



## Student Code of Conduct

Purpose	Outlines the Institute's Code of Conduct for students.
Location	The policy is maintained on owncloud (original: Pydio)- <a href="http://cloud.ee.edu.au/owncloud">http://cloud.ee.edu.au/owncloud</a>
Responsible	Principal
Responsible office	Principal's Office
Contact officer	TBA
Effective date	30 November 2016
Review date	30 November 2018, 30 November 2022
Modification history	Jun 2013 (V1), Nov 2016 (V2), Apr 2020 (V3)
Related documents	Student Academic Integrity Policy, Academic Integrity Framework
Authority	Approved by Council

### 1. Purpose

The purpose of this Code of Conduct is to inform students of the expected code of practice and rules of behaviour to ensure that all students at the Institute behave in a mature manner and with respect for all other students, teachers and other stakeholders. In general, it is expected that a student will:

- Be responsible for their study program.
- Treat staff and fellow students courteously and with consideration at all times.
- Maintain a reasonable standard of grooming, including appropriate standards of hygiene and clothing.
- Take reasonable care of Institute's property, equipment, and facilities.

### 2. Scope

This Code applies to all students of Elite Education Institute.

### 3. Principles

#### 3.1 Dress standards

Students are expected to dress in a manner that is neat, clean and safe at all times, as would be expected in a workplace.

#### 3.2 Alcohol and drugs on Institute's premises

Students are not allowed to consume or bring alcohol or illicit drugs onto the Institute's premises at

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any given time. Students are also not allowed onto Institute's premises or to use its facilities whilst adversely affected by alcohol or illicit drugs. The possession, use or sale of illicit substances on Institute's premises is forbidden.

### 3.3 Smoking on Institute premises

Smoking is forbidden throughout Institute's premises and facilities, including all outdoor areas immediately outside entrances to Institute's buildings.

### 3.4 Eating on Institute's premises

Eating is not permitted in classrooms or the libraries. Students are permitted to eat in the breakout areas provided at each of the Institute's premises. Students are expected to clean up after themselves and place any rubbish in the bins provided. Any appliances provided to students (e.g. fridge, microwave) are to be used for its purposes only and are left to be in a clean and orderly condition.

### 3.5 Work Health and Safety (WHS)

Elite Education Institute is committed to promoting a safe and healthy work and study environment and recognises its obligation under the WHS legislation to, so far as practicable, provide and maintain a working environment where its employees and students are not exposed to hazards. The WHS Act also requires individuals to take responsibility for their own safety in all circumstances.

### 3.6 Conduct dangerous to others

Conduct, which constitutes a danger to anyone's health, safety or personal well-being, will not be tolerated. It includes physical abuse, threatening behaviour, harassment, discrimination, possession of dangerous weapons, or the creation of a condition that endangers or threatens the health, safety or well-being of self or others.

### 3.7 Unacceptable behaviour

Conduct which disrupts staff and hinders them from delivering education programs and services or other services in an orderly manner is a breach of the Code of Conduct. This applies not only in classrooms, but in all parts of the Institute. Any individual or group behaviour, which is abusive, indecent, violent, excessively noisy, disorderly, dangerous, offensive or which unreasonably disturbs other groups or individuals is prohibited.

### 3.8 Misuse of Institute's property

Any act of misuse, vandalism, theft, malicious or unwarranted damage or destruction, defacing (including graffiti), disfiguring, or unsafe or unauthorised use of property belonging or leased to Elite Education Institute is a violation of the Student Code of Conduct.



### 3.9 Academic misconduct

An Academic Misconduct includes but is not limited to conduct that involves cheating or plagiarism and any other dishonest conduct by a student to gain academic or general advantage; or conduct that otherwise contravenes the provisions of the Institute's academic rules, policies, procedures and/or guidelines. Dishonesty in the preparation or presentation of any assessable work is therefore regarded as student academic misconduct. Forms of Academic Misconduct include (but are not limited to):

- Cheating;
- Plagiarism;
- Colluding with another person;
- Acting or helping someone else act dishonestly or unfairly in relation to an examination;
- Taking prohibited documentation into an exam;
- Not following examination or assessment rules or direction;
- Engaging in conduct related to an assessment with intention of gaining an unfair advantage;
- Submitting work that is not original.

Students engaging in any form of Academic Misconduct will be penalised in accordance with the Institute's **Student Academic Integrity Policy**. The Institute has a Zero Tolerance for any form of Academic Misconduct and has put effective measures to prevent, detect and report Academic Misconduct in place. Student awareness and understanding of Academic Integrity requirements is integral to the prevention of Academic Misconducts; as such, the Institute developed means to promote student awareness and understanding of Academic Integrity requirements (e.g. Student Orientation, Student Academic Integrity Module). Students must uphold and adhere to the Institute's Academic Integrity requirements throughout the total duration of their course of study.

### 3.10 Harassment

Harassment of any kind will not be tolerated and will be subject to disciplinary action. Please refer to the Grievance Policy and Procedures for more information on bullying and harassment.

### 3.11 Discrimination

Any form of discrimination is not acceptable at the Institute and will not be tolerated. Serious cases of discrimination will be viewed as misconduct and dealt with accordingly by the Principal.

### 3.12 Alleged Illegal Activity

If a student is alleged by a member of staff to have engaged in illegal activity under the laws of any State, Territory or Commonwealth jurisdiction, the matter shall be reported to the police of that jurisdiction for investigation.

### 3.13 Firearms and Dangerous Weapons

Firearms or replicas of firearms (including ammunition), weapons, flammables, explosives or dangerous instruments are prohibited in the Institute.



### 3.14 Classroom Rules

The Institute adopts a set of classroom rules which are in place to promote an ideal learning environment for all. These rules will be displayed in all classrooms. The rules are as follows:

- Punctuality – students must ensure that they are on time for the start of class and after lecture breaks.
- Students should always bring their textbook and where necessary, writing paper, pencils, pens and calculator.
- Students may wish to bring their own Laptops or iPads/tablets to take notes during lectures.
- Mobile Phones should be turned off at the beginning of each class and not turned back on until the class has finished.
- Mobile Phones with Cameras – Students are advised not to take pictures of the notes, the lecturer or other students in the classroom.
- Students are advised not to use iPods or any other MP3 players or personal sound systems during the class.
- Students should respect their teacher and classmates and not talk during class.
- Students should not sleep in class.
- Before leaving the classroom, students should pick up all their rubbish, and place it in the rubbish bin. Classrooms must be kept tidy.
- Students should be quiet when leaving the classroom.
- The Institute has dedicated classroom rules during examinations (referred to as 'Examination Room Rules & Guidelines'). Students are required to adhere to the Examination Room Rules & Guidelines throughout Examination Periods. Students have to follow all instructions given by the Examination Invigilator while on the Institute's premises.