

Student Code of Conduct Procedure

Document Name:	Student Code of Conduct Procedure
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Responsible Officer:	Divisional General Managers
Functional Owner:	Head of Portfolio
QAS Owner:	Manager, Academic Governance
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Date Approved by GM:	Version 1 Approved 8 October 2012
Endorsed by ETAB:	Version 1 Approved 16 October 2012
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Version:	Version 2: Minor update in accordance with annual policy review (Feb-14). Version 3 did not require ETAB approval. Version 3: Minor changes to reflect new organisational design and the new Standards for Registered Training Organisations 2015. Version 3 did not require ETAB approval.

Scope:	Course Type:	All
	RTOs:	Open Colleges Pty Ltd Integrated Care and Management Training Pty Ltd College of Fashion Design Pty Ltd
	Partner RTOs:	Yes

Communication:

All Policies, Procedures, Forms and Guidelines are loaded into the Quality Management System (QMS) in Firefly. This will automatically update documents in OCTiVE and OpenSpace. Updates are communicated to staff through Firefly Chatter, Trainers and Assessors through OCTiVE News and students through the Student Lounge in OpenSpace.

1. About the Code

The Student Code of Conduct is provided in Attachment 1. The Student Code of Conduct outlines Open Colleges' expectations of students in respect of the academic integrity of their Assessments and general behaviour within the Course. This includes the expected behaviour of students undertaking Structured Workplace Learning or Workplace Assessments.

2. Breaches of the Code

Where a student is observed to have breached the Student Code of Conduct, the individual having observed the alleged breach should inform the relevant Head of Portfolio and provide specific information and evidence relating to the alleged breach.

The Head of Portfolio will inform the student of the allegation in writing and provide any evidence pertaining to the alleged breach.

The student will have **10 business days** to respond to the allegation in writing. The student should submit their response to the Student Support Team by email or through OpenSpace.

The Appeals and Complaints Committee will review the student's response to the allegation.

If the Appeals and Complaints Committee determines that the student has breached the Student Code of Conduct then it may, at its absolute discretion:

- Issue a formal warning to the student in writing;
- Issue a 'Fail' grade for the Assessment or Unit;
- Suspend the student's enrolment in the Course for a defined period of time;
- Cancel the student's enrolment in the Course; or
- Any other action or sanction the Committee deems appropriate.

The student will be advised of the determination of the Appeals and Complaints Committee, including the foundation for their determination, in writing within **21 days** of receiving the student's written response to the alleged breach. The determination of the Appeals and Complaints Committee is final.

3. Breaches of the Code involving potential Criminal Activity

Where the alleged breach of the Student Code of Conduct may involve criminal behaviour, such as fraud, the Head of Portfolio, in consultation with the divisional General Managers and the Chief Financial Officer, is obliged to refer the matter to the appropriate authorities, such as the Police.

The Board of Directors and Education and Training Advisory Board will be notified immediately once the matter has been referred to the Police.

Related Forms and Documents

	Location		
	OpenSpace	Website	QMS
Related Documents			
PR5.1 Assessment Procedure	X	X	X
PR5.2 Workplace Assessment Procedure	X	X	X
PR5.3 Assessment Record Procedure	X	X	X

How can we improve this document?

If you can identify opportunities for us to improve this document, please email improvements@opencolleges.edu.au. This request will automatically be logged on our Continuous Improvement Register. Please include the document reference number in your email and specific details about how we can improve the document.

Attachment 1: Student Code of Conduct

Integrity in academic work

Students are expected to:

- Conduct themselves honestly and in compliance with Open Colleges' policies.
- Not engage in Plagiarism or Cheating.*
- Actively participate in the learning process.
- Behave ethically, avoiding any action or behaviour that would unfairly disadvantage or advantage either them or another student.
- Ensure their learning activities are conducted safely and do not place others at risk of harm, including abiding by all ethics requirements.
- Be familiar with the programs and resources available to assist them in completing their course with Open Colleges.
- Not behave in any way, which impairs the reasonable freedom of other persons to pursue their studies with Open Colleges.

Equity and respect

Students are expected to:

- Treat all Open Colleges' staff, Trainers and Assessors and other students with courtesy, tolerance and respect.**
- Respect the rights of others to express political and religious views
- Not engage in behaviour that is obscene, dangerous or offensive to others.
- Not engage in behaviour that is unlawful, discriminatory, harassing, or bullying.
- Not engage in behaviour that is perceived to be threatening or intimidating.
- Not behave in a way that disrupts or interferes with any teaching or learning activity of Open Colleges.

Open Colleges' resources and reputation

Students are expected to:

- Use and care for all Open Colleges resources in a lawful and ethical manner
- Ensure their actions or inactions as a student do not harm, or bring into disrepute, the Open Colleges' reputation or good standing
- Not misuse technology or communications facilities in a manner which is unlawful or which will be detrimental to the rights and properties of others
- Not engage in any fraudulent or corrupt conduct

* As defined in the Glossary of Terms and the Academic Conduct Policy.

** This extends to OpenSpace, work placements or work experience.