

Procedure	<p>1. General</p> <p>1.1. The purpose of these procedures is to establish BPP Institute processes on identifying, reporting and implementing actions in response to a report of student misconduct.</p> <p>1.2. All students enrolled at BPP Institute are required to maintain an appropriate code of conduct at all times.</p> <p>1.3. Where a students' behaviour breaches the Student Code of Conduct, BPP Institute will take action as outlined in these procedures. If the matter relates to misconduct which is assessment related, the Student Academic Integrity and Misconduct Policy and Procedure will apply.</p> <p>2. Discrimination, Harassment and Bullying</p> <p>2.1. Student misconduct regarding discriminatory treatment, bullying, harassment, or sexual harassment and/or sexual assault on campus will be dealt with promptly, fairly and impartially.</p> <p>2.2. Any such issues must be reported immediately to the Dean or Chief Executive Officer, who will take appropriate action. For example, the Dean or Chief Executive Officer may initially refer any students affected for counselling support.</p> <p>3. Student Misconduct</p> <p>3.1. Where student behaviour conflicts with the Student Code of Conduct, and the misbehaviour has been authenticated disciplinary action will be taken and the following will occur in a private and confidential manner.</p> <p>a. First Instance</p> <ul style="list-style-type: none">• In the first instance of student misconduct, the student will be issued a warning letter from the Chief Executive Officer or Dean about their behaviour. A copy of the warning letter will be recorded in the student's file. <p>b. Second Instance</p> <ul style="list-style-type: none">• In the second instance of student misconduct, the student will be issued a warning letter from the Chief Executive Officer or delegate and a meeting will be arranged with the relevant manager. <p>c. Third Instance</p> <ul style="list-style-type: none">• In a third instance of student misconduct, the Chief Executive Officer or delegate will issue a final warning letter and a meeting will be arranged with the Chief Executive Officer, the Dean and the student. <p>3.2. Advocacy Support</p>
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- a. Following an allegation of student misconduct, the student can access free advocacy and counselling services and request a support person to attend the meeting with staff.
- b. Any compassionate and compelling circumstances will also be considered in BPP Institute's response to student misconduct.

4. Non-Payment of Tuition Fees

- 4.1. Where there is non-payment of tuition fees, the student will be sent a reminder letter once the payment is due providing five business days for the student to settle the outstanding fee. In addition, the student will incur a penalty for late payment of tuition fees.
- 4.2. If the student does not make the payment by the end of the five business days, BPP Institute will commence debt recovery procedures in accordance with the Fees, Charges and Refund Policy and Procedure.

5. Suspension or Cancellation of Enrolment

- 5.1. If the misconduct continues, and pending the investigation, BPP Institute may initiate a suspension of studies or cancellation of enrolment for a student on the grounds of:
 - a. failure to pay course fees, or
 - b. misbehaviour by the student as detailed in the Student Code of Conduct Policy, or
 - c. unsatisfactory course progress.
- 5.2. BPP Institute's Deferring, Suspending or Cancelling International Students' Enrolment Procedure will be followed for suspension or cancellation of a student's enrolment.
- 5.3. Confirmed instances of improper or inappropriate behaviour or behaviour deemed to be serious misconduct (as well as of a criminal nature) can result in immediate suspension, pending investigation, and may lead to expulsion and cancellation of the students' enrolment in accordance with the Deferring, Suspending or Cancelling International Students' Enrolment Policy and Procedure.
- 5.4. **Serious Misconduct**
 - a. In cases of serious misconduct, the Chief Executive Officer or delegate will make an immediate decision on suspending or cancelling the student's enrolment while the matter is under investigation.

STUDENT CODE OF CONDUCT PROCEDURE

Reference: PRO-040
Status: Active
Classification: Academic
Approved Date:
Review Date: Sept 2025
Page: 3 of 4

	<p>b. Misconduct of a criminal nature will be reported to the appropriate authority for investigation by the Chief Executive Officer or delegate.</p> <p>6. Appeals</p> <p>6.1. A student may appeal any of the above decisions for breaches of the Student Code of Conduct Policy in accordance with BPP INSTITUTE's Student Complaints and Appeals Policy.</p> <p>7. Record Keeping</p> <p>The details of all disciplinary interviews between students and staff, and warnings will be recorded using the Student Misconduct Form and recorded in the student's file.</p>
Related Documents	<p>Update of Student Contact Details Form</p> <p>Deferring, Suspending or Cancelling International Students' Enrolment Policy</p> <p>Deferring, Suspending or Cancelling International Students' Enrolment Procedure</p> <p>Fees, Charges and Refunds Policy</p> <p>Fees, Charges and Refunds Procedure</p> <p>Student Academic Integrity and Misconduct Policy</p> <p>Student Academic Integrity and Misconduct Procedure</p> <p>Student Code of Conduct Policy</p> <p>Student Complaints and Appeals Policy</p> <p>Student Complaints and Appeals Procedure</p>
For Administrative Use Only	
Responsible Officer	Chief Executive Officer
Contact Officer/s	Chief Executive Officer
Approved by	Chief Executive Officer
Definitions	See BPP Institute's Glossary of Terms and Acronyms

Version History

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Page: 4 of 4

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1.	May 2025	First iteration <ul style="list-style-type: none">• For BPP Institute

