

## STUDENT CODE OF CONDUCT AND RULES

Version 2.4 July 2015

### Student Code of Conduct

#### All students have the responsibility to:

- Treat other students and College staff with respect and fairness.
- Follow any reasonable direction from a member of College staff.
- Refrain from swearing, drinking and eating in classrooms and other learning areas.
- Behave responsibly by not littering, harassing fellow students or staff, damaging, stealing, modifying or misusing College or other student's property.
- Behave responsibly by not being under the influence of drugs and alcohol.
- Refrain from using mobile phones, pagers or any other electronic devices that may disrupt classes.
- Attend all scheduled classes and College activities.
- Do all assessment tasks and examinations honestly, and not engage in plagiarism, collusion or cheating.
- Follow normal safety practices, including wearing approved clothing and protective equipment and following both written and verbal directions given by College staff.
- Not to behave in a way that would offend, embarrass or threaten others.
- Comply with all lawful regulations, rules or procedures of the Institute that pertain to them.
- Pay all fees, charges and levied by the College within the required timeframe.
- Attend all meetings called by the College to discuss academic or course progress.
- Meet or carry out all activities agreed with the institute in relation to maintaining course progress or academic performance.

#### BREACH OF CONDUCT

A Student breach of conduct occurs when a student behaves in a manner described below:

- Assaults, attempts to assault or threatens a person on the College premises.
- Acts contrary to Equal Opportunity practices of the College which is committed to the prevention and elimination of discrimination on the grounds of:
  - Age;
  - Impairment;
  - Industrial activity;
  - Lawful sexual activity;
  - Marital status;
  - Physical features;
  - Political belief or activity;
  - Pregnancy;

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- Race;
- Religious belief or activity;
- Sex;
- Status as a parent or a carer;
- Personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes.
- Disobeys or disregards any lawful direction given by an officer of the College.
- Acts dishonestly or unfairly in connection with an examination, test, assignment or other means of assessment conducted by the College
- Deliberately obstructs any teaching activity, examination or meeting of the College
- Engages in any conduct or activity prejudicial to the management and good governance of the campus.
- Deliberately obstructs or attempts to deter any officer or employee of the College in the performance of their duties
- Willfully damages or wrongfully deals with any College property.
- Attends the College whilst under the influence of alcohol or affected by drugs, etc. or possesses, uses or traffics a drug of addiction or drug of dependence within the meaning of the Crimes Act 1958 or the Drugs Poisons and Controlled Substances Act 1981 or any Act in substitution thereof.
- Carries or uses such items as firearms, knives, syringes, etc as a weapon
- Fails by or within the agreed required date or period, to pay any fee or charge payable to the College
- Fails to comply with OH&S regulations or willfully places another person in a position of risk or danger
- Fails to consistently and regularly attend scheduled classes and activities so that the overall attendance for a term is less than 80%.
- Constantly interrupts class time through the use or presence of mobile phones and pagers
- Uses abusive language.
- Fails to attend meetings called to discuss academic or course progress
- Fails to carry out actions or engage in activities agreed with the institute to maintain course or academic progress.

### PRINCIPLES TO BE APPLIED IN DEALING WITH BREACHES OF CONDUCT

- The following principles of Natural Justice will apply:
  - all parties to a grievance should have the opportunity to put their case forward and have it considered
  - any allegation made against a student of the College community should be made known to the individual concerned;
  - all investigations and decisions should be made impartially;
  - confidentiality is to be strictly maintained;

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- a student or friend/advocate of that student who is involved in disciplinary procedures is not to be victimized or discriminated against because of that involvement.
- Resolution of behavioral problems is in the first instance to be attempted through discussion and mediation (with the assistance of the Student counseling personnel, if required).

### PROCEDURES APPLIED TO A BREACH OF CONDUCT

- If the matter is of a criminal nature, or the conduct places the personal safety of other students or College staff in a position of risk or danger or, there is real concern regarding willful damage or wrongful dealings of College property, the police will be notified immediately.
- In all other matters
  - Teaching and other College staff may use their own discretion as to when they deem it necessary to put the Student Code of Conduct into place.
  - Teaching and other College staff may direct a student to leave a classroom, activity or area of the College for a breach of discipline, which impacts on class learning or the performance of their duties.
- An incident report must be written, regarding the event, forwarded to the principal, and placed on the students file.
- The student will be given a copy of the Student Code of Conduct.

***For the first incident*** involving a student the following steps will be taken:

- The student will be required to speak to APSI student counsellor regarding student rights and responsibilities and the process of the Student Code of Conduct Policy. This will be confirmed in writing to the student and either handed directly to the student or forwarded to the registered address.

