

<b>Goulburn Ovens Institute of TAFE</b>  <b>Policy no. E6</b> <small>(Copy on Web Site)</small>	<b>Title: Student Code of Conduct Policy</b> <b>Innovation, Learning and Quality Committee approved: 3/05/2016</b> <b>Amended: 8/08/2017</b>  <b>Responsible Officer: Manager Student Services</b> <b>Authorising Officer: General Manager Education</b> <b>Review: Annual 4<sup>th</sup> July 2017</b>
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## STUDENT CODE OF CONDUCT POLICY

### 1. PURPOSE

The purpose of this policy is to define the expectations and standards of behaviour of students enrolled with GOTAFE, and to outline consequences for unacceptable behaviour.

This policy is intended to minimise behavioural issues on GOTAFE campuses and while students are in study related activities off campus such as work placement or excursions and to provide a clear, consistent approach to ensuring a quality learning environment is maintained for all students.

### 2. SCOPE

This policy applies to all enrolled Students and GOTAFE Representatives.

### 3. DEFINITIONS

Term	Definition
<b>Natural justice</b>	within the context of this Policy, means that processes ensure people involved have: <ul style="list-style-type: none"> <li>• The right to be heard, that is, the right to have a fair hearing and the opportunity to present one’s case</li> <li>• The right to have a decision made by an objective and unbiased decision maker</li> <li>• The right to have the decision based on relevant evidence.</li> </ul>

### 4. POLICY

#### 4.1 Commitment to Learning

GOTAFE is committed to providing a positive learning environment on all campuses that reflects workplace and society expectations and standards by providing clear guidelines for the acceptable behaviour of all students. Students are expected to develop and use adult learning skills and take responsibility for their own learning.

All members of the GOTAFE community and those visiting GOTAFE sites have a right to expect an environment and interactions that are:

- **Safe and Healthy:** student behaviour must take account of the physical and emotional safety and wellbeing of others, be in line with Work Health and Safety standards, and follow specific requirements of the learning area in which students are operating
- **Respectful and Considerate:** student behaviour must include treating others with respect, be free from intimidation, aggression and violence, and must allow others to freely participate in their chosen activities

- **Fair and Equitable:** students must ensure they do not harass, bully, intimidate or treat others unfairly. Their behaviour must allow others to freely participate in their chosen activities and not disadvantage individuals or groups, or treat them with bias or discrimination
- **Honest and Legal:** students must act within the law at all times, in line with Work Health and Safety legislation and relevant GOTAFE procedures. They must not cheat or use others work without appropriate acknowledgement.

#### 4.2 Breaches of this Policy and Reporting of Misconduct

When a student's behaviour breaches the Student Code of Conduct, the processes outlined in the *Procedure for Student Code of Conduct* apply. When the Student Code of Conduct is breached, GOTAFE undertakes to deal with the matter in accordance with the principles of natural justice and procedural fairness.

An appeals process is available to students who consider they have been unreasonably deemed to have breached the Student Code of Conduct.

Student Services offer counselling and support services to all GOTAFE Students.

### 5. DOCUMENTATION

- [Student Code of Conduct Procedure \[E6-P27\]](#)
- [Complaints and Appeals from Students and Clients procedure \[PRQM-170\]](#)
- [Occupational Health & Safety Policy \[CS15\]](#)
- [ICT Security Procedure \[PRNS-157\]](#)
- [Critical Incident management procedure \[CS15-P144\]](#)