

# Student Code of Conduct

## Purpose & Legislative Background

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Melbourne Institute of Business and Commerce is committed to providing a safe, supportive, collaborative, and positive learning environment to all the students. This Code sets out Melbourne Institute of Business and Commerce expectations of students concerning their academic and personal conduct and outlines Melbourne Institute of Business and Commerce's responsibilities to students.

Clause 5.2 (e) of Standards and Standard 3 of the National Code of Practice complies with this policy.

## Scope

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This code applies to all the students of Melbourne Institute of Business and Commerce enrolled with Melbourne Institute of Business and Commerce in Australia or overseas campuses, or students representing Melbourne Institute of Business and Commerce in any event or activity in Australia or overseas. This code does not replace, but supports, legislation, relevant professional bodies' codes of conduct or awards and policies.

## The Code

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Compliance with all Melbourne Institute of Business and Commerce policies, procedures, and quality initiatives

All students are required to observe and comply with all college policies, procedures, guidelines, directives, and quality initiatives always during their enrolment at Melbourne Institute of Business and Commerce.

### **Students' rights:**

All students have the right to:

- Be treated fairly and with respect by all students and staff.
- Learn in a supportive environment that is free from harassment, discrimination, and victimisation.
- Learn in a healthy and safe environment where the risks to personal health and safety are minimised.
- Have their details and records kept private and secure according to our Privacy Policy
- Access the information Melbourne Institute of Business and Commerce holds about them.
- Have their complaints and appeals dealt with fairly, promptly, confidentially and without retribution.
- Make appeals about procedural and assessment decisions.
- Receive training, assessment and support services that meet their individual needs.
- Be given clear and accurate information about their course, training and assessment

arrangements and their progress.

- Access the support they need to effectively participate in their training program.
- Provide feedback to Melbourne Institute of Business and Commerce on the client services, training, assessment, and support services they receive.
- Be informed of any changes to agreed services, and how it affects them as soon as practicable.

## Student Obligations

Melbourne Institute of Business and Commerce expects its student to.

- Treat all people with fairness and respect and not do anything that could offend, embarrass, or threaten others.
- Not harass, victimise, discriminate against, or disrupt others.
- Treat all others and their property with respect.
- Respect the opinions and backgrounds of others.
- Follow all safety policies and procedures as directed by staff.
- Report any perceived safety risks as they become known.
- Not bring into any premises being used for training purposes, any articles or items that may threaten the safety of self or others.
- Notify us if any of their personal or contact details change.
- Provide relevant and accurate information to Melbourne Institute of Business and Commerce promptly.
- Approach their course with due personal commitment and integrity.
- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism or infringing on copyright laws.
- Hand in all assessment tasks, assignments, and other evidence of their work with a completed and signed cover sheet.
- Make regular contact with their Trainer/Assessor.
- Prepare appropriately for all assessment tasks, visits, and training sessions.
- Notify Melbourne Institute of Business and Commerce if any difficulties arise as part of their involvement in the program.
- Notify Melbourne Institute of Business and Commerce if they are unable to attend a training session for any reason at least 12 hours prior to the commencement of the activity.
- Make payments for their training within agreed timeframes, where relevant.

## Unacceptable Student Behaviour:

Unacceptable behaviour may include but is not limited to.

- Endangering the safety of self or others
- Inappropriate physical contact and/or physical violence
- Bullying and intimidation of any other person
- Being affected by drugs and/or alcohol
- Consistently disrupting the work of learning in the classroom
- Inappropriate isolation of a group member from group activities
- Putting at risk the good reputation of any other person
- Making racist or sexist comments to any other person

- Demeaning another in any way
- Constantly and inappropriately seeking attention
- Behaving in a disruptive manner such as swearing, yelling, using offensive language
- Inappropriate invasion of another's personal space
- Stealing
- Disobeying any reasonable direction by a staff member
- Viewing or distributing offensive material via the internet, e-mail, or any other means
- Use of mobile phones in the classroom environment.

If your behaviour is disruptive or unacceptable, disciplinary action may be taken against you. A trainer/assessor can ask you to leave the classroom or refuse entry to a classroom if your behaviour is disruptive or dangerous. If your behaviour threatens the safety of others, interferes with the duties of staff or other students' study or damages or threatens college property, you may be suspended.

### **Integrity in Academic Works**

Students are expected to.

- Not engage in plagiarism or other academic misconduct (Ref: *Plagiarism Policy*)
- Actively participate in the learning process.
- Attend scheduled course training activities and submit assessment tasks on time, unless unforeseen or exceptional circumstances arise.
- Behave ethically, avoiding any action or behaviour that would unfairly disadvantage or advantage either themselves or another student.
- Comply with the assessment conditions, trainer/assessor instructions, and ensure the proper use of copyright material.
- Not behave in a way that disrupts or interferes with any training or academic activity of Melbourne Institute of Business and Commerce.

### **RTO Resources**

Students have a general responsibility to safeguard, properly use and care for college resources. Fraud or theft by a student may result in dismissal or legal action.

### **Students are expected to:**

- Use and care for all college resources, such as buildings, equipment, library, information, and communication technology resources, lawfully and ethically, mindful of the need for resources to be shared by all college members.
- Not engage in behaviour that is detrimental to college property, including Melbourne Institute of Business and Commerce library sources, and course materials.
- Not misuse library, computing or communications facilities in a manner that is unlawful, or which

will be detrimental to the rights and properties of others.

Students must use college resources only for purposes related to their studies. RTO facilities and resources are necessarily provided in an accessible manner on trust to staff and students. RTO information systems, including software and computer equipment, may be used only by staff or students.

**Melbourne Institute of Business and Commerce has responsibilities to ensure that students:**

- Study in an academic environment which fosters student participation in active and collaborative learning activities that contribute towards development to knowledge, skills, and graduate attributes.
- Are considered for selection into courses or programs based on criteria that are valid, explicit, fair, and reliable.
- Enrol in courses and programs of study that are of a high standard, satisfy relevant professional requirements, are up-to-date and based on training packages and industry expectations.
- Have access to appropriately qualified academic staff and academic and learning support services.
- Have access to materials, equipment, and other resources to enable completion of academic courses.
- Receive timely, complete, clear, and accurate information in relation to the content, conditions, cost, and assessment tasks of courses.
- Receive timely and appropriate feedback on assessment tasks.
- Receive timely and appropriate information in relation to administrative procedures that apply to them.
- Have an opportunity to provide feedback on the training, learning and assessment environment.
- Study and work in a safe, harmonious, tolerant, and productive academic environment.
- Are treated with courtesy, tolerance, and respect as valued members of Melbourne Institute of Business and Commerce community.
- Are treated fairly, impartially, and consistently in all aspects of college policy, procedures, and practice.
- Are treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment.

**Breach of the Code**

A student may be suspended or have their enrolment terminated from a course for behaviour that contravenes this Code of Conduct.

**Students have a responsibility to.**

- Observe Melbourne Institute of Business and Commerce and classroom norms and this Code of Conduct

- Be courteous to staff and other students
- Behave in a manner that does not interfere with the learning of others
- Responsibly conduct themselves while at Melbourne Institute of Business and Commerce or any other college activity, excursion, or function
- Abide by the policies and rules of Melbourne Institute of Business and Commerce
- Abide by the conditions of the Student Agreement
- Management action & Responsibility

## Management Action and Responsibility

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Refer to the RSA Matrix for details.

The policy must be approved by the CEO before it takes effect