

## Student Code of Conduct Policy

### 1 Purpose

- 1.1 The purpose of this policy is to outline the system used for ensuring students meet the behaviour requirements of EIA.
- 1.2 EIA has established operational standards based on its value statement. The Student Code of Conduct emphasises the importance of always treating each other fairly, ethically and with respect and dignity.
- 1.3 This policy complies with the Higher Education Standards Framework (Threshold Standards) HESF 2015 in the Tertiary Education Quality and Standards Agency Act 2011 by the Commonwealth of Australia, specifically to Standard 6.3.

### 2 Scope

This policy applies to all Edvantage Institute Australia students.

### 3 Responsibility

The General Manager and Academic Director are responsible for monitoring and overseeing the implementation of this policy and procedure.

### 4 Rights and Responsibilities:

- 4.1 This Code of Conduct applies to all students at all times:

All students have the right to:

- be treated courteously and with respect
- be free from interference, discrimination, and intimidation regardless of racial, sexual, cultural and religious difference, age, disability or socio-economic status.
- be able to work and learn in a supportive and cooperative environment
- work and learn in a safe, clean and orderly environment, and
- express and share ideas and to ask questions

EIA expects students to:

- treat EIA's property and all community members with respect;
- refrain from any dishonest or unethical work and behaviour, avoid academic misconduct, such as contract cheating and plagiarism and comply with the Academic Integrity Policy and Procedure;
- submit assignments on time, be punctual for classes and maintain consistent attendance by attending all classes and assessments. EIA expects its students maintain a minimum of 80% attendance of the scheduled sessions.
- complete all assessments, meet the requirements, terms, and conditions contained in the Student Application Policy and Procedure (Domestic/International), the Student Enrolment Policy and Procedure;
- comply with the terms of any agreed intervention strategy as per the Student Progress and At-Risk Policy and Procedure; and
- make full payment of fees by the due date as per the Fees and Charges Policy and Procedure.

### 5 Classroom Behaviour:

5.1 A classroom is a place of learning. We expect that all students will:

- Arrive on time to all timetabled classes
- Bring the appropriate textbooks, stationery, and materials to class each lesson
- Be respectful to your teachers and other students
- Not disrupt the class or other students for inappropriate reasons
- Speak English in class and at EIA whenever possible
- Ask permission from the lectures or course coordinators before leaving the room
- Switch off your mobile phones during class
- Submit all assignments on time
- Leave the classroom clean and tidy after each class

5.2 Any form of assault and violence is strictly forbidden as per the Student Bullying Prevention Policy. This includes the following :

- Physical
- Verbal or written
- Electronic
- Sexual
- Racial

5.3 Any objects that may be used as weapons (e.g. knives) are not allowed on campus

5.4 The consumption of alcohol or illegal drugs is strictly prohibited at EIA.

## **6 Dress Code**

6.1 Neat casual clothes and closed toe shoes.

6.2 For health and safety concerns, students must wear shoes at all times.

6.3 Thongs are not permitted in classroom.

## **7 Access and Equity**

7.1 The Access and Equity Policy and Procedure are integrated into all operational procedures. EIA will strive to ensure it provides a work and study place that is free from harassment and discrimination, victimisation and bullying, so our students feel valued, respected and treated fairly.

7.2 We will ensure that our teachers and staff recognise their roles and responsibilities in creating such an environment for work and study.

7.3 EIA prohibits harassment and/or discrimination towards any individual or groups in any form. Any breach of the policy will be considered a serious offence and immediate action will be taken. The Student Bullying Prevention Policy promotes ethical standards and professional behaviour at EIA.

7.4 EIA will ensure that staff is aware of EIA policies and procedures so that policy breaches can be addressed.

7.5 Discrimination is unlawful under various Victorian and Commonwealth laws, including on the basis of:

- Age
- Breastfeeding
- Disability/Impairment
- Gender identity
- Industry activity/ inactivity
- Irrelevant criminal records
- Lawful sexual activity / sexual orientation
- Marital status, including de-facto relationships
- Physical features
- Political belief or activity

- Pregnancy
- Race
- Religious belief or activity
- Sex
- Status as a parent or carer
- Personal association with someone with the above attributes

## 8 Bullying

8.1 Bullying is repeated unreasonable action directed toward a student, or a group of students, or staff member. Such behaviours may pose a risk to wellbeing, health, and safety. Below are some examples: Bullying includes, but is not limited to:

- Expelling someone from workplace/learning activities
- Assigning someone with the majority of unpleasant tasks
- Verbal abuse
- Abusive action using electronic formats such as text messages, phone calls or posting messages or video recordings on websites
- Humiliating someone through sarcasm or insults
- Intimidation
- Initiation practices
- Sabotaging someone's work
- Practical jokes

8.2 Any form of bullying in or outside class is strictly forbidden.

8.3 Bullying amongst students or between student and academic or administrative staff will not be tolerated.

8.4 See also EIA's:

- Student Bullying Policy
- Student Grievance and Appeals Policy and Procedure for Non-Academic Matters

## 9 Building Regulations

9.1 Students are required to obey the following building regulations:

- No smoking in the building
- Do not press the emergency button in the lift unless there is an emergency

9.2 A penalty may be applied to these behaviours.

## 10 Consumption of Food and Drinks

10.1 To maintain a clean, tidy and a comfortable learning and working environment:

- Consumption of food is not allowed in computer labs or near the quick print stations
- All rubbish is to be placed in rubbish bins provided in EIA
- Common areas are to be kept clean and tidy after use.

10.2 EIA provides access to microwaves and refrigerators in the student kitchen. Students are welcome to use the student kitchen for food and drink consumption.

10.3 Students who breach the Code of Conduct will be subject to disciplinary action. This includes but is not limited to the issue of a warning letter, suspension, and in serious breaches may involve permanent expulsion from EIA and referral of the matter to the relevant authority

## 11 Academic Integrity

11.1 EIA requires students to adhere to the principles of academic integrity in their work and collaborations with EIA and non-EIA personnel in the academic community. The principles apply to the following areas:

- Acknowledge the work or ideas by others in the research and teaching and learning work by EIA staff, and the learning activities and assessments by EIA students;
- Comply with the intellectual property and copyright laws and regulations relevant to scholarly work and the study of courses at EIA;
- Avoid plagiarising behaviour in all work, ideas, learning activities and assessment tasks.

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Version Number	Amendments
1.1 (approved on 19/05/2020)	Remove reference to staff Amend the attendance requirement to: GHEA expect its students to maintain a minimum of 80% attendance.
1.2	Change company name to Edvantage Institute Australia (EIA); update responsibility.