


Student Code of Conduct Policy

Version: 2.3



POLICY NAME	Student Code of Conduct 
POLICY MANAGER	Executive General Manager, Group Quality, Accreditation & Compliance
APPROVAL AUTHORITY	CEO
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1. Introduction

1) Purpose

NextEd seeks to provide a supportive teaching and learning environment that is responsive to individual student needs both inside and outside of the classroom. This document outlines the responsibility of all students regarding their expected behaviour and approach to their studies.

The Code of Conduct is established to ensure both students and staff are provided with an environment where they are free of any behaviour which may cause a negative impact.

2) Scope

This policy is an overarching Group policy and applies to:

- i) All staff of NextEd including employees and contractors;
- ii) All courses delivered by NextEd including those delivered on their behalf by education providers with whom there is a licensing arrangement. If there are any discrepancies between an affiliate's policy and these, the NextEd policy will apply.
- iii) All students (domestic and international) of NextEd brands:
 - a. Academy of Interactive Technology Pty Ltd
(also trading as Coder Academy Australia, and ISCD) RTO: 90511, Registered Higher Education Provider PRV12005, CRICOS: 02155J
 - b. International School of Colour and Design Pty Ltd (iscd) RTO: 91439
 - c. Greenwich College Pty Ltd (also trading as Greenwich English College, Greenwich Management College, Greenwich Hospitality College) RTO: 91153, CRICOS: 02672K
 - d. Brisbane Career College Pty Ltd (trading as SERO Institute) RTO: 32303, CRICOS: 03528K
 - e. Capital Training Institute Pty Ltd RTO: 88145, CRICOS: 0399B
 - f. Celtic Training Pty Ltd RTO: 40179

3) Definitions

Word/Term	Definition
Bullying	Any act that is directed at a person and causes a reasonable person to feel humiliated, intimidated, offended, in fear of harm to themselves or their property. Acts of bullying may occur in person, over the internet, through electronic and social media or through other persons.
Colluding	<p>Collusion happens when more than one student contributes to a piece of work that is submitted as the work of an individual. Collusion is any kind of cooperation that unfairly advantages a student, or group of students, over others.</p> <ul style="list-style-type: none"> A Facebook chat group is set up for a Business Unit of Study. Initially, it is used by students to ask questions around concepts of the course, as well as to discuss lecture content and weekly readings. This is legitimate cooperation. However, during an online quiz, students begin using this chat group to ask questions about the quiz and even post their answers for others to see. This is collusion. <p>It's important to remember not to share your work, and this includes after you've completed or submitted it. If you share your assignment with another student, you're guilty of collusion even if you completed the assignment on your own.</p>
Disability	The total or partial loss of a part of a person's body or bodily or mental functions; the malfunction, malformation or disfigurement of a part of a person's body; a disorder or malfunction that affects a person's learning; a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgement, or that results in disturbed behaviour. A disability may affect a person's mobility, ability to learn things or retain things learned, or ability to communicate easily. A disability may be visible or hidden, may be permanent or temporary, and may have minimal or substantial impact on a person's abilities.
Discrimination	The act of treating a person differently because of personal characteristics including but not limited to gender, race, nationality, ethnicity, religion, sexuality, socioeconomic background and disability.
Domestic Student	Any student who does not require a visa to study
Harassment	Any form of unwelcome and unreciprocated behaviour, which makes the situation unpleasant, humiliating or intimidating for the person who is the target of that behaviour. Harassment may be sexual or may arise from discrimination.
Natural Justice	<p>The basic principles considered central to fair decision making and which can be summarised as follows:</p> <ul style="list-style-type: none"> The right to a fair hearing. This requires the decision maker to allow a person whose interests may be adversely affected by a decision to present his or her case; The rule against bias. This requires a decision maker to be unbiased in relation to the matter to be decided; and The rule of evidence. This requires that a decision be based on the evidence provided, and not on irrelevant issues.

