

Student Code of Conduct

This document outlines the expected standards of behaviour, academic integrity, and interpersonal conduct for all students enrolled with City College. It establishes a clear understanding of the mutual rights and responsibilities that underpin a safe, respectful, and inclusive learning environment.

Purpose and Scope

Purpose	Scope
This document outlines the expected standards of behaviour, academic integrity, and interpersonal conduct for all students enrolled with City College. It establishes a clear understanding of the mutual rights and responsibilities that underpin a safe, respectful, and inclusive learning environment.	Applies to: - All current students across all training locations and modalities (including online) - All staff in relation to enforcing, supporting, and responding to conduct matters

Using this Document

Trainers and Student Support Staff	Compliance and Administration Officers	Students
Must reference this document during induction and orientation processes.	Must maintain an accessible version for audit and complaints resolution purposes.	Must be provided access to this document via the Student Handbook and LMS (where applicable).

How to Complete / Acknowledge

- Students must confirm that they have read and understood this Code of Conduct by signing the Student Declaration Form during enrolment or orientation.
- Use the Student Responsibilities and Rights Matrix to address any breaches or clarify student entitlements.
- For any concerns about compliance with the code, refer students to the Complaints and Appeals Policy.

Policies and Procedures

Student Responsibilities	Student Rights
- Familiarize themselves with and adhere to all institutional policies as articulated in the Student Handbook - Maintain prompt responsiveness to official communications from the City College. - Notify the institution within seven (7) calendar days of any modifications to contact	- Receive comprehensive information regarding institutional policies and associated procedures - Receive regular, relevant, and timely communications from the institution - Pursue education within a safe and secure learning environment

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information, including residential address, telephone number, electronic mail address, and emergency contact details	• Have personal information maintained with strict confidentiality and security protocols • Access educational records and personal data held by the institution • Provide feedback on institutional services and educational quality
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Academic and Assessment Standards

Student Responsibilities	Student Rights
• Maintain consistent attendance at scheduled instructional sessions • Demonstrate active engagement in the learning process • Complete assigned coursework in a timely manner • Submit all assessments within established deadlines • Uphold principles of academic integrity by refraining from plagiarism, academic dishonesty, and unauthorized collaboration • Fulfill financial obligations in accordance with established payment schedules • Seek academic support services when required	• Receive high-quality instruction, assessment, and support services that meet established educational standards • Access academic support services based on individual learning needs • Have assessment materials evaluated and returned within ten (10) working days of submission • Receive constructive feedback for unsatisfactory assessment outcomes to facilitate academic improvement •

Classroom Conduct

Student Responsibilities	Student Rights
• Maintain punctual attendance and adequate preparation for instructional activities • Maintain appropriate attire consistent with professional standards • Utilize electronic devices only when such use directly supports learning objectives • Conduct all communication within the academic environment in English	• Expect instructors and assessors to demonstrate punctuality and thorough preparation • Expect faculty to possess comprehensive knowledge and employ engaging pedagogical approaches • Expect professional attire and appropriate use of technology from teaching staff • Receive all instructional communication in English to ensure accessibility and comprehension

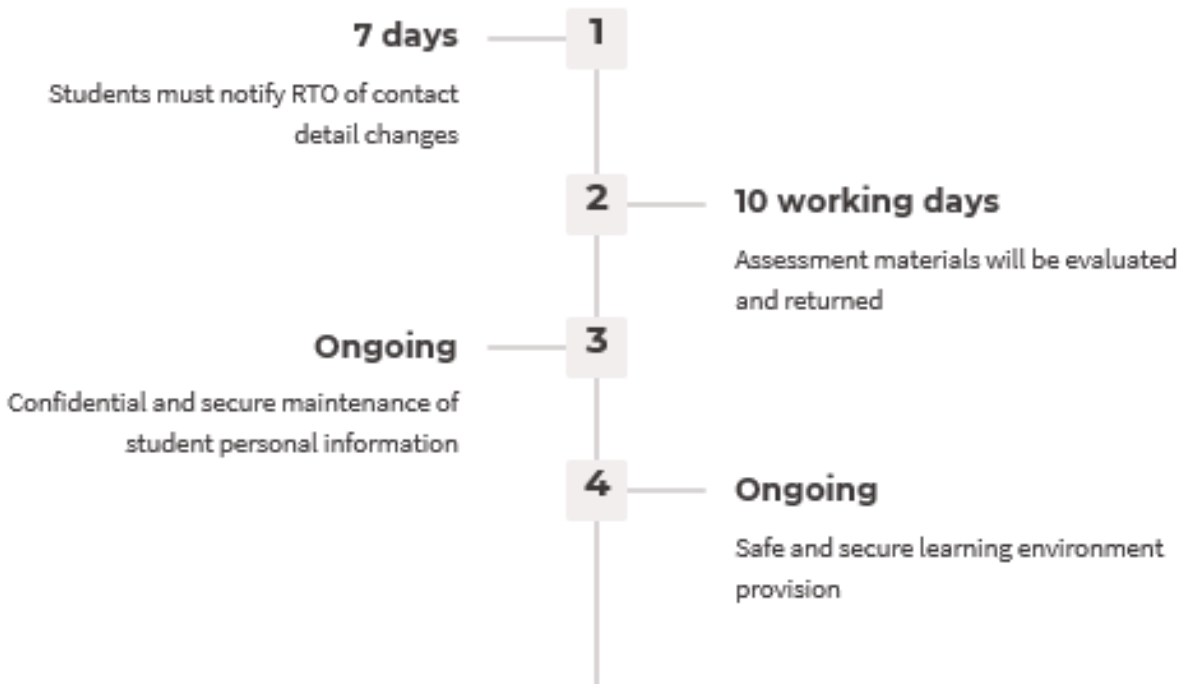
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Professional Ethics and Interpersonal Relations

Student Responsibilities	Student Rights
• Demonstrate respect for diverse values, beliefs, and cultural perspectives within the academic community • Maintain collaborative and professional standards of conduct in all interactions • Utilize institutional resources solely for their intended educational purposes • Refrain from any form of harassment, discrimination, or behavior that creates a hostile learning environment • Approach conflict resolution through constructive dialogue and appropriate institutional channels • Respect institutional property and the personal belongings of others	• Have personal values and beliefs respected within the academic community • Receive fair and equitable treatment by all institutional personnel and fellow students • Participate in a learning environment that fosters collaborative and professional interactions • Receive respect for their person and property throughout their educational experience

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Key Institutional Commitments



These key institutional commitments represent the RTO's dedication to providing timely service and maintaining a secure educational environment for all students.

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