William Angliss Institute

Specialist centre for foods, tourism & hospitality

2012 Student Code of Conduct

1.1 Scope

This Code of Conduct applies to all William Angliss Institute (WAI) students and staff

1.2 Preamble

The purpose of this Code of Conduct is to explain to students their obligations and responsibilities and convey WAI's principles, which are aimed at enhancing the learning experience. While this Code cannot encompass all possible situations, where direction is required beyond the provisions of the Code it must be sought from an appropriate staff member and referenced against existing and applicable policy and procedure.

1.3 Student Expectations

Students can expect that WAI will provide the following

1.3.1 Policies and Procedures

- Selection, enrolment, assessment and academic progress policies and procedures that are fair and equitable.
- A guarantee that changes to courses, administrative procedures and regulations will not be made without appropriate notice and will not disadvantage currently enrolled students, provided that satisfactory academic progress is made.
- Assurance that grievances will be dealt with quickly and satisfactorily through a clear set of procedures.
- A campus environment in which occupational health and safety standards are maintained and safety and security issues addressed.
- Assurance that WAI complies with the Privacy Act and the Freedom of Information Act and that students have access to information held about them in accordance with these Acts.
- Assurance that WAI complies with all relevant legislative requirements
- Advice to international students that the ESOS Act and the National Code provide for the Institute to advise relevant State and Federal Government Departments of certain personal details in relation to compliance with visa requirements.
- Assurance that the Institute will provide welfare and support services for students and that the Institute will operate in an environment set out in the ESOS Act and the National Code for international students.

1.3.2 Timely and Accurate Information

- Access to accurate and timely information about subjects and courses, including subject objectives, course content, assessment, workloads and attendance requirements.
- Access to accurate and clear information about financial costs and available support services to enable students to make an informed choice about their applications for study.
- Dissemination of results within a reasonable time of completion of subjects and feedback on those results by academic staff.

1.3.3 Quality of Study Programs

- Course and subject content that is up-to-date and informed by current scholarship.
- A teaching and learning environment that meets quality standards for its courses, its teaching and its physical and academic infrastructure.
- A study environment in which students are able to engage in rational debate and freely express alternative points of view in that debate.
- Reasonable access of students to academic staff for individual consultation, support and guidance.

1.3.4 Student Participation and Feedback

- The opportunity for students to provide considered feedback on their teaching and learning experience in subjects and courses.
- Assurance that feedback provided by students will be incorporated into the Institute's quality management system.
- Student representation on major decision making committees.

1.3.5 Human Rights

- A study environment that is free from harassment, discrimination and abuse of power, and one that respects the privacy of individuals.
- Treatment of students with courtesy and respect.
- Equitable treatment irrespective of gender, sexual orientation, race, ethnic or cultural background, disability, marital status, age or political conviction.

- The right to express dissent or political and religious views and the right to engage in peaceful protest, subject to complying with the laws of Australia and not endangering the safety of other students, staff or members of the community.

1.4 Student Responsibilities

During their time at WAI, the Institute expects students to assume the following responsibilities

1.4.1 Policies and Procedures

- To be aware of the policies and procedures concerning their enrolment and use of Institute facilities and to obey the statutes, regulations, policies and procedures of the Institute.
- To respect all Institute property and facilities, including the library, computing and laboratory resources, kitchens and restaurants and to respect the rights of others to use these facilities.
- To maintain academic integrity and to respect and comply with the conventions of academic scholarship.
- Not to engage in frivolous complaints or grievances where there are no demonstrable or substantiated grounds for complaint.
- To be aware of the policies and procedures concerning the wearing of Institute uniforms and to obey these regulations, policies and procedures of the Institute.

1.4.2 Timely and Accurate Information

- To attend classes in a timely manner.
- To submit work within allocated timeframes.
- To supply accurate personal and other information to the Institute according to the deadlines set by the Institute, recognising that the Institute is required to comply with the Privacy Act, the Freedom of Information Act, the ESOS Act and the National Code.

