

Student Code of Conduct

1. Purpose

- 1.1 This policy provides a framework on the Code of Conduct required by Perth Bible College students to meet the personal and spiritual requirements during their study at PBC.

2. Scope

- 2.1 This policy applies to all students (inclusive of audit and PBC certificate level students) of Perth Bible College.

3. Responsibility

- 3.1 It is the responsibility of the Principal for the implementation of this policy.

4. Definitions

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| <i>Sexual Assault</i> | Any type of sexual activity or contact that is not consented to. |
| <i>Sexual Harassment</i> | <p>Sexual harassment covers a range of verbal and physical behaviour which a staff member or student experiences in relation to his/her job or studies and which is unwelcome, unsolicited and non-reciprocal and further, sexual harassment creates an uneasy, intimidating, hostile or offensive environment, which interferes with an individual's performance. It creates an atmosphere laden with sex-stereotyped attitudes and behaviours which emphasise the gender of a staff member or student over his/her work or study responsibilities.</p> <p>Examples of sexual harassment are:</p> <ul style="list-style-type: none"> ● touching someone's body unnecessarily in a manner which is unwelcome; ● embracing a person against his/her will; or <p>verbal abasement of a person which focuses on gender.</p> |

5. Code of Conduct Provisions

Principles

- 5.1 As per the *Admissions Policy*, Perth Bible College requires all students to meet a number of personal and spiritual requirements at the time of admittance but also throughout the duration of their studies with Perth Bible College.

Personal and Spiritual Requirements

- 5.2 Students will be required to meet the following criteria:
- 5.2.1 confess their faith in Christ in accordance with the PBC Statement of Faith;
 - 5.2.2 be involved regularly in a local church;
 - 5.2.3 express a desire to be involved in Christian ministry;
 - 5.2.4 Have a capacity for studying in a tertiary institution; and
 - 5.2.5 Agree to abide by PBC policies, procedures and Code of Conduct.
- 5.3 The Student Code of Conduct is in place to ensure that:
- 5.3.1 students of PBC remain faithful to the *PBC Statement of Faith*;
 - 5.3.2 students of PBC remain faithful to the ethos of PBC;
 - 5.3.3 PBC's position on acceptable and unacceptable conduct is outlined;
 - 5.3.4 students and staff of PBC are protected, respected and treated fairly and justly;
 - 5.3.5 there is transparency to the process related to issues of student misconduct; and
 - 5.3.6 the integrity and reputation of PBC is upheld and maintained in both the Christian and wider community.
- 5.4 The Student Code of Conduct applies to all students enrolled in a course or unit at PBC (inclusive of audit and PBC certificate level students). In the case of students completing units as part of principle enrolment at another institution or organisation, all breaches of the code will be referred to the principle institution or organisation (e.g. students completing units under an MOU).
- 5.5 Breaches of the Student Code of Conduct will be dealt with on a case by case basis, using this document to guide the process.

Ethos of PBC for Conduct

- 5.6 As per PBC's *Statement of Faith*, we believe "The Holy Scriptures as originally given by God, divinely inspired, infallible, entirely trustworthy; and the supreme authority in all matters of faith and conduct." This belief underpins the ethos of PBC in relation to expected conduct.

- 5.7 PBC affirms the injunctions of the New Testament as the inspired direction for the conduct that would be expected of both students and graduates of PBC by the wider Christian community, both during their training and in relation to their viability as potential employees.
- 5.8 PBC affirms that the Christian character outlined in the New Testament is holistic in its outlook on conduct, meaning that the conduct of PBC students is not confined to conduct on Campus or during college activities, but at all times that a student continues to be enrolled in a PBC course (which includes mid semester and end of semester breaks) (e.g. 1 Tim 3:1-13; Titus 1:5-9).
- 5.9 PBC affirms the New Testament injunction that as the potential future leaders within the Christian community students should be seeking to set an example for others within that community (e.g. 1 Cor 10:33-11:1; Phil 3:12-4:1; 1 Tim 4:11-12).
- 5.10 PBC affirms the New Testament injunction that Christian conduct should be mindful of others and although a conduct may be permissible, it may be better to refrain from it for the sake of another (e.g. Rom 14:13-15:6; 1 Cor 8 & 10:23-32).
- 5.11 PBC affirms the New Testament injunction that Christian conduct should be so that even possible accusations of misconduct are avoided where possible (e.g. 1 Tim 3:1-12; Titus 2:7-8)

