

## STUDENT CODE OF CONDUCT

<b>Policy / Document Approval Body:</b>	Academic Board
<b>Date Created:</b>	20 April 2010
<b>Policy Custodian:</b>	Dean of Engineering
<b>Policy Contact:</b>	Accreditation and Compliance Manager
<b>File Location:</b>	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures
<b>Location on EIT website:</b>	<a href="https://www.eit.edu.au/about/policies-procedures/">https://www.eit.edu.au/about/policies-procedures/</a>
<b>Review Period:</b>	Three years
<b>Revision No:</b>	5
<b>Date of Revision:</b>	5 April 2022
<b>Date Approved:</b>	17 May 2022
<b>Date Commenced:</b>	24 June 2022

### 1.0 Purpose

This document outlines the standards of behaviour that are expected of all students at EIT, and the penalties that may be imposed. The purpose of this Code of Conduct is to ensure that students conduct themselves in an appropriate manner that is respectful and ethical.

### 2.0 Scope

This policy extends to all EIT students.

### 3.0 Expectations

EIT does not tolerate bullying, discrimination, harassment, sexual harassment, victimisation or vilification through any means or medium. It also has legal responsibilities to students regarding behaviour, work practices, policies or processes that may constitute unlawful discrimination, harassment, sexual harassment, victimisation or vilification. This Code of Conduct sets out standards of conduct and integrity which are consistent with the ethical values of EIT.

EIT aims to offer a harmonious learning environment in which each person respects others and their property. Students, staff and stakeholders have a right to work and study in an environment free from:

- Harassment and abuse of any kind (physical, verbal or sexual)
- Discrimination, victimization or vilification (discriminate on the basis of sex, race, sexuality, disability, cultural background, religion, marital status or age)
- Threatening behaviour and bullying of any kind (physical, verbal, social, emotional or cyber)

The Code stands beside but does not exclude or replace the rights and obligations of students of EIT under the law. Any alleged breach of the Code which falls within the scope of the disciplinary provisions of any EIT regulations will be treated in accordance with those provisions.

If students are in doubt about any aspect of their conduct or that of others they should generally raise these matters with their Learning Support Officer in the first instance.

### **3.1 Staff Responsibilities**

3.1.1 All staff are responsible for monitoring student behaviour and notifying the CEO, as required.

3.1.2 Research staff and academic leaders are expected to promote and support a culture of responsible academic and research conduct.

### **3.2 Student Responsibilities and Expectations**

Students are responsible for making themselves aware of the policies and procedures of EIT pertaining to their rights and responsibilities and to abide by these. By enrolling at EIT, students have agreed to adhere to the Student Code of Conduct.

Students are expected to:

- 3.2.1 Behave ethically and respectfully in all dealings with members of the wider EIT community, including but not limited to placements, internships, exchanges, fieldwork or other type of activity undertaken as part of study or research.
- 3.2.2 Act in a way that respects the privacy, rights, differences and welfare of all members of the EIT community, thereby refraining from harassment or discrimination against other students and staff.
- 3.2.3 Be honest and act with integrity, including academic integrity, while being respectful of other's views and adhering to EIT's Freedom of Speech and Academic Freedom Policy and Procedure and Academic Honesty and Misconduct Policy.
- 3.2.4 Participate actively and positively in the learning process. Students should attend classes as required, maintain satisfactory progress within the course and subject framework, comply with workload expectations and submit required work on time, including when working in groups.
- 3.2.5 Treat all people fairly and not discriminate.
- 3.2.6 Not use offensive language.
- 3.2.7 Not engage in unlawful behaviour.
- 3.2.8 Adhere to all safety and wellbeing protocols and not endanger or harm others
- 3.2.9 Treat on campus and online facilities and resources with respect.

This also includes not using EITs resources for illegal, private gain or the gain of a third party, or private business or commercial purposes, without prior written permission.

- 3.2.10 Behave respectfully in on campus and virtual spaces (including webinars, tutorials, online forums, communities and platforms) arranged or facilitated by EIT or where the workspace (on campus or virtual) is connected to EIT study, research or student experience.
- 3.2.11 Maintain proper use of copyright material and not breach the copyright or intellectual property rights of others.
- 3.2.12 EIT on-campus students are expected to dress in a manner that is neat, clean and safe at all times, as would be expected in a workplace. Students are also expected to wear any PPE (Personal Protective Equipment), as required.
- 3.2.13 Keep their personal information up-to-date.
- 3.2.14 Raise any issues or concerns in a timely manner.
- 3.2.15 Make payments for course fees and other fees in accordance with due dates.
- 3.2.16 Respect that EIT is an alcohol, smoke and drug free environment.
- 3.2.17 Uphold the reputation of EIT.
- 3.2.18 Comply with all EIT policies, procedures and other documents, and comply with course requirements.
- 3.2.19 Follow directions from staff of EIT with regard to safety or any matters pertaining to this Code of Conduct.
- 3.2.20 Report potential breaches of this Code of Conduct as soon as they are known.

Student researchers are expected to:

- Comply with the *Australian Code for the Responsible Conduct of Research* and EIT's Research Code of Conduct.
- Consult with Aboriginal and Torres Strait Islander peoples and respect their rights and customs, where relevant to the research being conducted.

### 3.3 Unacceptable Behaviour

Unacceptable behaviour includes, but is not limited to:

- Discrimination, harassment, abuse or physical assault, intimidating or threatening behaviour, making racist or sexist comments.
- Behaving in a disruptive manner such as swearing, yelling or using offensive language including in online interactions and surveys.
- Endangering the safety of yourself or others.
- Breaching relevant State and Commonwealth Laws, and this Code of Conduct.
- Selling, using, distributing or being in possession of drugs while attending classes or work experience.
- Wilful damage to or theft of EIT property.
- Accessing, storing, processing or transmitting any information deemed to be threatening, obscene, pornographic or harassing in nature.