Sexual assault	Sexual assault is a crime. It involves any behavior of a sexual nature that causes physical or psychological harm.
Sexual harassment	Sexual harassment involves making unwanted sexual advances, requests, comments, and unwelcome physical conduct towards another which would cause a reasonable person discomfort and offence.
Social Media	Any tool or service that facilitates comments and/or conversations over the internet and includes (but is not limited to) blogs, wikis, pod casting, RSS, social bookmarking, tagging, mash ups, virtual worlds (such as Second Life) and any social networks or networking sites including (but not limited to) Facebook, Linked In, Slack, Twitter, Pinterest and Flickr.
Staff Member	Anyone employed within the NextEd Group and includes all continuing, fixed-term, casual, adjunct or voluntary staff or who are a member of a NextEd education provider committee.
Student	A person who is currently enrolled in a course of study with the institution.
Weapon	Any object or substance, whether authentic or replica, that may cause or that may be capable of causing injury, incapacitate or threaten injury to others and creates a real or possible threat of harm.
Vaping	The action or practice of inhaling and exhaling vapour containing nicotine and/or flavouring produced by a device designed for this purpose.

1 Policy

1) Rules of Conduct

In order to provide a proper learning environment for all students, NextEd has established the following rules of conduct. This section outlines the expected behaviour of students. All students must read this student Code of Conduct and agree to the terms of the code via the student contract at admission.

2) Personal Conduct

- a) Demonstrate respect and courtesy to all staff (academic and non-academic), AIT guests and other students at all times.
- b) Maintain a cooperative and collaborative approach to inter-personal relationships.
- c) Any directions or instructions provided by any staff members must be observed.
- d) No open food or drinks are allowed anywhere except in the student lounge. Open food or drinks outside of this area will be confiscated by staff, exception for campus managed event and celebrations.
- e) Ensure that they do not become involved in or encourage discrimination against or harassment or bullying of employees, honorary appointees, consultants, contractors, volunteers any other members of the public or other students.
- f) Offensive language is not to be used by students while on campus.
- g) Aggressive behaviour, bullying or racism is not tolerated.
- h) Acts of vandalism, including graffiti will be dealt with by the police where appropriate.
- i) All equipment belonging to an iCollege education provider should be treated with respect and you should advise a staff member if anything is not working properly.
- j) General housekeeping must be undertaken before leaving the class. Please do not leave rubbish lying around but place it into the bins provided. Make sure the doors and windows are shut and lights and relevant equipment turned off.
- k) Consider others and keep the toilets and other public areas clean and hygienic after your use.
- l) A reasonable standard of dress and hygiene is to be always maintained. It is recommended that closed shoes be always worn.
- m) Read and respond when required to all official correspondence including email.
- n) Students must respect the privacy of other students and staff members.
- o) No weapons of any kind are permitted on the campus.
- p) Students may use computers only for relevant lectures or tutorials during lecturers and tutorial sessions. During tutorial periods, students must do the work assigned. You may not use the computers during this time to listen to music, use computer chat programs or play computer games.
- q) Students must not use other students' or staffs' computer equipment, property, or computer files. Any students using another student's computer account or password may be expelled.
- r) It is a student's responsibility to maintain their contact and personal profile details/information in the student information system.

- s) All parties involved in a complaint must act in a cooperative, fair, and respectful manner to achieve a resolution, and maintain regular, honest, open and unbiased communication. Victimisation of complainants, respondents, or anyone one else involved in the complaint resolution process will not be tolerated.
- t) Students are expected to report any instances of discriminatory conduct.
- u) No unauthorised software is to be installed on computers by any students.
- v) When using the Internet, students are not allowed to retrieve or view any files which may contain pornographic, violent, racist material or material which may be offensive / harmful to other students or staff. The internet is to be used as an aid for your studies only. Any student caught abusing the use of the Internet will have their Internet access suspended without warning.
- w) Students are expected to promote, maintain and embody the values of NextEd and its education providers at all times. This includes any time when students are undertaking work placements, academic or other extracurricular activities.
- x) Students must not use the NextEd (or subsidiary brands) name, intellectual property or stationery for private or business purposes without appropriate authorisation.

