

Policies and Procedures

POLICY: STUDENT CODE OF CONDUCT	
CRICOS Ref:	Standard 8
SRTO2015 Ref:	Standard 1,2 & 5, Clause 1.1, 1.2 (a-c), 1.3 (a-d),1.4, 2.2 (a,b), Clause 5.1, 5.2 (a,b-i,ii,ii,iv,v, c,d -i,ii, e – i,ii,ii,f),5.3 (a-i,ii, b, c-i,ii)

Policy Statement	<p>The College 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 College's Code is designed to facilitate the ease of learning together. The Student Code of Conduct forms the basis for personal behavioural standards and it is therefore vital that every student is familiar with its content. Students will be provided with a copy of the Student Code of Conduct Policy and Procedure at Induction and Orientation. Students who infringe this code of conduct may have their enrolment suspended or cancelled and consequently be reported to DEEWR/IMMIGRATION DEPARTMENT via PRISMS for misbehaviour.</p>
Purpose	<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 College 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 . College property (to be respected) . Common law (no action that is against common laws) . Safety <p>The purpose is also to establish a basis for determining misbehaviour as it relates to National Code 2018, Standard 13</p>

PROCEDURE: STUDENT CODE OF CONDUCT	
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SRTO2015 Ref:	Standard 1,2 & 5, Clause 1.1, 1.2 (a-c), 1.3 (a-d),1.4, 2.2 (a,b), Clause 5.1, 5.2 (a,b-i,ii,iv,v, c,d -i,ii, e - i,ii,ii,f),5.3 (a-i,ii, b, c-i,ii)

Breaches of College 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 college hours . Alcohol, smoking and drugs regulations . No cheating and/or plagiarism . Following College computer security instructions . Appropriate conduct and physical and/or verbal behaviour . Respect of College property . No possession of hazardous materials and/or implements . Appropriate conduct in public areas . Always having Student ID card available
Action/Method	<p>1. MISBEHAVIOUR_ CANCELLATION/SUSPENSION OF ENROLMENT</p> <p>Cancellation/suspension of enrolment can only be approved by the CEO and/or Compliance Manager.</p> <p>If a student is in breach of one or more of the following categories, Cancellation/suspension of enrolment may occur:</p> <ul style="list-style-type: none"> . Possession/use/sale of drugs in the College 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 College into disrepute . Possession of hazardous materials/implements . Intentional damage of College property . Inappropriate conduct in public areas. . Being convicted of a criminal offence . Failing to attend meetings to discuss academic progress <p>In the event the College decides to initiate a suspension, a <i>Deferment/Suspension/Cancellation of Studies form</i> will be completed and the student must be notified in writing and advised that he/she has 20 working days to appeal the College's decision, as per the policy and procedure <i>'Deferring, Suspending or Cancelling a Student's Enrolment'</i>.</p>

	<p>If the College decides to initiate a cancellation, the student must be notified in writing and advised that he/she has 20 working days to appeal the College's decision, as per the policy and procedure 'Deferring, Suspending or Cancelling a Student's Enrolment'.</p> <p>2. AMENDMENTS TO CODE</p> <p>The College 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.</p>
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Procedure: Student Code of Conduct (cont)

<p>Action/Method (cont)</p>	<p>3. GENERAL SAFETY AND CONDUCT</p> <p>At no time will the College condone any actions or activities that might compromise the safety of a student, other students, staff, College property or local community.</p> <p>4. LOCAL NEIGHBOURHOOD</p> <p>Students are expected to reflect the standards of the College in their dealings with the local community and to keep the public area outside the College clean and tidy at all times.</p> <p>5. COLLEGE COMMUNITY</p> <p>At all times it is imperative that students remember they form part of a community. The College 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 College community.</p> <p>6. ATTENDANCE AND PUNCTUALITY</p> <ul style="list-style-type: none"> . Absences from assessments due to illness If a student is sick for any reason, a valid medical certificate must be provided to the College, as explained in the <i>Monitoring Attendance Policy and Procedures</i>. . Failure to notify the College of Change of Address within 7 days As a condition of their Visa, students are required to notify the College of their change of address within 7 days via advice to Student Administration, email, fax or in writing to the College. This will ensure that all important material is sent to the correct address. <p>7. ATTITUDE AND COMMUNICATION</p> <ul style="list-style-type: none"> . 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 College life . Missing appointments
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	<p>The College expects students keep appointments made with staff members and ensure or advise the staff member prior to the appointment if any changes are required. The college also requires students to attend any meetings scheduled to discuss academic progress.</p> <ul style="list-style-type: none"> 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 an international student's Visa.
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Procedure:

Student Code of Conduct (cont)

