

POLICY	STUDENT CODE OF CONDUCT
2015 VET Standards:	Standard 5
MCC Ref:	MCC-2-S6
Statement	<p>The Institute is committed to the ongoing personal and professional development of all students and to ensuring the Student Code of Conduct is implemented.</p> <p>The Institute’s Code is designed to facilitate the ease of learning together. The Student Code of Conduct forms the basis for personal behavioral standards and it is therefore vital that every student is familiar with its content. The Student Information Guide has a copy of the principles, that the Student Code of Conduct Policy and Procedure is based on.</p>
Objectives	<p>The purposes of this Policy and Procedure is to document a framework for students to monitor their personal and professional educational development at the Institute in the following areas:</p> <ul style="list-style-type: none"> • Attendance and punctuality (within acceptable parameters) • Attitude and communication (to be respectful and polite to others) • Conduct (according to the Institute’s outline) • Personal appearance (neat, clean and tidy) • Institute property (to be respected)

PROCEDURE	STUDENT CODE OF CONDUCT
Breaches of Standards	<p>Students must maintain standards including:</p> <ul style="list-style-type: none"> • Acceptable attendance • Punctuality • Respect of others • Acceptable noise levels • Responsible and appropriate use of mobile phone • Acceptable presentation during Institute hours • Alcohol, smoking and drugs regulations • No cheating and/or plagiarism • Following Institute computer security instructions • Appropriate conduct and physical and/or verbal behavior • Respect of Institute property • No possession of hazardous materials and/or implements • Appropriate conduct in public areas • Always having Student ID card available
Action/Method	<p>1. EXPULSION/SUSPENSION FROM THE INSTITUTE</p> <p>Expulsion from the Institute can only be approved by the CEO, RTO Manager or his/her appointed representative.</p> <p>If a student is in breach of one or more of the following categories, expulsion/suspension may occur:</p> <ul style="list-style-type: none"> • Possession/use/sale of drugs in the Institute community • Discrimination, verbal abuse or harassment of any kind • Intentionally causing injury or threatening serious violence against another student or staff member • Academic and Non-Academic Misconduct • Unacceptable absences impacting on educational performance • Bringing the Institute into disrepute • Possession of hazardous materials/implements • Damage of Institute property • Inappropriate conduct in public areas. <p>In the event the Institute decides to initiate a suspension, a Deferment/Suspension of Studies form will be completed and the student must be notified in writing and advised that he/she has 20 working days to appeal the Institute's decision, as per the policy and procedure 'Deferring, Suspending or Cancelling a Student's Enrolment'.</p> <p>If the Institute decides to initiate a cancellation, a Termination of Student Studies Prior to Completing the Course form will be completed and the student</p>

must be notified in writing and advised that he/she has 20 working days to appeal the Institute's decision, as per the policy and procedure 'Deferring, Suspending or Cancelling a Student's Enrolment'.

2. AMENDMENT TO CODE

The Institute reserves the right to make changes to the Student Code of Conduct without prior notice and will inform students of any changes as they occur.

3. GENERAL SAFETY AND CONDUCT

At no time will the Institute condone any actions or activities that might compromise the safety of a student, other students, staff, Institute property or local community.

4. LOCAL NEIGHBOURHOOD

Students are expected to reflect the standards of the Institute in their dealings with the local community and to keep the public area outside the Institute clean and tidy at all times.

5. INSTITUTE COMMUNITY

At all times it is imperative that students remember they form part of a community. The Institute is required to protect the rights and welfare of all students. Students will therefore be required to respect the comfort, safety, hygiene and security of all other members of the Institute community.

6. ATTENDANCE AND PUNCTUALITY

- **Absences Across Course** (*time missed from classes*)

No student can miss more than 20% of classes. Hours missed are accumulative. In the case of an international student, Immigration may be informed and their Visa cancelled, as per the Institute's Policy and Procedure '*Monitoring Attendance*'.

A disciplinary *Letter of Warning* will be mailed to a student when:

- A student is identified as being at risk of failing the attendance requirement
- A student has an unsatisfactory attendance

A minimum of two warning letters must be mailed to the student before the Institute takes any further action.

- **Absences from Classes due to Illness**

If a student is sick for any reason, a valid medical certificate must be provided to the Institute, as explained in the *Monitoring Attendance* Policy and Procedures.