### 3.4 Reporting Breaches

Students are encouraged to report any undue pressure, disturbance, or harassment by any member of staff or by any other student. Any potential breaches of this *Student Code of Conduct* should be reported to the Higher Education Manager, VET College Manager or Student Services or a staff member immediately.

Reports of breaches can be submitted in writing or verbally, clearly outlining the details, to the Higher Education Manager, VET College Manager or Student Services.

If a student needs assistance in understanding their rights and responsibilities, they should contact their Learning Support Officer for clarification. Student rights will always be respected, and EIT will not tolerate any retribution against persons who report potential breaches of this Code of Conduct.

### 3.5 Disciplinary Procedures

Processing of breaches will be undertaken as soon as possible and involved parties will be informed in writing. Where the breach is perceived as being an immediate risk to the wellbeing of students, staff or the general public, EIT will report the breach to relevant authorities, including the police. A Committee will be formed by the CEO to deal with the breach. Disciplinary options for breaches are:

- Request for apology
- Counselling
- Student monitoring
- Mediation
- Written warning
- Suspension from class
- Temporary removal from campus and/or online classes
- Cancellation of enrolment

The Committee will make a decision on whether disciplinary action should be taken based on the evidence, including any documented compassionate or compelling circumstances.

The CEO must keep a record of all alleged breaches of the Code of conduct and any penalties imposed as part of the student's official file. Reports on breaches of the Code of Conduct will be tabled at meetings of the Academic Board and Governance Board annually.

### 3.6 Appeals

If students are not satisfied with the outcome of any decision, they may lodge an appeal. Refer to the *Student Complaints, Grievances and Appeals Policy* for further details.

## 4.0 Definitions

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document, not listed below.

**Appeal** - an application made to have a decision reviewed

**Academic Integrity** refers to the values of honesty, trust, fairness, respect and responsibility in all academic endeavours, including preparing and presenting work for assessment as part of coursework or research.

**Breach** - behaviour that does not meet the requirements of this Code of Conduct, EIT's policy and procedures, Commonwealth or State legislation or the Australian Code for the Responsible Conduct of Research.

**Bullying** is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert). Source: <https://bullyingnoway.gov.au/WhatIsBullying/DefinitionOfBullying>

**Direct discrimination** happens when a person, or a group of people, is treated less favourably than another person or group because of their background or certain personal characteristics.

Direct discrimination is unlawful under federal discrimination laws if the discrimination is based on protected characteristics, such as a person's race, sex, pregnancy, marital status, family responsibilities, breastfeeding, age, disability, sexual orientation, gender identity or intersex status. Source: <https://www.humanrights.gov.au/quick-guide/12026>

**Ethical** and ethics refers to the guiding values, principles and standards that enable people to determine how things should be done and how they should act. Ethics refers to the judgements that people make and the process that determines those judgements. It is the process by which people make value-based decisions which ultimately guides their actions and behaviours.

**Harassment** can be against the law when a person is treated less favourably on the basis of certain personal characteristics, such as race, sex, pregnancy, marital status, breastfeeding, age, disability, sexual orientation, gender identity or intersex status. Some limited exemptions and exceptions apply. Source: <https://www.humanrights.gov.au/quick-guide/12040>

**Illegal drug** is the possession, use or distribution of a plant, drug or substance, which is unlawful, or for which the student does not have a prescription.

**Offensive** means conduct or language that any reasonable person would regard as offensive in the circumstances and includes, conduct or language directed at any person that a reasonable person would consider insulting or humiliating.

## 5.0 Related Documents

- Academic Honesty and Misconduct Policy and Procedure.DS
- EIT Ethics Statement.DS
- Emergency and Critical Incident Policy & Procedure.DS
- Fair Treatment and Equal Opportunity Policy.DS
- Freedom of Speech and Academic Freedom Policy.HE
- Research Code of Conduct.HE
- Safety and Security Policy - Students.DS
- Sexual Assault and Sexual Harassment Policy.DS
- Staff Code of Conduct.DS
- Student Complaints, Grievances and Appeals Policy.HE
- Student Complaints, Grievances and Appeals Policy.VET
- Student Complaints, Grievances and Appeals Procedure.HE
- Student Complaints, Grievances and Appeals Procedure.VET
- Student Consultation Policy.VET

## 6.0 Related Legislation

The following legislation is relevant to this policy, however not all are mandatory for education providers:

- [\*Age Discrimination Act 2004 \(Cwth.\)\*](#)
- [\*Australian Human Rights Commission Act 1986 \(Cwth.\)\*](#)
- [\*Copyright Act 1968 \(Cwth.\)\*](#)
- [\*Disability Discrimination Act 1992 \(Cwth.\)\*](#)
- [\*Disability Services Act 1986 \(WA\)\*](#)
- [\*Education Services for Overseas Students Act 2000 \(Cwth.\)\*](#)
- [\*Equal Opportunity Act 1984 \(WA\)\*](#)
- [\*Fair Trading Act 2010 \(WA\)\*](#)
- [\*Higher Education Standards Framework \(Threshold Standards\) 2021 \(Cwth.\)\*](#)
- [\*Privacy Act 1988 \(Cwth.\)\*](#)
- [\*Racial Discrimination Act 1975 \(Cwth.\)\*](#)
- [\*Sex Discrimination Act 1984 \(Cwth.\)\*](#)
- [\*Standards for Registered Training Organisations \(RTOs\) 2015 \(Cwth.\)\*](#)
- [\*Tertiary Education Quality and Standards Agency Act 2011 \(Cwth.\)\*](#)

## 7.0 Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.