

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 Student Code of Conduct is to ensure that Curtin College promotes a respectful, diverse, and inclusive community where students and staff have a safe, secure, and comfortable learning environment. This Policy outlines Curtin College's standards of acceptable behaviour required by all Curtin College students.
Responsibility	College Director and Principal
Initial Issue Date	01/02/2010
Authorising Body	College Leadership Team (CLT)

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
13/04/2023	7.0	Amalgamated Student Charter and College Code of Conduct Policies.	College Leadership Team
8/10/2025	7.1	Major updates to document.	College Leadership Team

Related Documents

Name	Location
Academic Integrity Policy	Curtin College Website
Access, Diversity, Equity and Inclusion Policy	Curtin College Website
Complaints Policy (Students); Complaint Form	Curtin College Website
Fitness to Study	Curtin College Website
Incident and Critical Incident Management Procedures	Curtin College Website
IT Acceptable User Policy	Curtin College Website
Wellness, Health and Safety Policy	Curtin College Website
Sexual Harm Prevention and Response Policy	Curtin College Website

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1 Purpose and Scope

Curtin College is committed to promoting a respectful, diverse, and inclusive community.

Curtin College's Student Code of Conduct outlines standards of acceptable behaviour required by all Curtin College students and staff. By ensuring appropriate standards of conduct, the College seeks to ensure that students and staff have a safe, secure, inclusive, and comfortable learning environment.

The Student Code of Conduct applies to all students including those studying at Partner Provider[s].

2 Student Expectations

As a student at Curtin College, you can expect:

- To be treated with courtesy, respect, and equity, regardless of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction.
- To freely communicate and express alternative points of view in rational debate.
- To participate in a learning environment free from harassment, bullying, vilification, or abuse.
- To have their personal information protected and to access their personal records in accordance with the *Australian Privacy Act 1988* and the *Freedom of Information Act 1982*.
- To receive timely and accurate information regarding programs, enrolment, and administrative matters.
- To have reasonable access to teaching staff for private consultation outside normal contact hours.
- To fair and appropriate assessment within their courses.
- To receive support in developing English language proficiency (relevant to all students).
- To use facilities and equipment that are safe and compliant with occupational health and safety guidelines.
- To expect Curtin College staff to act and present themselves professionally.

3 Curtin College Expectations

As members of the Curtin College Community and through the College's association with Curtin University, students are expected to:

- Treat all members of the College community with respect, courtesy, and fairness, regardless of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction.
- Maintain respectful and considerate behavior at all times, avoiding actions that are abusive, indecent, excessively noisy, disorderly, dangerous, or disruptive.
- Use appropriate and respectful language in all forms of communication—verbal, written, digital, and on social media.
- Respect professional boundaries between staff and students.
- Dress appropriately for the learning environment.
- Engage in respectful and reasonable communication, avoiding repetitive or burdensome contact, especially on matters that have already been addressed or are under formal review.
- Communicate responsibly on digital and social media, ensuring your actions do not harm the reputation or wellbeing of others.
- Do not make or publish false or misleading statements about the College or its community.
- Take responsibility for your actions and support the dignity, safety, and wellbeing of others.
- Be familiar with and follow Curtin College and Curtin University policies and procedures, especially when present on a Curtin University campus or enrolled in co-delivered units.
- Meet financial obligations to the College, including timely payment of fees and charges.
- Fulfil sponsorship requirements and comply with any conditions set by sponsoring bodies.
- Produce proof of identity or access when requested by staff.

- Stay informed by regularly checking College communications, including your student email.
- Support the smooth operation of college activities by cooperating with staff and avoiding disruptive or undermining behavior.
- Represent the College responsibly in all interactions, both within and outside the College.

4 Behaviours Appropriate to a Learning Environment

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:

- Uphold academic and research integrity in all assessments and learning activities.
- Avoid all forms of academic misconduct.
- Attempt and submit assessments as specified in Unit Outlines, Moodle, and exam timetables.
- Provide professional and appropriate feedback when evaluating units and teaching staff.
- Engage in critical thinking and consider feedback from teaching staff to improve academic performance.
- Work to the best of your ability.
- Attend timetabled classes and arrive at the scheduled commencement time.
- Actively participate in learning activities and class discussions.
- Prepare for each class by completing required readings, tutorials, or laboratory work, and bring necessary resources.
- Maintain consistent study habits and submit assessments on time.
- Engage respectfully with a variety of people and consider others' points of view.
- Refrain from activities that might negatively impact other members of the College or campus community.
- Use English as the primary communication medium while on campus.
- Turn off mobile devices during class times and examinations (unless required for learning activities).
- Do not eat or drink in classrooms.
- Abide by classroom and examination rules as determined or negotiated with teaching staff.
- Be aware of your responsibilities within your program.

5 Health and Safety

Curtin College is committed to fostering a learning and working environment that includes, respectful, and free from all forms of discrimination and harassment.

5.1. Discrimination or Harassment

Discrimination or harassment based on gender, age, sexual preference, impairment, religion, political opinion, race, colour, national or ethnic origin, or language is strictly prohibited. Such behaviour, by any member of the teaching and learning environment, is unacceptable and contrary to the core educational and employment values of Curtin College.

Curtin College supports the right of individuals to their personal privacy and unequivocally prohibits sexual harassment, including but not limited to inappropriate physical contact, comments of an overtly or subtly sexual nature, and sharing of another individual's private images without their consent.

Humour based on discrimination and harassment may, in certain circumstances, constitute harassment.

Curtin College will treat claims of discrimination and/or harassment seriously, and all claims will be investigated confidentially to protect complainants and witnesses from further harassment and victimisation.

