

POL011_Student Code of Conduct Policy

Table of Contents

1. Scope	3
2. Purpose	3
3. Student Code of Conduct.....	3
3.1 Academic Code of Conduct	3
3.2 Non – Academic Code of Conduct	4
3.3 Behavioral Code of Conduct	4
4. Process Guideline for Breach of Student Code of Conduct	5
5. Complaints and Appeals	6
6. Associated Documents	6
Appendix.....	7

1. Scope

Danford College is committed to the ongoing personal and professional development of all students and facilitate the ease of learning together. In order to ensure quality education and services are provided to the students, Danford College implements the Student Code of Conduct. The Student Code of Conduct Policy forms the basis for defining the code of conduct to be followed by the students and outlines the consequences of the breach of the code of conduct.

The Student Code of Conduct Policy is in accordance with the ESOS National Code 2018: Standard 3 (3.5), Standard 8 (8.1, 8.4, 8.5), Standard 9 (9.3).

The Student Code of Conduct Policy is applicable to all enrolled students at Danford College and to relevant staff members from but not limited to the academic, administration and compliance department.

2. Purpose

The purpose of the Student Code of Conduct Policy is to provide a framework for student conduct whilst at the College and to establish a basis for determining misbehaviour.

The Student Code of Conduct Policy aims to achieve the following objectives:

- Clearly define and list Student Code of Conduct;
- Outline Academic, Non – Academic and Behavioural Code of Conduct;
- Outline the process guidelines for breach of Student Code of Conduct;
- Outline the students' rights to complaint and appeal.

3. Student Code of Conduct

The Student Code of Conduct can be broadly classified as Academic Code of Conduct, Non – Academic Code of Conduct and Behavioural Code of Conduct. Information regarding the Student Code of Conduct will be provided to the students during the Orientation and Induction Program. Additionally, this information is available on the Student Handbook on Danford College Website www.danford.edu.au

3.1 Academic Code of Conduct

- Students are required to maintain the student visa conditions at all times while they are enrolled at Danford College. For more information on the visa conditions refer to [Student Visa Conditions - Subclass 500](#);
- All students enrolled at Danford College to attend the classes as per schedule and maintain the course progress unless the student has a compelling and compassionate reason which is approved by the College for the absence. For more information refer to the POL008_ Course Completion and Course Progress policy and POL009_Deferment,

Suspension or Cancellation of Student Enrolment Policy.

- Students should refrain from any form of cheating or plagiarism while they are enrolled with Danford College in accordance with the POL015_Plagiarism and POL006_Assessment Policy. Collision with other resources will lead to serious consequences as outlined in the Plagiarism Policy.
- Students must refrain from using mobile phones during the classes.

3.2 Non – Academic Code of Conduct

- The College expects students keep appointments made with staff members and advise the staff member prior to the appointment if any changes are required.
- Students must not provide any fake or fraudulent documents as supporting documents.
- As per the student visa condition notify the College within 7 days in case of change of address by completing the Application to Change Personal Details form available on Danford College website.
- Student should refrain from any actions that may bring the College into disrepute. The College will take disciplinary action against any student who brings the College into disrepute while on campus.
- Students are prohibited from consumption of alcohol, drugs or smoke on campus.
- Students enrolled at Danford College are required to carry their Student ID at all times and show it when requested by College Staff. If the Student ID is lost reissuing of student ID may incur a charge of \$10.
- At no stage should any student possess harmful or hazardous material that would jeopardise the safety and security of staff and students.
- All College property should be used with care and respect. The removal of any items of equipment, mechanical, electrical or other item of College property from designated areas without permission is prohibited.
- 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.
- Should a student fail to make payment for the agreed tuition fee.

3.3 Behavioral Code of Conduct

- Students must not steal from another student, staff member or the College;
- Danford 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, students MUST speak English at all times when they are in classroom;
- Students must treat all the staff members and fellow students with respect at all times. Students must conduct themselves in a professional manner at all times. They must refrain from using any abusive or inappropriate language while on campus;
- Students must not act in a threatening, discriminatory or sexually harassing manner. Students must not engage in any form of sexual or physical violence causing injury against another student or staff.
- The College is a learning environment and has a professional standard. Students should ensure that their attire is appropriate and personal hygiene is maintained at all times.

