

Student Misconduct

Policy

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Related policies and documents:	Bullying in the Workplace Prevention Health and Safety at Work Policy Managing Diversity, Access & Equity for Students Student Academic and Non-Academic Grievance / Complaints Policy Student Code of Conduct Student Duty of Care Policy Student Misconduct Policy

Purpose

This document provides the policy context for William Angliss Institute (WAI) in relation to issues of student misconduct. It is not the purpose of this policy to cover issues relating to academic misconduct.

Coverage

This policy applies to all students enrolled in a course of study delivered by WAI (including on campus and off campus delivery). All staff employed by the Institute have responsibility to ensure students have supportive and successful learning opportunities and a safe and secure environment on and off campus.

Policy

This policy refers to the Student Code of Conduct and outlines the procedures for dealing with a student who is in breach of the Code. The purpose of the Student Code of Conduct is to explain to students their obligations and responsibilities and convey the Institute's principles, which are aimed at enhancing the students' learning experience. Students are informed of the policies and procedures concerning their enrolment, student experience, behaviour and use of Institute facilities. It is the student's responsibility to follow the policies and procedures of the Institute, and act in accordance with the Student Code of Conduct.

WAI complies with all relevant legislative requirements, including occupational health and safety standards. Any grievances that may arise will be dealt with through the Student Academic and Non-Academic Grievance / Complaints Policy.

The aim of this policy is to ensure an appropriate standard of behaviour is maintained by students while they are in attendance at the Institute and that:

- All staff are informed of the Student Code of Conduct and their Duty of Care responsibilities as part of the new staff Induction process.
- All students are informed of their responsibilities regarding the Student Code of Conduct through the enrolment and orientation processes.
- All student related policies and procedures are made available for download via the Corporate website.
- Parents/guardians of full time students under the age of 18 are informed of the procedures for dealing with alleged student misconduct when a student is in breach of the Student Code of Conduct.

- Home Schools of part time Youth Learning students under the age of 18 are informed of the procedures for dealing with alleged student misconduct when a student is in breach of the Student Code of Conduct. Employers of Apprentice students under the age of 18 are informed of the procedures for dealing with alleged student misconduct when a student is in breach of the Student Code of Conduct.
- WAI operates a three-tier system of informal review, formal review, and appeal (except in emergencies or for serious incidents).

The Student Code of Conduct publication should be forwarded to the Board of Studies for comments and review every three years, at the end of the academic year prior to when this policy is due for review. Review may also take place as needed as policies and legislative requirements change.

Definitions

- **Appeal:** Formal process which allows an individual to challenge the decision of a committee.
- **Complaint:** an expression of concern, dissatisfaction or frustration with the quality or delivery of service, a policy or procedure, or the conduct of another person.
- **Duty of Care:** The obligation of a person to exercise reasonable care in the conduct of an activity. (Ref <http://www.lawhandbook.sa.gov.au/go01.php>)
- **Misconduct:** any act or omission by a student that:
 - is prejudicial to the orderly conduct of the business of WAI;
 - directly and adversely affects the Institute or any student, staff member or visitor of the Institute;
 - or
 - suspected criminal activity
- **Student:** Anyone enrolled in a course of study delivered by the Institute either on campus or off campus
- **Student Code of Conduct:** Guidelines for the behaviour of students while enrolled in William Angliss Institute courses

Legislative and/or Institute Management Context

This policy has been developed to reflect the requirements and obligations of WAI towards staff and students under State and Federal legislation including:

- Victorian Equal Opportunity Act 1995 (Vic)
- Freedom of information Act 1982 (Vic)
- Occupational Health and Safety Act 2004 (Vic)
- Human Rights and Equal Opportunity Commission Act 1986 (Cwlth)
- Racial Discrimination Act 1975 (Cwlth)
- Sex Discrimination Act 1984 (Cwlth)
- Ombudsman Act 1973 (Vic)
- Educational Services for Overseas Students Act 2007 (ESOS Act 2007)
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (National Code)
- Migration Act 1958
- Migration Regulations 1994
- Victorian Registration relevant to the education of overseas students.

Non-compliance

Established breaches of the Institute's Student Misconduct Policy and any associated procedures will be met with disciplinary action and may result in dismissal.