

<b>Audience</b>	Internal <input checked="" type="checkbox"/>	External <input checked="" type="checkbox"/>
<b>Policy ID</b>	<b>EDN-041-I-POL-Student Responsible Behaviour</b>	
<b>Responsible officer</b>	Manager International Education	
<b>Contact officer</b>	Education Manager	
<b>Endorsed by</b>	Continuous Improvement Committee (CIC)	
<b>Endorsement date</b>	27/03/2019	
<b>Effective date</b>	01/04/2019	
<b>Version</b>	Version March 2019	

**TABLE OF CONTENTS**

1. Introduction ..... 2  
    1.1 Purpose ..... 2  
2. Scope ..... 2  
3. Legislative Context ..... 2  
4. Definitions ..... 2  
    5.1 Code of Conduct ..... 2  
    5.2 Consequence of unacceptable behaviour ..... 3  
6. Procedures ..... 5  
7. Related Policies and Procedures ..... 5  
8. Implementation ..... 5  
9. Responsibilities ..... 6  
10. Attachments ..... 6  
11. Process Map ..... 6

## 1. INTRODUCTION

### 1.1 Purpose

This policy has been developed to ensure that all students are committed to support the provision of a safe, supportive and respectful learning environment, and the possible consequence of behavior misconduct.

Unacceptable behaviour is a serious concern within the learning environment because it may affect the emotional, mental and physical health of students, staff and other stakeholders. Any person is capable of engaging in unacceptable and anyone could be affected by this behaviour. This risk is minimised in an environment where everyone treats each other with dignity and respect.

## 2. SCOPE

This policy applies to all MEGT stakeholders including students and staff.

## 3. LEGISLATIVE CONTEXT

This policy complies with the following legislative framework governing the delivery of education to overseas students studying in Australia on a student visa:

- The National Code 2018 (Standard 6.9.1).

## 4. DEFINITIONS

**Education Manager:** Program Managers / Coordinators of individual academic disciplines.

**National Code 2018:** The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018

**Student:** refers to overseas students enrolled in any course at MEGT

## 5. POLICY STATEMENT

### 5.1 Code of Conduct

MEGT provides an adult learning environment. All staff and students are expected to act responsibly and take regard for the health and safety of others and to treat all staff and fellow student with courtesy and respect. All staff and students have the right to feel safe and respected in our learning environment.

Students are required to follow all rules of the Institute and the instructions from staff representing MEGT. Students are required to act in a non-discriminatory manner at all times and respect the rights of others.

MEGT policies and practices are designed to:

- Increase awareness of individuals to be sensitive to the effect that their behaviour may have on other personnel
- promote equal opportunity;
- prevent bullying and harassment taking place; and
- ensure that everyone is treated with courtesy and respect in an environment, which promotes their self-esteem.

This *Student Code of Behaviour* establishes the following standards of behaviour as requirements of all students towards the learning experience. At all times students must:

- follow all policies and requirements of MEGT
- follow all lawful and reasonable directions from staff
- respect staff and students
- ensure the safety, comfort and freedom of others

- demonstrate honest, responsible, courteous and ethical behaviour
- submit work truthfully and attribute ownership appropriately (plagiarism)
- use all equipment and resources safely, appropriately and legitimately
- maintain consistent punctuality
- allow only appropriate materials to be displayed, through appropriate avenues
- provide honest and accurate information in all appropriate matters and upon request
- use recognised MEGT procedures and processes for complaints, redress and resolutions
- follow all occupational health and safety requirements.

Additionally, this *Code of Behaviour* establishes the following standards of behaviour as unacceptable:

- bullying, assault, intimidation, or victimisation, including cyberbullying
- displaying aggressive, disruptive, disrespectful or ill-mannered behaviour and language or unwanted interaction towards others
- inappropriately interfering with, or causing wilful or negligent damage to the learning environment
- inappropriate use of IT software and hardware including email and mobile phones inside and outside course hours that impacts on MEGT students, staff and institute as a whole
- copying others work and submitting without acknowledging true ownership
- attending class session/ vocational placement/ or other campus events under the influence, or in possession, of alcohol, drugs or any prohibited substance
- attending class session/ vocational placement/ or other campus events with weapons or items likely to cause harm or intimidation to others at any time
- being constantly or deliberately disruptive in the class/ at vocational placement
- smoking on the MEGT site
- discriminating against anyone on the grounds of sex, gender identity, sexual orientation, lawful sexual activity, marital, parental or carer status, pregnancy, breastfeeding, age, physical features, disability, impairment, race, political or religious belief or activity, and industrial activity
- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours and other visual, verbal or physical conduct or attention of a sexual nature. Sexual harassment is defined in terms of the victims' perception and not the harassers' motives. Any reports of sexual harassment will be treated seriously, sympathetically and with confidentiality. A report may be made verbally, but must be made in writing to the Manager International Education to be considered formal, before any action will be taken.

