

Student Code of Conduct

Purpose

A Student Code of Conduct provides all students and staff with description of the behaviours expected of students while undertaking education and training with Site Institute.

The Student Code of Conduct applies to all students enrolled with Site Institute.

The Student Code of Conduct applies to use of the organisation's resources, networks, and education and support services when in class, undertaking class activities, on-line activities, excursions, or any other academic activity associated with the organisation.

Students are expected to, at all times:

- act in accordance with the Student Code of Conduct
- comply with all Commonwealth, State and Territory legislation and regulatory requirements
- comply with all reasonable directions given by the RTO's staff and trainers/assessors
- read and comply with the organisation's policies and procedures
- meet all course requirements to the best of their abilities relevant to the education and training undertaken with the organisation, which includes regular attendance and engagement in learning, academic activities, and meeting the course assessment requirements
- not to commit plagiarism or any form of cheating
- treat all staff and students with courtesy, respect and dignity
- use all learning and support resources and facilities, including IT resources in a manner that does not impede learning, or the learning of other students
- avoid interfering, or disrupting any training, teaching, learning, assessment, or any other academic activity of the organisation
- conduct themselves in a professional manner whilst undertaking vocational placement, excursions or other forms of industry related training and assessment activities
- ensure that the organisation's reputation is not adversely affected by their behaviour.

Suspension or cancellation on the grounds of misbehaviour

Site Institute may suspend or cancel a student's enrolment on the grounds of misbehaviour.

Such acts of misbehaviour will be classified into one of two categories:

- A. Academic misconduct
- B. General misbehaviour

Academic misconduct

The following include but is not limited to, the types of behaviour that constitute academic misconduct:

1. Students may not copy any document, audio-visual material, computer-based material or artistic piece from another source except in accordance with the conventions of the field of study
2. Students may not cut-and-paste or copy-and-paste from textbooks, course readings, study guides, PowerPoints, internet or any other source
3. Students may not copy and submit other people's work, including another student's work
4. Students may not use another person's concepts, results or conclusions and represent them as their own
5. In cases where the assessment task is intended to be individual work and not group work, students may not prepare an assignment collaboratively and then submit work that is substantially the same as another student's assessment.
6. Students may not ask another person to produce an assessable item for them.

General misbehaviour

The following include but is not limited to, the types of behaviour that constitute general misbehaviour, that is, where the student, while the student is engaged in study or other activity as a Site Institute student, on Site Institute premises, or other premises to which the student has access as a student of Site Institute:

1. knowingly makes any false or misleading representation about admission or enrolment
2. fails to comply with conditions agreed in the Enrolment application form or the Accepted Letter of Offer
3. fails to comply with Work Health and Safety requirements
4. breaches the Student Code of Conduct or any policies, procedures or rules of Site Institute
5. breaches the Statement of Academic Integrity
6. wilfully disobeys or disregards any lawful order or direction from a staff member of Site Institute
7. refuses to identify him or herself when lawfully asked to do so by a staff member of Site Institute
8. misbehaves in a class, meeting or other activity under the control or supervision of Site Institute
9. obstructs any member of staff in the performance of their duties
10. physically or verbally abuses, assaults or is aggressive towards a member of staff, a visitor to Site Institute, or any other person
11. harasses or intimidates another student, a member of staff, a visitor to Site Institute, or any other person, because of that person's race, ethnic or national origin, sex, marital status, sexual preference, disability, age, political conviction, religious belief or for any other reason

12. interferes with the freedom of other people to pursue their studies, carry out their functions or participate at Site Institute
13. misuses any facility in a manner which is illegal, or which is, or may be, detrimental to the rights or property of others
14. misuses, in any way, of any computing or communications equipment or capacity to which the student has access at or away from Site Institute premises, in a manner which is illegal, or which is, or may be, detrimental to the rights or property of others
15. steals, destroys or damages a facility or property of Site Institute or for which Site Institute is responsible
16. fails to comply with any penalty imposed for breach of discipline.

The print copy applies where this declaration has not been affirmed by the student on Canvas

Student Declaration

- I declare that I have read and understood the information provided to me in this Student Code of Conduct.
- I declare that I will comply with this Student Code of Conduct.

Name

Signature

Date
