



# STUDENT CODE OF CONDUCT

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## SECTION A - INTRODUCTION

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### A.1 Purpose

This policy outlines the framework which underpins the conduct of students in their daily activities at Eynesbury.

### A.2 Scope

This policy applies to all current students of any of the programs operated by Eynesbury. It does not cover students in Eynesbury Senior College.

### A.3 Definitions

Word/Term	Definition
Behavioural Misconduct	A specific list of behaviours identified in this policy, the penalties for breaching of any can include suspension, exclusion or expulsion
Course	A single unit of study offered during a study period
Exclusion	Student prevented from enrolling at Eynesbury for a period of one or more study periods due to misbehaviour as defined in this policy
Expulsion	Student enrolment at Eynesbury cancelled permanently due to misbehaviour as defined in this policy
Program	A combination of courses undertaken to obtain an award
Suspension	Student prevented from attending classes or attending campus for a period of time within a study period due to misbehaviour as defined in this policy

### A.4 Acronyms

Abbreviation	Phrase or Word
WHS	Work Health and Safety

## SECTION B - POLICY STATEMENT

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### B.1 Principles

This policy assumes that students have certain rights or expectations in their study at Eynesbury, but they also have certain responsibilities, particularly to ensure that the rights of other students are not violated. In order to ensure that students' rights are understood, Eynesbury has this Code of Conduct to which all students of Eynesbury must comply.

### B.2 Policy

#### 1 Expectations of student behaviour

**1.1** As a member of the Eynesbury Academic Community, students are expected to:

- treat all others with respect and courtesy
- treat others equitably regardless 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 otherwise intimidating
- attend classes, maintain consistent levels of study and submit assessment tasks on time
- heed and utilise academic performance feedback from teaching staff
- familiarise themselves with, and abide by, Eynesbury's policies and procedures
- maintain high standards and a professional approach to their student program, and
- speak English when on an Eynesbury campus
- respect all property and resources of Eynesbury and other students

#### 2 Rights of students

**2.1** Students of Eynesbury can expect:

- to be treated with courtesy and respect
- to be treated equitably regardless of gender, sexual orientation, race, disability, medical condition, cultural background, religion, 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 their personal information
- to be provided with timely and accurate information as it pertains to courses, enrolment and all administrative matters
- to have reasonable access to lecturing staff in private consultation outside normal contact hours as published
- that assessment within subject/s will be equitably and appropriately implemented
- that the facilities and equipment they use are safe and comply with occupational health and safety guidelines

#### 3 Classroom behaviour

**3.1** All students of Eynesbury are expected to comply with the following rules of behaviour while enrolled at Eynesbury:

- demonstrate mutual respect for staff and students
- provide honest, fair and impartial treatment of all, free from discrimination
- turn off all mobile devices during class times and examinations unless otherwise instructed
- do not take any mobile devices into any examination
- do not eat or drink (other than water) in classrooms
- prepare for classes by undertaking the required reading and completing all necessary tutorial or laboratory work
- attend all classes except when prevented by illness or exceptional circumstances
- arrive at classes at the scheduled time
- work to the best of their ability
- participate actively in learning activities
- avoid all forms of academic misconduct
- provide constructive feedback when evaluating courses and lecturers
- refrain from activities that might negatively impact on other members of the Eynesbury community
- be aware of their responsibilities within their courses and program of study
- comply with responsible use of email, student portal and the internet
- abide by any other rules of classroom and examination behaviour as determined by, and/or negotiated with, their lecturer and know their study timetable

#### **4 Smoking**

- 4.1** Eynesbury is committed to ensuring that all members of the community can enjoy a clean and smoke free environment. Smoking is not permitted within the campus building or within 20 metres of the perimeter of the Coglein Street building.

Students who utilise facilities at the Franklin Street Campus must make themselves familiar with the smoking exclusion zone that applies to the Franklin Street campus.

