Student Code of Conduct

This Student Code of Conduct applies to all students of the College community, across all courses, sites, campuses and modes of delivery.

PURPOSE

The purpose of the Student Code of Conduct is to ensure that there is a peaceful and conducive study and work environment at the college for all students and staff.

STUDENT RIGHTS

All students have the right to:

- Be treated fairly and with respect by college staff and other students;
- Learn in an environment free of discrimination and harassment;
- Learn in a supportive and stimulating environment in which to pursue their goals;
- Have access to counselling if desired or required;
- Privacy concerning records that contain personal information, subject to statutory requirements;
- Be given information about assessment procedures at the beginning of the subject/competency/module and progressive results as they occur;
- Lodge a complaint without fear of retaliation or victimization;
- Have Principles of Natural Justice applied during any investigation process concerning a breach of the Student Code of Conduct.
- Formally notify the college of any absence of greater than three consecutive study days or of any withdrawal from enrolment

STUDENT RESPONSIBILITIES

All students have a responsibility to:

- Treat other students and college staff with respect and fairness
- Follow any reasonable direction from a member of college staff
- Refrain from swearing, drinking and eating in classrooms and other learning areas (water only allowed).
- Behave responsibly by not littering, harassing fellow students or staff, damaging, stealing, modifying or misusing college or other student’s property
- Behave responsibly by not possessing or being under the influence of drugs and alcohol.
- Refrain from using mobile phones, pagers or any other electronic devices that may disrupt classes.
- Attend scheduled classes and college activities regularly and complete all assessments within the required timeframe.
- Do all assessment tasks and examinations honestly, and not engage in plagiarism, collusion or cheating.
- Follow college safety practices, including wearing approved clothing and protective equipment and following both written and verbal directions given by college staff.
- Not to behave in a way that would offend, embarrass or threaten others.
- Comply with all lawful regulations, rules or procedures of the college that pertain to them.
- Pay all fees and charges levied by the college within the required timeframe.
- Attend all meetings called by the college to discuss academic or course progress
- Meet or carry out all activities agreed with the college in relation to maintaining course progress or academic performance

BREACH OF CONDUCT

A Student breach of conduct occurs when a student behaves in a manner described below:

- Assaults, attempts to assault or threatens a person on the college premises.
- Acts contrary to Equal Opportunity practices of the college which is committed to the prevention and elimination of discrimination on the grounds of:
Student Code of Conduct

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- Age;
- Impairment;
- Industrial activity;
- Lawful sexual activity;
- Marital status;
- Physical features;
- Political belief or activity;
- Pregnancy;
- Race;
- Religious belief or activity;
- Sex;
- Status as a parent or a carer;
- Personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes.

- Disobeys or disregards any lawful direction given by an officer of the college.
- Acts dishonestly or unfairly in connection with an examination, test, assignment or other means of assessment conducted by the college.
- Deliberately obstructs any teaching activity, examination or meeting of the college.
- Engages in any conduct or activity prejudicial to the management and good governance of the campus.
- Deliberately obstructs or attempts to deter any officer or employee of the college in the performance of their duties.
- Willfully damages or wrongfully deals with any college property.
- Attends the college whilst under the influence of alcohol or affected by drugs, etc. or possesses, uses or traffic a drug of addiction or drug of dependence within the meaning of the Crimes Act 1958 or the Drugs Poisons and Controlled Substances Act 1981 or any Act in substitution thereof.
- Carries or uses such items as firearms, knives, syringes, etc as a weapon.
- Fails by or within the agreed required date or period, to pay any fee or charge payable to the college.
- Fails to comply with WH&S regulations or willfully places another person in a position of risk or danger.
- Fails to consistently and regularly attend scheduled classes and activities.
- Constantly interrupts class time through the use or presence of mobile phones and pagers.
- Uses abusive language.
- Fails to attend meetings called to discuss academic or course progress.
- Fails to carry out actions or engage in activities agreed with the college to maintain course or academic progress.
- Fails to formally notify the college of any prolonged absence, change of address and contact details or of any withdrawal from enrolment.