:

- i Breaches of Commonwealth or State law which impinge on SBIT operations.
- ii Behaviour that impairs the reasonable freedom of other persons to pursue their studies and participate in the activities of the Institute.
- iii Refusing or failing to identify yourself truthfully.
- iv Any act or failure to act that endangers the safety or health of any other person.
- v Actions that impair any person's participation in a legitimate Institute activity or, by act or omission disrupts the peace or good order of the Institute.
- vi Acting in a way that causes student or staff or other persons within the Institute to fear for their personal safety.
- vii Acting in a way that causes damage to Institute property.

22.3 Immediate Consequences of Misconduct

- i Where State or Commonwealth laws appear to have been breached, the matter will be referred to the police or other appropriate authority.
- ii A member of the teaching staff or any senior staff member may, in respect to any misconduct by you committed in a class, laboratory, library, facility or premises under their management or control, immediately suspend you from attendance at such class or from use of such laboratory, library, facility or premises for a period not exceeding 24 hours in the first instance.
- iii If a suspension action is taken, that staff member shall advise their manager immediately and provide them with a written statement, which details the circumstances of the suspension.
- iv The matter will be referred to the Head of School for appropriate action. In accordance with the principles of natural justice, no determination will be made, until you have had the opportunity to formally respond to the allegations. You will be formally notified of the determination. You may appeal the decision. Refer to paragraph 22.5 for more information about the appeal process.
- v If you are an apprentice or trainee, any disciplinary action or recommendations will be made with due regard to the provisions of the [Vocational Education, Training and Employment Act 2000](#).
- vi If you are under 18, your parent/guardian may be notified, unless you are an independent person with a Centrelink account, or estranged from your parent/guardian.

22.4 Attendance of Parent/Guardian at Interviews of Students

- i In the event of serious or repeated misconduct which may lead to suspension or exclusion, any student may invite their parents, guardian or friend to interviews during a disciplinary and appeal process.
- ii The disciplinary and appeal process will continue whether or not parents/guardians/friends choose to attend the interview/s.

22.5 Misconduct Appeals Process

Students who are involved in a matter where they are subject to a student disciplinary process should read SBIT's [Appeal Policy No. 616](#) and associated documents which outlines their rights and obligations in the appeal process.