



# STUDENT CODE OF CONDUCT

## RESPONSIBLE for:

- Ensuring Compliance:** Chief Executive Office/Quality Management Committee
- Directly Responsible:** State Manager and Course Coordinator
- Adhering to Policy:** All Education Training & Employment Australia Personnel

## PURPOSE

ETEA’s responsibility is to provide an inclusive learning environment. The Student Code of Conduct has been formulated as a set of principles for all students to follow and adhere to. It provides a clear statement of what is expected of students in regards to study and personal behaviour.

ETEA expects that students will be committed to their studies, interact in a positive and respectful manner with both staff and students and operate in an ethical manner.

This policy provides details of expectations of student behaviour and study conduct as well as providing details of the possible consequences to students if they are in breach of the Student Code of Conduct.

## DEFINITIONS:

**Misconduct / Student Misbehaviour** Misconduct includes unacceptable behaviour which does not reflect safe practices or as set out in the International and Domestic Deferral of Commencement, Suspension of Studies Cancellation of Enrolment Policy and Procedure the conduct referred to herein.

**Course Study Misconduct** In this policy Course Study Misconduct includes plagiarism [intentional or unintentional], collusion and cheating in relation to a formal academic exercise.

**Plagiarism** “To take and use as one’s own thoughts, writings or inventions of another” (Oxford English Dictionary). Plagiarism therefore has two elements:

1. taking another’s work; and
2. using the work as your own

If you take another’s work but do not use it as your own – because you reference it correctly – it is not plagiarism

**Intentional Plagiarism:** Involves the deliberate act of presenting someone else’s work/ ideas as if you wrote it yourself Examples of intentional plagiarism include:

- Copying problem answers from a classmate
- Copying any assignments from a student in a previous year

**Unintentional plagiarism:** Students often do not recognise unintentional plagiarism as plagiarism (Carroll, 2002). However, it is taking another’s work and using as your own – because there is no acknowledgement of who has done the work. Unintentional plagiarism usually occurs because of a lack of understanding about what plagiarism is; and poor referencing, citing and quoting skills. Examples of unintentional plagiarism include:

- failing to indicate that some text is a direct quote (quotation marks should be used);
- paraphrasing a chapter and including the source in the reference list, but not acknowledging the source in the text;
- Composing a paragraph by joining sentences from a number of sources together and not acknowledging the sources in the text

**Collusion** A secret agreement between two or more parties for a fraudulent, illegal, or deceitful purpose.

**Cheating** Wilfully and deliberately using or gaining an unfair advantage over fellow students by flouting the rules and guidelines set down for assessments

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**ETEA affirms its commitment to:**

- high study and education standards, intellectual rigour and high-quality learning; intellectual freedom and social responsibility;
- recognition of the importance of ideas and the pursuit of critical and open inquiry; tolerance and honesty throughout the ETEA community;
- high standards of ethical behaviour
- provision of a safe and healthy work environment and systems of work;
- maintenance of equipment and facilities under the control of the company;
- provision of training for company personnel to enable them to perform their tasks safely;
- ongoing inspection and review of the work place, work practices, and procedures;
- appropriate response in the event of an incident to ensure an investigation is conducted to prevent a recurrence

**ETEA expects all students to follow the following rights as set out in the code of conduct at all times**

**Personal conduct:**

All students must:

- treat all ETEA staff, consultants, contractors, volunteers any other members of the ETEA community and other students with respect, dignity, fairness, courtesy and sensitivity;
- maintain a cooperative and shared approach to inter-personal relationships;
- act honestly and ethically in their dealings with ETEA staff, consultants, contractors, volunteers, any other members of the ETEA community and other students;
- respect the privacy of ETEA staff, consultants, contractors, volunteers any members of the public and other students
- ensure that they do not become involved in or encourage discrimination against or harassment or bullying of ETEA staff, consultants, contractors, and volunteers, any members of the public or other students;
- dress in a neat and tidy manner when participating in class room or any other activities where they are representing ETEA. The choice of clothing must be appropriate for each session. Students will be informed of special dress requirements when completing clinical placement or other activities based at external facilities. It is mandatory that students comply with ETEA’s dress code

