

Student Behaviour Guidelines

Policy Purpose

The purpose of this policy is to provide guidelines as to what is appropriate and inappropriate student behaviour on and off campus with the Institute.

Policy Scope

This policy applies to all Institute overseas and domestic students enrolled in on-campus courses. Students enrolled with the Institute are required to act and behave in a courteous, sensitive, considerate and orderly manner at all times when engaged in Institute program activities, including excursions, work experience, work placement, practicum and other off campus activities.

Behaviour, which may hinder the academic progress or work performance of others is not acceptable. Violence, intimidation and harassment are not consistent with a safe and supportive learning environment and will not be tolerated.

Students have a responsibility to respect the rights of others, respect difference and diversity and to respect people's rights to privacy and confidentiality.

Students must take reasonable care to protect their own health and safety and the health and safety of others engaged in Institute program activities within all learning environments including work places.

Students have the right to expect professional behaviour from all persons acting on behalf of the Institute.

Misbehaviour or misconduct will not be tolerated within the learning environment. Should this occur the student will be required to leave the learning or workplace environment and report to the Institute's Student Support Services staff or leave the premises if requested to do so.

In the event of violent or potentially violent behaviour, or any behaviour which could potentially harm the health and safety of the student or others, the police are to be called or informed by the Institute trainer or authorised officer as soon as possible.

Misbehaviour or misconduct at the time is to be determined by the trainer or supervisor and includes:

- conduct which impairs the reasonable freedom of the student or other persons to pursue their studies, researches, duties, lawful activities, or to participate in the student activities or program requirements
- willful disobedience or refusal to follow reasonable direction from authorised staff of the Institute or its approved delivery partners including workplace supervisors
- acting dishonestly or unfairly in connection with any examination or assessment conducted by Institute staff or workplace supervisors

- failing to comply with the requirements of a supervisor of any examination or assessment activity, especially where the health or safety of the student or others is put at risk
- physical or verbal assaulting, attempting to assault or threatening a person
- disobeying or failing to observe any provision of any rule set out by the Institute, its delivery partners, work place employer or supervisor
- entering any place within the premises of the Institute or the work placement which the student is forbidden to enter by an authorised officer
- failing to leave any building or part of a building of the Institute or work placement employer forthwith upon being directed by an authorised officer
- intimidating, obstructing, disturbing, delaying or influencing improperly, or attempting to do so, any disciplinary enquiry set up or any member of any such disciplinary enquiry or any witness who is appearing or who has been called to appear before any such enquiry
- willfully damaging or wrongfully dealing with any property of or on the premises of the Institute, or work placement premises
- willfully obstructing any learning, teaching or research activity, examination or official meeting or proceeding of the Institute, its delivery partners or work placement business
- engaging in any conduct likely to bring the Institute, its delivery partners or work placement employer into disrepute
- inappropriate use of electronic mail/internet access

PROCEDURE

1. Students must arrive on time for their class sessions or work placement or related activities. If arriving late is unavoidable, the student should enter the class or activity with the minimum of disruption to the class, and at a convenient time/break then provide the explanation and supporting evidence where possible to the trainer/supervisor.
2. Students are required to observe any class or institution or workplace rules and conditions, or behaviour guidelines or reasonable directive set out by authorised staff of the Institute, its delivery partners or workplace supervisors
3. Staff are to respond immediately to any incident of misbehavior or misconduct which threatens or has the potential to threaten the health and safety of the student and/or others, including calling the police.
4. Staff should make every effort to diffuse any potentially harmful situation – for example removing the student from other students or the locality, or if necessary, removing the other students and self from the offending student
5. Incidences of misbehavior or misconduct are to be reported by the trainer, workplace coordinator or other observing staff member to the Student Support Services staff or Institute Manager as soon as possible

6. Student Support Services staff should attempt to meet with the student when it is appropriate and safe to do so, to discuss the situation and to implement an appropriate action plan
7. Where the matter is not satisfactorily resolved within the framework of an intervention strategy and appropriate action plan, the Institute Manager is to be informed
8. Following further investigation by the Institute Manager, the student will be notified in writing of any further decision and actions to be taken, including suspension or cancellation of the enrolment. The student will also be advised in this written communication of the consequences (including VISA implications for overseas students) and the Institute's grievance and appeals process
9. The student will have 20 days to lodge an appeal. If no appeal is lodged or if the appeal process does not overturn the decision of the Institute Manager's original decision will be final. If the decision of the Institute Manager is overturned the new decision will be final
10. Where a student is found guilty of misconduct, except where the action/behaviour relates to violence, sustained harassment or serious theft or property damage, the student will receive one written warning, which will be kept on the student's file. If the behaviour persists, or is repeated on a further occasion, then the student may be suspended or expelled from the program, depending on the severity of the misconduct, in the opinion of the Institute Manager
11. Where it has been determined that the action/behaviour relates to violence, sustained harassment or theft or property damage, criminal behaviour, or other such serious misconduct, the student will be immediately suspended or expelled from the program
12. Where an overseas student is suspended or expelled from a program, DIAC will be advised.

Note: Students who wish to be accompanied by another person at any interviews or meetings to discuss the claim may do so. If they choose to have legal representation, they must advise the Institute at least 3 days in advance.

Responsibility	Student Support Services & Students
Policy Endorsed By	Continuous Improvement Committee
Endorsement Date	30 August 2010
Policy Complies with	AQTF 2007 and National Code 2007
Version Number	Version 2 - 2010