3) Academic Conduct

- a) Using someone else's language, thoughts, ideas, or expressions and presenting them as your own is plagiarism. If you use the words or ideas of others in your assignments, you must reference them accordingly.
- b) Contract cheating involves purchasing assessment materials from a person or service and submitting it as your own. Contract cheating (and plagiarism) are considered major misconduct and any student found to be engaging in these services will face disciplinary action.
- c) It is expected all students will attend all classes scheduled.
- d) Be punctual in attending scheduled classes so as not to disrupt the teachers/trainers. Students must be seated in class prior to the expected start time. Class times will start at the times indicated on the course timetables unless otherwise notified.
- e) ELICOS courses require 80%+ attendance as per the National Code and visa requirements. Arriving late and leaving early may be deemed as not attending.
- f) Students are not permitted to leave during the class unless permission is given by the teacher/trainer/tutor.
- g) The use of a mobile phone during class is not allowed. Mobile phones must be turned off during class.
- h) No loud or offensive behaviour, shouting, or other actions that may disrupt the learning atmosphere are allowed. Disruptive behaviour in the class is not tolerated and students who do disrupt the class will be removed and disciplined.
- i) Avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically.
- j) Behave professionally, ethically, and respectfully in all dealings with all learning partners during all external placements and practicums.
- k) Students are encouraged to collaborate/cooperate with other students as peer-to-peer learning is important. Colluding with others on individual assessment tasks is an academic integrity breach.

- l) Students are expected to observe key dates and meet deadlines. Late submissions may incur grade penalties.
- m) Teachers/trainers and staff can refuse admittance to class if you do not turn up with the prescribed WH&S clothing and equipment (PPE), if applicable.
- n) Students are not allowed to disclose or share proprietary information and information not in the public domain related to the NextEd (or subsidiary brands), including the disclosure or sharing of confidential assessment material.
- o) Students must not make any false representations regarding themselves as students of NextEd (or subsidiary brands) or of another student or staff member. Falsification of academic transcripts or other documents provided or purported to be provided by NextEd (or subsidiary brands) is strictly prohibited.

A violation of the above code of conduct will result in a warning. A second violation will result in a written warning and a meeting being scheduled with the Academic Manager (or equivalent) to explain your actions. A third violation or any serious violations of this Code will result in expulsion.

4) Online Conduct

- a) We value respectful and polite conduct. We demonstrate consideration and regard for the rights, privacy and feelings of others, and for the differences across cultural backgrounds, beliefs and abilities.

Students must act with respect for others online through, for example:

- Courtesy in all forms of communication between staff, students, clients and partners – be it in person, in writing or through electronic or social media;
- Consideration and inclusion of the views of others;
- Valuing differences between our staff, students, clients and partners;
- Responsiveness and timeliness in dealing with the requests and requirements of others engaged in study, teaching, research and administration;
- Exercising care and probity in the use of equipment and financial resources;
- Sustaining our social, physical and natural environments through responsible planning and management of resources;
- Personal presentation that is appropriate and respectful of the expectations of others; and
- Respecting personal and professional privacy in our conversations.

- b) We value integrity and professionalism in our activities and across academic, teaching and management functions. Professionalism is characterised by competency, skill, quality service delivery, and the expectation that students will conduct their duties in a responsible and conscientious manner.

Students must demonstrate Online integrity and professionalism through, for example:

- Ethical and professional conduct consistent with our policies and the requirements of accreditation agencies;
- Modelling academic integrity and ethical practice in learning, research, and assessments;
- Trust, which is modelled by responsibility, consistency and maintaining confidentiality;
- Honesty and openness in communication and actions, ensuring that information is conveyed in a timely manner;
- Mindfulness of our reputation when commenting publicly in formal settings (such as media interviews), as well as in informal settings (such as through the use of social media);
- Respect for the confidentiality of information held by NextEd's commitment to ensuring that all actions are free from any conflict of interest, and commitment to disclosing

- interests where conflict may arise or reasonably be perceived by others; and
- Adherence to *Academic Conduct* and other policies and procedures.

