

Student Code of Conduct (CC)

Colleges of Business and Technology (WA) Pty Ltd
 Trading as Curtin College, a member of Navitas Pty Limited
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Document

Document Name	Student Code of Conduct (CC)
Brief Description	The purpose of this document is to set out the expectations of Curtin College with respect to the responsibility of all students, as members of the College community, to contribute to an environment that is genuine in its dealings with all people; inclusive and respectful of difference and accepting of diversity. With this in mind, the College is committed to providing a welcoming, supportive and safe environment, conducive to learning and the development of individuals who display the College's values in the way they conduct themselves as students of the College.
Responsibility	College Director & Principal CC & Principal CC
Initial Issue Date	01/02/2010

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
31/03/21	6.0	Revision of entire document to bring it up to date with current expectations of students and regulatory obligations in this area.	Manager Quality, Risk and Compliance

Related Documents

Name	Location
Appeals Policy	Website; 'H' Drive
Complaints Policy	Website; 'H' Drive
Progress and Intervention Policy	Policy HUB and website
Progress and Intervention Procedure	Policy HUB and website
Younger Student Management Policy	Website; 'H' Drive

Name	Location
Refund Policy	Website; 'H' Drive
Access, Diversity, Equity and Inclusion Policy	Website; 'H' Drive
Academic Integrity Policy	Policy HUB and website

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1 Purpose and Scope

1.1 Introduction

- a) This Student Code of Conduct (“**Code**”) sets out the approach of Curtin College (the “**College**” relating to the nurturing of a genuinely respectful, diverse, safe and inclusive community.
- b) The Code establishes standards of acceptable behaviour that will be conducive to learning and the development of individuals who display the values of integrity, respect, courage and conviction, adventurous thinking and importantly achieving and advancing together.

1.2 Purpose

- a) The purpose of this Code is to confirm that the students will understand and have access to:
 - i. All relevant rules and information about the College’s values and signature behaviours, policies and procedures relating to their rights as a student;
 - ii. Support services which take into consideration the requirements of all students;
 - iii. A study environment free from unlawful discrimination, bullying or harassment;
 - iv. A safe environment for study, and other College related activities and to observe all relevant legislation; A culture that embraces and recognises diversity;
 - v. Core units and other course requirements to enable program completion within allowable timeframes;
 - vi. Accurate and accessible information about all relevant aspects of a course including unit learning outcomes, content, assessment, academic integrity requirements and timetables in a timely manner before the start of each study period;
 - vii. Reasonable access to staff to discuss program matters, address concerns and complaints;
 - viii. Timely fair and constructive assessment of work;
 - ix. Appropriate facilities and equipment to support student learning.
 - x. Ensure that students have representation on appropriate College committees to enable participation in decision making;
 - xi. Opportunities to provide feedback on unit quality, teaching performance, support services and facilities; Minimum disruption to their course of study and where disruption is unavoidable, timely communication and support; and,
 - xii. An understanding of their legal rights including those relating to intellectual property and privacy.

1.3 Scope

- a) This Code has been prepared in accordance with the requirement as set out in the:
 - i. *National Code of Practice for Providers of Education and Training to Overseas Students 2018* [National Code](#);
 - ii. College Policies (available on the website: [Policies & Procedures - Curtin College](#))
 - ✓ Complaints;
 - ✓ Appeals;

- ✓ Sexual Assault;
- ✓ Sexual Harassment;
- ✓ Bullying;
- ✓ Access, Diversity, Equity and Inclusion Policy;
- ✓ Academic Integrity; and,
- ✓ Mental Health and Wellbeing.

- b) The Code therefore sets out how the College complies with relevant legal standards and regulations regarding the Student Code of Conduct.

2 Policy Statement

2.1 Curtin College Expectations

- a) As members of the College's community with access to facilities and services available on the campus of the Partner University, it is expected that Students will:
- i. Take responsibility for their role in the learning partnership with their teachers and other support staff;
 - ii. Heed and utilise academic and general performance feedback from teachers and support staff;
 - iii. Avoid any conduct that might reasonably be perceived as sexual, racial, or gender-based harassment, bullying or otherwise intimidating;
 - iv. Attend classes, maintain consistent levels of study, and submit assessment pieces on time;
 - v. Consciously commit to the continuous improvement of their English language proficiency and communication skills, (relevant to both domestic and international students);
 - vi. Inform themselves of, and comply with, all relevant laws, rules, by-laws, the College's values and signature behaviours, policies and procedures relating to their rights as a student;
 - vii. Participate constructively in the learning experience;
 - viii. Be aware of course and unit requirements and their individual academic progress;
 - ix. Fulfil requirements imposed by sponsorship bodies such as completion of studies within specified time frame / apply for an extension for completion of studies through the relevant College Student and Academic Services Officer responsible for liaising with sponsorship bodies;
 - x. Behave in an appropriate manner within the learning environment, showing respect for both staff and fellow students at all times;
 - xi. Demonstrate a commitment to the College's values;
 - xii. Use College and Partner University facilities and services in an honest and responsible manner;
 - xiii. Recognise that cheating, plagiarism and fabrication or falsifications of data are totally unacceptable;
 - xiv. Embrace and recognise diversity and treat everyone equitably regardless of: Gender; sexual orientation; race; disability; medical condition; cultural background; religion; marital status; age; or political conviction; and,
 - xv. Adhere to the proper use of copyright material and meet all expectations with respect to academic integrity.

