



Student Code of Conduct Policy and Procedure

Student Code of Conduct Policy and Procedure

Policy Purpose

The purpose of the Student Code of Conduct is to ensure that there is a peaceful and conducive study and work environment at the CHELSEA COLLEGE for all students and staff.

Scope:

This Student Code of Conduct applies to all students of the CHELSEA COLLEGE community, across all courses, sites, campuses and modes of delivery.

Student Rights:

All students have the right to:

- Be treated fairly and with respect by CHELSEA COLLEGE staff and other students;
- Learn in an environment free of discrimination and harassment;
- Learn in a supportive and stimulating environment in which to pursue their goals;
- Have access to counselling if desired or required;
- Privacy concerning records that contain personal information, subject to statutory requirements;
- Be given information about assessment procedures at the beginning of the subject/competency/module and progressive results as they occur;
- Lodge a complaint without fear of retaliation or victimization;
- Have Principles of Natural Justice applied during any investigation process concerning a breach of the Student Code of Conduct.
- Formally notify the CHELSEA COLLEGE of any absence of greater than three consecutive study days or of any withdrawal from enrolment

Student Responsibilities:

All students have a responsibility to:

- Treat other students and CHELSEA COLLEGE staff with respect and fairness.
- Follow any reasonable direction from a member of CHELSEA COLLEGE staff.
- Refrain from swearing, drinking and eating in classrooms and other learning areas (water only allowed).
- Behave responsibly by not littering, harassing fellow students or staff, damaging, stealing, modifying or misusing CHELSEA COLLEGE or other student's property.
- Behave responsibly by not possessing or being under the influence of drugs and alcohol.
- Refrain from using mobile phones, pagers or any other electronic devices that may disrupt classes.
- Attend scheduled classes and CHELSEA COLLEGE activities regularly and complete all assessments within the required timeframe.
- Do all assessment tasks and examinations honestly, and not engage in plagiarism, collusion or cheating?
- Follow CHELSEA COLLEGE safety practices, including wearing approved clothing and protective equipment and following both written and verbal directions given by CHELSEA COLLEGE staff.
- Not to behave in a way that would offend, embarrass or threaten others.
- Comply with all lawful regulations, rules or procedures of the CHELSEA COLLEGE that pertain to them.
- Pay all fees and charges levied by the CHELSEA COLLEGE within the required timeframe.
- Attend all meetings called by the CHELSEA COLLEGE to discuss academic or course progress.
- Meet or carry out all activities agreed with the CHELSEA COLLEGE in relation to maintaining course progress or academic performance.



Student Code of Conduct Policy and Procedure

BREACH OF CONDUCT

A Student breach of conduct occurs when a student behaves in a manner described below:

- Assaults, attempts to assault or threatens a person on the CHELSEA COLLEGE premises.
- Acts contrary to Equal Opportunity practices of the CHELSEA COLLEGE which is committed to the prevention and elimination of discrimination on the grounds of:
 - o Age;
 - o Impairment;
 - o Industrial activity;
 - o Lawful sexual activity;
 - o Marital status;
 - o Physical features;
 - o Political belief or activity;
 - o Pregnancy;
 - o Race;
 - o Religious belief or activity;
 - o Sex;
 - o Status as a parent or a carer;
 - o Personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes.
- Disobeys or disregards any lawful direction given by an officer of the CHELSEA COLLEGE.
- Acts dishonestly or unfairly in connection with an examination, test, assignment or other means of assessment conducted by the CHELSEA COLLEGE
- Deliberately obstructs any teaching activity, examination or meeting of the CHELSEA COLLEGE
- Engages in any conduct or activity prejudicial to the management and good governance of the campus.
- Deliberately obstructs or attempts to deter any officer or employee of the CHELSEA COLLEGE in the performance of their duties
- Wilfully damages or wrongfully deals with any CHELSEA COLLEGE property.
- Attends the CHELSEA COLLEGE whilst under the influence of alcohol or affected by drugs, etc. or possesses, uses or traffics a drug of addiction or drug of dependence within the meaning of the Crimes Act
- 1958 or the Drugs Poisons and Controlled Substances Act 1981 or any Act in substitution thereof.
- Carries or uses such items as firearms, knives, syringes, etc as a weapon
- Fails by or within the agreed required date or period, to pay any fee or charge payable to the CHELSEA COLLEGE
- Fails to comply with WH&S regulations or wilfully places another person in a position of risk or danger
- Fails to consistently and regularly attend scheduled classes and activities
- Constantly interrupts class time through the use or presence of mobile phones and pagers
- Uses abusive language.
- Fails to attend meetings called to discuss academic or course progress
- Fails to carry out actions or engage in activities agreed with the CHELSEA COLLEGE to maintain course or academic progress.
- Fails to formally notify the CHELSEA COLLEGE of any prolonged absence, change of address and contact details or of any withdrawal from enrolment.