

Student Code of Conduct Policy (CC)

Colleges of Business and Technology (WA) Pty Ltd

Trading as Curtin College, a member of Navitas Pty Limited

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Document

Document Name	Student Code of Conduct Policy (CC)
Brief Description	The purpose of this Policy is to ensure that Curtin College promotes a respectful, diverse, and inclusive community where students and staff have a safe, secure, and comfortable learning environment. This Policy outlines Curtin College's standards of acceptable behaviour required by all Curtin College students and staff.
Responsibility	College Director and Principal
Initial Issue Date	01/02/2010
Authorising Body	College Leadership Team (CLT)

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
31/03/2021	6.0	Revision of entire document to bring it up to date with current expectations of students and regulatory obligations in this area.	Quality and Compliance Manager
13/04/2023	7.0	Amalgamated Student Charter, Code of Conduct and College Code of Conduct Policies.	College Leadership Team

Related Documents

Name	Location
Academic Integrity Policy	Curtin College Website
Access, Diversity, Equity and Inclusion Policy	Curtin College Website
Complaints Policy (Students); Complaint Form	Curtin College Website
Critical Incident Management Process	Curtin College Website
Sexual Harassment Prevention and Response Policy	Curtin College Website
Sexual Assault Prevention and Response Policy	Curtin College Website
IT Acceptable User Policy	Curtin College Website

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1 Purpose and Scope

Curtin College is committed to promoting a respectful, diverse, and inclusive community.

Curtin College's Student Code of Conduct outlines standards of acceptable behaviour required by all Curtin College students and staff. By ensuring appropriate standards of conduct, the College seeks to ensure that students and staff have a safe, secure, inclusive, and comfortable learning environment.

The Policy applies to all students and staff and its Partner Provider[s].

2 Policy Statement

2.1. Student Expectations

As a student of Curtin College, you can expect:

- to be treated with courtesy and respect;
- to be treated equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction;
- to be able to freely communicate and voice alternative points of view in rational debate;
- to participate in a learning environment free from harassment, bullying, vilification or abuse;
- to rely on the protection of the privacy of their personal information;
- to be able to access personal records in accord with the Australian Privacy Act 1988, subject to the provisions of the Freedom of Information Act 1982: [Freedom of Information Act](#);
- to be provided with timely and accurate information as it pertains to course[s], enrolment, and all administrative matters;
- to have reasonable access to teaching staff in private consultation outside normal contact hours;
- that assessment within course[s] will be equitably and appropriately implemented;
- to be assisted in the development of their English language proficiency (relevant to all students);
- that the facilities and equipment they use are safe and comply with occupational health and safety guidelines;
- that Curtin College staff act and present themselves in a professional manner.

2.2. Curtin College Expectations

As members of an academic environment both at Curtin College and through Curtin College's association with Curtin University, students are expected to:

- be familiar with, and abide by, Curtin College's policies and procedures;
- not engage in unlawful behaviour;
- when present on a Curtin University campus or enrolled in units delivered or co-delivered by Curtin University, to comply with all relevant Curtin University Policies and Procedures;
- uphold academic and research integrity;
- treat others with respect and courtesy;
- treat others equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction;
- not engage in conduct which may be considered as harassment, bullying, vilifying or abusive;
- attend timetabled classes, maintain consistent levels of study, and submit assessment pieces on time;
- consider academic performance feedback from teaching staff;
- maintain high standards and a professional approach to their study program;
- commit to continually improving their English language proficiency and communication skills;
- fulfil requirements imposed by sponsorship bodies and complete the course requirements within the specified timeframe;
- to produce proof of identity and, if appropriate, proof of authorised access to any College facility when requested to do so by a Staff member;
- not make or publish false statements relating to the College;
- be responsible in all forms of social media including maintaining respect for the social media audience and having an understanding of the IT Acceptable User Policy;

- represent the College to others in a responsible and respectful manner;
- stay up to date with College communications;
- to meet their financial obligations to the College including timely payment of fees, charges and other costs associated with Enrolment;
- respect the importance of professional boundaries between staff and students;
- dress in an appropriate manner for the learning environment.

2.3. Behaviours Appropriate to a Learning Environment

To comply with this *Student Code of Conduct Policy*, and therefore maintain current enrolment at the College, students are expected, at a minimum, to comply with the following behavioural guidelines:

- comply with all College Policies;
- demonstrate mutual respect for College staff, and fellow students;
- prepare for each class by undertaking the required reading, and completing all necessary tutorial or laboratory work;
- attend and actively participate in classes;
- attempt and submit assessment as specified in Unit Outlines, Moodle and on exam timetables;
- arrive at classes at the scheduled class commencement time;
- work to the best of their ability;
- participate actively in learning activities;
- endeavour to use the English language as a communication medium at all times whilst on campus (relevant to students with English as a second language);
- avoid all forms of academic misconduct;
- provide feedback when evaluating units and members of teaching staff;
- refrain from activities that might negatively impact on other members of the College or campus community;
- turn off all mobile and paging devices during class times and examinations;
- do not eat or drink in classrooms;
- be aware of their responsibilities within their courses and program of study, and
- abide by any other rules of classroom and examination behaviour as determined by, and/or negotiated with, their teacher.