1.4.3 Educational Experience

- To be well informed about course and course requirements and to plan appropriately.
- To take joint responsibility for their learning and to accept responsibility for moving towards intellectual independence.
- To monitor their own progress in their academic program, in the context of reasonable access to academic staff for assistance and to the various academic support services.
- To prepare for, and actively participate in, their course.
- To incorporate feedback into their learning experience.
- To conduct themselves in a professional manner while undertaking professional placement and respect the confidentiality of client or commercial information made available to them as part of their placement.

1.4.4 Student participation and feedback

- To provide considered and honest feedback to the Institute and its staff on the quality of teaching and services.
- To participate actively in, and contribute to, the committees on which they are representatives or members.

1.4.5 Human rights

- To treat staff, other students and Institute visitors with respect and courtesy.
- To treat other members of the Institute community equitably, irrespective of cultural background, disability, gender, sexual orientation, marital status, age or political conviction.
- To respect the rights of other members of the Institute community to express dissent or different political or religious views, subject to those actions or views complying with the laws of Australia and not endangering the safety of other members of the community.
- To show awareness of and sensitivity towards other cultures.
- To respect the opinions of others and to engage in rational debate in areas of disagreement.

1.4.6 Standards of Behaviour

This Code of Conduct establishes the following standards of behaviour as requirements of all students throughout their course. At all times, students must:

- abide by all regulations and requirements of the Institute and respond to all lawful and reasonable directions from staff
- be aware that all forms of academic dishonesty or misconduct are unacceptable and that the Institute may take measures to test compliance
- use all equipment and resources appropriately, legitimately and safely, following all occupational health and safety requirements
- follow the recognised policy and procedures for grievance resolution.

These Standards also establish that the following behaviour is listed as unacceptable, but is not limited to:

- disruption, interruption or interfering with the rights of other students to a positive learning environment including wilful unlawful, violent or other unsafe disruptions of lectures, tutorials or other learning-based activities
- bullying, assaulting, harassing, intimidating or displaying aggressive, disruptive or ill-mannered behaviour towards others
- interfering with, or causing wilful or negligent damage or defacing, any Institute property
- theft of Institute property or any personal property attending under the influence, or in possession, of alcohol, drugs or any prohibited substance
- attending with weapons or items likely to cause harm or intimidation to others at any time
- smoking within 5–10 metres of building openings, air-conditioning intakes, gas storage areas or upon any external stairways or balconies
- Discriminating against anyone on the grounds of gender identity, sexual orientation, lawful sexual activity, marital, parental or carer status, pregnancy, breastfeeding, age, physical features, impairment, race, ethnicity, political or religious belief or activity, or industrial activity

- Breaches of the Institute's LRC student network policies
- Any other behaviour which causes significant interference with the daily operations of the Institute
- Vexatious claims against other students and members of staff
- Falsification of Institute files
- Submission of fraudulent documentation to the Institute
- Inappropriate contact of fellow students and/or staff

1.5 Breaches of the Code of Conduct

Students who breach the Standards of this Code of Conduct will be subject to disciplinary action as outlined in this policy and the Institute Student Guidelines, which for serious breaches may involve permanent expulsion from the Institute and, in cases of suspected criminal activity, may involve referral of the matter to the relevant law enforcement authority.

Whereby an alleged breach of misconduct threatens one of the following students may incur instant penalties from the relevant manager for a period of not more than 15 days during which time the informal process must commence;

- the integrity of the institute's network,
- staff and/or student wellbeing

In an instance whereby an International student is allegedly involved in the act of misconduct the International Office must be notified immediately if the student is to be suspended.

1.6 WAI Obligation

This Code of Conduct has also been developed to reflect the requirements and obligations of WAI towards staff and students under State and Federal legislation.

If you do not understand the Student Code of Conduct or would like to discuss it in more detail please contact your Senior Education or Student Support Services in Building C level 2.

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