- **Failure to notify the Institute of Change of Address within 7 days**

As a condition of their Visa, students are required to notify the

Institute of their change of address within 7 days via advice to Student Administration, email, fax or in writing to the Institute. This will ensure that all important material is sent to the correct address.

7. ATTITUDE AND COMMUNICATION

- **Openly disrespectful to peers, staff and guests**

Be professional with your interaction with peers, staff and guests.

- **Cohabitation with others**

Respect is a key component of Institute life

- **Missing appointments**

The Institute requests that students make appointments with staff members and ensure that they keep these appointments or advise the staff member prior to the appointment if any changes are required.

- **Lack of communication regarding finances**

Students are responsible to ensure fees are paid up to date. Any financial difficulty should be discussed with Student Administration. Payment of fees is a condition of the enrolment.

- **Language/Use of English on Institute premises**

The Institute understands the lifestyle changes made by students when they come to study in another country and that speaking their own language is often more comfortable. However, to assist students to study, live and work in Australia, student **MUST speak English at all times when they are on Institute premises**. This will assist the student community as a whole to improve their level of English which will be of benefit to each student during their studies, their community life and also in the workforce.

8. CONDUCT

8.1 Bringing the Institute into disrepute on campus/off campus

The Institute will take disciplinary action against any student who brings the Institute into disrepute while on campus or during any industry placement.

8.2 Illegal substances

Possession or use of illegal substances on campus will result in dismissal. Obligations under the Institute's Student Code of Conduct require students to comply with State and Commonwealth government legislation. Possession and use of illegal substances is a criminal offence.

8.3 Unprofessional conduct

The Institute promotes an environment that is based on industry standards and professionalism. Student conduct should be exemplary, reflecting the requirements set in the financial services industry.

8.4 Physical/verbal abuse

Students are expected to be responsible for creating a supportive and harmonious environment, free from either physical or verbal abuse.

The Institute culture respects all individuals.

8.5 Theft/Dishonesty/Misconduct

Any student who steals from another student, member of staff, or the Institute will be dismissed from the Institute in accordance with the Institute's Policy and Procedure '*Deferring, Suspending or Cancelling a Student's Enrolment*'.

Academic misconduct includes but is not limited to:

- Collusion and plagiarism – where any work submitted as an assessable item is deemed by a staff member to be the same or substantially the same.
- Any attempt by a student to submit assessable work that is not their own.
- Plagiarism not attributed to the original source or process.
- Any form of collusion between students to submit assessable work that is not their own.

Non-academic misconduct is any action or conduct by a student relating to people or property which is in breach of the Institute's policies and procedures, codes and student handbooks. Non-academic misconduct includes but is not limited to:

- Not abiding by the Institute's *Access and Equity Policy and Procedures* in relation to Harassment, which is applicable whether in a classroom, workshop, seminar, discussion forum or activity.

Acting dishonestly or knowingly making misleading representation.

- Not adhering to Occupational Health and Safety guidelines by altering, damaging or otherwise defacing documents, records, property or facilities.
- Disobeying or ignoring any directive, direction, policy, procedure or condition.
- Failure to comply with any conditions or penalties imposed for student misconduct under this policy.
- Acting in a manner which fails to comply with the stated implicit or implied standards and procedures or policies of the Institute.

Serious Misconduct may result in suspension or expulsion. Property damage and offences involving the police are regarded as Serious Misconduct. International students who are suspended or expelled in accordance with this procedure are in danger of having their student visa revoked – See Policy and Procedure '*Deferring, Suspending or Cancelling a Student's Enrolment*'.

8.6 Alcohol, Smoking and Drugs

Alcohol. Students are not permitted to bring and/or consume alcohol on premises of the Institute or Institute's clients, ie locations of industry placements.

Smoking. For health, safety and environmental reasons the Institute has does not permit smoking on the Institute campus.

Drugs. All drugs, other than those prescribed by a doctor, are illegal in Australia. In the case of prescribed drugs, a medical certificate from the doctor is required by the Institute.

8.7 Inappropriate language in Institute public areas

Conversations in public areas may be overheard by other students, staff or guests. The Institute requests your awareness of this factor.

8.8 Usage of mobiles in classroom

All mobile phones should be turned off whilst you are in any Institute lecture or practical class.

