

# Student Code of Conduct and Disciplinary Procedure



## Student Code of Conduct

Students are required to follow all rules of the Ultimate Institute of Australia and the instructions from staff representing the Ultimate Institute. Students are required to act in a non-discriminatory manner at all times and respect the rights of other students, staff and visitors.

Students are also required to adhere to academic rules and regulations as directed by the Ultimate Institute of Australia or its representatives. Where a student is found to have acted in a way that the Ultimate Institute of Australia deems to be misconduct, the Ultimate Institute of Australia may implement disciplinary action in the form of suspension or cancellation of a student's enrolment.

The purpose of the Student Code of Conduct is to ensure that there is a peaceful and conducive study and work environment at the Ultimate Institute of Australia for all students and staff. This Student Code of Conduct applies to all students of the Ultimate Institute, across all courses.

## Student Rights:

All students have the right to:

- Be treated fairly and with respect by Institute staff and other students regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
- Learn in an environment free of discrimination and harassment
- Learn in a supportive and stimulating environment in which to pursue their goals
- Have access to counselling if desired or required
- Privacy concerning records that contain personal information, subject to statutory requirements
- The right to have any disputes settled in a fair and rational manner through the use of Ultimate Institute's Complaints and Appeal Procedure
- Be given information about assessment procedures at the beginning of the subject or the unit of competency and receive progressive results as they occur
- Lodge a complaint without fear of retaliation or victimisation

## Student Responsibilities:

All students have a responsibility to:

- Treat other students and Ultimate Institute of Australia staff with respect and fairness.
- Follow any reasonable direction from a member of the Ultimate Institute.
- Refrain from swearing, drinking and eating in classrooms and other learning areas
- Behave responsibly by not littering, harassing fellow students or staff, damaging, stealing, modifying or misusing the Ultimate Institute's or other student's property.
- Behave responsibly by not being under the influence of drugs and alcohol.
- Refrain from using mobile phones, pagers or any other electronic devices that may disrupt classes.
- Attend all scheduled classes
- Do all assessment tasks and examinations honestly, and not engage in plagiarism, collusion or cheating?

# Student Code of Conduct and Disciplinary Procedure



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- Follow normal safety practices, including wearing approved clothing and protective equipment and following both written and verbal directions given by the Ultimate Institute of Australia staff.
  - Not to behave in a way that would offend, embarrass or threaten others.
  - Not engage in behaviour of bullying and harassment.
  - Comply with all lawful regulations, rules or procedures of the Ultimate Institute of Australia that pertain to them.

## Breach of Conduct

A Student Breach of Conduct occurs when a student behaves in a manner described below:

- Deliberately fails to abide their student responsibilities
- Assaults, attempts to assault or threatens a person on the Ultimate Institute of Australia premises.
- Acts contrary to Equal Opportunity practices of the Ultimate Institute of Australia which is committed to the prevention and elimination of discrimination on the grounds of:
  - Age, Sex or Race
  - Impairment
  - Industrial activity
  - Lawful sexual activity
  - Marital status
  - Pregnancy
  - Physical features
  - Political belief or activity
  - Religious belief or activity
  - Status as a parent or a carer
  - Personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes.
- Disobeys or disregards any lawful direction given by an officer of the Ultimate Institute of Australia
- Acts dishonestly or unfairly in connection with an examination, test, assignment or other means of assessment conducted by the Ultimate Institute of Australia
- Deliberately obstructs any teaching activity, examination or meeting of the Ultimate Institute of Australia
- Engages in any conduct or activity prejudicial to the management and good governance of the Ultimate Institute of Australia
- Wilfully damages or wrongfully deals with any Ultimate Institute of Australia property.
- Attends the Ultimate Institute of Australia whilst under the influence of alcohol or affected by drugs
- Carries or uses such items as firearms, knives, syringes, etc. as a weapon.
- Fails by or within the agreed required date or period, to pay any fee or charge payable to the Ultimate Institute of Australia
- Fails to comply with OH&S regulations or wilfully places another person in a position of risk or danger

# Student Code of Conduct and Disciplinary Procedure



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- Constantly interrupts class time through the use or presence of mobile phones and pagers
  - Uses abusive language.

# Student Code of Conduct and Disciplinary Procedure



## Procedure for Disciplinary Action for Breach

When a student breach of conduct occurs, the following procedure for discipline will be followed:

- a. **Step 1:** A Ultimate Institute of Australia staff will contact students in the first instance 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.
- b. **Step 2:** Where the issue or behaviour continues, students will be invited for a personal interview with the Student Administration Manager to discuss this issue further. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file.
- c. **Step 3:** If the issue or behaviour continues, 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.
- d. After the three steps in the discipline procedure have been followed, if the issue or behaviour still continues, training services to the student will be withdrawn and the student will be notified in writing that their enrolment has been suspended or cancelled.
- e. Any suspension or cancellation will be undertaken in accordance with Ultimate Institute of Australia deferral, suspension and cancellation of enrolment procedure and this may affect the status of a student's visa.
- f. At any stage of this procedure students are able to access the Complaints and Appeals Procedure to settle any disputes that may arise.

## Revision history

Revision	Date	Description of modifications
1 1.0	June 2015	Policy created and approved
2 1.1	August 2016	Policy reviewed and updated
3		