**Course Study Conduct**

All students must:

- act ethically and honestly in the preparation, conduct, submission and publication of course work, and during all forms of assessment;
- avoid any activity or behaviour that would unfairly advantage or disadvantage another student’s course study;
- behave professionally, ethically and respectfully in all dealings with ETEA’s learning partners during placements;
- submit their work when required;
- not engage in cheating or plagiarism

**Disciplinary Procedures**

If a student breaches ETEA’s Student Code of Conduct the following disciplinary procedures will be followed:

**Step 1**

An appropriate member of the ETEA staff will contact the student in the first instance to discuss the issue of behaviour to determine how the issue might be rectified. The meeting will be documented, signed by all parties and included on the student’s personal file. The Sate Manager/ Course coordinator will determine (with the trainer who delivered the assessment where appropriate) if the student plagiarised unintentionally or intentionally. If the student plagiarised unintentionally, the student will be further educated on how to reference all work correctly, the necessity for referencing and asked to resubmit the assignment with full referencing. A time frame will be given to the student for the submission.

Where the issue requires further attention please refer to step 2

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If the misconduct constitutes criminal behaviour, ETEA may decide to suspend or cancel the student’s enrolment pursuant to the Deferral of Commencement, Suspension of Studies Cancellation of Enrolment Policy and Procedure the conduct referred to herein

**Step 2**

Where the issue or behaviour continues or the issue has not been resolved as set out in step 1, students will need to attend a personal interview with the State Manager/ Course Coordinator 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.

If the student plagiarised intentionally, the student will be asked to attend a meeting with the State Manager/ Course Coordinator to determine why this occurred and how it can be rectified. The meeting will be documented, signed by all parties and included on the student’s personal file. The student will be asked to submit a supplementary assignment or redo the assessment for the unit from which the work was plagiarised. A time frame will be given to the student. If the student fails to submit a satisfactory supplementary assignment or redo the assessments within the time frame, refer to Step 3.

Where the issue requires further attention please refer to step 3

**Step 3**

Should the issue or behaviour continue the student will be provided with a final warning in writing and a time frame in which to rectify the issue. A copy of this letter will be attached to the student’s personal file.

Where the student has failed to submit a satisfactory supplementary assignment (as set out in Step 2), the student will be invited for a personal interview with the Course Coordinator/State Manager/Student Support Officer for other courses on ETEA’s scope of delivery to discuss the issue further. This meeting and the outcomes will be documented, signed by all parties and included on the student’s personal file. If the issue requires further attention please refer to Step 4.

**Further Disciplinary Action(Step 4)**

After the 3 steps in the disciplinary procedure have been utilised and if the behaviour constitutes student misbehaviour as defined in the Deferral of Commencement, Suspension of Studies and Withdrawal/Cancellation of Enrolment Policy and all avenues exhausted training services will be withdrawn and the student will be notified in writing that their enrolment will be suspended or cancelled.

At any stage of this procedure, students are able to access ETEA’s Complaints and Appeals process.

**International Students Only**

Suspension or cancellation of your enrolment must be reported to Department of Home Affairs and may affect the status of your VISA.

Please Note: This Code of Conduct should be read in conjunction with the Deferral of Commencement Suspension of Studies, Cancellation of Enrolment Policy and Procedure

**Declaration**

**I.....have read and fully understand the above policy in relation to behaviours amongst all ETEA staff and students**

**Consequences of breaching this policy will lead to disciplinary action and may also lead to suspension or termination of course/s being undertaken**

**Student Signature.....Date.....**

**ETEA’s Representative Name.....**

**ETEA’s Representative Signature.....Date.....**

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