#### **5 Behavioural misconduct**

- 5.1** Eynesbury students who engage in any of the behaviours as outlined in this section of the Code of Conduct may be considered to have engaged in behavioural misconduct. The following list is not exhaustive:

- Breaches of Commonwealth or State Law which impinge on Eynesbury operations
- Behaviour that impairs the reasonable freedom of other persons to pursue their studies and participate in the activities of Eynesbury
- Any act or failure to act that endangers the safety or health of any other person
- Actions that impair any person's participation in a legitimate Eynesbury activity or, by act or omission disrupts the learning environment of Eynesbury
- Acting in a way that causes students or staff or other person within Eynesbury to fear for their personal safety
- Wilfully obstructing or disrupting any official Eynesbury meeting, ceremony, activity, class or examination/assessment
- Any form of harassment, whether based on gender, race, age, sexual preference or religious belief
- Wilfully damaging or wrongfully dealing with any Eynesbury property, or the property within Eynesbury of any person, including theft
- Being under the influence of prohibited drugs and/or substances including alcohol
- Trespassing or knowingly entering any place within the premises of Eynesbury that is out of bounds to students
- Possession of dangerous articles or banned substances
- Abusive behaviour
- stalking, bullying, harassment and humiliation (see below)
- discrimination (see below)

## 5.2 Discrimination and harassment

Eynesbury is committed to providing access to learning aids and an equitable approach in dealing with all students. Eynesbury recognises the right of all students and staff to work and study in an environment free from discrimination and harassment based on gender, age, sexual preference, impairment, religion, race, colour, national 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 Eynesbury upholds. All members of the Eynesbury Community 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.

Eynesbury will treat claims of discrimination and/or harassment seriously, and all claims will be thoroughly investigated confidentially to protect complainants and witnesses from further harassment and victimisation.

## 6 Penalties for behavioural misconduct

**6.1** If it is able to be shown that a student has engaged in behavioural misconduct, the student will be asked to attend an interview with the Academic Director or College Director or nominee in the first instance. During the interview, the student will be asked to provide an explanation for their behaviour.

Penalties for behavioural misconduct can include any, or a combination, of the following:

- a verbal reprimand from the Academic Director or College Director
- a formal written warning to the student from the Academic Director or College Director and a note placed in the student's file suspension from Eynesbury for a specific period of time
- exclusion from enrolling at Eynesbury for a specific period of time
- expulsion from Eynesbury
- reporting the incident to the appropriate authorities

## 7 Complaints, appeals and grievances

**7.1** A student who has a complaint about a decision that affects their studies, a particular situation in which they have been involved or witnessed, or has had a penalty imposed as a result of behavioural misconduct has a right to lodge a complaint or appeal through Eynesbury's **Student Grievances and Appeals Policy and Procedure**. All complaints are considered with courtesy, in a timely fashion, and without fear of prejudice or inappropriate treatment.

## SECTION C - GOVERNANCE

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### C.1 Responsibility

<b>Identification</b>	Student Code of Conduct
<b>Policy Owner</b>	College Director
<b>Approving Authority</b>	Eynesbury Executive Group
<b>Initial Issue date</b>	June 2013
<b>Directory Location</b>	College Director, policies

### C.2 Version Control

<b>Version Number</b>	<b>Summary of Changes</b>	<b>Approved by</b>	<b>Date of Effect</b>	<b>Review Date</b>	<b>Privilege Level</b>
v1.0	Initial Policy	Executive Committee	12/2009	-	Public
v2.0		Eynesbury Executive Group	6/2013	6/2015	Public
v2.1		Quality Manager	9/2013	6/2015	Public
v3.0		Eynesbury Executive Group	8/2016	8/2019	Public

### C.3 Legislative and Organisational Context

<b>Name</b>
<a href="#">Higher Education Standards</a>
<a href="#">National Foundation Program Standards</a>
<a href="#">The National Code of Practice 2007</a>

## **SECTION D - PROCEDURE**

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### **D.1 Related Procedures**

Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Procedure  
Student Grievances and Appeals Procedures

### **D.2 Related Policies**

Fee Refund Policy  
Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Policy  
Student Grievances and Appeals Policy