### ***Following this meeting***

- A formal letter of warning may be sent to the student.
- The student may be notified in writing of the College's intent to suspend their enrolment and notify DIAC or relevant authorities accordingly, in which case the student has 20 working days to appeal this decision in accordance with the requirements of the ESOS Act.
- Conditions may be imposed on the student's attendance at the College, which will be confirmed by way of a written agreement signed by both parties
- Students may be required to pay recovery costs to the extent of any damage.
- Where the breach of conduct is deemed to be of a serious nature, the nominated staff member has the discretionary powers to refer the incident to the principal.

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***For subsequent/serious instances*** involving a student the following steps will be taken:

- The student will be required to speak to the principal or his/her delegate regarding student rights and responsibilities and the process of the Student Code of Conduct Policy. This will be confirmed in writing to the student and either handed directly to the student or forwarded to the registered address.

### ***Following this meeting***

- A formal letter of warning may be sent to the student.
- Conditions may be imposed on the student's attendance at the College, which will be confirmed by way of a written agreement signed by both parties
- Students may be required to pay recovery costs to the extent of any damage.
- The student may be notified in writing of the College's intent to cancel their enrolment and notify DIAC accordingly, in which case the student has 20 working days to appeal this decision in accordance with the requirements of the ESOS Act.

## STUDENT RULES

Australian Professional Skills Institute requests that all students adhere to the following rules when attending classes on campus

### ❖ **Punctuality**

All students must be punctual to all training sessions as outlined in the delivery plan and student timetable. If you are running late, please call 6365 4386 to leave a message, or email to [service@apsi.wa.edu.au](mailto:service@apsi.wa.edu.au)

### ❖ **Absence from scheduled classes**

If you cannot attend any scheduled classes due to sickness or unforeseen circumstances, you must email to [service@apsi.wa.edu.au](mailto:service@apsi.wa.edu.au) at least 5 hours in advance. If you are an International student, you must provide medical certificate signed by a registered doctor in Australia to support your absence. Your attendance register may be adjusted upon presentation of the medical certificate.

### ❖ **Holiday Request**

Any request for extra holidays or leave periods other than listed on your timetable must be submitted in writing at least 2 weeks in advance. The granting of the holiday / leave

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is not automatic and you should not confirm your travel arrangement until you received written approval from academic director that your application has been approved. Any variation to your timetable will attract an administration fee of \$100 per variation. Your classes will be rescheduled and a new timetable will be issued to you.

### ❖ Participation both theory and practical classes

It is a condition of your enrolment that you attend all scheduled theory and practical classes (and workplace training if applicable) as outlined in your timetable. Both attendance and academic course progress are monitored on a weekly basis and APSI will report to relevant authorities if your participation or academic course progress are not satisfactory.

### ❖ E-Library Resources

APSI encourages students to access reference materials via e-library resources on T-Drive (Student) on the server. Students are also encouraged to use City of Perth Public library in the city and Alexander Library in Northbridge for research.

### ❖ Student Toilet Facilities

There are separate male/female/disabled toilet facilities in the courtyard of Wellington Fair. You can obtain access code from reception.

### ❖ Drinks and Food

No drinks or food is allowed in all classrooms and computer rooms. All food and drinks can be consumed in party room in Unit 2, student common area in Unit 12 or in the courtyard in Wellington Fair. Coffee machine is for training purpose only. You must wash your own cups and dishes after use.

### ❖ Printing and Photocopying

No personal materials are allowed to be printed by using APSI printers or photocopier in class. Printing of any personal material will attract a charge of 20cents per page. You can ask student services or course coordinator for print out if it is related to your studies.

### ❖ Parking

There is no parking facility on campus. Students can park their cars on Moore Street, around Wellington Square or in Royal Perth Hospital (Wilson) car park. Motor bicycles and bicycles may be parked above the central courtyard areas.

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### ❖ Student Behavior

Please do not use language which may be considered offensive to others. Do not interrupt anyone when they are talking. Respect others point of view even if you don't agree. Contribute to the class by actively listening, speaking and encouraging others. Strictly no foul language or swearing in class. Do not make racist and sexist comments, jokes or behavior. Any offence may lead to immediate expulsion from the Institute.

### ❖ Use of mobile phone

Turn off your mobile phone while you are in the classroom. Should you need to make a phone call, you must ask the permission of your trainer. Please try to go outside if you need to talk on the mobile phone.

### ❖ Internet Usage Policy

Please be reminded that you have read and agreed to the APSI Internet usage policy. A copy of the policy is on the student notice board if in doubt. Please shut down the computers after use.

Students are not allowed to go to YouTube and watch movies or listen to songs. This contributes to downloads.

Any student who breaks any of the above ground rules will be issued with a warning letter.

### ❖ Smoking

Smoking is not permitted at any time in the campus, or within 5 metres of any unit or near the toilets. Students can only smoke outside the carpark areas on Moore Street. Please do not smoke near the entrances.

The best way for any enquiries or request is to email to [service@apsi.wa.edu.au](mailto:service@apsi.wa.edu.au) or call (08)63654386