



Student Code of Conduct (V2)

Date	Action	Version
07 October 2015	Policy developed	1.0
16 August 2017	Review	1.0
21 August 2019	Review	1.0
01 May 2020	Update	2.0
December 2021	Review	

Authority: Approved by PEO

1. Purpose

The purpose of this Code of Conduct is to inform students of the Code of Practice and Rules of Behaviour and 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 Vocational Institute (EEVI).

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 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 and drinking on Institute's premises

Eating is not permitted in classrooms or the libraries.

3.5 Work Health and Safety (WHS)

Elite Education Vocational 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 Vocational Institute is a violation of the Student Code of Conduct.

3.9 Academic misconduct

Students must comply with EEVI's Academic Integrity requirements and standards as outlined on the **Academic Integrity Policy**. Any form of Academic Misconduct is deemed a serious breach of the Student Code of Conduct and will have serious consequences. **Academic misconduct** includes but is not limited to



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

- (a). Cheating: behaving deceitfully or dishonestly in examinations, in the preparation of assessable items and during in-class tests;
- (b). Fabrication: intentional and unauthorised falsification or invention of any information or citation in an academic exercise;
- (c). Intentionally or recklessly facilitating academic dishonesty by other students;
- (d). Providing an assessment item, or providing access to an assessment item to others, either directly or indirectly, in circumstances where it is reasonably foreseeable that that it will be used dishonestly.
- (e). Deceitful behaviour by which it is sought to gain some unfair or dishonest advantage either for yourself or for another person;
- (f). Misleading ascription of authorship (including claiming authorship of parts of a group assignment prepared by other students);
- (g). Misrepresentation: misrepresenting data or information incorrectly, improperly or falsely;
- (h). Behaving in any way that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources;
- (i). Re-using one's own work without appropriate acknowledgement;
- (j). Using unauthorised equipment or material in an assessment item; and
- (k). Using another person to undertake an examination or assessment item in your name.

Academic plagiarism is a form of academic misconduct that involves making a false representation to gain an unjust advantage. It can include:

- (a). Falsification of data;
- (b). Using a substitute person to undertake, in full or part, an examination or other assessment item;
- (c). Reusing one's own work, or part thereof, that has been submitted previously and counted towards another course without permission from the relevant course coordinator;
- (d). Making contact or colluding with another person, contrary to instructions, during an examination or other assessment item;
- (e). Bringing material or device(s) into an examination or other assessment item other than such as may be specified for that assessment item;
- (f). Making use of computer software or other material and device(s) during an examination or other assessment item other than such as may be specified for that assessment item; and
- (g). Contract cheating or having another writer compete for tender to produce an essay or assignment and then submitting the work as one's own.

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.
- 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.