Process for Breaches

- 5.12 PBC affirms the New Testament injunction that issues of misconduct fall under a pastoral care framework which seeks the restoration of those involved and the building up and protection of the wider community (1 Cor 5:1-12 & 2 Cor 2:5-11; Gal 6:1-7; 2 Thess 3:13-15). As per *Student Support Policy*, PBC may contact the nominated church of the student.
- 5.13 PBC seeks in the investigation of student misconduct and implementation of this process in the event student misconduct to work towards a resolution in such a way that there is minimal impact on both the student and the wider college community.
- 5.14 All breaches of the Code of Conduct will require the determination of a path of restoration. The path of restoration is determined by the category of breach as determined below. The determination of the category of breach considers the breach itself, mitigating circumstances, ongoing risk to the college or wider community, the well-being of other students directly impacted by the breach, the well-being of the student, and the response of the student.
 - 5.14.1 Category A – In the case of a Category A breach the path of restoration will include a minimum suspension of 1 semester and may include

expulsion from the college. In these cases, the college would determine any minimum timeframe and conditions required to be demonstrated for a student to re-apply for admission to the college. Examples which may result in a Category A determination include but are not limited to: sexual assault, physical assault, severe verbal assault or vilification, fraud or fraudulent claims made against a PBC student or staff member, blackmail, repeated breaches of the code or any incident requiring reporting to or the intervention of the police.

- 5.14.2 Category B – In the case of a Category B breach the path of restoration will include a short-term suspension (up to 2 weeks) and may include a longer-term suspension (up to 1 semester). The student’s course standing will become provisional and the college will determine any conditions required to be met for resumption of studies. Failure to meet these conditions may result in the category of the breach being re-determined.
- 5.14.3 Category C – In the case of a Category C breach the path of restoration will not include a suspension or expulsion of the student. A Category C determination will only exist where ongoing risk to the college or wider community is very low and it is in the best interests for the well-being of the student to not be separated from the college community through suspension. The student’s course standing will become provisional and the college will determine any conditions required to be met for restoration and continuing studies. Failure to meet these conditions may result in the category of the breach being re-determined.

Code of Conduct

- 5.15 PBC affirms that the New Testament injunctions establish a standard of conduct for the Christian community which may differ from those of the wider community. (e.g., Rom 12:1-Gal 6:16-26; Phil 2:12-18; Col 2:20-3:17; Eph 4:17-5:5; 1 Peter 2:12). As PBC is part of the Christian Community, it is appropriate that the required code of conduct reflects the expectations of that community, as follows:

- 5.15.1 Respect: all students should advocate and practice respect for all people;
- 5.15.2 Tolerance: all students should demonstrate tolerance towards those who may hold differing opinions or positions. The *Student Handbook* also includes a section related to tolerance;
- 5.15.3 Honesty: students should conduct themselves in such a way as to uphold their integrity. They should practice honesty in their dealings with all other parties;
- 5.15.4 Harassment: at no time should a student engage in behaviour which is of a harassing nature. This can include but is not limited to sexual innuendo, bullying, joking at the expense of others, name calling or labelling. The *Student Handbook* also includes a section related to harassment;
- 5.15.5 Discrimination: at no time should a student engage in activities which seek to separate and exclude students based on derogatory discrimination. Discrimination can be appropriate in certain circumstances, where the

discrimination is not intended in a derogatory manner towards those excluded (e.g. a male or female prayer group). If a student is uncertain, they should discuss the activity and the basis for exclusion with the Dean of Students. Students should seek to be as inclusive of all as possible. The *Student Handbook* also includes a section related to equal opportunity.

- 5.15.6 Physical intimidation and violence: students should not use physical intimidation or violence in their interactions with others. Students should not respond with physical intimidation or violence even if they believe they have been provoked by others;
- 5.15.7 Drunkenness: PBC recognises that alcohol consumption is a matter on which each student must make their own decision. However, drunkenness is not tolerated. Students who do decide to consume alcohol should do so in moderation and in a responsible manner. Alcohol is not permitted within the boundaries of the campus;
- 5.15.8 Illicit drugs: PBC does not tolerate the use of illicit drugs or the misuse of prescription drugs;
- 5.15.9 Smoking: PBC recognises that smoking is a matter on which each student must make their own decision. Smoking and vaping is not permitted within the boundaries of the campus.
- 5.15.10 Sexual purity: PBC affirms the New Testament injunction that sexual activity should be constrained within the covenant of marriage. Marriage is considered by the College as being between a man and a woman. Students should maintain their sexual purity in this regard. Outside of the covenant of marriage, students should seek to maintain relationships which respect PBC's definition of marriage, and seek to uphold the sexual purity of others;
- 5.15.11 Pornography: PBC does not tolerate the viewing or distribution of pornography. Using college facilities to view or distribute or create pornographic materials would be considered as a serious breach of this code of conduct;
- 5.15.12 Use of PBC name and Logo: the PBC name and logo should not be used by a student in any formal capacity without the permission of the College Principal. This may include but is not limited to advertising materials, production of products (e.g., t-shirts, mugs), creation of online groups. This does not restrict students from using the PBC name in expressing their opinions, in the case of free speech, but students must not give the impression they are representing the College without permission;
- 5.15.13 Social networking websites: students should apply the other areas of conduct in their use of social networking sites such as Facebook or Twitter; and
- 5.15.14 Dress: PBC students should seek to dress in a culturally appropriate manner which would not be construed as offensive (such as in t-shirt slogans/print) or overtly sexually provocative.