8.9 Student ID Cards

Students must carry their Student ID card at all times and show it when requested by Institute management/staff.

9. PERSONAL APPEARANCE

The Institute is a learning environment and has a professional stand. Students should ensure your attire is appropriate and acceptable.

10. PROPERTY

10.1 Possession of hazardous materials/implements

At no stage should any student possess harmful implements or any hazardous material that would jeopardise the safety and security of staff and students.

10.2 Damage to Institute property

Ensure you treat Institute property as your own. All Institute property should be used with care and respect.

10.3 Removal of Institute property from designated areas without permission

The removal of any items of equipment, mechanical, electrical or other item.

10.4 Breaching computer security

- Students are responsible for saving their files/work to a secure area other than the hard drive and no attempt will be made by the Institute to recover files from student computers in the event of a repair or replacement of a computer.
- Students are not permitted to change the configuration of Institute

computers, such as adding fonts, screensavers etc, which may affect the current configuration or operational intent.

- Computers owned by the Institute and operating on the Institute network are the property of the Institute, including all data stored on them. Any data which is part of the Institute system or stored on any part of any computer belonging to, or attached to the Institute system may be audited for the purposes of identifying breaches of computer security. Breaches may result in loss of computer privileges, financial remuneration for repairs, suspension or expulsion.

Possible issues may include, but are not limited to:

- Removal of individual components, ie hard disks, video cards, memory, modifying of operating systems loaded to machines.
- Modifying of programs loaded to computers, eg Microsoft Office.
- Uploading data or programs to hard disk drive.
- Reformatting hard drive, requiring reinstallation of operating system and programs.
- Introduction of viruses to individual computers or to the server.
- Knowingly using other students' staff passwords and logons.
- Modifying records stores on server or other computers.
- Downloading or running fo any program which is not part of the original Institute computer configuration. Doing so will imply it is of illegal or unethical nature.
- Deliberately sending material or chain letters which is upsetting, consistutes sexual harassment or racial vilification, or is considered to be a nuisance.
- Intentionally misusing programs for the purpose of financial gain or illegal purposes.
- Intentionally prohibiting the running of maintenance and checking routines.
- Deliberately sending messages using somebody else's name.
- Saving files on the hard drive of individual computers, or saving files on the server. Files found in and including email are the property of the Institute. Illicit material which is found on these items is considered in breach of the Code.
- Attempting to defraud the network printer/copier. Any misuse or abuse of the printer/copier will be consideredan attempt to defraud.
- Physically damaging or altering computers, the copier/printer or any other equipment owned by the Institute.
- Computer and email are in place as an academic resource only. Institute assignments take priority over personal use of the computer or email. Abuse of materials of an illegal or unethical nature is prohibited.

11. RECORDS

	<p>For the purposes of tracking, management, audit and report of breaches of the Student Code of Conduct, written notes of outcomes, agreements and actions are to be kept at all stages of the process by the Director Studies.</p> <p>12. PROCESS GUIDELINES</p> <p>10.1 Breaches of the Student Code of Conduct are to be reported in writing to the Director Studies within two days of the incident.</p> <p>10.2 The Director Studies will undertake an initial investigation with all parties and record the findings.</p> <p>10.3 The Director Studies will advise the student in writing of the outcome of the findings, outlining:</p> <ul style="list-style-type: none"> - the reasons of the decision and penalty or decision - details of the right of appeal process and the Appeal Application Form <p>10.4 Copies of all correspondence will be held on the student's file.</p> <p>13. APPEALS PROCESS</p> <p>If a student wishes to appeal against the Director Studies' determination, he/she must lodge an Appeal Application Form within 20 days of receipt of the notification letter with the Student Administration Office. Refer to the Institute's Policy and Procedure '<i>Complaints and Appeals</i>'.</p>
Attached Documentation	<i>(if applicable)</i>
Related Legislation	
Related Documentation	

VERSION CONTROL**Review/ amendment history****Policy Approved by:** Chief Executive Officer / RTO Manager**Responsible Officer:** Chief Executive Officer / RTO Manager**Next Policy Review Date:** July 2018

Version	Date	Details
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	July 2015	No material change
4.0	July 2016	No material change
5.0	June 2017	No material change