2.4. Discrimination and Harassment (including Sexual Harassment or Sexual Assault)

Curtin College recognises the right of all students and staff to work and study in an environment free from discrimination and harassment based on gender, age, sexual preference, impairment, religion, race, colour, national or ethnic origin, or language.

Discrimination or harassment of staff or students, by any member of the teaching and learning environment, is unacceptable, and contrary to the core educational and employment values that Curtin College upholds. All members of the College are expected to maintain an environment where cultural differences are accepted and respected, and individuals are able to participate fully in academic life, free from all discrimination and harassment.

Curtin College supports the right of individuals to their personal privacy and unequivocally prohibits sexual harassment, including but not limited to inappropriate physical contact, comments of an overtly or subtly sexual nature, and sharing of another individual's private images without their consent.

Humour based on discrimination and harassment may, in certain circumstances, constitute harassment.

Curtin College will treat claims of discrimination and/or harassment seriously, and all claims will be thoroughly investigated confidentially to protect complainants and witnesses from further harassment and victimisation.

For further information on what constitutes discrimination, harassment (including sexual harassment), and bullying, refer to [**Curtin College's Sexual Harassment, Prevention and Response Policy**](#)

2.5. Smoking

All Curtin College and Curtin University campuses are non-smoking. Smoking is not permitted anywhere on campus and student found to be in breach of this rule will be subject to disciplinary procedures.

2.6. Breaches of the Code of Conduct

Curtin College students who breach any of the expectations, behaviours, or guidelines outlined in this Code of Conduct Policy may be considered to have engaged in official misconduct. In addition, a student who engages in any of the following activities may also be considered to have engaged in misconduct:

- Endangers the health or safety of any person at the College or on the campus;
- Unlawfully assaults, or attempt to assault another member of the College or campus community;
- Engages in dishonest behaviour;
- Damages or abuses Curtin College or campus property.

2.7. Reporting Breaches of the Code of Conduct

A person may report possible student misconduct to a relevant senior staff member. Any such report should be made as soon as possible after the person reporting becomes aware of the misconduct in question and should be confirmed in writing. The report needs to cover:

- when the incident took place,
- who was involved,
- what happened and
- the desired outcome.

The report should be emailed to support@curtincollege.edu.au or submitted to Reception and will be assigned to the relevant senior manager to investigate the allegations.

2.8. Responding to Allegations of Misconduct

Upon receipt of an allegation of misconduct the responsible staff member may take any immediate action necessary to ensure the ongoing safe operation of Curtin College (for a Critical Incident, refer to the [Critical Incident Management Process](#)).

A relevant senior staff member will investigate any allegation of misconduct in a timely manner and may refer the allegation of misconduct, upon preliminary investigation, onto the Academic Director, the College Director and Principal, or an appropriate external authority, such as the police.

Students can expect the following actions to occur once an allegation is under investigation:

- Where an allegation of student misconduct is made the student will be informed, in writing of this allegation by the relevant senior staff member.
- The student will have opportunity to respond to the misconduct allegation in person, either on campus, online with seven days or receiving the written notification and may be accompanied by a support person.
- The student will be advised in writing of the outcome and of any penalty following the meeting and investigation.
- Where a student fails to respond within the timeframe advised, the relevant senior staff member may proceed to a final determination of the matter, including implementation of any penalty.

2.9. Penalties for Misconduct

If it is determined that a student has engaged in official misconduct, they may be subject to any, or a combination, of the following penalties:

- Official reprimand / Warning;
- Probation;
- Suspension for a specified period of time;
- Termination from the College indefinitely.

Any money owed by a Student pursuant to this Policy is payable as a debt and may be recovered by the College.

No academic Award shall be conferred on a Student charged with a breach of obligation under this Policy until after the charge has been dealt with in accordance with this Policy, the Student Code of Conduct Procedures, unless otherwise decided by the College Director and Principal (or nominee).

2.10. Appeal

A student who has had a penalty imposed as a result of misconduct may appeal, through **Curtin College's Complaints Policy**, against the penalty imposed. [Policies & Procedures - Curtin College](#).

3 Compliance

3.1. General

The Curtin College Director and Principal and the Academic Director will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy through the College website, digital campus, communication and support from Student and Academic Services and Support teams at Orientation.

3.2. Accountabilities and Responsibilities

Students are expected to conduct themselves in accordance with this Policy and to seek guidance in the event of uncertainty as to their application.

Staff members are responsible for ensuring that breach of Code of Conduct is responded to in accordance with the principles outlined in this Policy and acted upon or referred to the appropriate area of the College for resolution.

The College Director and Principal is responsible for the implementation and review of this Policy and the Student Code of Conduct Procedures made under this Policy.

3.3. Review

This Policy is reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines.

This review process aims to ensure alignment to appropriate strategic direction of Curtin College and continued relevance to Navitas' current and planned operations.

3.4. Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	College Director and Principal	Policy HUB and Curtin College website	Perpetual until replaced by updated version	Archived in the Policy HUB