

Policy Owner	Academic Director
Contact Officer:	Academic Director
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Related Documents:	Appeals Policy Complaints Policy Harassment and Discrimination Policy Refund Policy Student Misconduct Policy

1. Overview

- 1.1. Curtin College’s Code of Conduct outlines standards of acceptable behaviour required by all Curtin College students. By ensuring appropriate standards of conduct, the reputation and integrity of the College and its partner providers are maintained.
- 1.2. Within the College environment, both staff and students have expectations and responsibilities in terms of how each conducts themselves. These expectations and responsibilities are intended to contribute to the creation of an environment which is conducive to them successfully completing their program of study.

2. Organisational Scope

- 2.1. Students of Curtin College have certain *rights* such as the right to personal safety and the right to be free from harassment.
- 2.2. Students have a responsibility to ensure that the rights of colleagues are not violated by their own individual actions.
- 2.3. In order to ensure that students’ rights are not debased the College has a Code of Conduct to which all students must subscribe.

3. Definitions

- 3.1. **CRICOS:** Commonwealth Register of Institutions and Courses for Overseas Students. All institutions and courses that are accredited by the Department of Industry have a CRICOS code.
- 3.2. **Misconduct**, (other than Academic Misconduct) includes, but is not limited to, conduct which:
 - (a) breaches the College’s Terms of Offer, policies or rules,
 - (b) constitutes a serious impediment to the carrying out of the College functions or those overseen by the College,
 - (c) involves threatening or offensive language and/or behaviour (either written or verbal) by a student towards another student or staff member, or
 - (d) is otherwise detrimental to the College, its partner provider, its staff or students;
- 3.3. **Partner Provider:** an institution that provides a course which is CRICOS registered as being offered by Curtin College, who, for the purposes of this document oversees all matters relating to the delivery of those courses.
- 3.4. **Stealing:** to take something which isn’t yours.
- 3.5. **The College:** Curtin College and its partner providers.

4. Policy Content

4.1. Curtin College Expectations

As members of an academic environment both at Curtin College and through the College's association with Curtin University, students are expected to:

- 4.1.1. Treat all others with respect and courtesy;
- 4.1.2. Treat others equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction;
- 4.1.3. Respect the opinions and views of others;
- 4.1.4. Avoid any conduct that might reasonably be perceived as sexual, racial, or gender-based harassment or otherwise intimidating;
- 4.1.5. Attend classes, maintain consistent levels of study, and submit assessment pieces on time;
- 4.1.6. Regularly check their student College e-mail account and conduct all e-mail correspondence with the College staff by using only this account
- 4.1.7. Heed and utilise academic performance feedback from teaching staff;
- 4.1.8. Familiarise themselves with, and abide by, the Colleges policies and procedures;
- 4.1.9. Maintain high standards and a professional approach to their study program.
- 4.1.10. Ensure personal and general hygiene are paid attention to.
- 4.1.11. Refrain from littering by using rubbish bins and leaving washrooms and other facilities as you found them.
- 4.1.12. Not go to class under the influence of alcohol or any other anti-social behavior altering substance.

4.2. Student Expectations

Students of Curtin College can expect:

- 4.2.1. To be treated with courtesy and respect;
- 4.2.2. To be treated equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction;
- 4.2.3. To be able to freely communicate and voice alternative points of view in rational debate;
- 4.2.4. To participate in a learning environment free from sexual, racial, gender-based, or other forms of harassment;
- 4.2.5. To rely on the protection of personal information;
- 4.2.6. To be able to access personal records, subject to the provisions of the Freedom of Information Act [1992];
- 4.2.7. To be provided with timely and accurate information as it pertains to course[s], enrolment, and all administrative matters;
- 4.2.8. To have reasonable access to lecturing staff in private consultation outside normal contact hours;
- 4.2.9. That assessment within course[s] will be equitably and appropriately implemented;
- 4.2.10. That the facilities and equipment they use are safe, and comply with occupational health and safety guidelines.

4.3. Classroom Behaviour

All Curtin College students are expected to comply with the following rules of behaviour whilst enrolled at the College:

- 4.3.1. Demonstrate mutual respect for College staff, and fellow students;
- 4.3.2. Turn off all mobile and paging devices during class times and examinations;
- 4.3.3. Not eat or drink in classrooms;

- 4.3.4. Prepare for each class by undertaking the required reading, and completing all necessary tutorial or laboratory work;
- 4.3.5. Attend all classes except when prevented by illness or exceptional circumstances. This is a courtesy to your fellow students and your lecturers as well as being in the interest of your own academic progress. It is also a condition of your student visa;
- 4.3.6. Arrive at classes at the scheduled time; arriving late is disrespectful to lecturers and fellow students;
- 4.3.7. Work to the best of their ability;
- 4.3.8. Participate actively in learning activities;
- 4.3.9. Avoid all forms of academic misconduct;
- 4.3.10. Provide constructive feedback when evaluating courses and lecturers;
- 4.3.11. Refrain from activities that might negatively impact on other members of the College community;
- 4.3.12. Be aware of their responsibilities within their courses and program of study, and
- 4.3.13. Any other rules of classroom behaviour as determined by, and/or negotiated with, their lecturer.

4.4. Discrimination and Harassment

- 4.4.1. Curtin College is committed to providing access to learning aids and an equitable approach in dealing with all students. The College recognises the right of all students and staff to work and study in an environment free from discrimination and harassment based on gender, age, sexual preference, impairment, religion, race, colour, national or ethnic origin, or language.
- 4.4.2. Discrimination or harassment of staff or students, by any member of the teaching and learning environment, is unacceptable, and contrary to the core educational and employment values that the College upholds. 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.
- 4.4.3. Humour based on discrimination and harassment may, in certain circumstances, constitute harassment.
- 4.4.4. Curtin College will treat claims of discrimination and/or harassment seriously, and all claims will be thoroughly and confidentially investigated to protect complainants and witnesses from further harassment and victimisation.
- 4.4.5. For further information, refer to the College's Harassment and Discrimination Policy located on the college's website <http://www.curtincollege.wa.edu.au>

4.5. Smoking

- 4.5.1. Both Curtin College and Curtin University ensure that all members of the community can enjoy a clean and smoke free environment. Smoking is not permitted on the Bentley campus.

4.6. Misconduct

- 4.6.1. Curtin College students who breach any of the guidelines outlined in this 'Code of Conduct' may be considered to have engaged in misconduct.
- 4.6.2. In addition, a student who engages in any of the following activities may also be considered to have engaged in misconduct where that student:
 - Endangers the health or safety of any person at the College;
 - Unlawfully assaults, or attempt to assault another member of the College community;
 - Engages in dishonest behaviour e.g. stealing;
 - Damages or abuses the College's property

4.6.3. For further information, refer to the College’s Student Misconduct Policy, located on the Curtin College website.

4.7. Complaints and Appeals

4.7.1. Students who have a complaint about a decision that affects their studies, 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.

4.7.2. For further information, refer to the College’s Appeals and Complaints policies, located on the College’s website www.curtincollege.edu.au

5. Administrative procedures

5.1. This policy and related documentation are accessible through the Curtin College website at: www.curtincollege.edu.au .

5.2. This policy and related procedures will be communicated to students and staff via the Portal.

Version	Improvements made:
1.4	<ul style="list-style-type: none">• Inserted item 4.1.6
1.3	<ul style="list-style-type: none">• Updated definitions table