



# STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

## 1. Overview

Students are entitled to engage in the educational process free from disruptive or inappropriate behaviours. To this end EQUALS International (Aust) Pty Ltd (“the Institution”) is committed to ensuring that there are clearly defined standards of behaviour and conduct for all enrolled students. By adhering to this Code students will ensure that both they and their peers will be afforded a safe and productive environment in which to study.

## 2. Expectations

EQUALS expects that all members of the broader Institution community will behave professionally and with respect for others. Therefore, students must not behave in a manner that may be considered disruptive and/or inappropriate by any reasonable standard.

2.1 Students are expected to refrain from behaviour that:

- creates significant disruption to the learning environment;
- creates an atmosphere of hostility, intimidation, ridicule, anxiety or disrespect for others;
- contradicts published rules, regulations, procedures or common standards of safety;
- endangers or threatens to endanger the health or safety of others;
- contradicts standards of conduct for professional practice placements and/or rules and regulations of the professional practice placement host work place;
- damages, defaces or destroys the Institution’s property.

2.2 Furthermore, students are expected to:

- treat educators, staff and fellow students equally and respectfully;
- positively contribute to the diverse culture of the Institute, through co-operative actions, understanding, tolerance and empathy;
- participate in all course activities in an honest, responsible and ethical manner
- keep EQUALS International free from harassment, aggression and violence. All forms of harassment (sexual, verbal, racial, physical, or intellectual) are totally unacceptable.



- attend orientation and induction activities, participate in timetabled classes, attend placement and other scheduled activities;
- take responsibility for managing their own learning
- ensure they spend sufficient regular time in private study, and participating fully in group learning activities;
- submit assessed work by stated deadlines;
- support Class Managers and participate in systems which will lead to improvements in the quality of learning and educating;
- respect the physical environment and property of the Institute;
- make timely payment of fees due to the Institute;
- be aware of and comply with the Institute's regulations, policies and procedures;
- attend their scheduled classes regularly and punctually;
- refrain from the use of devices which may disrupt classes. e.g. mobile phones, portable entertainment equipment such as iPods, etc.
- comply with all reasonable directions from the Institution's authorised representatives;
- conduct themselves in a safe and healthy manner;
- identify and report any possible hazards from equipment, facilities and the environment;
- refrain from smoking anywhere on the Institution's premises;
- refrain from drinking and/or eating in any study area, including the library and computer lounges;
- refrain from the use of offensive language, alcohol and drugs;
- ensure that no students, staff, or visitors to the Institution experience discriminatory, harassing or bullying behaviour;
- report any discriminatory behaviour, harassment or bullying to the Chief Operations Officer (COO), Course Coordinator or the Academic Director.

### 2.3 Consequently, students are entitled to:

- be treated fairly and with respect;
- learn in an environment free of discrimination and harassment;
- pursue their educational goals in a safe and supportive environment;
- expect that their privacy is respected and their personal information will be kept confidential;
- a high standard of learning, support and care for our students;

- access to learning activities that will improve graduate employability and personal growth;
- opportunities to participate in quality improvement activities;
- access to counselling and support on areas including wellbeing, health and welfare, learning and study, finance, accommodation, careers and student visas;
- clearly defined and timely access to academic skills and learning facilities, and course information.

### **3. Procedures**

The following procedures for dealing with inappropriate behaviour are not intended to be necessary, consecutive steps. Based on the judgment of individuals dealing with claims of inappropriate behaviour, if the situation warrants immediate action, the initial steps may be omitted and the necessary action taken to remove the student.

- 3.1 The student will be asked by an authorised representative of the Institution to cease the inappropriate behaviour.
- 3.2 Where the student does not cease the inappropriate behaviour, they will be asked to leave that environment. Where that individual does not leave, a member of the Executive Management Committee or other senior member of staff, or Police may be called to remove that individual from the environment where the inappropriate behaviour has occurred (e.g. classroom, library, common area and so on).
- 3.3 In all cases of inappropriate behaviour, the COO will be notified and the details of the incident noted on the student's file.
- 3.4 Where the alleged inappropriate behaviour is notified by a complainant and no interventions (as described above) occur at that time, the complainant may first consult with the COO to attempt informal resolution. The COO will follow-up on such allegations in a timely manner and may meet with the complainant and the respondent to facilitate resolution. Where the COO cannot resolve the issue, the complainant may submit a formal grievance under the Institution's grievance handling procedures.
- 3.5 Where inappropriate behaviour takes place in a professional practice placement setting, a work place supervisor is authorised to ask a student to stop such behaviour and/or ask that the student leave the work setting. Such incidents will be reported to the Professional Practice Placement Supervisor who will notify the COO.
- 3.6 In the event that a breach of this Code has occurred, the COO will determine the disciplinary actions that will be taken. These may include (but are not limited to):
  - a verbal warning and counselling regarding the incident of inappropriate behaviour;
  - a written warning that clearly states that the behaviour is inappropriate and outlines/identifies possible

consequences including disciplinary action up to and including a suspension of study or cancellation of enrolment in the event of continuation of the inappropriate behaviour;

- where the breach of this Code is deemed serious based on a "reasonable person" standard, immediate disciplinary action up to and including suspension of study or cancellation of enrolment.

3.7 In the case that an Institution-initiated suspension of study or cancellation of enrolment due to inappropriate behaviour relates to an international student, *3-3000b Cancellation or Suspension Policy and Procedure* will apply.

## 4. Appeals

4.1 A student may appeal against a decision made under this policy. The grounds for appeal are that the decision is inconsistent with this policy. Appeals must be made in writing and lodged with the CEO within twenty working days of the student receiving written notification of any disciplinary action taken under this policy. The CEO will respond in writing to the appeal within twenty working days and may confirm or vary the decision.

4.2 If a student remains dissatisfied with the outcome of their appeal they may utilise the Institution's grievance handling procedures.

## 5. Education and Awareness

5.1 Appropriate training in the procedures under this Code will be provided to all staff members.

5.2 Students will be informed of this Code of Conduct at orientation and in each *Subject Outline*. The Code of Conduct will also be published on the Institution's website ([www.equals.edu.au](http://www.equals.edu.au)).

5.3 Students who are impacted by inappropriate behaviour will have access to support services through Student Support personnel as appropriate<sup>1</sup>.

5.4 Information on any incident involving inappropriate behaviour will be provided to the COO. The COO will note all incidents on the student's file.

5.5 The COO will include reports of incidents under this Code that result in disciplinary action as part of their report to the Executive Management Committee.

## 6. Version history

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<sup>1</sup> Refer *Student Support Framework*



Version	Approved by	Approval Date	Sections modified
1.0	Executive Management Committee	09.11.16	Document creation

Document owner: CEO