

01 Governance

Student Code of Conduct and Discipline Policy and Procedure 01-1027

Purpose

Students are members of both local society and MCIE's academic community with associated code of conduct and rights and responsibilities.

Students are expected to make themselves aware of and comply with the code of conduct, and with and applicable policies and regulations.

The purpose of **Student Code of Conduct and Discipline Policy and Procedure** is to outline:

- the rights and responsibilities of all students and to ensure an atmosphere of respect, understanding, and professionalism for all students;
- that MCIE respects and is committed to diversity and embraces equal opportunity;
- MCIE promotes a supportive learning environment in which students have a positive and responsible commitment to and attitude towards their studies, all fellow students and staff and the environment in which they study.

When a student fails to meet the standards expected, demonstrates inappropriate behaviour or serious misconduct (particularly when it affects others) there is a disciplinary procedure for the proper management of the issue(s).

MCIE retains the right, in cases of misconduct, to exclude a student pending investigation. Where there has been a breach (or suspected breach) of the law, MCIE may elect to report the incident to the appropriate authorities.

In the event of serious misconduct or an action by a student that can affect their/others safety, MCIE may immediately suspend a student for up to 10 working days pending investigation.

Scope

This Code of Conduct has been developed for Domestic and International Students enrolled at MCIE

Responsibility

Trainers, Heads of Department, the Manager Vocational Education & Training and Student Administration staff are responsible for ensuring this policy and related procedures are implemented.

Policy

MCIE's Expectations of the Student

Study Conduct

MCIE strives all students to graduate from MCIE with a positive experience both academically and socially. To achieve this, all students should attend all scheduled classes or sessions on time and complete and submit assessments within the expected timeframes.

Academic Support and Reassessments

MCIE offers support services to students who require assistance to achieve their education goals including academic support and re assessments. Where the student is failing to meet course progress requirements, then the 09-1002 Course Progress Monitoring Policy & Procedure will be applied including the development and monitoring of an intervention plan.

a. Student Responsibilities

MCIE expects students to:

- be aware of all rules concerning the terms and conditions of their enrolment and use of MCIE facilities
- respect all MCIE property and facilities
- respect the rights of others to use MCIE facilities
- maintain educational integrity

b. Punctuality and Time Commitments

MCIE expects students to:

- attend classes or sessions as required and submit on time
- supply accurate personal and other required information as per deadlines

c. Educational Activities

MCIE expects students to:

- be well informed about course requirements and plan appropriately

- prepare for and actively participate in learning experiences such as discussion and debate
- incorporate feedback into their learning experience and be aware of the specific rules and course requirements applying to their course of study
- conduct themselves in a professional manner while undertaking work placement and respect the confidentiality of client information made available to them as part of their placement.

d. Participation and Feedback

MCIE expects students to provide honest and constructive feedback to MCIE and its staff on the quality of training and delivery.

Individual rights

MCIE expects students to:

- treat staff and other students with respect and courtesy
- not endanger the safety of other members of the community
- show awareness of and sensitivity towards other cultures
- respect the opinions of others and engage in rational debate in areas of disagreement.
- maintain privacy as per the Privacy Act
- be free from bullying and harassment (including sexual harassment) on campus or during any MCIE activity (sponsored or controlled)
- receive fair and equitable assessment and report complain without fear or recrimination
- be provided with, and have access to, MCIE policies, procedures and student rights

a. Standards of Behaviour

This Code of Conduct establishes the following standards of behaviour as requirements of all students throughout the learning experience. At all times students must:

- abide by all rules and requirements of MCIE and respond to all lawful and reasonable directions from staff
- be aware that all forms of academic dishonesty or misconduct are unacceptable
- use all equipment and resources appropriately, legitimately and safely and follow all relevant health and safety requirements
- follow the recognised policies and procedures for complaints and appeals

b. Code of Conduct establishes the following as unacceptable

- wilfully unlawful and/or violent and/or unsafe disruptions of training and delivery activities
- bullying, assaulting, harassing, intimidating or displaying aggressive, disruptive or ill-mannered behaviour towards others
- interfering with, or causing wilful or negligent damage or defacing to any MCIE property
- theft of MCIE property or any personal property
- attending training under the influence, or in possession, of alcohol, drugs or any prohibited substance
- attending training with weapons or items likely to cause harm or intimidation to others at any time
- smoking within the building, in the lifts or in fire exits
- discriminating against anyone on the grounds of gender identity, sexual orientation, marital, parental or carer status, pregnancy, breastfeeding, age, physical features, impairment, race, ethnicity, political or religious belief or activity, or industrial activity.

Breaches of the Code of Conduct

Students who breach this Code may be subject to disciplinary action through the disciplinary procedure outlined below.

Disciplinary Procedure

Where a student's behaviour breaches the Student Code of Conduct, disciplinary action will be taken and the following will apply.

