

<b>Student Code of Conduct</b>	
<b>Relevant Standards</b> SRTO 2015: 5.2 (e)	<b>Linked Documents</b> Student Handbook Plagiarism and Academic Misconduct Policy Anti-discrimination and Bullying Policy Sexual Harassment Policy and Complaints Procedure Student Orientation Policy

## 1. Purpose

PI is committed to providing a safe, supportive, collaborative, and positive learning environment to all the students. This Code sets out the RTO expectations of students with respect to their academic and personal conduct and outlines the RTO's responsibilities to students.

## 2. Scope

This code applies to all the student of PI enrolled with PI in Australia or overseas campuses, or students representing PI in any event or activity in Australia or overseas. This code does not replace, but supports, legislation, relevant professional bodies' codes of conduct or awards and policies.

## 3. Definitions

**RTO Members:** Means all employees of PI regardless of the type/tenure of employment, contractors, visitors, guest speakers and persons on honorary appointment.

**The Code:** The Student Code of Conduct

## 4. Legislative Context

The RTO acknowledges its obligation under various federal and state government acts and regulations and will seek advise and consider all acts and regulations in the application of this Code.

## 5. The Code

### 5.1 Compliance with all PI policies, procedures and quality initiatives

All students are required to observe and comply with all RTO policies, procedures, guidelines, directive, and quality initiatives at all times during their enrolment at the RTO.

#### 5.1 Student Obligations

PI expects its student to;

- Inform themselves of the RTO's rules and policies affecting them and comply with this Code of Conduct at all times.
- Treat all RTO staff, other students, and visitors to the RTO with courtesy, tolerance and respect.
- Ensure their contact details are up to date and that they regularly read all the communications and emails sent to their provided email and physical addresses.
- Treat other students and staff with respect so as not to compromise their health, safety, privacy and welfare.

- Abstain from bullying, harassing, and any other unlawful activity or Unacceptable Student Behaviour whilst on campus or when representing the RTO in an activity or an event, including the online environment.
- Not engage in behaviour that is perceived to be threatening or intimidating or causes any person to fear for their personal safety or well-being.
- Respect the rights of others to be treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment.
- Adhere to course requirements and classroom norms established in class.
- Make timely payment of any fee, charge or penalty imposed by the RTO.
- Ensure their actions or inactions as a student do not harm, or bring into disrepute, the RTO's reputation or good standing.

### 5.2 Unacceptable Student Behaviour:

Unacceptable behaviour may include but is not limited to;

- Endangering the safety of self or others
- Inappropriate physical contact and/or physical violence
- Bullying and intimidation of any other person
- Being affected by drugs and/or alcohol
- Consistently disrupting the work of learning in the classroom
- Inappropriate isolation of a group member from group activities
- Putting at risk the good reputation of any other person
- Making racist or sexist comments to any other person
- Demeaning another in any way
- Constantly and inappropriately seeking attention
- Behaving in a disruptive manner such as swearing, yelling, using offensive language
- Inappropriate invasion of another's personal space
- Stealing
- Disobeying any reasonable direction by a staff member
- Viewing or distributing offensive material via the internet, e-mail or any other means
- Use of mobile phones in the classroom environment.

If your behaviour is disruptive or unacceptable, disciplinary action may be taken against you. A trainer/assessor can ask you to leave the classroom or refuse entry to a classroom if your behaviour is disruptive or dangerous. If your behaviour threatens the safety of others, interferes with the duties of staff or other students' study or damages or threatens RTO property, you may be suspended.

### 5.3 Integrity in Academic Works

Students are expected to;

- Not engage in plagiarism or other academic misconduct (Ref: *Plagiarism and Academic Misconduct Policy*)
- Actively participate in the learning process.
- Attend scheduled course training activities and submit assessment tasks on time, unless unforeseen or exceptional circumstances arise.
- Behave ethically, avoiding any action or behaviour that would unfairly disadvantage or advantage either themselves or another student.
- Comply with the assessment conditions, trainer/assessor instructions, and ensure the proper use of copyright material.
- Not behave in a way that disrupts or interferes with any training or academic activity of the RTO.

## 5.5 RTO Resources

Students have a general responsibility to safeguard, properly use and care for RTO resources. Fraud or theft by a Student may result in dismissal or a legal action.

Students are expected to:

- Use and care for all RTO resources, such as buildings, equipment, ~~library~~, information and communication technology resources, in a lawful and ethical manner, mindful of the need for resources to be shared by all RTO members.
- Not engage in behaviour that is detrimental to RTO property

Students must use RTO resources only for purposes related to their studies.

## 6. RTO Responsibilities

The RTO has responsibilities to ensure that students:

- Study in an academic environment which fosters student participation in active and collaborative learning activities that contribute towards development to knowledge, skills and graduate attributes.
- Are considered for selection into courses or programs on the basis of criteria that are valid, explicit, fair and reliable.
- Enrol in courses and programs of study that are of high standard, satisfy relevant professional requirements, are up-to-date and based on training packages and industry expectations.
- Have access to appropriately qualified academic staff and academic and learning support services.
- Have access to materials, equipment and other resources to enable completion of academic courses.
- Receive timely, complete, clear and accurate information in relation to the content, conditions, cost and assessment tasks of courses.
- Receive timely and appropriate feedback on assessment tasks.
- Receive timely and appropriate information in relation to administrative procedures that apply to them.
- Have an opportunity to provide feedback on the training, learning and assessment environment.
- Study and work in a safe, harmonious, tolerant and productive academic environment.
- Are treated with courtesy, tolerance and respect as valued members of the RTO community.
- Are treated fairly, impartially and consistently in all aspects of RTO policy, procedures and practice.
- Are treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment.

## 7. Breach of the Code

A student may be suspended or have their enrolment terminated from a course for behaviour that contravenes this Code of Conduct.