

Student Code of Conduct – VET

Policy

Table of Contents

1. Purpose
2. Scope
3. Policy Statement
4. Process
5. Related Policy and Procedures
6. Related Forms
7. Policy Owner and Delegated Authority
8. Approval personnel
9. Approval date

Issue Date:	Issue History:
November 2015	Policy approved (V1.0)
August 2016	Reviewed and updated VET staff (V1.1)
November 2016	Updated forms - Added academic misconduct form (V1.2)
August 2017	Reviewed and revised (V1.3) Removed Director of Quality Assurance

Policy Title	Student Code of Conduct – CIC VET
Purpose	<p>The Objective of Cambridge International College (WA) code of conduct is to promote an environment in which students develop a positive and responsible attitude towards the work environment, customers and colleagues, to set clear guidelines for acceptable behaviour and to identify consequences of actions which do not conform to the Code of Conduct.</p> <p>In general terms, we expect students to develop and maintain a positive and responsible attitude towards their studies, and to show respect towards other students and staff members. Within our multicultural setting, all interpersonal reactions should be distinguished by a spirit of tolerance, goodwill and acceptance.</p> <p>Where a student’s behaviour is deemed to be improper or inappropriate, corrective steps will be taken in order, in the first instance, to correct or modify behaviour through fair and objective means. If, however, the nature of the behaviour calls for more stringent measures, these will be applied in accordance with and as outlined through policy.</p> <p>Serious misconduct is deemed to be behaviour that is illegal, wilful or premeditated. This behaviour can result in immediate suspension pending investigation and may lead to expulsion. Misconduct of a criminal nature will be reported to the appropriate authority.</p>
Scope	All students and staff of Cambridge International College (WA) - VET
Policy Statement	<p>GENERAL RULES FOR CONDUCT</p> <p>Students must:</p> <ul style="list-style-type: none"> • treat each other with fairness, consideration and respect • use English only in the classroom for all conversing – this is the medium of instruction and is the only common language for all students • meet the conditions and agreement of their enrolment , including the payment of fees and/or any other indicated costs, providing evidence and/or requested documents and/or any specified special conditions of their enrolment <p>Students must NOT:</p> <ul style="list-style-type: none"> • engage in behaviour which might embarrass, offend or upset others [this may include neglecting personal hygiene, inappropriate hygienic behaviour in bathrooms and kitchens, inappropriate dress] • use audible obscenities and other disrespectful and offensive language • use verbally abusive, hostile or threatening behaviour towards fellow students or staff members • bully or intimidate other students • encroach upon the privacy and personal space of another student so as to produce allegations of ‘harassment’, ‘infringements of liberty’ or ‘stalking’ • make judgmental statements about others, or express comments which are disrespectful, critical or dismissive • impose views upon others because of an ideological position

	<ul style="list-style-type: none"> • do or say anything that is discriminatory or insulting on the basis of religion, culture, race, ethnicity, sexual difference, age, disability or socio-economic status whether to other students, staff members or any other person at CIC • prevent any student from carrying out any intended course of action which is legitimate and freely chosen • physically assault another student or member of staff • prepare and/or present fraudulent documents for official purposes. Submitting false documentation is a serious offence. Committing fraud is a criminal offence and all instances of fraud will be recorded on the student file and may, depending on the severity of the circumstance, result in suspension, cancelation of enrolment and/or a police report • carry, possess, display or use any weapon on campus. Possession of any weapon will result in a request to leave the campus immediately or the summoning of the police. Any discharge of a weapon, albeit accidentally, will result in a call to the police, and immediate termination of registration • chew gum; it is expressly forbidden of campus • eat or drink in the computer rooms or when working with computers. • drink alcohol on campus; anyone intoxicated on campus will be escorted off the campus • smoke on campus; no smoking is allowed on campus or in any designated non-smoking areas outside of the campus • use or distribute illegal substances. It is against the law for any person to use, possess, grow, manufacture, store or distribute illegal narcotic substances; anyone who is found to have illegal drugs and / or so-called 'drug paraphernalia' on their person or within a bag belonging to them on campus will have the incident placed on record, will be escorted from the campus immediately, and may be suspended or expelled at the discretion of the Director of Studies and/or Campus Manager. CIC reserves the right to summon the Police under such circumstances • plagiarise / cheat in any academic task; academic misconduct is regarded as a serious breach of the Code of Conduct. <p>In addition:</p> <ul style="list-style-type: none"> • Any student who damages, destroys or degrades any part of college property will be liable for payment to repair the damage; if the damage was wilfully or maliciously caused, the student will have the incident recorded and may also be subject to suspension or expulsion, at the discretion of the Director of Studies and/or Campus Manager • Any student who steals, damages or destroys property belonging to another student or member of staff will: (i) have the incident recorded; (ii) be reported to the police; (iii) may be suspended or expelled at the discretion of the Director of Studies and/or Campus Manager • Any student who deliberately sets fire to any part of the school property will (i) have the incident recorded; (ii) be reported to the police; (iii) be immediately expelled • Any student who intentionally or accidentally activates the fire or security alarm which results in the calling out of emergency services such as the fire department, police, ambulance or any other emergency service will be liable for the costs incurred by such action. Furthermore, students may be prosecuted under State or Federal law in relation to this action. CIC may also
--	--

	<p>impose its own penalty in this regard following an investigation of the incident. Cambridge International College reserves the right to temporarily suspend or expel any student it deems to have significantly overstepped the bounds of acceptability with respect to the Code of Conduct</p> <p>Students will have a right of appeal, to be lodged with the Director of Studies and/or Campus Manager within 20 days of the disciplinary measure being imposed. CIC also reserves the right to summon the appropriate policing authority if behaviour reported or witnessed is deemed to be illegal or dangerous.</p>
Process	<p>STUDENT DISCIPLINARY PROCEDURE</p> <p>In the case where student behaviour conflicts with CIC's Code of Conduct, disciplinary action will be taken and the following will occur in a private and confidential manner.</p> <ul style="list-style-type: none"> • The Director of Studies and/or Campus Manager will investigate the complaint, and if deemed necessary will interview and counsel the student and then issue the student with an official warning about his or her behaviour. One copy of this warning will go to the student and one copy will be recorded in the student's file. • The details of all disciplinary interviews and warnings will be recorded using the Academic Misconduct form. The Director of Studies and/or Campus Manager will inform the student of the possible ramifications of a continued breach of the Code of Conduct. • Persistent disciplinary problems will result in a decision from the Director of Studies and the Campus Manager, with input from the Counsellor and the VET Director, which may lead to the suspension or expulsion of the student from CIC. • If the student is on an international student visa, CIC will report to the Department Immigration and Border Protection (DIBP), any variation in the student's enrolment as outlined in the CIC Deferral, Suspension and Cancellation policy. • In cases of serious misconduct the Director of Studies and/or Campus Manager and VET Education Director will make an immediate decision on suspension or expulsion.
Related Policy and Procedures	Academic Misconduct Policy
Related Forms	Special Consideration Form Academic Misconduct Form
Policy Owner and Delegated Authority	Director of Studies – Melbourne, Perth Campus Manager
Approved by	CEO VET Education Director

Approved Date	November 2015
----------------------	---------------