2.2 Student Expectations

- a) In addition to the items noted in Section 1.2 a) above, as individuals, students at the College can expect:
- i. To be treated with courtesy and respect;
 - ii. To be treated equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction;
 - iii. To be able to freely communicate and voice alternative points of view in rational debate;
 - iv. To participate in a learning environment free from sexual, racial, gender-based, or other forms of harassment;
 - v. To rely on the protection of the privacy of their personal information;
 - vi. To be able to access personal records in accord with the Australian Privacy Act 1988: [Privacy Act 1988](#) and, subject to the provisions of the Freedom of Information Act 1982: [Freedom of Information Act](#);
 - vii. To be provided with timely and accurate information as it pertains to course[s], enrolment, and all administrative matters;
 - viii. To have reasonable access to lecturing staff in private consultation outside normal contact hours;
 - ix. That assessment within course[s] will be equitably and appropriately implemented;
 - x. To be assisted in the development of their English language proficiency (relevant to all students); and
 - xi. That the facilities and equipment they use are safe and comply with occupational health and safety guidelines.

2.3 Behaviours Appropriate to a Learning Environment

- a) To comply with this *Student Code of Conduct*, and therefore maintain current enrolment at the College, students are expected, at a minimum, to comply with the following behavioural guidelines:
- i. Comply with all College Policies;
 - ii. Demonstrate mutual respect for College staff, and fellow students;
 - iii. Prepare for each class by undertaking the required reading, and completing all necessary tutorial or laboratory work;
 - iv. Attend all lectures, tutorials, workshops, and other contact sessions – (80% minimum attendance is required in all units of study in order to meet progression requirements);
 - v. Attempt and submit assessment as specified in course outlines, course websites and on exam timetables;
 - vi. Arrive at classes at the scheduled class commencement time;
 - vii. Work to the best of their ability;
 - viii. Participate actively in learning activities;
 - ix. Endeavour to use the English language as a communication medium at all times whilst on campus (relevant to students with English as a second language);
 - x. Avoid all forms of academic misconduct;
 - xi. Provide constructive feedback when evaluating courses and members of teaching staff;

- xii. Refrain from activities that might negatively impact on other members of the College or campus community;
 - xiii. Turn off all mobile and paging devices during class times and examinations;
 - xiv. **Do Not** eat or drink in classrooms;
 - xv. Be aware of their responsibilities within their courses and program of study, and
 - xvi. Any other rules of classroom and examination behaviour as determined by, and/or negotiated with, their teacher.
- b) Discrimination and harassment (including sexual harassment or sexual assault) of staff or students, by any member of the teaching (staff) and learning (students) environment, is unacceptable, and contrary to the core educational and employment values that the College upholds.
 - c) All members of the College are expected to maintain an environment where cultural differences are accepted and respected, and individuals are able to participate fully in academic life, free from all discrimination and harassment.
 - d) All Curtin College and Curtin University campuses are non-smoking. Smoking is not permitted anywhere on campus and student found to be in breach of this rule will be subject to disciplinary procedures.
 - e) Students who breach any of the expectations, behaviours, or guidelines outlined in this *Code of Conduct* may be considered to have engaged in official misconduct. Students who engage in any of the following activities may also be considered to have engaged in misconduct:
 - i. Endangers the health or safety of any person at the College or on the campus;
 - ii. Unlawfully assaults, or attempt to assault another member of the College or campus community;
 - iii. Engages in dishonest behaviour; and
 - iv. Damages or abuses College/University Partner campus property.
 - f) Students who have a complaint about the conduct of a staff member, or fellow student, or a particular situation in which they have been involved or witnessed, have a right to raise their complaint. All complaints are considered with courtesy, in a timely fashion, and without fear of prejudice or inappropriate treatment. See: [Complaints Policy Policies & Procedures - Curtin College](#)
 - g) Upon receipt of an allegation of misconduct the responsible staff member may take any immediate action necessary to ensure the ongoing safe operation of the College. This may include the exclusion or removal of a student from the College classrooms or premises, provided that this exclusion does not exceed 24 hours and a report of this action is provided to the Academic Director.
 - h) Students engaged in official misconduct as determined by the responsible member of the College staff, may be subject to any or a combination of the following penalties:
 - i. Level 1: is a minor offence and is subject to an official reprimand that goes on the student file;
 - ii. Level 2: medium offence and is subject to a misconduct form being lodged and a record goes on the student file; and,
 - iii. Level 3: is a high-level offence and is subject to periods of exclusion and/or permanent exclusion and a record is made on the student file.
- b) Students have the right of appeal against penalties imposed through the Appeals Policy at: [Policies & Procedures - Curtin College](#).

3 Review

- a) This Code is tested and reviewed annually by the College Director and Principal in line with the IT Security readiness schedule and any changes to the regulatory compliance requirements, legislation, regulation and guidelines.
- b) This review process aims to ensure alignment to appropriate strategic direction and continued relevance to Navitas' current and planned operations.

4 Records Management

- a) All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Other (Code)	College Director and Principal	Policy HUB and Curtin College website	Perpetual until replaced by updated version	Archived in the Policy HUB