5) Respect for Law and Governance

Students are required to observe and comply with all relevant Federal and State laws, statutes and prescribed requirements as well as the policies and rules of NextEd.

6) Discrimination and Harassment

Students must not harass or discriminate against their colleagues, students, members of the public or other persons with whom they may interact on the grounds of (including but not limited to) sex, marital status, pregnancy, age, race, ethnic or national origin, physical or intellectual impairment or sexual preference. Such behavior may constitute an offence under several Federal Anti-Discrimination laws as well as the State Anti-Discrimination laws and will be considered a serious breach of policy. In addition, students must not harass or discriminate on the grounds of political or religious convictions.

7) Alcohol and Prohibited Drugs

No alcohol is to be consumed on premises without the express approval of the General Manager. No prohibited drugs are to be brought into campuses or other premises, and any student involved will be dismissed without warning. Any student on prescription drugs which may impair their personal safety, or the safety of other persons, should report the matter to their teacher to allow a proper evaluation to be made. E-cigarettes that contain nicotine require a prescription. E-cigarettes are not allowed in classrooms, on campus or other NextEd premises.

Any student who is suspected of having consumed alcohol or prohibited drugs or who, in the opinion of their teacher is not capable of satisfactorily performing normal duties, will be dismissed.

8) Smoke Free Workplace

By law, all workplaces must be smoke free. This includes vaping. All students must observe this requirement. Any rules relating to outdoor smoking areas, or areas near entrances or exits must be adhered to.

9) Publication

This procedure is published on each NextEd education provider's website and LMS to ensure students have up-to-date and accurate information publicly available to them.

2 Reference and Supporting Information

1) Supporting Documentation

Document name	Document type	Location
Student Contract	Contract	Internal
Student Handbooks	Publication	Internal
Academic Engagement, Progression, and Completion Policy	Policy	Internal
Student Handbook	Policy	Internal
Critical Incident Policy	Policy	Internal
TEQSA Guidance Note: Wellbeing and Safety	Policy Guidance	External
TEQSA Standard 1.3 Orientation and Progression; 2.2 Diversity and Equity; 2.3 Wellbeing and Safety; and 2.4 Student Grievances and Complaints.	Legislation	External
ASQA Users' guide to Standards for RTOs 2015. Clauses 1.7—Supporting and informing learners	Legislation	External
National Code 2018	Regulator's requirements	External

2) Change History

Version	Approval date	Approved by	Change
V1.0	04 February 2015	Group Manager, Group Accreditation & Compliance	Development of Group Policy replacing existing entity level policies
		General Manager, Technology & Design Division	
V1.1	02 March 2016	Compliance Manager, Group Accreditation & Compliance	
		General Manager, Technology & Design Division	
V1.2	07 September 2016	Group Manager, Group Accreditation & Compliance	
		General Manager, Technology & Design Division	
V1.4	24 May 2018	Group Manager, Group Accreditation & Compliance	
		General Manager, Technology & Design Division	
V1.5	15 March 2019	Group Manager, Group Accreditation & Compliance	
		General Manager, Technology & Design Division	
V1.6	10 October 2019	Group Manager, Group Accreditation & Compliance	Update to new template
		General Manager, Technology & Design Division	
V1.7	22 March 2021	Group Manager, Group Accreditation & Compliance	Removal of reference to class attendance
		General Manager, Technology & Design Division	
V2.0	30 August 2022	Chief Executive Officer	Development of iCollege Group Policy replacing existing subsidiary policies
V02/23	24 February 2023	Chief Executive Officer	New NextEd template
V2.1	24 April 2023	EGM, Group Quality, Accreditation & Compliance	Incorporation of existing Online Conduct Policy
V2.2	30 June 2023	EGM, Group Quality, Accreditation & Compliance	Logo update only
V2.3	1 September 2023	EGM, Group Quality, Accreditation & Compliance	Logo update only