

## PR5.4 Student Code of Conduct Procedure

<b>Responsible Officer:</b>	Chief Education and Experience Officer
<b>Functional Owner:</b>	Head of Shared Services
<b>CaR Owner:</b>	Manager of Compliance

### 1. Scope

PR5.4 Student Code of Conduct Procedure defines Open Colleges' expectations of learners in respect to the academic integrity of their assessments and general behaviour within the course including students undertaking Structured Workplace Learning or Workplace Assessments. This procedure covers:

- Breaches of the Code
- Student Code of Conduct (Appendix 1)

### 2. Breaches of the Code

Key: CFO = Chief Financial Officer, CEEO = Chief Education & Experience Officer, EMT = Education Management Team, HoP = Head of Portfolio

- An observer of a breach should provide specific information and evidence of the alleged breach.
- The HoP, CEEO and CFO will review the breach and inform the learner of the allegation
- The learner is provided an opportunity to respond to the allegation
- The EMT will review the learner's response to the allegation
- The HoP will inform the learner of the determination

See PG5.5 Guideline on Student Code of Conduct Procedures

### 3. Quality and Continuous Improvement

This Procedure is subject to systematic review, evaluation and improvement, including annual review and ongoing feedback from stakeholders

### 4. Related Forms and Documents

- PO5. Assessment Procedure
- [PG5.5 Guideline on Student Code of Conduct Procedures](#)

For internal use only: [QMS1.8 Location of QMS related documents.](#)

**How can we improve this document?**

If you can identify opportunities for us to improve this document, please email [improvements@opencolleges.edu.au](mailto:improvements@opencolleges.edu.au). This request will automatically be logged on our Continuous Improvement Register. Please include the document reference number in your email and specific details about how we can improve the document.

<b>Version:</b>	<b>Approved</b>	<b>Endorsed</b>	<b>Effective date</b>	<b>Review date</b>
7	Chief Learning Officer 13/03/17	Functional Owner 13/03/17	13/03/17	Feb 2020
<b>Version History:</b>	V2: Minor update in accordance with annual policy review (Feb 14). V2 did not require ETAB approval V3: Minor changes to reflect new organisational design and the new Standards for Registered Training Organisations 2015. V3 did not require ETAB approval. V4: Minor updates to the responsible roles. V4 did not require ETAB approval. June 2016 updated Appeals and Complaints Committee to be Divisional Management Team. V5: November 2016 update to new format V6: March 2017 updated to new format V6: February 2018 updated role titles V7: February 2019 updated role titles			
<b>Course Type:</b>	All			
<b>RTOs:</b>	Open Colleges Pty Ltd (90796) Integrated Care and Management Training Pty Ltd (90197) College of Fashion Design (3798)			
<b>Partner RTOs:</b>	Yes			

## **Attachment 1: Student Code of Conduct**

### **Integrity in academic work**

Students are expected to:

- Conduct themselves honestly and in compliance with Open Colleges' policies.
- Not engage in Plagiarism or Cheating.\*
- Actively participate in the learning process.
- Behave ethically, avoiding any action or behaviour that would unfairly disadvantage or advantage either them or another student.
- Ensure their learning activities are conducted safely and do not place others at risk of harm, including abiding by all ethics requirements.
- Be familiar with the programs and resources available to assist them in completing their course with Open Colleges.
- Not behave in any way, which impairs the reasonable freedom of other persons to pursue their studies with Open Colleges.

### **Equity and respect**

Students are expected to:

- Treat all Open Colleges' staff, Trainers and Assessors and other students with courtesy, tolerance and respect.\*\*
- Respect the rights of others to express political and religious views
- Not engage in behaviour that is obscene, dangerous or offensive to others.
- Not engage in behaviour that is unlawful, discriminatory, harassing, or bullying.
- Not engage in behaviour that is perceived to be threatening or intimidating.
- Not behave in a way that disrupts or interferes with any teaching or learning activity of Open Colleges.

### **Open Colleges' resources and reputation**

Students are expected to:

- Use and care for all Open Colleges resources in a lawful and ethical manner
- Ensure their actions or inactions as a student do not harm, or bring into disrepute, the Open Colleges' reputation or good standing
- Not misuse technology or communications facilities in a manner which is unlawful or which will be detrimental to the rights and properties of others
- Not engage in any fraudulent or corrupt conduct

\* As defined in the Glossary of Terms and the Academic Conduct Policy.

\*\* This extends to OpenSpace, work placements or work experience.