

## P07 Student Code of Behaviour Policy

### 1.0 Purpose

- 1.1 The student code of behaviour is designed to clearly identify to students the behaviour that is expected of them throughout the duration of their course. The purpose of this procedure is to outline the system used for ensuring students meet the behaviour requirements of Central Melbourne Institute (CMI).

### 2.0 Responsibility

- 2.1 The CEO is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and implement its requirements.

### 3.0 Definitions

- 3.1 A student is anyone who is enrolled in one or more units of competency of study at Central Melbourne Institute.

### 4.0 Requirements

- 4.1 Students are always required to adhere to CMI's Student Code of Behaviour
- 4.2 CMI will ensure the Student Code of Behaviour is published in the student handbook
- 4.3 The CEO must, prior to implementation, approve any discipline actions arising from breaches of the Student Code of Behaviour
- 4.4 Any decision by the CEO in relation to student discipline can be appealed using the Institute's Complaints and Appeals procedure
- 4.5 The Student Code of Behaviour always requires the following rights and expectation to be respected and adhered to.
- i. The right to be treated with respect from others, to be treated fairly and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
  - ii. The right to be free from all forms of intimidation
  - iii. The right to work in a safe, clean, orderly and cooperative environment
  - iv. The right to have personal property (including computer files and student work) and the College property protected from damage or other misuse
  - v. The right to have any disputes settled in a fair and rational manner (this is accomplished by the Complaints and Appeals Procedure)
  - vi. The right to work and learn in a supportive environment without interference from others
  - vii. The right to express and share ideas and to ask questions
  - viii. The right to be always treated with politeness and courteously
  - ix. The expectation that students will not engage in copyright breaches, cheating or plagiarism
  - x. The expectation that students will submit work when required.
  - xi. The expectation that students will always meet the requirements, terms and conditions contained in the Student application and enrolment form including payment of fees.
  - xii. The expectation that students will maintain consistent academic performance by attending required classes and completing assessments. The required level of academic performance is 50% of scheduled sessions. Academic Performance will be reviewed at the end of each study period.

## 5.0 **Method**

- 5.1 For non-compliance with the Student Code of Behaviour the following procedure for discipline will be followed except in situations where the CEO determines that the behaviour is sufficient to warrant expulsion. Where a student has been expelled they will be unable to attend class however they will have a right of appeal under the Appeals Procedure.
- i. **Step 1**  
A member of CMI staff will contact students in the first instance and arrange a counselling meeting to discuss the issue or behaviour & to determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file.
  - ii. **Step 2**  
Where there is a second breach of the Student Code of Behaviour, students will be invited for a personal interview with the CEO to discuss the breaches further. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file.
  - iii. **Step 3**  
Should a third breach of the Student Code of Behaviour occur after the stage 2 meeting, the student will be provided with a final warning in writing & a time frame in which to rectify the issue. A copy of this letter will be included on the student's personal file.
  - iv. After the three steps in the discipline procedure have been followed, and breaches of the Code of Behaviour continue, training services will be withdrawn, and the student will be sent a student cancellation warning letter.
  - v. Failure to attend scheduled intervention meetings may result in CMI deciding to cancel a student's enrolment
  - vi. If Central Melbourne Institute intends suspending or cancelling the student's enrolment where it is not at the student's request, the student must be informed they have 20 working days to appeal. The suspension or cancelling of the student's enrolment cannot take effect until the appeal process is completed unless there are extenuating circumstances relating the student's welfare.
  - vii. If the appeal is not upheld or the student withdraws from the appeal process, then CMI must report the student to Department of Education and Department of Home Affairs (DHA) via PRISMS.
  - viii. Suspension or cancellation of the enrolment must be reported to Department of Home Affairs and may affect the status of a students' VISA.
  - ix. At any stage of this procedure, students can access CMI's complaints and appeals procedure to settle any disputes that may arise.
- 5.2 In any instance where the student misconduct is severe in nature (Alcohol and drug abuse at campus, violent and aggressive behaviour, harassment etc) the CEO or delegate has the right to issue immediate notification of suspension or cancellation. Student will be notified of the 20 working days' time to access CMI internal appeals process.