

Student Code of Conduct Policy and Procedure

Category	Student Support Services
Document Number	AI-S6
Approved By	General Manager
Approval Date	13 June 2019
Next Review Date	6 June 2022
Policy Base	<ul style="list-style-type: none"> • ESOS Act 2000 • National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code), Standard 6 • Federal Anti-Discrimination laws and the Anti-Discrimination Act 1977 (NSW) • Workplace, Health and Safety legislation that applies in their jurisdiction such as the NSW Work Health Safety Act 2011
Related Documents	<ol style="list-style-type: none"> 1. Deferment, Suspension and Cancellation Policy and Procedure 2. Complaints and Appeals Policy and Procedure 3. Student Handbook

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Purpose

This policy and procedure is in place to provide a clear statement of Ambridge Institute's ("the Institute") expectations of students in regards to academic matters and personal behaviour and to comply with the ESOS Act 2000, the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and ELICOS Standard 2018.

Scope

The Code of Conduct applies to all students enrolled in the Institute and staff (under certain circumstances it may apply to previously enrolled students).

- **Student code of conduct** refers to the Institute's expectations of students in regards to academic and personal behaviour matters.
- **Discrimination** refers to the unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age, or sex as per the *Oxford Dictionary*.
- **A critical incident** defined by the ESOS National Code, Standard 6, refers to 'a traumatic event, or the treatment of such (within or outside Australia), which causes extreme stress, fear or injury'. Critical incidents include but not limited to:
 - a. Missing person;
 - b. Severe verbal or/and psychological aggression;
 - c. Death serious injury or any threat
 - d. Natural disaster;
 - e. Issues such as domestic violence, physical, sexual or other abuse; and other non-life-threatening events.

Policy

The Code of Conduct (“Code of Conduct”) sets out the Institute’s expectations of students in respect to academic matters and personal behaviour and also outlines the Institute’s responsibilities to students. The Institute recognises and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code of Conduct.

Overview

The Institute expects students to conduct themselves in a manner that respects the laws of Australia, its states and territories, the rules and regulations of statutory bodies, and the policies and procedures of the Institute.

Any breaches of the Code of Conduct are taken seriously and investigated in accordance with the *Critical Incident Policy and Procedure*.

1. Rights of students

All students enrolled in the Institute’s courses have a right to:

1. Be treated fairly and with respect by all students and staff.
2. Learn in a supportive environment which is free from harassment, discrimination and victimisation.
3. Learn in a healthy and safe environment where the risks to personal health and safety are minimised.
4. Have their personal details and records kept private and secure according to our Privacy Policy.
5. Access the information Ambridge Institute holds about them.
6. Have their complaints and appeals dealt with fairly, promptly, confidentially and without retribution.
7. Make appeals about procedural and assessment decisions.
8. Receive training/teaching, assessment and support services that meet their individual needs.
9. Be given clear and accurate information about their course, training and assessment arrangements and their progress.
10. Access the support they need to effectively participate in their training program.
11. Provide feedback to Ambridge Institute on the client services, training, assessment and support services they receive.
12. Be informed of any changes to agreed services, and how it affects them as soon as practicable.

2. The Institute’s expectation of students

Students are expected to adhere to the *Code of Conduct* and policies and procedures at all times. The Institute reserves the right to suspend or cancel a student’s enrolment for any serious breach of its policies and procedures. Refunds do not apply in such cases.

The *Code of Conduct* sets out expectations for student behaviour. The Institute expects students to conduct themselves in a manner that respects the laws of Australia, its states and territories, the rules and regulations of statutory bodies, and the policies and procedures of the Institute.

Any breaches of the *Code of Conduct* will be taken seriously and investigated in accordance with the *Critical Incident Policy and Procedure*.

The *Code of Conduct* applies to all students, whether they are on campus or participating in activities off campus.

Whilst studying at the Institute, students are responsible for:

- informing themselves of the Institute's rules and policies affecting them and to comply with the Institute's policies and abide by the code of conduct.
- their own health and safety and for the health and safety of others
- reporting hazards or incidents
- not displaying violence, bullying, abuse, offensive, discriminatory or harassing behaviour
- respect the rights of others to be treated equitably, free from all unlawful discrimination and harassment, including sexual harassment
- treating others with courtesy, fairness and respect at all times.

As a condition of enrolment in any course offered by the Institute, students are expected to:

1. comply with the Institute policies and abide by the *Code of Conduct*.
2. respect the rights of others and be tolerant of others' beliefs.
3. support equal opportunity.
4. be punctual for class and appointments.
5. adhere to all relevant policies.
6. show courtesy and consideration.
7. respect others and tolerate different viewpoints and perspectives.
8. monitor their own behaviour and accept responsibility for the consequences of their behavioural choices
9. seek approval from authorised Institute staff for the use of any materials and equipment and not vandalise the Institute's property.
10. not behave in a way that disrupts or interferes with any teaching or day-to-day activities.
11. use and care for all the Institute's resources, be mindful of the need for resources to be shared by others.
12. be responsible for the safety and security of their own possessions. The Institute does not take responsibility for any of the student's personal property or belongings.
13. be aware of and promote the safety of themselves and others.
14. promote an effective learning environment through good personal behaviour.
15. maintain a high standard of behaviour and conduct while undertaking education activities.
16. ensure that personal or work commitments do not clash with class schedules and assessment dates.
17. ensure the proper use of copyright material.
18. respect the rights of others to express their views and not engage in any inappropriate behaviour.
19. take responsibility to advise staff about their individual learning needs.
20. take responsibility for understanding and checking the assessment requirements and deadlines for each unit of study.
21. provide supporting evidence in matters of leave of absence.
22. dress neatly and with due regard for health, hygiene and safety. Maintain a healthy standard of personal hygiene.
23. notify Ambridge Institute if unable to attend classes or appointments by calling 02 9261 3366 or sending an email to admissions@ambridge.edu.au.
24. immediately inform the Institute of any changes of address or contact details.
25. Approach their course with due personal commitment and integrity.

