Student Code of Behaviour and Discipline Policy

1.0 Purpose

1. The student code of conduct is intended to give all Wattle College students a clear view expected behaviour and unacceptable behaviour. This policy is in line with Wattle College's commitment to providing students with a safe, supportive and an intellectual challenging study environment.
2. This policy also outlines the consequences for non-conformity with the Student Code of Conduct including immediate suspension or cancellation in the case of severe breaches and or behaviour that may be construed as threatening to the safety of the student, other students or any person on Wattle College Premises.

2.0 Responsibilities

1. The Trainers are responsible for outlining and creating the appropriate code of conduct with the learning environment and for upholding the principles and values of the Student Code of Conduct Policy.
2. The RTO Coordinator and CEO are responsible for resolving complaints in the learning environment.
3. Student contact officers can assist you in resolving issues and can arrange and facilitate meetings between you and your trainer(s).
4. Students are responsible for respecting and adhering to this policy at all times.

3.0 Definitions

3.1 Student - is person enrolled to study at Wattle College. These students can be both domestic students or International Students**.**

3.2 Behaviour- Manner of Behaving or acting.

4.0 Requirements and Process

1. The Student Code of Conduct expectations are required to be respected and conformed with at all times.
2. **Expected Student Behaviour**
   - The right to be treated with respect from others, to be treated fairly and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
   - The right to be free from all forms of intimidation
   - The right to work in a safe, clean, orderly and cooperative environment
   - The right to have personal property (including computer files and student work) and the Registered Training Organisation property protected from damage or other misuse
   - The right to have any disputes settled in a fair and rational manner (this is accomplished by the Complaints and Appeals procedure)
   - The right to work and learn in a supportive environment without interference from others
   - The right to express and share ideas and to ask questions
   - The right to be treated with politeness and courteously at all times
   - The expectation that students will not engage in cheating or plagiarism

- The expectation that students will submit work when required
- The expectation that students will maintain consistent academic performance by attending required classes and completing assessments.
- The required level of academic performance is 50% of scheduled sessions.
- The expectation that all fees will be paid by the due date

4.3 Unacceptable Student behaviour

- Disobeying any reasonable direction by a Wattle College staff member
- Acting dishonestly when undertaking tests, examinations or reports required for course assessment purposes
- Failing to return library or other loaned to Wattle College property by the required date
- Viewing or distributing offensive material via the internet, email or other means
- Discrimination, harassment and victimisation
- Bullying and intimidation
- Racist or sexist comments
- Behaving in a disruptive manner, such as swearing, yelling or using offensive language
- Using mobile phones during classes
- Illegal use of drugs or alcohol
- Stealing, vandalising or causing wilful damage to Wattle College property
- Endangering the safety of yourself or others
- Assaulting or attempting to assault anyone while on Wattle College premises
- Inappropriate possession of guns, knives or other weapons while engaging in Wattle College activities.

5.0 Default of tuition fees

a. If the students are found to have defaulted in the payment of tuition fees, Wattle College's finance department will send the student a payment reminder notice giving the student opportunity to make or organise payments.

b. If the students continue to default in the payment of tuition fees despite given a schedule to finalise payment, they will be issued a letter for late payment of fees.

c. If students still do not pay after the first letter, a second letter informing them of Wattle College's intention to suspend or cancel their enrolment will be issued. This letter will inform the students of their right to access Wattle College's complaints and appeals process within 20 workings days (plus 2 working days for postage handling). The cancellation of the student's enrolment cannot take effect until the appeal process is completed.

d. Suspension or cancellation of enrolment has to be reported to Department of Home Affairs (DHA) and may affect the student's visa status (only applicable to International students).

6.0 Absent 28 consecutive days*

a. If the student is absented for 28 consecutive days without prior approval or reasonable grounds (such as compassionate or compelling reasons beyond the student's control) Institute staff will notify the student of the intention of cancelling

his/her enrolment. The Institute will do this by issuing a letter "Intent to report" for international student. In the letter, student will be informed of their right to access complaints and appeals process. If the appeal is not upheld or the student withdraws from the appeal process, then the Institute must report the student to Department of Education and Department of Home Affairs via PRISMS.

7.0 Plagiarism

- Students found cheating during assessment or have submitted plagiarised work will be given an opportunity to explain their case. Depending on the situation, the RTO Coordinator shall decide whether the student should repeat the unit and pay the repeat tuition fee or resubmit the assessment and as well as have the breach dealt with under the other provisions of the Student Code of Conduct.
- An improvement plan will be developed to assist the student to complete the course where applicable.

8.0 Procedure for Breach against Student Code of Conduct

For non-compliance with the Student Code of Conduct, the following procedure for discipline will be followed except in situations where the CEO determines that the behaviour is sufficient to warrant expulsion. Where a student has been expelled, they will be unable to attend class; however, they will have a right of appeal under the Appeals Procedure Complaints and Appeals Policy and Procedure.

- Step 1 -A member of the college staff will contact students in the first instance and arrange a counselling meeting to discuss the issue or behaviour & to determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file.
- Step 2- Where there is a second breach of the Student Code of Conduct, students will be invited for a personal interview with the RTO Coordinator to discuss the breaches further. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file.
- Step 3- Should a third breach of the Student Code of Conduct occur after the stage 2 meeting; the student will be provided with a final warning in writing & a time frame in which to rectify the issue. A copy of this letter will be included on the student's personal file.
- After the three steps in the discipline procedure have been followed, and breaches of the Code of Behaviour continue, training services will be withdrawn and the student will be sent a student cancellation warning letter.
- Failure to attend scheduled meetings may result in Wattle College deciding to cancel a student's enrolment
- If Wattle College intends suspending or cancelling the student's enrolment where it is not at the student's request, the student must be informed they have 20 working days to appeal to Wattle College.

The following procedure is <u>ONLY</u> for International Students

- If the appeal is not upheld or the student withdraws from the appeal process, then Wattle College must report the student to Department of Education and DHA via PRISMS. The suspension or cancelling of the student's enrolment cannot take effect until the appeal process is completed unless there are extenuating circumstances relating the student's welfare.

- Suspension or cancellation of enrolment has to be reported to DHA and may affect the status of a students' VISA.
- At any stage of this procedure students are able to access Wattle College complaints and appeals procedure to settle any disputes that may arise.
- This agreement and the availability of complaints and appeals processes do not remove the right of the student to act under Australia's consumer protection laws (Standard 3.2 d – The National Code 2018).