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Student Academic and General Code of Conduct Policy and Procedure

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Table of Contents

1. SCOPE	3
2. POLICY	3
3. STUDENT’S RIGHTS AND RESPONSIBILITIES	3
4. STUDENT CODE OF BEHAVIOUR	3
3.1 <i>Campus Rules</i>	4
3.2 <i>Classroom Policy</i>	4
5. ACADEMIC MISCONDUCT	5
5.1 <i>Disciplinary Actions</i>	5
6. GENERAL MISCONDUCT	6
6.1 <i>Disciplinary Actions</i>	7
7. PROCEDURE	7
7.1 <i>General misconduct</i>	8
7.2 <i>Academic misconduct</i>	8
8. APPEALS	10

1. SCOPE

This Policy applies to all students enrolled in a course of study with Queensford College and is the basis for the standard expected in all relation to both academic and general conduct and behaviors by which all students agree to commit to as a condition of their enrolment.

2. Policy

This Policy defines the standards of behavior which Queensford College students will conduct themselves and the penalties which may apply as a consequence for breaches of these standards of conduct. This Policy works in conjunction with Australian State and Commonwealth laws, including antidiscrimination and anti-harassment legislation. Queensford College will conduct all investigations and resulting decisions regarding alleged breaches of this Policy in a fair, unbiased and transparent manner.

3. Student's Rights and Responsibilities

When you sign and date your enrolment /written agreement form, you agree to abide by the rules and regulations set down by Queensford College.

As a student, you have a right to:

- Learn in a safe, supportive environment without harassment or discrimination
- Be informed of all assessment procedures as well as results from those assessments
- Lodge a complaint without being victimised.

As a student you also have a responsibility to:

- Be a genuine/bona fide student
- Attend class and progress in your course
- Be honest in assessments
- Treat other students and Queensford College staff with respect and fairness
- Obey reasonable directions from trainers and staff
- Not to behave in a way that could threaten, offend or embarrass others
- Pay fees as scheduled
- Follow safe working practices, including wearing footwear and using safety equipment where necessary.

4. Student Code of Behaviour

Queensford College encourages positive behaviours with a foundation of mutual respect for teachers, other Queensford College staff and fellow students. When you sign and date your enrolment/written agreement, you agree to abide by the rules and regulations set down by Queensford College.

As a student, you have a right to:

- Learn in a safe, supportive environment without harassment or discrimination.
- Be informed of all assessment procedures as well as results from those assessments.
- Lodge a complaint without being victimised.

As a student you also have a responsibility to:

- Be a genuine/bona fide student
- Attend class and progress in your course and/or respond to any contact made by Queensford College regarding current circumstances to avoid being deemed as a **non-genuine student (Student will be in breach of Code of Behaviour, if they are deemed as a non-genuine student)**
- Be honest in assessments
- Treat other students and Queensford College staff with respect and fairness
- Obey reasonable directions from trainers and staff
- Respond to any contact or communication made by Queensford College staff
- Not to behave in a way that could threaten, offend or embarrass others
- Pay fees as scheduled

4.1 Campus Rules

- Alcohol, drugs/intoxicants, weapons are not permitted on campus
- Smoking on the campus premises is not permitted (including the lifts, stairwells, student lounge and foyer)
- Follow safe working practices, including wearing footwear and using safety equipment where necessary

As our student body is made up of a diversity of students from all over the world, all students and staff are asked to adhere to the following:

- Respect others
- Be aware of other cultures
- Be respectful of other people's personal space

4.2 Classroom Policy

In the classrooms and in the computer labs, please adhere to the following:

- Turn off your mobile phones
- Do not write on the classroom desks
- Do not consume food or drink in the classrooms
- Do not chew gum in the classroom
- Do not leave valuables unattended in the classrooms
- Do not play unrelated video games

In order to maximise learning in the classroom, it is important that you:

- Participate in the lessons and group activities
- Speak English at all times – this will ensure everyone feels included

- Respect the culture of other nationalities
- Always respect Queensford College staff
- Follow the trainer's instructions
- Leave the classroom tidy

5. Academic Misconduct

Queensford College takes a serious stance in relation to upholding and protecting the academic integrity of the education and training provided to students. In this regard, the College has firm rules and resulting consequences for any student who commits any act which breaches academic integrity. Academic misconduct refers to any type of cheating that occurs in relation to a formal academic exercise. This may include (but not limited to):

- **Plagiarism** – taking the work, words or ideas of someone else and passing them off as your own without appropriate acknowledgement (e.g. cut and pasting information from the internet and using this as your response to assessment questions Submitting the work of another student as their own.

Students and staff of the College have a duty to ensure they gain the necessary academic understanding to minimise incidents of plagiarism. In this regard, Trainers must take all reasonable steps to ensure all students are educated as necessary in the appropriate skills and knowledge to avoid plagiarism.