26. Complete all assessment tasks, learning activities and assignments honestly and without plagiarism or infringing on copyright laws.
27. Hand in all assessment tasks, assignments and other evidence of their work with a completed and signed cover sheet.
28. Make regular contact with their Trainer/Assessor or teacher.
29. Prepare appropriately for all assessment tasks, visits and training sessions.
30. Notify Ambridge Institute if any difficulties arise as part of their involvement in the program.
31. Pay any due tuition or accommodation fee on time.

As a condition of enrolment in any course offered by the Institute, students are expected **NOT** to:

1. discriminate any person or group of persons for any purposes or reasons.
2. take part in any act of discrimination publicly inciting or encouraging any other person to take part in such conduct against another person associated with the Institute.
3. disclose the personal details or information of another individual such as a student's sexual orientation, health conditions or religious beliefs to others in circumstances where that individual has not authorised or given permission.
4. cheat or plagiarise.
5. encourage another individual to commit misconduct detailed under this *Code of Conduct*.
6. possess or consume any illicit drug or alcoholic substance while on the Institute's premises.
7. not come to class whilst under the influence of alcohol or other drugs.
8. possess or use Weapons or dangerous instruments of any kind.
9. engage in illegal activity under the laws of any State, Territory or Commonwealth jurisdiction, the matter shall be reported to the police of that jurisdiction for investigation.

3. Response to misconduct of students

The Institute may take steps to address any situation a student is in breach of the Institute's policy, the *Code of Conduct* or federal or state legislation. Breaches may include but are not limited to plagiarism and any behaviour that is disruptive, discourteous, unsafe, illegal or fails to meet the acceptable standards of good behaviour as outlined in this *Code of Conduct*.

The Institute is committed to the principles of procedural fairness and natural justice. This includes:

- the right of the student to be treated without bias
- the right of the student to be heard
- the right of the student to be informed of the allegations and the right to be provided with the opportunity to respond
- the right of the student to be provided with reasons for the decision.

The Institute will present sufficient evidence to validate the misconduct of a student. If no evidence is provided, no penalty or action will be imposed on the student. However, the information and the event reported to the Institute will be kept in the student's record/file.

When sufficient evidence has been presented and validated of the misconduct, the Institute will take steps to address the situation where students are in breach of the Institute's policy, the *Code of Conduct* or federal or state legislation may result in:

- a reprimand
- a written warning
- a financial penalty (for damage to property or late payment)
- remedial educative action

- revoke an offer of entry into a course (if the false or misleading information was provided at the time of admission)
- suspension from the course or
- cancellation from the course.

Depending on the nature and severity of the breach, the Institute may choose to resolve the issue by mediation. This process will be recorded on the student management system and written copies and outcomes will be supplied to the student.

If the issue is more serious and causes a threat to other students and/or staff to the point where the Institute is no longer deemed to be a safe place, the Institute may decide to suspend or cancel a student's enrolment immediately per the *Deferment, Suspension and Cancellation of Enrolment Policy and Procedure*.

Where relevant, the Institute may refer the matter to the appropriate authorities or authorised bodies. Students will be informed in writing that the suspension or cancellation of their enrolment will be reported to immigration through the Provider Registration and International Student Management System (PRISMS) and may affect the status of their student visa.

4. Appeals

The Institute's students have the right to appeal against a decision made under this Policy. Appeals must be made as prescribed in the *Complaints and Appeals Policy and Procedure*.

Procedure

STEPS	PROCEDURE	RESPONSIBILITY
1	Discovered/Informed of misconduct of a student.	Staff
2	Investigate the legitimacy of the allegation and collect evidence to substantiate the claim.	Team Leader Student Services
3	If no evidence is found, record the incident and outcome on the student's file in the Student Management System.	Team Leader Student Services
4	If evidence is found, report the matter and provide the evidence to the General Manager.	Team Leader Student Services
5	Conduct a meeting with the student and have a witness present to verify the conversation and outcome. Investigate the motive and reasons behind the action, from the student. Notify the student of the possible consequences of the action, in writing.	General Manager
6	Not Guilty: Access the <i>Complaints and Appeals Policy and Procedure</i> if not satisfied with the outcome/result. Guilty: Accepts the consequences/outcome provided by the Institute.	Student/Parents or Legal Guardian
7	Follow the <i>Complaints and Appeal Policy and Procedure</i> if the student accesses the complaints and appeals process. Save and record the final result on the student's file.	General Manager

Document Control

The policies and procedures, and the forms included in this document are approved and implemented by Ambridge Institute. This document will be electronically available to the Institute's staff in protected format (PDF file) in the designated folder. Any ongoing changes made to this document are recorded below.

Version	Authorised By	Description of the change	Approved Date	Effective Date
<i>Version 1</i>	<i>General Manager</i>	<i>Updated the Student Code of Conduct Policy and Procedure</i>	<i>13 June 2019</i>	<i>13 June 2019</i>