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Student Code of Conduct

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Document Control

Version History

Version	Date	Description
V1.0	23.11.2020	Policy defined and created
V2.0	4.11.2022	Review and update of minor details including address

Review Process: This policy shall be reviewed annually in compliance with education industry standards including the Standards for Registered Training Organisations (SRTOs) 2015, the ESOS Act 2000 and the National Code of Practice for Providers of Education to Overseas Students 2018 and the ELICOS Standards 2018.



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Policy Statement

This code of conduct specifies the guidelines of acceptable behavior which all students are expected to follow in order to maintain a high standard of professionalism and the integrity of the study programs offered by New England College.

Scope

This policy applies to all students undertaking studies at New England College. This policy comes into effect at the commencement of the course.

College Expectations

Within the college environment, staff and students share a number of expectations and responsibilities towards each other and with the wider community. These expectations and responsibilities are intended to assist the college in providing students with access to educational resources that will enable them to successfully complete their program of study.

As members of an academic environment, students of the college are expected to:

- Treat all other members of the environment with respect and courtesy.
- Treat other members of the environment equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction.
- Respect the opinions and views of others.
- Avoid any conduct that might reasonably be perceived as sexual, racial, or gender based harassment or bullying or otherwise intimidating.
- Become familiar with the college's policies and related procedures to courses and enrolments.
- Attend classes, maintain consistent levels of study, and submit assessment pieces on time.
- Heed and utilize feedback related to performance and assessment from lecturing staff.
- Abide by the college's policies and procedures as they apply to administrative, enrolment, and study related activities.
- No plagiarism/cheating will be tolerated at New England College – all work must be original and in the student's own words. Any material from another source must be adequately referenced.
- Any student found to be sharing / accessing assessment answers for their own use and / or sharing with other students in any college, will have their enrolment cancelled immediately and reported to The Department of Home Affairs (DoHA) for serious misconduct and putting other students and the college at risk. Students must report immediately to the trainer if they are approached by anyone offering answers to assessments. Selling of assessments is a criminal offence.
- Students are required to wear appropriate safety clothing/footwear and use equipment safely as required.
- The possession or use of illegal drugs or alcohol, and the possession of prohibited or dangerous articles is strictly prohibited at all times.
- Student must speak English at all times during class
- The use of mobile phones is not permitted in the classroom/workshop.



Student Expectations

As individuals, students of the college can expect:

- To be treated with courtesy and respect
- To be treated equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age or political conviction.
- To be able to freely communicate and voice alternative points of view in rational debate.
- To participate in a learning environment free from sexual, racial, gender-based, or other forms of harassment.
- To rely on the protection of personal information.
- To be able to access personal records, subject to the provisions of the Freedom of Information Act (1992).
- To be provided with timely and accurate information as it pertains to course(s), enrolment, and all administrative matters.
- To receive access to a copy of the course outline for each course of study, detailing the objectives, assessment, and other requirements and expectations.
- To have reasonable access to lecturing staff in private consultation outside normal contact hours.
- That assessment within course(s) will be equitably and appropriately implemented.
- That the facilities and equipment they use are safe, and comply with occupational health and safety guidelines.

Classroom Behaviour

All students within the college, including those undertaking study via online, are expected to observe the following rules of behaviour while participating in a learning environment:

- Demonstrate mutual respect for the college staff, and fellow students, including turning off all mobile and paging devices during all class/practical times and examinations.
- Prepare before the start of each class by undertaking the required reading, and completing all necessary tutorial or practical work.
- Attend all lectures, tutorials, workshops and other contact sessions.
- Arrive to classes at the scheduled time.
- Work to the best of their ability, participate actively in learning activities and avoid all forms of academic misconduct.
- Provide constructive feedback when evaluating courses and trainers.
- Refrain from activities that might negatively impact on other members of the community or cause disruption to the learning environment.
- Be aware of their responsibilities within their courses and program of study.
- Any other rules of classroom behavior as determined by, and/or negotiated with, their trainer.
- Student must speak English at all times during class
- The use of mobile phones is not permitted in the classroom/workshop.



Discrimination and Harassment

The college is committed to providing access to learning aids and an equitable approach in dealing with all students. The college recognizes the right of all students to study in an environment free from discrimination and harassment based on gender, age, sexual preference, impairment, religion, race, color, natural or ethnic origin or language.

Discrimination or harassment of staff or students, by any member of the teaching and learning environment is unacceptable, and contrary to the core educational and employment values that the college upholds. All members of the college are expected to maintain an environment where cultural differences are accepted and respected, and individuals are able to participate fully in academic life, free from all discrimination and harassment.

Any form of bullying, harassment or sexual harassment, including the spreading of malicious gossip and rumors, will not be tolerated at any time.

The college will treat reports of discrimination and/or harassment seriously. All claims will be thoroughly investigated. Investigations will be conducted confidentially to protect complainants and witnesses from victimization.

For further information, refer to the New England College Bullying and Harassment Policy and Procedure.

Smoking

The college's policy ensures that all members of the community can enjoy a clean and smoke free environment. No person is permitted to smoke:

- Inside any New England College building (including off-site workshops)
- On internal stairways and corridors
- Within 5 meters of the New England College property, or as stipulated by state/territory legislation.

All cigarette butts must be disposed of appropriately in the designated trays.

Complaints and Appeals

Students who have a complaint about either a decision that affects their studies, or a particular situation in which they have been involved or witnessed, have a right to raise their complaint. All complaints are considered with courtesy, in a timely fashion, and without fear of prejudice or inappropriate treatment.

The process commences within 10 working days of the formal lodgment of the complaint or appeal and supporting information. All reasonable measures are taken to finalize the process as soon as practicable.

For further information, refer to the New England College Complaints and Appeals Policy. A full copy of the policy is available at www.nec.edu.au and in the Written Agreement/Student Contract.