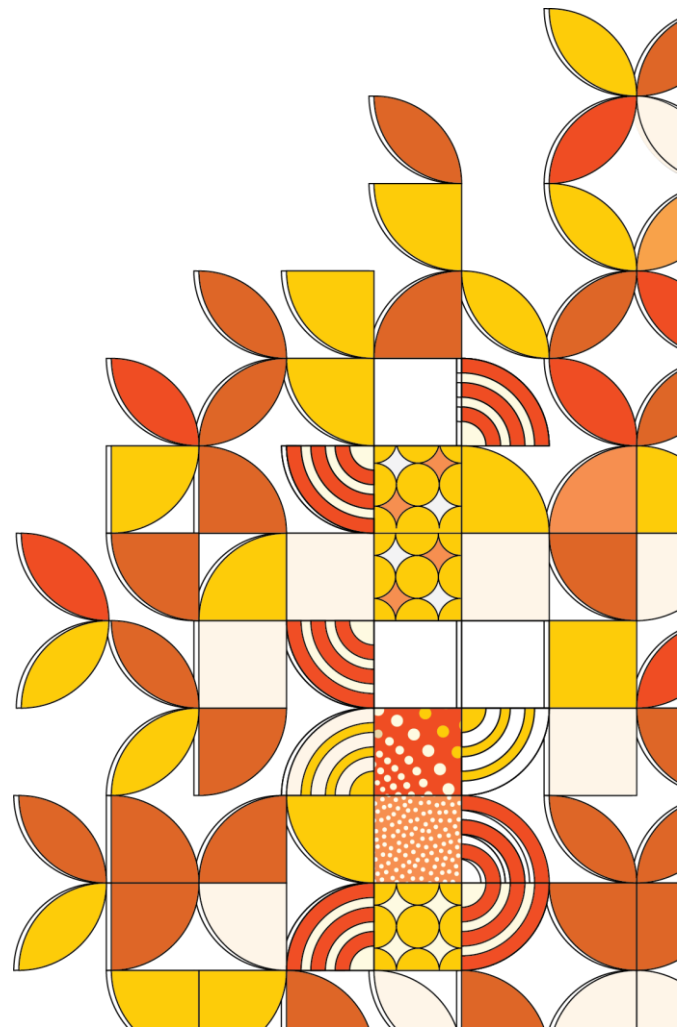


Student Code of Conduct Implementation Guidelines



SECTION 1

Purpose

1. The purpose of the Student Code of Conduct Implementation Guidelines (Implementation Guidelines) is to establish a framework for the implementation of the Student Code of Conduct (Code of Conduct) and dealing with instances of its breaches.
2. Implementation Guidelines outline the process for managing Code of Conduct violations fairly, promptly, and effectively, promoting professional behaviour, maintaining ethical standards at IHM, and ensuring compliance with legal and regulatory requirements.

Scope

3. This Implementation Guidelines applies to:
 - 3.1 All current and prospective students enrolled at IHM at any location and for any mode of study, whether on campus, online, at a partner institution, or on international or national placement.
 - 3.2 All IHM activities, whether conducted on campus, online, in workplaces, or in the field.
 - 3.3 All staff who will be in contact with students.

Definitions

4. 'Student', for the purposes of investigation of any breach of the Code of Conduct (misconduct), includes an individual who was a student at the time the breach occurred, regardless of their student status at the time when proceedings are initiated or concluded.
5. For definitions of other terms used in this document, refer to IHM's [Glossary of Terms](#).

Suite documents

6. This Policy is linked to the following suite documents:
 - 6.1 Student Code of Conduct.
 - 6.2 Student Complaints and Appeals Policy
 - 6.3 Student Complaints and Appeals Procedure
 - 6.4 Student Misconduct Policy
 - 6.5 Student Misconduct Procedure
 - 6.6 Academic Honesty and Integrity Policy
 - 6.7 Academic Honesty and Integrity Procedure
 - 6.8 Other documents are listed in the 'Related Internal Documents' in Section 3 below.

SECTION 2

Code of Conduct Implementation Guidelines

7. Students are responsible for adhering to the behaviour standards outlined in the IHM Student Code of Conduct, relevant policies, and legal requirements to foster a positive and effective learning environment.

