



**EYNESBURY**  
**COLLEGE**

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# 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 College.

### A.2 Scope

This policy applies to all current students of any of the programs operated by Eynesbury College.

### A.3 Definitions

<b>Word/Term</b>	<b>Definition</b>
Behavioural misconduct	A specific list of behaviours identified in this policy, the penalties for breaching of any can include suspension, exclusion or expulsion
Exclusion	Student prevented from enrolling at Eynesbury College for a period of one or more study periods due to misbehaviour as defined in this policy
Expulsion	Student enrolment at Eynesbury College cancelled permanently due to misbehaviour as defined in this policy
Module	A single unit of study offered during a study period
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

None.

## 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 College, but they also have certain responsibilities, particularly to ensure that the rights of other students and staff are not violated. To ensure that students' rights are understood, Eynesbury College has this Code of Conduct to which all students at Eynesbury College must comply.

### B.2 Policy

#### 1 Expectations of student behaviour

**1.1** As a member of the Eynesbury College academic community, students are expected to:

- treat 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 College's policies and procedures
- maintain high standards and a professional approach to their student program and speak English when on an Eynesbury College campus
- respect all property and resources of Eynesbury College and other students and staff

#### 2 Rights of students

**2.1** Students at Eynesbury College 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 modules, enrolment and all administrative matters
- to have reasonable access to teachers in private consultation outside normal contact hours as published
- that assessment within modules 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 are expected to comply with the following rules of behaviour in class:

- 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
- ensure they are familiar with and follow all conditions related to examinations
- 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 (providing evidence as required)
- 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 as outlined in the [Academic Integrity Policy](#)
- provide constructive feedback when evaluating modules and lecturers
- refrain from activities that might negatively impact on other members of the Eynesbury College community
- be aware of their responsibilities within their modules 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

### 3.2 Online Learning Expectations

- Students joining online are expected to engage and participate in class in an equivalent way to students within the physical classroom. This includes:
- Sharing ideas with the class and responding to questions through microphone, chat and other online tools
- Interacting with other students during group tasks
- Turning cameras on. This is strongly encouraged when possible during class, especially in breakout rooms
- Muting microphones when other students and or teacher are speaking
- Sharing screens when necessary to demonstrate progress
- Responding when called upon by the teacher
- Logging on before the start class time to enable sufficient time for the teacher to bring all students into the online session
- Joining the class on a suitable device to be able to complete required tasks
- Communicating with the teacher if needing to leave the class or having technical issues
- Ensuring all communication is of a respectful nature to other students and staff. This includes using English at all times within the class.
- Contacting the teacher if unsure of requirements or need further assistance.
- Following all requirements of online assessments such as turning cameras on
- Joining zoom with a valid name and appropriate profile picture

It is the student's responsibility to raise any issues affecting their ability to engage as outlined above with their individual teachers.

Inappropriate behaviour within an online class could result in penalties outlined in 6.1. This includes sharing inappropriate images and communication.

## 4 Sexual Harassment and Sexual Assault

- 4.1** Eynesbury College values its staff and students and aims to create an environment in which all can work and study free from sexual harassment and sexual assault.

The sexual harassment or sexual assault of staff or students is unacceptable, against the law and contrary to the education and employment policies of the College.

- 4.2** Students are expected to understand and comply with the [Eynesbury College Sexual Assault and Sexual Harassment Prevention and Response Policy and Procedure](#).

## **4 Smoking**

- 4.1** Eynesbury College 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

## **5 Behavioural misconduct**

- 5.1** Students who engage in any of the behaviours as outlined in this section 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 College operations
- Behaviour that impairs the reasonable freedom of other persons to pursue their studies and participate in the activities of Eynesbury College
- 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 College activity or, by act or omission disrupts the learning environment of Eynesbury College
- Acting in a way that causes students or staff or other person within Eynesbury College to fear for their personal safety
- Wilfully obstructing or disrupting any official Eynesbury College 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 College property, or the property within Eynesbury College 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 College 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 College is committed to providing access to learning aids and an equitable approach in dealing with all students. Eynesbury College 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 College upholds. All members of the Eynesbury College 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 College 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 can 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 College for a specific period of time
- exclusion from enrolling at Eynesbury College for a specific period of time
- expulsion from Eynesbury College
- reporting the incident to the appropriate authorities
- reporting to Immigration and possible cancellation of Confirmation of Enrolment (for international students only)

## **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 College'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>Current Version Number</b>	5.0
<b>Date of Effect</b>	02/2023
<b>Review Date</b>	02/2025
<b>Privilege Level</b>	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 2018</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 Procedure

Academic Integrity Procedure

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

Fee Refund Policy

Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Policy

Student Grievances and Appeals Policy

Navitas Anti-Discrimination and the Prevention of Harassment, Vilification and Bullying Policy

Academic Integrity Policy

Sexual Harassment and Sexual Assault Prevention and Response Policy