



Student Code of Conduct

1. Purpose

To define what are the expectations (acceptable and not acceptable behavior) of overseas students and the disciplinary measures that shall be enforced for students studying in Royal Brisbane Institute of Technology

2. Policy

2.1. Safety and well-being

Royal Brisbane Institute of Technology (RBIT) is committed to the safety and well-being of international students. This policy outlines expected student behavior, compliance with the law, and procedures for maintaining acceptable conduct and addressing violations.

2.2. Respect and Dress Code

At RBIT, situated within Pure Land Learning College Associations (PLLCA) campus, a Buddhist Organisation in a traditional setting, students must adhere to the code of conduct and dress appropriately. The canteen serves vegetarian meals; please refrain from bringing non-vegetarian food to the campus.

2.3. Creating a positive learning environment

Students must contribute to a positive learning environment by:

a) Meeting Expectations:

1. Abiding by the Student Code of Conduct and RBIT policies.
2. Actively participating in class.
3. Displaying interest in teachings.
4. Showing respect to Venerable.
5. Treating co-students and Trainers with respect.
6. Adhering to Trainer instructions.
7. Paying fees on time according to schedule
8. Not bringing non-vegetarian food to RBIT/PLLCA premises.
9. Taking care of personal property. RBIT is not liable for any loss or damage
10. Wearing appropriate attire (no revealing or explicitly torn/faded fashionable clothing).
 - o Trainers may deny you entry if clothing is inappropriate

b) Prohibited Behaviors (applies universally):

1. Harassment, bullying, or vilification.
2. Racial or racist behavior.
3. Sexual harassment.
4. Discrimination based on personal attributes.
5. Victimizing complainants.
6. Smoking and drinking alcohol while inside training facilities
7. Intimate relationships with co-students, staff, or Trainers.

2.4. Breaches of the Student Code of Conduct

Possible breaches include:

a) Academic Misconduct, such as:

1. Cheating, including assisting others.
2. Plagiarism, collusion, and electronic plagiarism.
3. Falsifying information.

b) Behavioral Misconduct, including:



1. Violating laws related to RBIT.
2. Disrupting others' studies or participation.
3. Providing false identification.
4. Endangering safety or health.
5. Disturbing peace and order.
6. Causing fear for personal safety.
7. Damaging RBIT and PLLCA property.
8. Obstructing official activities.
9. Discrimination based on personal attributes.
10. Theft or wrongful property dealings.
11. Use of prohibited substances.
12. Possession of dangerous items.
13. Trespassing in restricted areas.
14. Misrepresenting student status.
15. Engaging in abusive behavior.
16. Rudeness, aggression or violence
17. Bribery, flattery, or cheating.
18. Using electronic devices in class for non-educational purposes
19. Not updating within 7 days, changes to your Education provider, Student Visa conditions, address and contact

3. PROCEDURES

3.1 Consequences of breaching the student code of conduct

The PEO will assess misconduct breaches as minor or major and take appropriate action:

3.2 First offence and/or minor breaches

- Trainers are empowered to manage situations in their classrooms.
- For minor breaches, trainers are encouraged to resolve issues with students.
- If a student's actions are considered a first offence or a minor breach:
 - The PEO or delegates will conduct an investigation.
 - The student will receive written notice of the allegations and an opportunity to respond.
 - Outcomes may include verbal/written warnings, formal apologies, or undertakings to cease misconduct.
 - Details of the outcome will be recorded in the student's profile.

3.3 Repeated offence and/or major breaches

- Serious or repeated misconduct is referred to the PEO. Criminal offenses are reported to the Police.
- The student will be informed of the allegations and can respond.
- Outcomes may involve warnings, restitution, grade adjustments, suspension, or cancellation.
- RBIT considers the nature, student's history, mitigating factors, remorse, and potential impact.
- Students are notified in writing with reasons for the decision.
- For international students, RBIT will notify the Department of Home Affairs if enrolment is suspended or canceled.
- The availability of internal processes does not prevent RBIT from involving external authorities.

3.4 Records of misconduct

- When misconduct is determined to have taken place, a full record will be kept of all stages of



misconduct proceedings including all actions, evidence, correspondence, meetings and minutes. These records must be saved in the student's profile in Student Management System (SMS).

- Internal Appeal:
 - Under the Complaints and Appeals Policy, a student may lodge an internal appeal with RBIT against a misconduct decision made under this policy within 20 working days of the date of notification of the decision.

4. Record-Keeping:

- RBIT will maintain accurate and up-to-date records, evidence and related documents and will be securely stored.
- These records will be securely stored for a minimum of two years after the student's enrollment is completed or ceased.