8. A breach of the Code of Conduct will be misconduct, which can be either academic or non-academic, depending on the circumstances.
9. Any breach of the Code of Conduct will be dealt with according to one or more of the following documents:
 - 9.1 Student Complaints and Appeals Policy.
 - 9.2 Student Complaints and Appeals Procedure.
 - 9.3 Student Misconduct Policy.
 - 9.4 Student Misconduct Procedure.
 - 9.5 Academic Honesty and Integrity Policy.
 - 9.6 Academic Honesty and Integrity Procedure.
 - 9.7 Other relevant IHM policies and procedures.
10. This Implementation Guidelines adheres to the following principles:
 - 10.1 The process is free, accessible, and well-publicised through the website, student handbook, orientation, and information sessions.
 - 10.2 Disputes/complaints and appeals are handled fairly, without bias or prejudice, by a neutral investigator uninvolved in the matter.
 - 10.3 Disputes/complaints and appeals are kept strictly confidential, with information shared only as needed to resolve the issue.
 - 10.4 IHM aims to resolve disputes promptly, assessing them within 10 working days and communicating outcomes within 20 working days.
 - 10.5 IHM will provide detailed written statements explaining decisions, and students are informed of their right to an external review if dissatisfied.

Reporting Breaches

11. A student who breaches the Code of Conduct or witnesses another student doing so must report the violation to IHM.
12. The reporting channels and the officers responsible for addressing Code of Conduct breaches are outlined, among other documents, in the *Student Complaints and Appeals Procedure*.

Investigations

13. IHM reserves the right to investigate any alleged conduct, behaviour, action, or inaction deemed serious, even if it falls outside the scope of the Code of Conduct.
14. Any informal or formal complaint regarding a breach of the Code of Conduct will be investigated and resolved by the designated responsible person in accordance with the *Student Misconduct Procedure* and the *Student Complaints and Appeals Procedure* followed by the informal and formal resolution processes.

Review and Appeal

15. Students have the right to request a review or appeal of decisions under the *Student Complaints and Appeals Procedure*, ensuring respect, confidentiality, and procedural fairness.
16. Any student subject to an investigation of breach of the Code of Conduct shall have access to an impartial decision-maker and the opportunity to respond to adverse materials or evidence.
17. The IHM Appeals Committee will deal with the Appeals in accordance with the *Student Complaints and Appeals Procedure*.

Record Management

18. IHM will maintain comprehensive records related to these Implementation Guidelines in accordance with the *Records Management Policy and Procedure*.
19. All documents related to decisions, including communications and outcomes, relating to a dispute or allegation under the Code of Conduct will be recorded in the IHM Student Hub and accessible to students via the "Documents" tab in their profile.

SECTION 3

Associated information

| | |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Related Internal Documents | <ul style="list-style-type: none"> • Student Code of Conduct • Student Complaints and Appeals Policy • Student Complaints and Appeals Procedure • Student Misconduct Policy • Student Misconduct Procedure • Academic Honesty and Integrity Policy • Academic Honesty and Integrity Procedure • Access and Equity Policy • Access and Equity Procedure • Accessibility Policy • Accessibility Procedure • Critical Incident Response Policy • Critical Incident Response Procedure • Student Support Services Policy • Student Support Services Procedure • Student Representative Council Terms of Reference (TOR) • Records Management Policy. • Records Management Procedure. |
| Related Legislation, Standards, and Codes | <ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2021, Domain 1 (Student Participation and Attainment), Domain 6 (Governance and Accountability) • Education Services for Overseas Students Act 2000 (ESOS Act) • National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code), Standards 6, 8 and 9 • Privacy Act 1988 (Cth) and The Australian Privacy Principles • Privacy and Data Protection Act 2014 (Vic) (PDP Act) |

| | |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> • Health Records Act 2001 (Vic) • Racial Discrimination Act 1975 (Cth) • Sex Discrimination Act 1984 (Cth) • Disability Discrimination Act 1992 (Cth) • Disability Standards for Education 2005 (DSE) • Age Discrimination Act 2004 (Cth) • Other relevant legislation applicable in each State where IHM operates |
| Date Approved | 28/02/2025 |
| Date of Effect | 01/03/2025 |
| Date of Next Review | 27/02/2028 |
| Approval Authority | Academic Board (endorsed by Board of Directors) |
| Responsibility for Implementation | Learning and Teaching Committee Appeals Committee |
| Responsibility for Implementation | Academic Dean |
| Document Custodian | Registrar |
| IHM Doc ID | IHM-SCOCIG-2.0 |

Change History

| Version Control | | Version 2.0 |
|-----------------------|---------------------------|----------------------------------------------------------------------------------------------------------------|
| Change Summary | Date | Short description of the change, including version number, changes, who considered, approved, etc. |
| | 09/09/2021 | New Student Code of Conduct. |
| | 16/08/2024 Version 1.1 | Updates to the structure of the document. Updated information related to the Complaints and Appeals Policy. |
| | 08/01/2025 Version 2.0 | Updated in new template and logo, and full review after the life cycle. |