



Student Code of Conduct Guide

Principle 1: Respect between staff and students and among students

All students have the right to an equal opportunity to learn.

To achieve this, all students have a responsibility to:

- Treat every person with courtesy and respect regardless of gender, age, ethnicity, social background, disability, sexual preference, or religious beliefs and customs.
- Behave appropriately in the learning environment (including online), use respectful dialogue and debate; and consider others by not disrupting the classroom/learning space.

Principle 2: Respect for the college's physical environment

All students have the right to a safe and secure physical environment.

To achieve this, all students have a responsibility to:

- Behave responsibly and respectfully while on TAFE College grounds.
- Follow safety guidelines when using TAFE college facilities and equipment.
- Conform to occupational health, safety and welfare principles including not being under the influence of a substance (either legal or illegal) or smoking on College campuses

Principle 3: Respect for individuality and freedom from bullying

All students have the right to a safe environment free of bullying and harassment.

To achieve this, all students have a responsibility to:

- Not engage in behavior that threatens the wellbeing of another member of the TAFE college community.
- Not engage in bullying (including cyber bullying) or harassment of staff or students.

Principle 4: Respect for the views of others

All students have the right to feel safe to communicate various perspectives and views in an environment where freedom of expression is respected.

To achieve this, all students have a responsibility to:

- Respect the rights of others to hold and express a range of viewpoints.
- Express views with consideration for the feelings of others, and an understanding of ethical and cultural implications.

Principle 5: Respect for the rights of others to access resources

All students have the right to:

- Reasonable access to appropriate facilities such as class rooms, IT and library facilities and access to resources that are maintained and in a good working order.

To achieve this, all students have a responsibility to:

- Use college resources in a lawful and appropriate manner, with consideration for the fair access of others.

Principle 6: Respect for the academic requirements of programs

All students have the right to accurate and up to date information about their course, including assessment requirements; fair and impartial feedback on their performance and to be able to provide fair and considered feedback about the course, teaching staff or their student experiences without fear of reprisal.

To achieve this, all students have a responsibility to:

- Familiarise themselves with information provided about courses, academic support and assessment.
- Attend all lecturers, tutorials, workshops and practical sessions as detailed in their class timetable.
- Prepare for classes by completing required readings and preparatory tasks.
- Submit assessments within required timeframes.
- Regularly access the student portal and college email account (where this is available)
- Constructively use feedback where it is provided.



- Provide respectful and constructive feedback about teaching and the quality of courses and programs through college evaluation processes and the annual *Student Satisfaction Survey*.

Principle 7: Respect for the roles and responsibilities of academic staff

All students have the right to reasonable access to staff for individual consultation outside of class time (either in person, via phone or email).

To achieve this, all students have a responsibility to:

- Respect the rights of academic staff to manage their time, and balance competing responsibilities.

- Observe reasonable norms of behavior for contacting lecturers outside of scheduled class times.

Principle 8: Respect for intellectual property and academic integrity

All students have the right to information about principles of academic integrity and the consequences of non-compliance and conversely, to have their intellectual property rights recognised and respected.

To achieve this, all students have a responsibility to:

- Conduct their work without cheating, plagiarising and fabricating or falsifying of data.
- Appropriately acknowledge the contribution of others in all academic work.
- Ensure the proper use of copyright material.

| Students who do not behave in accordance with the principles below may: | Be asked to leave the classroom or removed from the learning environment. | Lose privileges such as email, access to the college's Learning Management System and/or the college's student portal. | Be cautioned for minor offences | Be placed on a Student Management Plan. | Be suspended or have their enrolment terminated for serious offences. | Be required to pay compensation for any damages | Be prevented from entering on or remaining in the vicinity of the TAFE college campus | Have their user access suspended with or without prior notice | Be reported to Police if a suspected criminal offence has occurred | Risk receiving a hold result(s) and be required to repeat an assessment(s). | Risk receiving a re-enrol result(s) and be required to repeat the unit (s). | Face civil or criminal charges |
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| Principle 2: Respect for the college's physical environment | • | | • | • | • | • | • | | • | | | • |
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| Principle 4: Respect for the views of others | • | • | • | • | • | | • | | • | | | • |
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| Principle 7: Respect for the roles and responsibilities of academic staff | | | • | • | • | | | | • | | | • |
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