- **Fraud** – falsifying documents (e.g. signatures/hours/activities within work placement logbooks).
- **Cheating** – deliberately copying or attempting to copy the work of other students, providing answers to other students or consulting with other students under test conditions. Seeking unfair advantage in assessment outcomes by improperly obtaining assessments or using electronic devices under test conditions.
- **Contract cheating** – buying or selling completed assessments or paying another person to complete work on your behalf.

5.1. Disciplinary Actions

Students who are proven to have committed acts of academic misconduct may be subject to the following disciplinary actions:

1. First Act – student will be given a verbal warning and may be required to undertake a reassessment which will encounter a charge of \$150, payable prior to the reassessment.
2. Second Act – student will be given a written warning and will again be required to undergo a reassessment again with a charge of \$150, payable prior to the reassessment.
3. Third Act - student will be issued with a final written warning with reassessment fees as above.
4. Fourth Act – at the discretion of the Principle Executive Officer or other delegated Officer, the student may be dismissed from the course and any future enrolments cancelled.

Other disciplinary measure may be applied instead of, or in addition to those listed above. All acts of academic misconduct will be recorded against the student's records.

6. General Misconduct

Queensford College aims to provide a safe and inclusive learning environment which provides students with the means to achieve success in their chosen studies. In this regard, the College has firm rules and resulting consequences for any student who commits any act which is in breach of Queensford College's Student Code of Conduct, the student can be deemed as a non-genuine student, and also may negatively impacts on the education and experience of others.

General misconduct on-campus and off-campus includes any behaviours of a non-academic nature, ranging from (but not limited to):

- Non-attendance and failure to notify Queensford College of non-attendance or failure to respond to contact by Queensford College regarding current circumstances
- Any action that impacts on the learning of others and the trainer's ability to teach, including (but not limited to):
 - non-participation in class activities;
 - consistently being late to class;
 - making and receiving calls or using phones for purposes not related to class activities
 - using a computer/laptop for purposes not related to class activities
- Verbal or physical aggression towards any Queensford College staff member, other students or visitors
- Intimidating behaviours, engaging in bullying, harassment, discrimination or sexual misconduct toward others
- Theft of property, of the College or belonging to staff, other students or visitors
- Intentional damage to property of Queensford College
- Smoking within the College or any other areas designated as non-smoking throughout the campus
- Failure to comply with Queensford College policies
- Bringing onto campus alcohol, drugs/intoxicants/weapons

Unacceptable behaviour by the student on-campus and off-campus:

- Discrimination, harassment, verbal abuse and physical assault
- Making defamatory, racist or sexist and/or inappropriate comments while on campus and/or on online platforms
- Intimidating and/or threatening behaviour
- Behaving in a disruptive manner such as swearing, yelling or using offensive language in any environment
- Endangering the safety of yourself or others

- Socialising publicly and/or privately with staff whilst enrolled as a student unless at an event organised and/or approved by the Registrars
- Breaching relevant State and Federal Laws, e.g. Workplace Health and Safety
- Selling, using, distributing and/or being in possession or under the influence of drugs while attending classes/work experience and during online training and assessments
- Selling, consuming, distributing or being under the influence of alcohol while attending classes/work experience and during online assessments
- Directly or indirectly engaging in any activity which could by association cause Queensford College public embarrassment or other damages
- Wilful damage to or theft of Queensford College property, or property entrusted to Queensford College's care
- Accessing, storing, processing or transmitting any information deemed to be threatening, obscene, pornographic or harassing in nature
- Failure to abide any trainers/supervisors/managers' reasonable request and/or direction
- Unauthorised use of Queensford College intellectual property including College name, logo, training manuals/materials, trademarks, designs, confidential information and copyright material
- Speaking languages other than English in classrooms and in online forums such as Skype
- Smoking inside campus buildings/classrooms or within 4 metres of a campus entrance. Smoking is not allowed in carparks and the landlord has the right to fine students up to \$200.