The Manager International Education will have the authority to investigate any complaint in line with EDN-008-I-POL Complaints and Appeals Policy and Procedure. Details of any investigation will be recorded in writing and a copy given to both the complainant and alleged victim. Either party may exercise their right to seek the assistance of a relevant external third party.

## **5.2 Consequence of unacceptable behaviour**

MEGT supports and proactively raises the awareness of positive relationships, personal safety and professional and appropriate communication. MEGT is also reactive in responding to behaviour misconduct and/or bullying claim that is reported to a staff member.

The incident will be reported to Managers, Education Manager or International Education Manager. International Education Manager may appoint internal or external authority to conduct an investigation of the reported incident. If the incident is being deemed as behaviour misconduct or bullying, consequences will apply according to the following procedures:

**Level One**

Minor acts of uncooperative behaviour to be dealt with trainers or staff members, which may include:

- Disrupting class
- disrespecting the classroom learning environment
- inappropriate or excessive use of personal devices
- constantly talking in class or irrelevant topic
- ignoring classroom rules or instructions by trainers/ staff members.

Consequences:

- behaviour management strategies by trainers/ staff members
- additional work in class
- removal of privileges
- temporary removal of personal devices.

**Level Two**

More serious acts of misconduct and unacceptable behaviour to be dealt with Coordinator or Managers/ Education Managers, which may include:

- Verbal abuse
- racism taunts or comments
- extensive disruption to classroom learning environment
- swearing
- discourtesy
- constant refusal to classroom participation or instructions from trainer/ staff member.

Consequences:

- Students will be required to accept consequences as per Standard 9 of the National Code 2018 and may be temporarily suspended from class session over a period of weeks. Financial consequences will apply to repeat missing sessions according to the number of suspended weeks.

**Level Three**

Serious acts of misconduct, unacceptable and offensive behaviour to be dealt with International Education Managers, which may include:

- Verbal and physical abuse
- threatening behaviour
- aggressive behaviour
- obscene language
- sexual harassment
- discrimination to others
- rude gestures
- cyber bullying
- keeping weapon, carrying or using weapon on campus premises.

Consequences:

- An investigation by internal or external authority will occur according to relevant Australian laws
- students will be required to accept consequences as per Standard 9 of the National Code 2018. MEGT may cancel the enrolment as an overseas student on the basis of misbehaviour. Students will not be eligible for financial refund of the course paid to MEGT

- enrolment cancellation on PRISMS which will be reported to Department of Home Affairs.

As stated in Standard 9 of the National Code 2018 MEGT may suspend or cancel an overseas student's enrolment on the basis of misbehaviour.

MEGT will give the student notice of intention to report and the student has 20 working days to access EDN-008-I-POL Complaints and Appeals Policy and Procedure.

In the likelihood of the health and wellbeing of the student or the health and wellbeing of others is at risk the student does not have to be given the opportunity to appeal the MEGT decision to suspend or cancel enrolment.

*This may include, but is not limited to when the overseas student:*

- *is missing;*
- *has medical concerns, severe depression or psychological issues which lead the provider to*
- *fear for the overseas student's wellbeing;*
- *has engaged or threatens to engage in behaviour that is reasonably believed to endanger*
- *the overseas student or others; or*
- *is at risk of committing a criminal offence.*

(taken from National Code 2018 Standard 9 Factsheet)

## **6. PROCEDURES**

### **Students**

All students are responsible for complying with this policy including the reporting of any unacceptable behaviour incident in which they were either personally involved or that they witnessed.

### **RTO Staff**

All student services and education staff are responsible for reading and understanding this policy. Staff are to ensure that for each course intake the student code of behaviour is provided to and discussed with students during the compulsory course orientation. All staff should also encourage the reporting of all unacceptable behaviour incidents and themselves report any incidents they have been involved in or witnessed.

### **Managers - Education Managers and Manager International Education Manager**

Managers are to ensure that all staff ensure that students know and understand this policy. Managers should also encourage the reporting of all unacceptable behaviour incidents. Manager International Education is responsible for investigating any reported incidents and deciding on the most appropriate course of action.

## **7. RELATED POLICIES AND PROCEDURES**

EDN-013-I-POL Deferral, Suspension and Cancellation Policy and Procedure

EDN-010-I-POL Monitoring Course Progress Policy and Procedure

EDN-008-I-POL Complaints and Appeals Policy and Procedure

EDN-019-I-POL Critical Incident Policy and Procedure

## **8. IMPLEMENTATION**

EDN-041-I-POL – Student Support Services Policy is made available via the MEGT Intranet internally and externally on MEGT website.

**9. RESPONSIBILITIES****10. ATTACHMENTS**

[EDN-041-FORM Student Code of Behaviour Poster](#)

**11. PROCESS MAP**

N/A