1.   Purpose

The CAIT Hi-Ed Student Code of Conduct outlines the behavioural expectations for all students and promotes a learning environment based on mutual respect, academic integrity, responsibility, and inclusion. It ensures that students understand their rights and obligations and supports the institution's commitment to academic excellence, personal development, safety, and community engagement.

2.   Scope

This Code applies to all students enrolled in CAIT Hi-Ed programs, regardless of mode (on-campus, online, or blended) or location of study (domestic or international). It covers all activities connected to study, including fieldwork, placements, internships, study tours, and extra-curricular events, whether on campus, offsite, or online.

3.   Academic Integrity and Responsibility

Students must uphold academic integrity by demonstrating honesty, diligence, and ethical behaviour in all academic work. Breaches compromise the value of qualifications and the fairness of the learning environment.

Students must:

- Submit original work and properly cite all sources.
- Avoid all forms of academic dishonesty including plagiarism, collusion, and contract cheating.
- Comply with assessment rules and exam conditions.
- Use generative AI, writing tools, and learning aids only within permitted guidelines.
- Seek academic support when struggling, rather than resorting to misconduct.

4.   Respectful Behaviour and Community Standards

CAIT Hi-Ed is committed to a culture of respect, inclusivity, and belonging. All students are expected to contribute positively to the institutional environment.

Students must:

- Treat others with dignity, courtesy, and respect, including staff, peers, and visitors.
- Respect diverse backgrounds, identities, abilities, and perspectives.
- Avoid any form of discrimination, harassment (including sexual harassment), bullying, or vilification.
- Use inclusive language and avoid offensive, demeaning, or hateful speech or gestures.
- Participate constructively in group work, discussions, and debates.

5.   Safe and Responsible Use of Institutional Resources

Students are entrusted with access to physical and digital resources and are expected to use them responsibly and ethically.

Students must:

- Use campus facilities, labs, and learning spaces respectfully and safely.
- Follow safety protocols during practical work, placements, and emergencies.
- Use IT systems in accordance with the ICT Acceptable Use Policy.
- Refrain from using institutional resources for unlawful or unethical activity, including cyberbullying or file sharing of copyrighted material.

- Protect institutional equipment, data, and infrastructure from misuse or damage.

6. Professional and Digital Conduct

As representatives of CAIT Hi-Ed, students must maintain appropriate conduct in professional, practical, and digital settings.

Students must:

- Communicate professionally via email, discussion forums, and messaging platforms.

- Avoid defamatory, threatening, or abusive language online or offline.

- Dress appropriately for professional settings (e.g., placements or presentations).

- Seek consent before recording lectures, peers, or staff.

- Avoid impersonation or misrepresentation of identity in digital platforms.

7. Health, Safety, and Wellbeing

CAIT Hi-Ed prioritises student wellbeing and expects students to act in ways that support their health and the safety of others.

Students must:

- Follow directions from staff during emergencies, drills, or safety briefings.

- Avoid engaging in reckless or dangerous behaviour.

- Not bring or consume illegal drugs or alcohol on campus or at institutional events.

- Seek mental health or academic support when needed—early help-seeking is encouraged.

- Report health and safety concerns to designated staff.

8. Financial and Legal Obligations

Students are expected to fulfil their financial responsibilities and comply with legal obligations.

Students must:

- Pay tuition fees and charges by the due dates.

- Provide accurate and up-to-date personal and contact information.

- Comply with visa conditions (for international students) and not engage in unlawful work.

- Not engage in fraudulent activity (e.g., false documentation or misrepresentation).

9. Representation and Engagement

Students are encouraged to be active participants in their learning and institutional life.

Students are encouraged to:

- Join clubs, groups, and academic communities respectfully.

- Provide constructive feedback through surveys or committees.

- Participate in student representation with integrity and accountability.

- Act as ambassadors for CAIT Hi-Ed in the broader community.

10. Misconduct and Disciplinary Processes

Breaches of the Student Code of Conduct may result in disciplinary action under relevant CAIT Hi-Ed policies. Disciplinary outcomes will consider the nature, context, and severity of the behaviour, and may include:

- Verbal or written warnings

- Educational interventions (e.g., workshops)

- Probation or suspension

- Exclusion from a course or campus

- Notification to external authorities (where required)

All students have the right to appeal disciplinary decisions and can seek support from student services or advocacy.

11.   Rights and Responsibilities

CAIT Hi-Ed students have the right to:

- Be treated with fairness and respect

- Learn in a safe and inclusive environment

- Access support services and resources

- Have decisions affecting them made through fair processes

- Raise concerns, complaints, or appeals without fear of retaliation

They also have the responsibility to act with integrity, contribute to a positive learning community, and uphold the values of CAIT Hi-Ed.

Review Schedule

This policy will be reviewed by the Operation's Review Committee (ORC) every three years.

Version History			
Version No	Approved by	Approval Date	Revision Notes
1.0	ORC	12 Sept 2025	