6.1. Disciplinary Actions

Students who are proven to have committed acts deemed as general misconduct may be subject to disciplinary measures. Measure imposed will be determined in line with the severity of the misconduct, damage, injury or harm resulting from the student's actions. These may include:

1. Formal notice to the student identifying that an act of misconduct has been committed, including a warning that any subsequent offences may result in more serious actions being taken by the College
2. Reimbursement of costs for any damage caused
3. Suspension
4. Expulsion
5. Queensford College has a no tolerance stance toward acts of misconduct involving bullying, harassment, assault, sexual harassment, discrimination or any behavior which impacts on the safety and wellbeing of others, and in such cases, instant expulsion will apply
6. Cancellation of Enrolment

7. Procedure

7.1. General misconduct

- Trainer/staff member will use their judgement to determine if the identified conduct can be managed with a verbal warning. If a verbal warning is provided, this must be documented on the student's account within Dynamics. No more than 2 verbal warnings must be issued, before the matter is referred to the RTO Manager for review and application of appropriate disciplinary action.
- Should the act of misconduct be warranted to be of a serious nature, the trainer or staff member must report this directly to the RTO Manager. The RTO Manager will seek a full account of the actions of the student from the trainer or staff member, then conduct an interview with the student in question. The RTO Manager will then impose the appropriate disciplinary action.
- Any disciplinary measures put in place, must be provided to the student in writing, detailing the misconduct and the resulting disciplinary actions imposed. This information must also be saved to the student's account in Dynamics. Student must also be provided with access to Queensford College's Complaints and Appeals Policy.
- Should it be found that a student is involved in acts of bullying, harassment, assault, sexual harassment, discrimination or any unacceptable behaviour mentioned above which impacts on the safety and wellbeing of others, instant expulsion or cancellation of enrolment will apply.
- Should it be deemed the student to be a non-genuine student, the Student Support Officer will issue a warning letter of disciplinary reasons of the student breaking the Student Code of Behaviour. Within 7 working days the student must contact the College if they disagree with the letter. If the student has made no contact, then the College will issue to the student a Notice of Intention to Report. The student can appeal against the decision made by completing a Complaints/Appeals Application Form within 20 working days of the decision being made. The appeal will be dealt with in accordance with the College's Complaints and Appeal Policy and Procedure. The student's appeal is unsuccessful or has chosen not to appeal, then the cancellation of their enrolment will be reported to both the Department of Education and Training and the Department of Home Affairs via PRISMS.

7.2. Academic misconduct

Plagiarism

Where a student has been found to have committed an act of plagiarism, the trainer must be able to produce documented evidence of the source which was plagiarised (internet, text, other student's work). The trainer must determine whether the act was deliberate or unintentional due to a lack of understanding of plagiarism or required source acknowledgement/referencing.

- If determined to be unintentional, trainer to provide a verbal warning and additional training/information regarding plagiarism and source acknowledgement/referencing.
- If determined to be intentional, for the first act of plagiarism, the trainer may use their discretion to issue a verbal warning.

- Second act of plagiarism – must be referred to Program Coordinator and/or RTO Manager and Student Services. Student Services will issue an official warning letter, to which the student will be required to provide a written response. Student will be charge re-assessment fee.
- Third act of plagiarism - must be referred to Program Coordinator and/or RTO Manager and Student Services. Student Services will issue an official warning letter, to which the student will be required to provide a written response. Decision will be made as to whether student will be permitted to re-sit assessment. If permission is given to re-sit, student will be charged re-assessment fee.
- Fourth act of plagiarism – must be referred to RTO Manager and Student Services. Student to be cancelled from the course of study.

Every act of plagiarism and resulting measure taken, must be recorded against the student’s account in Dynamics, including the unit code and assessment. This information must also be added to the Plagiarism Register.

Other Academic Misconduct (fraud, cheating, contract cheating)

Where it is found that a student has permitted another student to copy answers in an examination or assessment task, then both students will be asked to report to the RTO Manager (or delegated nominee) as soon as the incident is discovered. The Trainer must provide evidence of the alleged cheating.

Trainers must also provide evidence in relation to any other alleged acts of cheating or contract cheating

1. First Act – student will be given a verbal warning and may be required to undertake a reassessment which will encounter a charge of \$150, payable prior to the reassessment.
2. Second Act – student will be given a written warning and will again be required to undergo a reassessment again with a charge of \$150, payable prior to the reassessment.
3. Third Act - student will be issued with a final written warning with reassessment fees as above.
4. Fourth Act – at the discretion of the Principle Executive Officer, RTO Manager or other delegated Officer, the student may be dismissed from the course and any future enrolments cancelled.

In the case of presenting fraudulent documentation, e.g. signatures/hours/activities within work placement logbooks), the logbook will not be accepted and the student will be required to re-complete vocational placement hours. The expense attached to re-assessment will be payable by the student, with the fee amount to be determined by the RTO Manager as per the relative cost incurred by the College for trainer hours for re-assessment.

All acts of academic misconduct and resulting disciplinary measures/outcomes will be recorded against the student’s records.

8. Appeals

If the student wishes to appeal against the disciplinary actions made, the student may appeal through Queensford College's complaints and appeal process and complete the Complaints and Appeals Form within 20 days of the decision being made. Please refer to Queensford College Complaints and Appeals Policy and Procedure. The policy and form can also be accessed from the Institute website: www.queensford.edu.au