In accordance with the *Work Health and Safety Act 2020 (WA)*, Curtin College is committed to providing a safe and healthy environment for all. This includes the identification, management, and reporting of psychosocial hazards, which may include bullying, harassment, sexual harassment, violence, aggression and other inappropriate behaviours that may cause psychological harm. Such incidents are not tolerated in any form and are to be reported immediately.

All reports of discrimination, harassment, or psychosocial risks will be treated seriously and investigated confidentially. Curtin College is committed to protecting complainants and witnesses from victimisation or further harm.

For further information on what constitutes discrimination, harassment (including sexual harassment), and bullying, refer [Glossary of Terms](#).

5.2. Smoking or Vaping on Campus

All Curtin College and Curtin University campuses are non-smoking. Smoking and vaping are not permitted anywhere on campus and student found to be in breach of this rule will be subject to disciplinary procedures.

5.3. Drugs and Alcohol

Students are not allowed on the campus or use the College facilities whilst adversely affected by alcohol or other drugs. The possession, use or sale of illicit substances on college premises is forbidden and any criminal behaviour will be referred to the appropriate law enforcement agency.

6 Misuse of College Property

Any act of misuse, vandalism, theft, malicious or unwarranted damage or destruction, defacing (including graffiti), disfiguring, or unsafe or unauthorised use or property is a violation of the Student Code of Conduct.

Any costs due to damage caused by a student pursuant to this Student Code of Conduct will be recovered by the College.

7 Personal use of Websites, Social Media Sites and Posts

College students can post to or create social media sites or websites for personal use so long as such social media sites or websites are not construed as official College Facebook groups, social media sites or websites.

When posting to or creating social media sites or websites for personal use, Curtin College students must ensure that content is not defamatory or damaging to the wellbeing of Curtin College, its Governing Body, staff, students, or stakeholders. Students are personally liable for their posts and the social media sites they create.

Any posts that contain defamatory or negative comments aimed at damaging the College's reputation or the reputation of its staff that are identified as having been made by a student will be noted on that student's record and deemed as a breach of the Student Code of Conduct. Sanctions may be imposed.

8 Copyright

Students may only copy materials in accordance with the Copyright Act 1968 and must comply with the license for the use of intellectual property, including software. Students are not permitted to upload, share, or distribute college learning resources to another party. For more details on Copyright refer to the [Copyright Policy](#), [Copyright Guidelines](#) and [Copyright Procedures](#).

9 Younger Students on Campus

Curtin College is an adult learning environment, though some students may be under 18. All students are expected to act appropriately in this environment.

If you are subject to a court order that may affect your ability to be around minors, you must inform the college. This helps ensure compliance with any restrictions and supports a safe learning environment. Failing to disclose such information may be considered as misconduct.

10 Student Rights and Natural Justice

During the student misconduct process, college staff will do the following to ensure that students may exercise their rights and participate in a process informed by natural justice:

- a) Notification of Allegation: The student will be formally notified in writing of the allegation by the designated senior staff member;
- b) Opportunity to Respond: The student will be provided with an opportunity to respond to the allegation in person, either on campus or online, within seven (7) days of receiving the written notification. The student may be accompanied by a support person during the meeting.
- c) Outcome and Penalty Notification: Following the meeting and completion of the investigation, the student will be advised in writing of the outcome and any associated penalty; and
- d) Non-Response Procedure: If the student does not respond within the specified timeframe, the senior staff member may proceed to make a final determination regarding the matter, which may include the imposition of a penalty.

11 Breaches of the Code of Conduct

Curtin College students who breach any of the expectations, behaviours, or guidelines outlined in this document may be considered to have engaged in misconduct.

In addition, a student who engages in any of the following activities may also be considered to have engaged in misconduct:

11.1. Reporting and handling Breaches of the Code of Conduct

The College is committed to maintaining a safe, respectful, and supportive learning environment. To uphold these standards, any person who becomes aware of possible student misconduct is encouraged to report the matter to a relevant senior staff member. Reports should be made promptly and confirmed in writing to ensure appropriate and timely action can be taken. Refer Student Code of Conduct Procedure for further information.

11.2. Responding to Allegations of Misconduct

Allegations of student misconduct are managed with integrity and in accordance with the principles of fairness, ensuring that all individuals involved are treated justly and respectfully.

Upon receipt of an allegation, the responsible staff member may take immediate action to safeguard the ongoing safe operation of the College. In cases involving a Critical Incident, the response will follow the Incident Management Procedure.

12 Compliance

12.1. General

The Curtin College Director and Principal and the Academic Director will ensure staff are informed about the Student Code of Conduct through staff meetings and communications.

Students will be informed of the Student Code of Conduct through multiple channels, including the College website, Orientation, the Learning Management System, and ongoing communication and support provided by the Student and Academic Services and Support team.

12.2. Accountabilities and Responsibilities

Students are expected to conduct themselves in accordance with this Code of Conduct and to seek guidance in the event of uncertainty as to their application.

Staff members are responsible for ensuring that breach of Code of Conduct is responded to in accordance with the principles outlined in this document and acted upon or referred to the appropriate senior staff member for resolution.

The College Director and Principal is responsible for the implementation and review of the Student Code of Conduct and associated procedures.

12.3. Review

The Student Code of Conduct will be reviewed by the College Director and Principal at least every 24 months, or whenever there are changes to the regulatory compliance requirements, legislation, regulation and guidelines.

13 Records Management

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

Record type	Owner	Location	Retention	Disposal
Code	College Director and Principal	Website and Shared Drive	Perpetual until replaced by updated version	Archived in the Shared drive