



STANDARDS OF CONDUCT POLICY

1 Purpose

In accordance with Standard 13 of the National Code 2007, registered providers must inform potential students prior to their enrolment of the grounds on which their enrolment may be deferred, suspended or cancelled.

2 Scope

This policy applies to students enrolled within all education and training programs offered by Study Group Australia Pty Limited, ("the Institution").

This document addresses circumstances where the Institution instigates the temporary suspension of studies or cancellation of enrolment due to a student not complying with this *Standards of Conduct Policy*.

Information about the student code of conduct is provided to students on the Study Group Australia Pty Ltd website and in the Student Handbook. It is also explained to them during their orientation to the Institution. Staff are informed of the student *Standards of Conduct Policy* during their induction session, in the Study Group Australia Pty Ltd Staff Handbook and in this policy document, which is available on the staff portal (Connect).

3 General Standards of Conduct

Students are expected to observe the Institution's *Standards of Conduct Policy*, to follow the directions given by staff and to conduct themselves in a manner that is a credit to the Institution and their fellow students.

Faculty members are carefully selected for their academic qualifications, their experience, and for their capacity to encourage and develop individual abilities. Staff, therefore, maintain a congenial relationship with students in order to encourage personal development.

When communicating and interacting with staff and other students, each student is required to:

- a. treat others with respect and fairness regardless of their background or culture;
- b. avoid any behaviour that could offend, embarrass or threaten others:
 - refrain from swearing, using obscenities or making offensive remarks in any language; and
 - refrain from harassing or disrupting others in the performance of their duties or studies.

The Institution reserves the right, in the exercise of its sole judgement, to place on probation, temporarily suspend or expel a student if it deems the student's conduct to be unacceptable, depending on the outcome of an appeals process. The written notification to the student of this intention will inform him/her that he/she has 20 days from the date on that written notification in which to lodge an appeal. (Refer to *Complaints and Appeals Policy and Procedure* for further information.)

4 Smoking

Cigarette smoking is not permitted in the building (including in classrooms, student common rooms, elevators, rest rooms, and foyer area).

At certain campuses, smoking also is not permitted on the footpath outside the entrance to the Institution and the adjacent buildings. It is the students' responsibility to make sure he/she knows the law in relation to cigarette smoking in the State in which he/she is studying; severe fines may apply.

5 Eating

Eating and drinking is permitted only in the students' Common Room, and is NOT allowed elsewhere in the Institution. Chewing gum is totally banned from the Institution premises.

6 Dress Code

Students are required to present themselves in a manner which ensures their comfort and safety while on campus.

In particular, students must:

- wear appropriate footwear at all times; it is not permitted for anyone to enter the premises in bare feet;
- the wearing of shorts or rubber thongs is not permitted;
- do not wear clothing that is likely to offend others in terms of its lack of decency, modesty or cleanliness or because it features slogans, cartoons or any symbol or graphic work that is inappropriate to an education environment;
- be adequately clothed in accordance with occupational health and safety requirements;
- do not wear hats or caps in class, except for religious or cultural purposes; and
- do not wear motorbike helmets on the premises.

7 Telephone Calls

Students may not accept calls on the Institution's main switchboard or telephones. Only in EXTREMELY URGENT circumstances will messages be taken and relayed personally to students.

8 Mobile Phones

If it is necessary to bring a mobile phone to College, you are required to have it turned off during all classes, when meeting with College staff, and when using the library facilities. Mobile phones cannot be taken into assessment rooms.

9 Behavioural Misconduct

Behavioural misconduct includes, but is not limited to:

- a. any breach of Commonwealth or State law that impacts on College operations;
- b. any harassment or bullying of other students or of staff;
- c. any behaviour which impacts detrimentally on other students pursuing their studies and/or participating in the activities of the Institution;
- d. any act or failure to act that endangers the safety or health of any other person;
- e. acting in a way that causes students or staff or other persons within the Institution to fear for their personal safety, e.g. violent or threatening behaviour;

- f. acting in a way that causes wilful damage to College or staff or other students' property;
- g. being under the influence of drugs or alcohol whilst on College premises; and
- h. not adhering to College Computer Protocols.

10 Academic Misconduct

Refer to the *Student Academic Dishonesty Policy and Procedure*.

11 Immediate Consequences of Misbehaviour

- a. Where a Commonwealth or State law appears to have been breached, the matter will be referred to the Police or other appropriate authority. If the student is in Australia on a Student Visa, the Department of Immigration and Border Protection (DIBP) will be advised.
- b. If a student ignores the warnings given by a lecturer in relation to any misbehaviour in a class, the lecturer can immediately suspend the student from attendance at that class for a period of 24 hours.
- d. At the conclusion of the class, the teacher will provide a written report to the Campus Director/State Academic Director, detailing the circumstances of the suspension. Appropriate action then will be taken, as outlined in the Formal Disciplinary Process below.
- e. Serious misconduct or repeated instances of misconduct may incur a longer period of suspension, and may seriously impact on the student's studies and/or visa.
- f. If the student is under 18 years, the parent/guardian also will be notified, unless the student is an independent person with a Centrelink account.
- g. Any student may invite his/her parents or a guardian or a support person to the interview/s during a disciplinary and appeal process.
- h. The disciplinary and appeal process will continue whether or not parents or guardian or support person choose to attend the interview/s.

Version Control

Document: Standards of Conduct Policy		
Approved by: Compliance Manager		Date of approval: 24 August 2012
Version: 3	Replaces version: 2 dated 28 June 2010	Next review date: July 2015