



## Code of Student Behaviour Policy

### 1.0 Purpose

- 1.1 The purpose of this procedure is to outline the system used for ensuring students meet the behaviour requirements of the Institute.

### 2.0 Responsibility

- 2.1 The RTO Manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and implement its requirements.

### 3.0 Requirements

- 3.1 Students are required to adhere to the Institute Student Code of Behaviour at all times
- 3.2 The RTO Manager must, prior to implementation, approve any discipline actions arising from breaches of the Student Code of Behaviour
- 3.3 Any decision by the RTO Manager in relation to student discipline can be appealed using the Student Complaints and Appeals procedure
- 3.4 The Student Code of Behaviour requires the following rights and expectation to be respected and adhered to at all times.
  - The right to be treated with respect from others, to be treated fairly and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
  - The right to be free from all forms of intimidation
  - The right to work in a safe, clean, orderly and cooperative environment
  - The right to have personal property (including computer files and student work) and the Institute property protected from damage or other misuse
  - The right to have any disputes settled in a fair and rational manner (this is accomplished by the Complaints and Appeals Procedure)
  - The right to work and learn in a supportive environment without interference from others
  - The right to express and share ideas and to ask questions
  - The right to be treated with politeness and courteously at all times
  - The expectation that students will not engage in copyright breaches, cheating or plagiarism
  - The expectation that students will submit work when required.
  - The expectation that students will at all times meet the requirements, terms and conditions contained in the Student application and enrolment form including payment of fees.
  - The expectation that students will attend all required classes and assessment as part of the requirement to progress through the course satisfactorily and complete the course in within the time frame notified in the Student application and enrolment form.

### 4.0 Definitions

- 4.1 N/A

### 5.0 Method

- 5.1 For non-compliance with the Student Code of Behaviour the following procedure for discipline will be followed except in situations where the CEO determines that the behaviour is sufficient to warrant expulsion. Where a student has been expelled they will be unable to attend class however they will have a right of appeal under the Appeals Procedure.
  - A member of the Institute staff will contact students in the first instance and arrange a counselling meeting to discuss the issue or behaviour & to determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file. (Step 1)

- Where there is a second breach of the Student Code of Behaviour, students will be invited for a personal interview with the RTO Manager to discuss the breaches further. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file. (Step 2)
- Should a third breach of the Student Code of Behaviour occur after the stage 2 meeting, the student will be provided with a final warning in writing & a time frame in which to rectify the issue. A copy of this letter will be included on the student's personal file. (Step 3)
- After the three steps in the discipline procedure have been followed, and breaches of the Code of Behaviour still continue, training services will be withdrawn and the student will be sent a student cancellation warning letter.
- Failure to attend scheduled meetings may result in Australian Engineering College deciding to cancel a student's enrolment
- If Australian Engineering College (AEC) intends suspending or cancelling the student's enrolment where it is not at the student's request, the student must be informed they have 20 working days to appeal to Australian Engineering College (AEC) . If the appeal is not upheld or the student withdraws from the appeal process then Australian Engineering College must report the student to DEERW and DIAC via PRISMS. The suspension or cancelling of the student's enrolment cannot take effect until the appeal process is completed unless there are extenuating circumstances relating the student's welfare.
- Suspension or cancellation of your enrolment has to be reported to DIAC and may affect the status of a students' VISA.
- At any stage of this procedure students are able to access Australian Engineering College complaints and appeals procedure to settle any disputes that may arise.

This agreement and the availability of complaints and appeals processes don't remove the right of the student to take action under Australia's consumer protection laws (Standard 3.2 d - The National Code 2007).

I acknowledge that I have read and understood the Code of Student Behaviour Policy of Institute.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Student DOB: \_\_\_\_\_