

NEC Student Code of Conduct Policy



New England College is the trading name of **New England Institute of Technology Pty Ltd**

RTO No: 31943 | CRICOS No: 03113M | ABN: 40 135 331 494

Version: V3.0

Date: 23.04.2018

Status: Published



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DOCUMENT CONTROL

Version History

Version	Date	Details
V1.0		Archived – due to change in trading name
V2.0	01.02.2016	Archived (updated to new trading name New England College, header, footer, phone number, e-mail id)
V2.1	01.07.2017	Minor updates
V3.0	23.04.18	Reviewed and Updated as per National Code 2018

Review Process:

This policy shall be reviewed annually in compliance with education industry standards.

Next Review Due: **Dec 2019**



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Introduction

This document specifies the guidelines of acceptable behaviour which all students are expected to follow in order to maintain a high standard of professionalism and integrity of the study programs offered by New England College (NEC).

Scope

This policy applies to all students both domestic and international undertaking studies at NEC. This policy comes into effect at the commencement of each semester (i.e. week 1).

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.

Student Expectations

As individuals, students enrolled with NEC 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 a printed copy of the course outline for each course of study, detailing the objectives, assessment, and other requirements and expectations,
- To have reasonable access to trainers and assessors for 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 Workplace health and safety guidelines.



New England College's Expectations

As members of an academic environment, students enrolled with NEC 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 otherwise intimidating.
- Become familiar with the College's policies and procedures related procedures to courses and enrolments.
- Attend classes, maintain consistent levels of study, and submit assessments on time.
- Heed and utilize feedback related to performance and assessment from dedicated trainers and assessors.
- Abide by College's policies and procedures as they apply to administrative, enrolment, and study related activities.
- Pay their fees on time.

Classroom Behaviour

All students enrolled with NEC 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.
- Turn off all mobile and paging devices during all class/lab times and examinations.
- Prepare before the start of each class by undertaking the required reading, and completing all necessary tutorial or laboratory 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, 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.
- Be aware of their responsibilities within their courses and program of study, and
- Any other rules of classroom behaviour as determined by, and/or negotiated with, their trainer.



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 and study in an environment free from discrimination and harassment based on gender, age, sexual preference, impairment, religion, race, colour, 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 NEC upholds. All members of staff at NEC 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.
- NEC 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.

Smoking

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

- Inside any building
- On internal stairways and corridors, or
- Within 5 meters of any building.
- All cigarette butts must be disposed of appropriately in the designated trays.

Disciplinary Action:

Disciplinary action will be taken and the student may be penalised if they act in a way contrary to the student rules as set out in the Student Information Handbook.

(Refer to Complaint Procedure and/or Appeal Procedure)

The penalty for the student might then be reduced, removed, or increased.

Consequences of Breach of Code of Conduct:

If the student has acted in, or engaged in any misconduct other than **'Serious Misconduct'** the following steps shall be taken.

In the 1st instance (a first offence) a verbal warning shall be issued and counselling shall be provided to the student/trainee advising of the repercussions of their actions should they continue. A record of this verbal warning and counselling shall be documented, dated and signed by the person issuing the warning/counselling and also the student/trainee receiving the disciplinary action and this record shall be placed in the student admin file.



2nd Offence – A Formal written warning will be issued to the student/trainee advising them of impending removal of academic privilege if the behaviour continues and there is a need to discipline a 3rd time. A record of this written warning shall be documented, dated and signed by the RTO Coordinator/ Director, the person issuing the warning/counselling and also the student/trainee receiving the disciplinary action and this record shall be placed in the student file.

3rd Offence will result in the removal of academic privilege by NEC. The student/trainee will be advised of the time to attend a meeting with the Director and the person issuing the disciplinary action. The student/trainee will be provided with the reason for this disciplinary action in writing, and any comments the student/trainee makes in relation to the misconduct should be documented. A copy of this record shall be dated and signed by the Director, the person issuing the disciplinary action and also the student/trainee receiving the disciplinary action and this record shall be placed in the student file.

Complaints

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. If the student wishes to appeal against the decision made, they must complete a Complaints/Appeals Application Form within 20 days of the decision being made.

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

For further information, refer to the College's Policy on Grievances- Complaints and Appeals Policy @ www.nec.edu.au

*** This policy is to be read in conjunction with Misconduct Policy.**