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RESPONSIBLE MANAGER:	Manager Student Services
CATEGORY:	Student Information and Services
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RELATED DOCUMENTS:	PPP140 Academic Grievance Procedures PPP163 Complaints and Appeals Policy PPP141 Complaints Resolution Procedure PPP009 Access and Equity Policy PPP052 Duty of Care Statement TL115 Student Standards of Behaviour Agreement TL116 Student Behavioural Incident Form

Purpose

The student Code of conduct is to support all Institute staff and students to enjoy a safe comfortable, and supportive work/learning environment. It also describes the actions to be taken when a breach of this code occur.

Scope

The student Code of Conduct applies to all students enrolled with South West Institute of TAFE.

Student code of conduct

1. In the interest of maintaining a safe and productive teaching and learning environment students must respect the authority of Institute staff and abide by all reasonable instructions and requests.
2. Students must abide by Institute Policies and Procedures and all relevant regulations and laws.
3. Only currently enrolled students are to attend classes.
4. Students must maintain a satisfactory attendance rate.
5. All students must have in their possession their student ID and must be able to produce it upon request.
6. Students must not behave in a manner which is dangerous, discriminatory, offensive or disruptive to normal Institute activities or which is likely to negatively affect the reputation of the Institute.
7. Students must not behave in a manner which detracts from the learning, safety and wellbeing of other students and staff.
8. Students must not behave in a manner which places other students or staff in physical danger or in fear of physical danger.
9. Students must not use aggressive, threatening, discriminatory, or offensive language towards other students or staff.
10. Students must not act in an aggressive, threatening, discriminatory or offensive manor towards other students or staff.
11. Students involved in excursions or other official Institute activities away from any Institute campus are subject to the provisions of this code of conduct.
12. Students must at all times treat Institute property and facilities with care and respect.
13. Students must help to maintain a safe working environment according to all relevant Occupational and Health Safety (OHS) requirements.
14. A reasonable standard of dress is expected for reasons of safety, hygiene and health. Light footwear and long hair (unless suitably covered and/or restrained) may constitute a safety and health hazard and will not be permitted in workshops, laboratories and/or food handling areas.
15. Smoking is not permitted in any Institute building, facility, vehicle or outside areas designated as non-smoking.
16. Intoxicating liquor is strictly forbidden on Institute premises with the exception of liquor in licensed areas.
17. Students must not attend class or come onto campus under the influence of alcohol or illegal drugs.
18. All criminal activities will be reported to the appropriate authorities, these include, theft, carrying of weapons, possession and/or use of illegal drugs, assaults, and damage of goods and facilities.

19. Students operating motor vehicles, motor cycles in a dangerous and potentially harmful manner will be banned from bringing the vehicle, motor cycle, bicycle, skate board etc. onto Institute property for a period of time to be determined by the relevant manager. They may also be reported to the appropriate authority.
20. Student use of Institute computers, and in particular, their use of Internet and e-mail, are governed by the Institute "Use of ICT Facilities and services, Guidelines.

Consequences of breaches of the student code of conduct:

- A staff member may immediately suspend a student from a class or area for up to one hour or the remainder of the class.
- A Senior Educator or Team Leader may suspend a student from the Institute for a period of up to five (5) days.
- A member of the Exec team has the discretion to cancel an enrolment.
- The CEO has the discretion to permanently exclude a student from the Institute.
- For all exclusions of greater than one (1) day the student must be provided with a written notification clearly stating the reasons(s), exclusion period and end date.

Record Keeping

All breaches of the SWTAFE Student Code of Conduct must be noted and dated by the attending staff member.

For any breaches resulting in a suspension period of greater than one day the relevant staff member must complete a Student Behavioural Incident Form and the student provided with a Student Standards of Behaviour Agreement.

Process

Institute Staff will adopt a positive, constructive and pro-active approach to the management of student behaviour. Staff will investigate and sanction students in proportion to the seriousness of the incident and are encouraged to escalate issues to the appropriate staff member as required.

Appeals

Students may appeal in writing against action taken to suspend, cancel their enrolment or permanently exclude them in response to breach of the code of conduct if they consider the penalty unduly harsh or inappropriate. The student will continue to be suspended from the Institute pending the outcome of the appeal.

Appeals shall be made to the CEO or, if it is a decision of the CEO that is being appealed, the appeal will be forwarded to an Appeals Committee. This Committee shall be put together by the Executive Manager Education and consist of:

- A member of the Institute Board,
- A Senior Educator
- An Institute teaching staff member

No member of the Appeals Committee will have been directly involved with the decision being appealed. The Committee will select a chairperson and determine how it will conduct the appeals process. Written records of proceedings must be kept.

All appeals must be made in writing, signed by the student and delivered to the Office of the CEO within seven (7) days of the written notification from the Institute. Full written details of the reasons for the appeal must be provided. The appeals process will normally commence within seven (7) days of the receipt of the written appeal.

The Appeals Committee will review all documents associated to the issue and may request statements from those involved and may request interviews. All interviewees may be accompanied by an advocate or friend.

The decision of the CEO, or the Appeals Committee, in relation to an appeal shall be final. Notification of the outcome of the appeal will be forwarded to the student within one working day.

Communication

The student Code of Conduct will be distributed to all students as part of the enrolment or course orientation process. It will also be displayed in relevant student activity areas. It is also the responsibility of all staff to ensure that the Standards are regularly communicated and outlined to students.