

## City College Student Code of Conduct

### 1. Purpose

City College wants to offer our students a harmonious and enjoyable learning environment in which everyone respects the beliefs, feelings, personal space, and property of others without condition. By enrolling at City College, you have agreed to adhere to the City College Code of Conduct. The City College Code of Conduct is outlined below. It was also included in your pre-enrolment application documentation and is always available on the College website at: <http://www.citycollege.edu.au>

### 2. Student of Conduct

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#### Be Responsible for Your Learning:

- Attend and participate actively in scheduled classes, workshops, and activities.
- Arrive on time and stay for the full duration of classes.
- Understand the expected communication protocols with department staff.
- Demonstrate academic integrity, avoiding any form of cheating or plagiarism.
- Address your learning needs by engaging with academic and support staff.
- Inform the institution of absences as per course requirements.

#### Respect Yourself and Others:

- Embrace diversity and be considerate towards fellow students, staff, and visitors.
- Respect other people's rights to hold different positions and views.
- Communicate respectfully, using appropriate language.
- Avoid conduct that could be perceived as harassment, intimidation, discrimination, or bullying.
- Do not use offensive language.
- Report any incidents of misconduct, whether experienced directly or witnessed.

#### Create a Safe Learning Environment:

- Adhere to all safety protocols during academic and institute-organized activities.
- Act with care and diligence on campus and at workplace-based training organizations.
- Wear appropriate attire and required personal protective equipment (PPE) as per course and industry standards.
- Meet course progress and/or course attendance requirements.
- Not cheat or plagiarism.

<b>Document Name:</b> Student Code of Conduct	<b>RTO Code:</b> 91770	<b>CRICOS Code:</b> 04234E
<b>Version:</b> ADM_OD_02_V.01	<b>Approved:</b> May 2024	<b>Review Date:</b> May 2025
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- Allow trainers to deliver their course material without being unnecessarily interrupted or disturbed.
- Refrain from using substances that impair safety and judgment.
- Comply with City College's policies on substance use and smoking.

**Respect the Learning Environment:**

- Utilize City College property and equipment responsibly and safely.
- Maintain the confidentiality of your login credentials and ensure proper use of the IT network for educational purposes.
- Familiarize yourself with and follow all relevant City College policies and procedures.
- Uphold the reputation of City College.

**3. Reporting Breaches**

City College staff and students are responsible for maintaining a harmonious learning environment. Therefore, students are encouraged to report any excessive pressure, trouble, or pestering of any staff or student, as specified in the City College Code of Conduct. Reports of breaches can be provided in writing or verbally, so that it can be investigated further by the City College's Management.

**4. Process**

Students found breaking the City College Code of Conduct or their visa requirements will be dealt with as specified in the 'Student Discipline' process. Students are encouraged to notify College management regarding any known breaches either in person, or in writing (via email or documented/posted to a Student Services / Admin Staff Officer, a trainer, or another College member of staff.

Any student affected by a breach of the City College Code of Conduct is requested to seek out a Student Services / Admin Staff Officer immediately.

In cases where we intend to cancel a student's enrolment because of a breach of the College's Code of Conduct a Notice of Intention to Cancel the student's enrolment will be issued to the relevant student. All notices will be sent to the Students City College registered personal email account.

The Notice of Intention to Cancel will inform the student of the breach, and it will notify that he or she will be reported to the Department of Home Affairs (DoHA) (under the Migration Act 1958) and the Department of Education, Skills and Employment (DESE). Students may access the College's Complaints and Appeals Process within 20 business days from the date mentioned in the Intent to Cancel Notification. Students can access the College policy and procedures for Complaints and Appeals via the City College website at: <http://www.citycollege.edu.au> or from the Student Services / Admin Staff.

Breaches of the City College Code of Conduct will be processed as soon as identified/reported. Involved parties will be informed in writing. Note: City College will review all breaches in consideration of any documented

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compassionate/compelling circumstances.

If you are not satisfied with the outcome of any City College decision, you may appeal, using the Complaints and Appeals Form available from the Student Services / Admin Staff, or via our website. Alternatively, you can contact the Overseas Students at 1300362072 (<http://www.ombudsman.gov.au/making-a-complaint/overseas-students>) to lodge a complaint.

## 5. Cancellation Resulting from Breaches

In cases where the College intends to cancel a student’s enrolment due to a breach of the College’s Code of Conduct – students will be issued with a “Notice of Intention to Cancel” their enrolment at City College will be sent to you via email to your personal recorded email account and a copy may be posted to your last known postal address. The ‘Notification of Intention to Cancel’ will advise the student of the breach and inform the student that you may be cancelled from City College and as a result reported to the Department of Home Affairs (DoHA) and the Department of Education, skills and Employment (DESE) which may affect your Student Visa.

## 6. Administration

This Code of Conduct is monitored by the Student Affairs Department at City College. Amendments to this document may be made periodically to ensure its relevance and effectiveness.

### Document History:

Version number	Issue date	Nature of Amendment
ADM_OD_02_V.01	June 2024	Policy and Procedure created

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