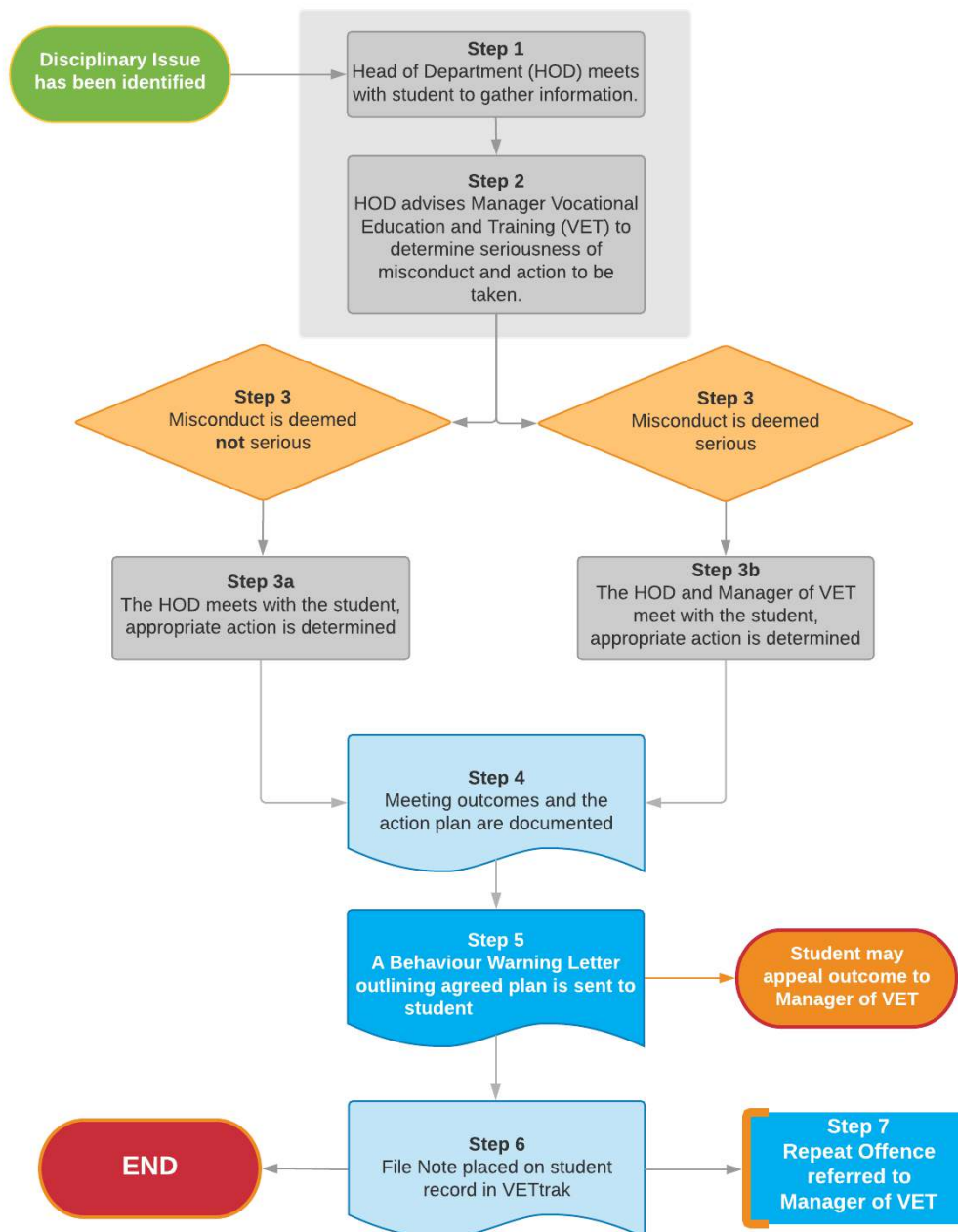
Investigation

All investigations will be conducted in a confidential manner.

- Step 1. The Head of Department will meet with the student to discuss the incident, provide the student with the opportunity to present their perspective of the incident including any supporting evidence and discuss the possible consequences.
- Step 2. The Manager of VET will meet with the Head of Department to review the incident and establish whether the incident is considered a serious misconduct and determine actions to be taken, including the consequences for the student.
- Step 3. Seriousness of misconduct determined
 - a) If the incident is not deemed as serious misconduct, the Head of Department will meet with the student to discuss appropriate actions.

b) If the incident is deemed as serious misconduct, the Head of Department and Manager VET will meet with the student to discuss appropriate actions.

- Step 4. All meetings are to be formally recorded in the Minutes of Meeting and filed on the student's file.
- Step 5. Following the meeting, a Behaviour Warning Letter will be sent to the student identifying the issue and agreed plan of action. This letter is to include the right to access the Complaints and Appeals procedure if the student feels they have been unfairly treated. All communications must be filed on the student's file.
- Step 6. A note will be placed on VETtrak to identify that a disciplinary interview has taken place and that details are filed in the student's file.
- Step 7. Any repeated or serious misconduct will be dealt with by the Manager VET.



Temporary Suspension

MCIE, after due consideration, may suspend a student for misconduct for a maximum of 4 weeks.

Expulsion

During the investigation, consideration will be given as to whether the student's behaviour constitutes cause for expulsion from MCIE. Factors that can be cited as reasons to expel a student include:

- a. impact to the safety of the student or others
- b. failure to respond to repeated action plans to correct behaviour or study issues
- c. wilful damage to others and/or property
- d. disruptive behaviour that causes discomfort to others

Monitoring, Evaluation and Review

The Director of Quality and Governance monitors, evaluates and reviews this policy and relevant procedures on an ongoing basis and suggests relevant changes to all relevant stakeholders

Related Policies, Documents and Forms

09-1002 Course Progress Monitoring Policy

06-2000 Behaviour Warning Letter