<p>Action/Method (cont)</p>	<ul style="list-style-type: none"> Language/Use of English on College premises The College 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 College 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. <p>8. CONDUCT</p> <p>8.1 Bringing the College into disrepute on campus The College will take disciplinary action against any student who brings the College into disrepute while on campus..</p> <p>8.2 Illegal substances Possession or use of illegal substances on campus will result in dismissal. Obligations under the College'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.</p> <p>8.3 Unprofessional conduct The College promotes an environment that is based on industry standards and professionalism. Student conduct should be exemplary, reflecting the requirements set in the hairdressing and beauty industry.</p> <p>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 College culture respects all individuals.</p> <p>8.5 Theft/Dishonesty/Misconduct Any student who steals from another student, member of staff, or the College will be dismissed from the College in accordance with the College's Policy and Procedure '<i>Deferring, Suspending or Cancelling a Student's Enrolment</i>'. <u>Academic misconduct</u> includes but is not limited to:</p>
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	<ul style="list-style-type: none"> - 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. <p><u>Non-academic misconduct</u> is any action or conduct by a student relating to people or property which is in breach of the College’s policies and procedures, codes and student handbooks. Non-academic misconduct includes but is not limited to:</p> <ul style="list-style-type: none"> - Not abiding by the College’s <i>Access and Equity Policy and Procedures</i> in relation to Harassment, which is applicable whether in a classroom, workshop, seminar, discussion forum or activity. - Acting dishonestly or knowingly making misleading representation.
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Procedure: Student Code of Conduct (cont)

<p>Action/Method (cont)</p>	<ul style="list-style-type: none"> - 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 College. <p><u>Serious Misconduct</u> 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 ‘<i>Deferring, Suspending or Cancelling a Student’s Enrolment</i>’.</p> <p>8.6 Alcohol, Smoking and Drugs</p> <p><u>Alcohol</u>. Students are not permitted to bring and/or consume alcohol on premises of the College or College’s clients, ie locations of industry placements.</p> <p><u>Smoking</u>. For health, safety and environmental reasons the College has does not permit smoking on the College campus.</p> <p><u>Drugs</u>. 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 College.</p>
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	<p>8.7 Inappropriate language in College public areas Conversations in public areas may be overheard by other students, staff or guests. The College requests your awareness of this factor.</p> <p>8.8 Usage of mobiles in classroom All mobile phones should be turned off whilst you are in any College lecture or practical class.</p> <p>8.9 Student ID Cards Students must carry their Student ID card at all times and show it when requested by College management/staff.</p> <p>9. PERSONAL APPEARANCE The College is a learning environment and has a professional stand. Students should ensure your attire is appropriate and acceptable.</p> <p>10. PROPERTY</p> <p>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.</p> <p>10.2 Damage to College property Ensure you treat College property as your own. All College property should be used with care and respect.</p>
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Procedure:	Student Code of Conduct (cont)
Action/Method (cont)	<p>10.3 Removal of College property from designated areas without permission The removal of any items of equipment, mechanical, electrical or other item.</p> <p>10.4 Breaching computer security</p> <ul style="list-style-type: none"> . 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 College 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 College computers, such as adding fonts, screensavers etc, which may affect the current configuration or operational intent. . Computers owned by the College and operating on the College network are the property of the College, including all data stored on them. Any data which is part of the College system or stored on any part of any computer belonging to, or attached to the College 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. <p>Possible issues may include, but are not limited to:</p>

	<ul style="list-style-type: none"> . 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 for any program which is not part of the original College 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.. . 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 College. . Computer and email are in place as an academic resource only. College assignments take priority over personal use of the computer or email. Abuse of materials of an illegal or unethical nature is prohibited.
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Procedure: Student Code of Conduct (cont)

	<p>9. RECORDS</p> <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 Compliance Manager.</p> <p>10. PROCESS GUIDELINES</p> <p>10.1 Breaches of the Student Code of Conduct are to be reported in writing to the Compliance Manager and/or Course Coordinator within two days of the incident.</p> <p>10.2 The Compliance Manager and/or Academic Officer will undertake an initial investigation with all parties and record the findings.</p> <p>10.3 The Compliance Manager and/or Academic Officer 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
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	<p>- details of the right of appeal process and the Appeal Application Form</p> <p>10.4 Copies of all correspondence will be held on the student's file.</p> <p>11. APPEALS PROCESS</p> <p>If a student wishes to appeal against the CEO/ Compliance Manager determination, he/she must lodge an Appeal Application Form within 20 working days of receipt of the notification letter with the Student Administration Office. Refer to the College's Policy and Procedure '<i>Complaints and Appeals</i>'.</p>
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