

## Student Code of Conduct Policy

<b>Policy Number:</b>	E6	<b>Original Issue:</b>	3/05/2016
<b>Responsible Officer:</b>	Director Student Success	<b>Current Version:</b>	4/11/2021
<b>Authorised Officer:</b>	Executive Director Attraction and Engagement	<b>Due for review:</b>	Tri-annual 3/11/2024

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### 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.

### Policy Statement

This policy is intended to provide a clear and consistent approach to ensure a quality learning environment is maintained for all GOTAFE students whilst on campuses, and in study related activities off campus, such as learning online or remotely, work placement or excursions. Furthermore, this policy, in conjunction with the Student Misconduct Management Procedure (E6-P29) provides guidance to respond to episodes of student misconduct if they occur.

### Roles and Responsibilities

GOTAFE is committed to providing a positive learning environment on all campuses that reflects workplace and society expectations and standards. We do this 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, emotional and spiritual safety and wellbeing of others, be in line with Work Health and Safety and Child Safe 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 **everyone** 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 everyone 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 and Child Safety legislation and relevant GOTAFE policies and procedures. Students are expected to act with integrity whilst learning with GOTAFE, they must not cheat, plagiarise or use others work without appropriate acknowledgement.

### Breaches of this Policy and Reporting of Misconduct

When a student's behaviour breaches the Student Code of Conduct, the processes outlined in the Student Misconduct Management Procedure 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 throughout this process.

### Documentation and regulation

- Student Code of Conduct Procedure (E6-P27)
- Student Misconduct Management Procedure (E6-P29)
- Health, Safety and Wellbeing Policy (POIB13)
- Child Safety Policy (POHR15)
- Child Safe Reporting Procedure (PSSS-186)

### Definitions

Term	Definition
<b>Intimidation</b>	is intentional behaviour, words or conduct towards a staff member or another student which "would cause a person of ordinary sensibilities" to fear injury or harm. Intimidation includes acts or threats that are intended to intimidate, harass, threaten, coerce or cause fear of harm whether directly or indirectly. Intimidation acts or threats may be made directly or indirectly by oral or written words, gestures or symbols that communicate a direct or indirect threat of physical or mental harm
<b>Misconduct</b>	is any conduct that impairs the reasonable freedom of other persons to pursue their studies and / or participate in GOTAFE activities, and / or is likely to bring GOTAFE into disrepute. It includes conduct which is initiated at GOTAFE and continues to impact on a person/s health, safety and enjoyment of life outside of GOTAFE. It includes, not limited to, a breach of GOTAFE policies and procedures, local, state and federal legislation, applicable industry codes and the GOTAFE student code of conduct.
<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>
<b>Violence</b>	involves physical assault, threatening behaviour or verbal abuse occurring in a work setting, such conduct includes attacks, any unwanted contact such as hitting, fighting, pushing, or throwing objects.