Reporting and Recording of Misconduct

- 5.16 Reports of misconduct can be received either verbally to any member of staff or via a written submission to the Principal.
- 5.17 Students reporting misconduct should not remain anonymous, although, the source of the allegation will, if possible, not be disclosed to the accused party.
- 5.18 Both the party or parties raising the allegation and the accused party should be informed in writing of the outcome of the investigation and the resultant required actions or penalties.
- 5.19 In the cases of established misconduct, a record of the incident and any relevant penalty will be placed on the students file.
- 5.20 All suspended or expelled students will have a notification of being suspended or expelled on any supplied transcripts whilst the suspension or expulsion is in place.

Processing a Misconduct Allegation

- 5.21 Allegations of misconduct are referred to the Principal.
- 5.22 PBC will never discourage a student from reporting any incident to other authorities as the student feels appropriate.
- 5.23 PBC will meet the expectations of the wider community in the case of accusations which would fall under the need for mandatory reporting to appropriate authorities.
- 5.24 The Principal may appoint an Investigation Committee of three staff members , to investigate the allegation.
- 5.25 The Principal or the Investigation Committee will investigate the matter further and decide on the appropriate course of action dependant on the process of establishing that a breach has occurred, and the severity of the breach.
- 5.26 The Principal or the Investigation Committee should seek to allow the accused party or parties to respond to allegations before seeking a wider investigation of the allegations. This will allow those accused to present any relevant evidence which may refute the allegations or may respond in a way that means further investigation may not be required. This will result in less impact to the wider college community.

- 5.27 An appropriate level of confidentiality should be maintained at all times; keeping in mind that any allegations should be substantially verified before any public disclosures of information take place.
- 5.28 Public disclosures should seek to protect both the student who has been found to have breached the code and the wider college community and should be kept to a minimal level of exposure in both distribution and details.

Investigating a Misconduct Allegation

- 5.29 All parties involved in an investigation of a misconduct allegation may have a third party at their request present in any interviews. They may also request an interview be ceased at any time if they had not requested the presence of a third party, but in the interview process have decided to request this. The interview would continue once this third party has been arranged.
- 5.30 The following guidelines should be followed when investigating an allegation of misconduct:
 - 5.30.1 In interviewing the reporting party:
 - 5.30.1.1 carry out the interview in a quiet meeting place where interruptions should not occur;
 - 5.30.1.2 assess the level of stress and recommend any additional support measures as necessary (e.g., need for third party, Dean of Students or Dean of Counselling and Pastoral Care, rescheduling of interview);
 - 5.30.1.3 explain their role in the process;
 - 5.30.1.4 explain the Policies and Procedures as required;
 - 5.30.1.5 explain the confidentiality situation;
 - 5.30.1.6 listen to the reporting party explain the issue (take brief notes if appropriate). Verify that you have understood the account via repeating key points;
 - 5.30.1.7 if you are unsure that you are the appropriate person to be investigating the disclosed matter you should cease the interview and inform the principal. You should establish when you will inform the student of this outcome and what will occur if you should not be involved;
 - 5.30.1.8 establish what evidence (if any) the person has to support the allegation;
 - 5.30.1.9 inform the person of any other parties that you may be required to speak with in investigating the incident;
 - 5.30.1.10 remind the person of their responsibilities in relation to maintaining confidentiality of the matter; and
 - 5.30.1.11 keep a written record of the meeting including: the date and time of meeting, who was present and the main points of what was disclosed.

- 5.30.2 In interviewing those accused of misconduct:

- 5.30.2.1 prepare for the interview based on the nature of the allegations;
 - 5.30.2.2 carry out the interview in a quiet meeting place where interruptions should not occur;
 - 5.30.2.3 assess the level of stress and recommend any additional support measures as necessary (e.g., need for third party, Dean of Counselling, rescheduling of interview);
 - 5.30.2.4 explain your role in the process;
 - 5.30.2.5 explain the Policies and Procedures as required;
 - 5.30.2.6 explain the confidentiality situation;
 - 5.30.2.7 reassure the accused that you will act impartially, that you have not prejudged, and that you are investigating the allegation;
 - 5.30.2.8 identify the allegation and allow the accused to respond to those allegations (take brief notes if appropriate). Verify that you have understood the account via repeating key points;
 - 5.30.2.9 establish what evidence the accused may have to support their position or account of events;
 - 5.30.2.10 inform the accused of the different possible options which may move towards resolving the issue;
 - 5.30.2.11 inform the accused if further investigation may be required, and the expected timeframe for the conclusion of those investigations;
 - 5.30.2.12 if no further investigations are required, inform the accused of the expected timeframe for the results and outcome, including establishing appropriate penalties if required, of the investigation;
 - 5.30.2.13 remind accused of their responsibilities in relation to the confidentiality of the matter, and that they must not victimise or hassle the parties they may suspect of raising the allegations or look to establish who raised the allegations if they were not informed of this; and
 - 5.30.2.14 keep a written record of the meeting including: the date and time of meeting, who was present and the main points of what was disclosed.
- 5.30.3 If it is required, in interviewing other witnesses to the incident:
- 5.30.3.1 prepare for the interview based on the nature of the allegations;
 - 5.30.3.2 carry out the interview in a quiet meeting place where interruptions should not occur;
 - 5.30.3.3 assess the level of stress and recommend any additional support measures as necessary (e.g. need for third party, Dean of Counselling rescheduling of interview);
 - 5.30.3.4 explain your role in the process;
 - 5.30.3.5 explain the Policies and Procedures as required;
 - 5.30.3.6 explain the confidentiality situation;
 - 5.30.3.7 reassure the witness that you will act impartially, that you have not prejudged, and that you are seeking a resolution to the allegation;

- 5.30.3.8 identify the allegations with as little details as possible and allow the witness to explain their understanding of the allegations or issue (take brief notes if appropriate). Verify that you have understood the account via repeating key points;
 - 5.30.3.9 establish what evidence the witness may have to support their position;
 - 5.30.3.10 remind the witness of their responsibilities in relation to the confidentiality of the matter, and that they must not victimise or hassle any others involved; and
 - 5.30.3.11 keep a written record of the meeting including: the date and time of meeting, who was present and the main points of what was disclosed.
- 5.30.4 Any additional information, evidence or advice should be gathered to assist in processing the investigation.
- 5.30.5 Based on the interviews, other information, evidence and advice a decision must be made on how the appropriate response to the allegations
- 5.30.6 In the case of the allegations being proven to be false allegations, the Principal or Investigation Committee will need to consider if the party or parties complicit in the false allegations should face penalties for breaching 5.15.
- 5.30.7 The outcomes of the investigations are to be reported and recorded as per 5.19.
- 5.31 The Board of Management is the controlling body of the College and is responsible for the corporate governance of the College, as per Clause 10 of the *Rules of PBC*, including ensuring the educational objectives and purposes for which the College was formed remain integral to the decisions making process.
- 5.32 The Board handles matters such as:
- 5.32.1 financial matters, including financial policy, and management & raising of funds;
 - 5.32.2 personnel matters, including appointment of the Principal and the Dean of Academics and Research and other faculty members on the recommendation of the Principal and/or the PBC Academic Council;
 - 5.32.3 legal ownership and other legal matters;
 - 5.32.4 property matters;
 - 5.32.5 public relations;
 - 5.32.6 policy decisions related to corporate governance; and
 - 5.32.7 forward planning and direction.

6. Policy Information

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| Date first approved: 10/1/2011 | Date of effect: 10/1/2011 | Date last amended: 28/09/2021 | Date of next review: 28/09/2023 |
| Approved by | | Teaching and Learning Committee | |
| Authorised Officer | | Dean of Students | |
| Supporting documents, procedures & forms of this policy | | <i>Admissions Policy</i> <i>PBC Statement of Faith</i> <i>Student Support Policy</i> <i>Student Handbook</i> | |
| Related Legislation and Codes of Practice | | <u>Higher Education Standards Framework 2015</u> <u>Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</u> | |
| Audience | | Staff | |

7. Version History

| Review Table | | | |
|--------------|---|---|--|
| Date | Review Type <ul style="list-style-type: none"> ● Scheduled ● Policy amendment ● Admin update | Summary of Changes | Review person/group |
| 10/01/2011 | Initial Release | | David Smith T&L |
| 08/08/2013 | Admin update Policy amendment | Section 3 terminology changed. 3.1 addition of contacting church as per P25 Pastoral Disclosure policy. 5.5 added. 6.8 addition of wider church community. | T&L |
| 14/12/2015 | Policy amendment | Updating personal & spiritual requirements as per P02; 4.10 for marriage definition | PBC Board of Management |
| 9/9/2019 | Policy amendment | New template and amendments made. | Natalie Tierney Capital Review Group consultant |
| 28/09/2021 | Policy amendment | Second half of policy was a copy and paste from the governance policy. This was deleted as it is irrelevant to this policy and is covered in the governance policy. | Chris Burton |