

Student Code of Conduct Policy

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SECTION 1 – INTRODUCTION

PURPOSE

Students are entitled to engage in the educational process free from disruptive or inappropriate behaviours. To this end the Australasian College of Health and Wellness (“the College”) is committed to ensuring that there are clearly defined standards of behaviour and conduct for all enrolled students and to ensure a safe and secure study environment.

SECTION 2 – POLICY

POLICY

Overview

Students are entitled to engage in the educational process free from disruptive or inappropriate behaviours. The College aims to ensure that enrolled students are informed about standards of behaviour and conduct to ensure a safe and secure study environment.

Expectations

The College expects that all members of the College community will behave professionally and with respect for others. Therefore, students must not behave in a manner that may be considered disruptive and/or inappropriate by any reasonable standard.

As a student studying at the College you are expected to:

- Treat everyone with respect, courtesy and dignity;
- Treat everyone equitably irrespective of gender, race, cultural and religious background, disability, age and sexual orientation;
- Show consideration for the opinions and views of peers, staff and faculty;
- Avoid all forms of intimidation and harassment;
- Avoid behaviours that result in physical damage to property or people;
- Participate in all class-directed activities;
- Use assessment activities to monitor and gauge progress toward the achievement of course learning objectives;
- Engage cooperatively and collaboratively in a course of study;
- Abide by the College's policies and procedures.

As a student of the College you can expect:

- To be treated with courtesy and respect;
- To be treated equitably irrespective of gender, race, cultural and religious background, disability, age and sexual orientation;
- To freely voice alternative points of view and perspectives in rational debate;
- To rely on the privacy of your personal information;
- To be provided with timely and accurate information as it pertains to courses, enrolment and administrative matters;
- To receive a Unit Guide for each subject studied, providing the objectives, assessment and other requirements and expectations of the subject;
- To have reasonable access to facilitating staff in private consultation hours;
- That the facilities and equipment used are safe and comply with Workplace Health and Safety guidelines.

Appropriate Behaviour

What is appropriate behaviour?

- Respect for all staff and students;
- Honest, fair and impartial treatment of all, free from discrimination and harassment;

- Respect for each individual's confidentiality and privacy;
- Turning off all mobile devices during class times and examinations;
- Not eating or drinking in any study area, including classrooms and learning spaces;
- Preparing for each class by undertaking and completing the required preparation;
- Attending all scheduled classes; lectures, tutorials, clinics and workshops regularly and punctually;
- Participating actively in learning activities and avoiding all forms of academic misconduct;
- Providing constructive feedback when evaluating subjects and lecturers;
- Following rules of classroom behaviour as determined by the class lecturer or supervisor;
- Adhere to the College's policy and procedures for dealing with grievances.
- Appropriate use of email, the internet, social media, and access to the College website via the student portal.

Inappropriate Behaviour

What are inappropriate behaviours?

- Copying, cheating, plagiarism or collusion;
- Violence of any kind will not be tolerated;
- Drug or alcohol abuse;
- Damage or abuse of College property;
- Using offensive language;
- Stalking, bullying or any form of harassment;
- Smoking in Smoke Free Zones;
- Contravening published rules, regulations, procedures or common standards of safety;
- Inappropriate use of email, social media and the internet;
- Endanger or threaten to endanger the health or safety of others;
- Damage, deface or destroy College property.

Procedures

The following procedures for dealing with inappropriate behaviour are not intended to be necessary, consecutive steps. Based on the judgment of individuals dealing with claims of inappropriate behaviour, if the situation warrants immediate action, the initial steps may be omitted and the necessary action taken to remove the student.

- The student will be asked by an authorised representative of the College to cease the inappropriate behaviour.
- Where the student does not cease the inappropriate behaviour, they will be asked to leave that environment. Where that individual does not leave, a member of the Senior Management Team or security may be called to remove that individual from the environment where the inappropriate behaviour has occurred (e.g. classroom, learning centre, common area and so on).
- In all cases of inappropriate behaviour, the Head of School will be notified and the details of the incident noted on the student's file.
- Where the alleged inappropriate behaviour is notified by a complainant and no interventions (as described above) occur at that time, the complainant may first consult with the Head of School to attempt informal resolution. The Head of School or delegate will follow-up on such allegations in a timely manner and may meet with the complainant and the respondent to facilitate resolution. Where the Head of School or delegate cannot resolve the issue, the complainant may submit a formal grievance under the College's grievance handling procedures.

- In the event that a breach of this Code has occurred, the Head of School will determine the disciplinary actions that will be taken. These may include (but are not limited to):
 - a verbal warning and counselling regarding the incident of inappropriate behaviour;
 - a written warning that clearly states that the behaviour is inappropriate and outlines/identifies possible consequences including disciplinary action up to and including a suspension of study or cancellation of enrolment in the event of continuation of the inappropriate behaviour;
 - where the breach of this Code is deemed serious based on a "reasonable person" standard, immediate disciplinary action up to and including suspension of study or cancellation of enrolment.

Appeals

A student may appeal against a decision made under this policy. The grounds for appeal are that the decision is inconsistent with this policy. Appeals must be made in writing and lodged with the Head of School within twenty working days of the student receiving written notification of any disciplinary action taken under this policy.

The Head of School will respond in writing to the appeal within twenty working days and may confirm or vary the decision.

If a student remains dissatisfied with the outcome of their appeal they may utilise the College’s grievance handling procedures.

Education and Awareness

- Appropriate training in the procedures under this Code will be provided to all staff members.
- Students will be informed of this Code of Conduct at orientation and in each Unit Guide. The Code of Conduct will also be published on the College’s website.
- Students who are impacted by inappropriate behaviour will have access to support services through Student Support personnel as appropriate.
- Information on any incident involving inappropriate behaviour will be provided to the Head of School who will note all incidents on the student’s file.
- The Head of School will include reports of incidents under this Code that result in disciplinary action as part of their report to the Academic Board.

SECTION 3 – REFERENCE AND SUPPORTING INFORMATION

DEFINITIONS

Word/Term	Definition

SUPPORTING DOCUMENTATION

Document name	Document type	Location
Grievance Form	Policy	G:\Compliance\ACHW\Policies & Procedures

SECTION 4 – DOCUMENT DETAILS
POLICY OWNER

Name:	Student Code of Conduct Policy
Endorsed by:	Director ACHW
Approved by:	Head of Compliance
Date Approved:	10/07/2017
Implementation Owner	Head of Quality Assurance
Maintenance Owner	Head of Quality Assurance
Review Date	15.01.2021

CHANGE HISTORY

Version	Approval date	Approved by	Approved by	Change
V1.0	10.07.2017	Head of Compliance	Director ACHW	Initial document review after purchase of MHMHE
V2.0		Pending approval by Academic Board on 10.03.2020		General review