



CODE OF CONDUCT FOR STUDENTS

1.0 Policy

RELATED POLICIES AND DOCUMENTS:

Disruptive Student Incident Report

Grievance Policy

Harassment & Bullying Policy

Misconduct and Discipline Policy

International Student Satisfactory Progress policy

2.0 Introduction

The GLO College of Ministries aims to provide a positive learning environment, and no student should behave in such a way as to impair the learning process or work performance of others or in any way prejudice the good order, facility or discipline of the College.

3.0 Principles

This Code of Conduct is based on the following principles:

1. Every member of the College has the right to participate in College programs free of inappropriate behaviour that may impair the learning processes or work performance or the well-being of all individuals concerned.
2. All members of the College community have a responsibility to promote and foster positive behaviours.
3. Wherever practicable, attempts should be made to solve problems through discussion and mediation before formal procedures are invoked.
4. To support the maintenance of this Code of Conduct, the Principal has the power to impose appropriate penalties.
5. The College has a duty of care to all students who enrol in courses conducted by the College.

3.1 Behavioural responsibilities

All students have a responsibility to:

1. Respect the rights of all other members of the College "community" including upholding and encouraging application of the College's Access and Equity Policy.
2. Behave in ways that contribute to the orderly, effective and safe functioning of the College including following OHS policy and procedures.
3. Only use College property to which they are entitled to have access, and which they are qualified or being trained to use, and then use it in a careful and responsible way.
4. Comply with all lawful directions given by responsible staff while on College property or engaged in an activity sponsored or controlled by the College.



3.2 Academic responsibilities

1. Students should understand and comply with attendance requirements of courses.
2. Students should not unreasonably disrupt a class through lack of attendance or non-punctuality.
3. Students should ensure that work done and/or submitted for assessment is honestly presented, undertaken in a timely manner and that non-original material is appropriately acknowledged.

4.0 Unacceptable conduct

The College will not tolerate any antisocial, disruptive or damaging behaviour by students, or any other form of unacceptable conduct.

The following are examples of, but not limited to, unacceptable conduct:

1. Failure to comply with any reasonable instruction by a member of the staff of the College including:
 - Any instruction given to a student to identify herself/himself by the production of a student card or other means. (People who are not students can be asked by the Principal or his/her delegate to leave the training centre at any time.)
 - Any instruction relating to safety.
2. Failure to comply with the College Policy or Procedure of which it can be reasonably expected that they are aware.
3. Wilful or negligent damage to, removal of, or interference with, any property:
 - A. of the College or Student Community,
 - B. of any student or member of the staff of the College within the precincts of the College,
 - C. of any person, firm or corporation while located within the precincts of the College.
 - D. Any assault, threat or intimidation upon any person within the precincts of the College.
 - E. Any wilful false representation, whether oral or written, on a matter concerning or affecting students.
 - F. Offensive, grossly negligent or wilful conduct that adversely affects the business of the College or the work of any student or brings the College into disrepute.
 - G. Knowing publication of any confidential information of or held by the College.
 - H. Conduct within the precincts of the College that is disorderly or interferes with the comfort or convenience of others who are acting lawfully and entitled to be present.
 - I. Any alcohol or unauthorised drug consumption that adversely affects performance or safety of the users or others.
 - J. Acting dishonestly or unfairly in respect of any examination, test, assignment, or other means of assessment conducted by or on behalf of the College.
 - K. Possessing, using or trafficking in a drug of addiction or drug of dependence within the meaning of the Crimes Act 1958 or the Drugs Poisons and Controlled Substances Act 1981 or any replacement for these Acts.



- L. Engaging in any unlawful activity or behaviour whilst on College premises e.g. using or threatening to use any weapon including guns, knives and syringes.
- M. Using College computing facilities to download or distribute illegal or offensive material.
- N. Failure by or within the required date or period to pay any fee, charge or penalty reasonably imposed by the College.
- O. Acting contrary to College Policy which is committed to the prevention and elimination of discrimination on the grounds of race, sex, disability, lawful religious and political beliefs and prohibits the act of sexual harassment.
- P. Using obscene or offensive language or gestures.
- Q. Not complying with the policies and guidelines relating to the use of computing and IT equipment.

5.0 Penalties for breach of this Code

1. Where an issue of misconduct arises, every opportunity should be taken to resolve the issue by explanation and/or discussion with the parties involved prior to any summary action being taken. Where there is evidence of criminal activity, the Police will be called.

Where summary action is required, the following penalties and processes will be used:

In response to behavioural misconduct by a student:

- A. The student will be counselled and every effort made to resolve the issue.
- B. If that fails, a staff member may exclude a student from the relevant class or work area on that day;
- C. The Principal or Ministry Coordinator may exclude a student from the training centre for a specified period.

In excluding a student from a class or Campus, the relevant staff member must be aware of any duty of care that may be involved and ensure that these have been addressed prior to the exclusion being implemented.

Any exclusion must be immediately reported to the Principal.

The staff member responsible for excluding the student must document their reasons and process and ensure that this is placed on the student's file, which is retained in Student Management.

2. If there is clear evidence of misconduct by a student in relation to an assessment, the principal, after consultation with the relevant staff member and the student concerned, may:

- Assess the student as having failed in that subject,
- Request an alternate assessment, or
- Vary the student's assessment in that subject where a graded assessment is required.

A summary penalty imposed on a student under this section shall be reported in writing to the GLO Co-Director by the principal imposing the penalty not later than the next working day. The report should detail the student involved, the misconduct involved and related circumstances and the penalty imposed. A copy of the report, together with a copy of the Code of Conduct and the names of relevant contact people, will be passed to



the student by the quickest available means. A copy will also be placed on the student's file retained by Student Management.

Where the misconduct involves plagiarism, the student will be sanctioned in accordance with the College's Plagiarism Policy.

Where any party involved in the misconduct incident believes that in addition to the summary action taken against a student the misconduct warrants further disciplinary action, this recommendation will be made in writing to the Co-Director. The Co-Director may initiate an investigation in accordance with the College's Grievance Policy and Procedure.

Following investigation, if the Co-Director believes a further penalty is warranted, he/she may invoke any or all of the following and notify in writing the affected party by the quickest available means:

- demand a written apology
- cancel part or all of a student's enrolment
- Exclude the student from the College for a period up to one (1) year. If the misconduct is of a criminal nature, then exclusions for longer periods can be implemented.
- Require the student to pay the College compensation for damage caused to College or third party property on the basis of reasonable repair or replacement cost.
- Report the matter to DIC in the case of an overseas student.

Appeals process

Students who believe they have been unfairly treated under the Code of Conduct can appeal in writing to the principal of the training centre.

Referral to Grievance Policy and Procedure

In addition to the provisions of this Code of Practice, students have access at any time to the College's Grievance Procedure.

Record keeping

All reports of misconduct resulting in a penalty will be kept on the relevant student file unless the alleged misconduct is not upheld at a subsequent Appeal, when no record will be kept.

If a record is kept, a "Restricted" reference flag will be placed on the student's file.

Communication

This Code of Conduct will be distributed to all students on enrolment and displayed in relevant student activity areas. It is also the responsibility of all staff to ensure that the Code is regularly communicated and outlined to students.

Access and equity

Code of Conduct for Students Policy can be accessed via the GLO Ministries web site www.gloministries.org.au