4. Process Guideline for Breach of Student Code of Conduct

Danford College, at no time will condone any breach of the Code of Conduct or activities that might compromise the safety of a student, other students, staff, college property or local community.

Student (s) must report any critical incidence, inappropriate behaviour or any malpractices that comes to their attention on campus to the college staff or send an email to support@danford.edu.au and those reports will be conducted in accordance with the POL 030_Critical Incident Policy

Breach of Student Code of Conduct can be classified as academic misconduct, non – academic misconduct, serious misconduct or misbehavior.

Breaches of the Student Code of Conduct are reported in writing to the Compliance Manager or (delegate) within two days of the incident.

The College will undertake an initial investigation with all parties and record the findings and will advise the student in writing of the outcome of the findings, outlining:

- the reasons of the decision and penalty or decision;
- details of the right of appeal process;
- copies of all correspondence will be held on the student's file.

Depending on the nature and intensity of the breach of code of conduct may lead to the deferment, suspension or cancelation of the student enrolment with Danford College
In situation where a serious misconduct is reported, Danford College reserves the right to temporarily suspend the student enrolment and eventually cancelation of enrolment with Danford College.

In case of academic misconduct, where a student fails to maintain the course progress as per the visa conditions, the student will be provided a chance of intervention followed by an intent to report letter and eventually leading to cancelation of enrolment. For more information regarding the process refer to 'POL008_Course Completion and Course Progress Policy'.

In situation where a student enrolment is deferred, cancelled or suspended, Danford College will inform the DHA via PRISMS. Reporting to DHA may lead to cancelation of student visa depending on the nature and intensity of the breach of the Student Code of Conduct.

5. Complaints and Appeals

All students enrolled at Danford College have the right to access the internal complaints and appeal process at no cost should they be not satisfied with a decision and/or an outcome provided by the College within 20 working days of decision and/or outcome provided. The complaints and appeals form can be accessed via Danford College website <https://www.danford.edu.au/>.

In the event a student lodges an internal appeal:

- The student must remain at the College and comply with the student responsibilities during the internal appeal unless the student is temporarily suspended and/or refrained from coming to the campus
- The College will not cancel the enrolment, suspend the enrolment or report the student to DHA via while the internal appeal is in process;

If the student has exhausted the internal appeal process and is not satisfied with the outcome of the internal appeal process, the student has the right to appeal externally with the Commonwealth Ombudsman with minimal or no cost within 10 working days of concluding the internal appeal. The student must inform Danford College in writing if they have appealed externally within 10 working days.

Below are the contact details for the Commonwealth Ombudsman:

GPO Box 442

Canberra ACT 2601

Email: ombudsman@ombudsman.gov.au

Tel: (in Australia): 1300 362 072 Tel: (outside Australia): +61 2 6276 0111

For more information please refer to Danford College's POL007_Complaints and Appeals Policy.

6. Associated Documents

- POL006_Assessment Policy
- POL007_Complaints and Appeals Policy
- POL008_Course Completion and Course Progress Policy
- POL009_Deferment, Suspension and Cancellation of Student Enrolment Policy
- POL015_Plagiarism Policy
- POL016_Privacy Policy
- POL030_Critical Incident Policy

Appendix

Definitions:

- 1) **Course Progress:** Successfully progressing through the enrolled course in order to meet the student visa requirements. It is maintaining 50% or more in the enrolled units in a term.
- 2) **Critical Incident:** A critical incident is any event or series of events that is sudden, overwhelming, threatening or protracted. This may be an assault, threats, severe injury, death, fire or a bomb threat.
- 3) **DHA:** The Department of Home Affairs (DHA) is responsible for central coordination, and strategy and policy leadership in relation to: cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty and citizenship and social cohesion.
- 4) **PRISMS:** Provider Registration and International Student Management System (PRISMS) is a computer system developed by the Department in association with the Department of Home Affairs for the purpose of receiving and storing information about accepted overseas students that is given to the Secretary under section 19 of the ESOS Act.
- 5) **Plagiarism:** Plagiarism is a form of cheating where another person's idea, work or words are used without appropriate acknowledgement or citation.

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