

Fact Sheet 8: Student Code of Conduct

What is the Code of Conduct?

The College is committed to the ongoing personal and professional development of all students. The Code is designed to facilitate the ease of learning together. It forms the basis for personal behavioural standards and it is therefore vital that every student is familiar with its content.

What is in the Code of Conduct?

Alcohol, Smoking & Drugs: You are not permitted to bring and/or consume alcohol on premises of the College or College's clients, i.e. locations of industry placements. 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.

- **Attendance & Punctuality:** If you are sick for any reason, a valid medical certificate must be provided.
- **Attitude & Communication:** Openly disrespectful to peers, staff and guests. Be professional with your interaction with staff and colleagues.
- **Cohabitation with others:** Respect is a key component of College life
- **College Community:** At all times it is imperative that you remember that you form part of a community. The College is required to protect the rights and welfare of all students. You are required to respect the comfort, safety, hygiene and security of all other members of the College community.
- **Conduct:** The College will take disciplinary action against any student who brings the College into disrepute whilst on campus.
- **Failure to Notify the College of Change of Address within 7 Days:** As a condition of your student Visa, you are required to notify the College of your 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.

- **General Safety & Conduct:** 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.
- **Illegal Substances:** Possession or use of illegal substances on campus will result in dismissal. You are required to comply with State and Commonwealth government legislation. Possession and use of illegal substances are a criminal offence.
- **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.
- **Lack of Communication Regarding Finances:** You are responsible to ensure your fees are paid up to date. Any financial difficulty should be discussed with the Finance Department. Payment of fees is a condition of an international student's Visa.
- **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. 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.
- **Local Neighbourhood:** You 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.
- **Missing Appointments:** The College expects you 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.

- Personal Appearance: The College is a learning environment and has a professional standard. You should ensure your attire is appropriate and acceptable.
- Physical/Verbal Abuse: You 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.
- Smoking: For health, safety and environmental reasons the College does not permit smoking on the College campus.
- Student ID Cards: You must carry your Student ID card at all times and show it when requested by College management/staff.
- Theft/Dishonesty/Misconduct: Any student who steals from another student, member of staff, or the College will be dismissed from the College.
- Unprofessional Conduct: The College promotes an environment that is based on industry standards and professionalism. Your conduct should be exemplary, reflecting the requirements set in industry.
- Usage of Mobiles in Classroom: All mobile phones should be turned off whilst you are in any College during class.

What are my responsibilities regarding College property?

- Possession of Hazardous Materials/Implements: At no stage should you possess any harmful implements or any hazardous material that would jeopardise the safety and security of staff and students.
- College Property: Ensure you treat College property as your own. All College property should be used with care and respect. The removal of any items of equipment, mechanical, electrical or other item without authorisation is prohibited.
- Computer Security: You are responsible for saving your files/work to a secure area other than the hard drive and no attempt will be made by the College to recover files from computers in the event of a repair or replacement of a computer.
- You 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.

Possible issues may include, but are not limited to:

- Removal of individual components, i.e. hard disks, video cards, memory, modifying of operating systems loaded to machines.
- Modifying of programs loaded to computers, e.g. 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, constitutes 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 considered an attempt to defraud.
- Physically damaging or altering computers, the copier/printer or any other equipment owned by the College.
- Computer and email facilities 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

What happens if I breach the Code of Conduct?

Breaches of the Student Code of Conduct will be reported in writing to the Compliance Manager and/or Course Coordinator within two days of the incident.

1. An initial investigation will take place with all parties and record the findings.
2. You will be advised in writing of the outcome of the findings, outlining:
3. the reasons of the decision and penalty or

- decision
4. details of the right of appeal process and the Appeal Application Form
 5. Copies of all correspondence will be held on the student's file.

Non-academic misconduct 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:

- Not abiding by the College's Access and Equity Policy 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 College.

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.

Misbehaviour: Cancellation/Suspension of Enrolment

If you breach of one or more of the following categories, cancellation/suspension of enrolment may occur:

1. Possession/use/sale of drugs in the College community
2. Discrimination, verbal abuse or harassment of any kind
3. Intentionally causing injury or threatening serious violence against another student or staff member
4. Academic and Non-Academic Misconduct
5. Unacceptable absences impacting on educational performance
6. Bringing the College into disrepute
7. Possession of hazardous materials/implements
8. Intentional damage of College property
9. Inappropriate conduct in public areas.
10. Being convicted of a criminal offence
11. Failing to attend meetings to discuss academic

progress

In the event the College decides to initiate a suspension, a Deferment/Suspension/Cancellation of Studies you will be notified in writing and advised that you have 20 working days to appeal the College's decision.