



Policy No: P05

Name: Student Code of Conduct

References: Stds: 5, 6. ESOS: Std 3

1. Purpose:

The Student Code of Conduct outlines the rights and responsibilities of all students and is in place to ensure an atmosphere of respect, understanding, and professionalism for all students. JPIC celebrates diversity and embraces equal opportunity and promotes a supportive adult learning environment.

When a student fails to meet the standards expected, demonstrates inappropriate behaviour or serious misconduct (particularly when it affects others) there is a disciplinary procedure for the proper management of the issue(s). This procedure is designed to ensure fairness and objectivity and its primary purpose is not intended as a form of punishment but as a means of providing students with the opportunity to correct or modify their behaviour through fair and objective means.

JPIC will always retain the right, in cases of Misconduct, to exclude a student pending investigation. Where there has been a breach (or suspected breach) of the law, then JPIC may elect to report the incident to the appropriate authorities. In the event of serious misconduct or an action by a student that can affect the safety of themselves, or other students, staff or visitors, then JPIC may immediately suspend a student for up to 10 working days pending investigation.

2. Responsibility

CEO

3. Definitions

Responsibilities - A responsibility is something that is your job to do something about, or to think about. It is something that affects our lives and other people's lives.

Rights - Our rights are what every human being deserves, no matter who they are or where they live, so that we can live in a world that is fair and just.

Study Conduct – to diligently carry out study as directed by the Trainer in a positive manner with the issue of the registered qualification as the goal. This is to include attendance.

Persistent Misconduct occurs when the misbehavior is repeated more than twice during the student's enrolment at JPIC.

Serious Misconduct is deemed to be behavior that is illegal, willful or premeditated.

Unacceptable or Inappropriate Behavior - behavior by a student that is disruptive, counterproductive to harmonious classroom activities or is demeaning to another person – whether student, staff or any other person.

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4. **Process** **Guidelines**

Where behaviour is deemed to be improper or inappropriate as outlined below, the institute will take action in accordance to the Student Disciplinary Policy described below.

Study Conduct

JPIC wants all students to succeed and leave JPIC having had a positive experience both educationally and socially. To achieve this, all students are expected to come to all scheduled classes on time and complete and submit assessments within the expected timeframes.

JPIC offers support services to students who require assistance to achieve their educational goals including academic support and resubmission of assessments.

Students are expected to be committed to their studies and in order to succeed by attending classes, completing assessments and actively participating in class.

Where the student is also failing to meet course progress requirements, then the Course Progress Policy will be applied including the development and monitoring of an intervention plan.

Rights

All students at JPIC have the right to:

- Feel safe and welcome
- Be treated with respect and dignity
- Privacy (as per the Privacy Act): only information necessary to the core functions of JPIC can be shared without the student's prior consent
- Be free from bullying and harassment (including sexual harassment) on campus or during any JPIC activity (sponsored or controlled)
- Receive fair and equitable assessment
- Receive services without discrimination
- Complain without fear or reprimand
- Be provided with, and have access to, JPIC policies, procedures and student rights.

Responsibilities

- Be responsible for your own study program
- Treat staff and fellow students respectfully, courteously and with consideration at all times, whilst respecting their privacy and safety
- Maintain a reasonable standard of grooming, including appropriate standards of hygiene and clothing as would be expected in the workplace
- Respect JPIC property, equipment, resources and facilities
- Actively participate in the learning process
- Respect the rights of other students and staff to have their own opinions
- Be open to, and welcoming of, the diversity of students on campus
- Observe the Smoke Free rule

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Unacceptable and Inappropriate Behaviours

JPIC is committed to promoting an atmosphere of respect, understanding, professionalism, equity and access for all students.

Harassment

- Is any form of behaviour that:
- Is not asked for
- Is not wanted
- Is not returned and likely to create a hostile or uncomfortable place to be that is: humiliating, intimidating or offending.

Sexual harassment

Is illegal and will not be tolerated by JPIC. Improper or inappropriate behaviour may result upon investigation in suspension of enrolment.

Bullying

Includes:

- Intimidation
- Physical harm, emotional distress
- Threat
- Threats/name calling/derogatory comments regarding age, gender, race, religion or sexual orientation
- Failure to acknowledge good work
- Deliberate isolation from groups/information/opportunities
- Undue pressure and impossible deadlines
- Emotional hurt to another person through electronic devices such as email, phone, text message

Serious Misconduct

- Serious misconduct is deemed to be behaviour that is illegal, wilful or premeditated. This behaviour can result in an immediate suspension pending investigation and may lead to expulsion.
- Misconduct of a criminal nature will be reported to the appropriate authority, including the police for prosecution as appropriate.

Student Disciplinary Procedure

Where student behaviour breaches the Student Code of Conduct, disciplinary action will be taken and the following will apply. All investigations will be conducted in a confidential manner.

Investigation:

- a) The Student Services Officer will meet with the student to discuss the incident, provide the student with the opportunity to present their perspective of the incident including any supporting evidence and discuss the possible consequences.

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- b) The Administration Manager will meet with the Student Services Officer to review the incident and establish whether or not the incident is serious misconduct and determine actions to be taken including consequences for the student.
- c) If the incident is not deemed as serious misconduct, the Student Services Officer will meet with the student to discuss appropriate actions and consequences.
- d) If the incident is deemed as serious misconduct, the Administration Manager will meet with the student to discuss appropriate actions and consequences.
- e) All meetings are to be formally recorded on a Student Counselling Form and filed on the student's file.
- f) Following the meeting, a formal letter must be sent to the student identifying the issue and actions. This letter is to include the right to access the Complaints and Appeals procedure if the student feels they have been unfairly treated. All communications will be filed on the student's file.
- g) A note will be placed on the Student Management System to identify that a disciplinary interview has taken place and that details are located on the student's file.
- h) Any repeated or serious misconduct will be dealt with by the CEO or delegate.

Temporary Suspension - JPIC may after due consideration temporarily suspend a student for misconduct. This will be for a maximum of four weeks.

Expulsion - During the review of the student's behaviour, consideration will be given as to whether the student's behaviour constitutes cause for expulsion from JPIC. Factors that can be cited as reasons to expel include:

- (a) Safety of student or others
- (b) Failure to respond to repeated action plans to correct behaviour or study issues
- (c) Wilful damage to others and property
- (d) Disruptive behaviour that will cause discomfort or disquiet to others

5. Related Documents

- Deferrals, Suspension and Cancellation Policy.
- Student Counselling Form.
- Behaviour Warning Letter Template.

1. Version History

Number	Date	Reason	Prepared by	Approved By
1.0	June 2010	New Policy	Nina Pearce	Johnson Pearce
2.0	July 2012	Reviewed and updated	Nina Pearce	Johnson Pearce
3.0	January 2015	Reviewed and updated for audit	Nina Pearce	Johnson Pearce

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