

## STUDENTS CODE OF CONDUCT

### RIGHTS AND RESPONSABILITIES

The adult learning environment within Insight Academy encourages and supports the participation of people from diverse backgrounds. Insight Academy's aim is for each student to have an equal opportunity to learn in a supportive environment.

### STUDENT'S RIGHTS

Insight Academy recognises that students have the right to:

- Expect Insight Academy to provide training of a high quality that recognises and appreciates their individual learning styles and needs.
- Have access to all Insight Academy's services regardless of educational background, gender, marital status, sexual preference, race, colour, pregnancy, national origin, ethnic or socio-economic background, physical or intellectual impairment, and religious or political affiliation.
- Have their prior learning, acquired competencies, and experience appropriately recognised in determining their requirements for training and assessment.
- Be advised of the learning outcomes and prescribed assessment tasks for the training program of their choice prior to its commencement.
- Appeal for a review of the results of an assessment.
- Expect to achieve the published learning outcomes from their training program, if they, in turn, devote the necessary time and diligence to it.
- Learn from fully qualified, competent and diligent trainers who observe their responsibility to address students' learning needs, assist them to achieve the course outcomes, and assess their students' work fairly;
- Learn in an appropriately appointed, safe and clean learning environment, free of all forms of harassment and discrimination.
- Be treated with dignity and fairness.
- Expect Insight Academy to be ethical and open in their dealings, their communications and their advertising.
- Expect Insight Academy to observe their duty of care to them.
- Efficient handling of administrative matters including the processing of fees, concessions, refunds etc.

- Privacy and confidentiality, and secure storage of student records in accordance with Insight Academy's policies, to the extent permitted by law.

## STUDENT'S RESPONSABILITIES

Students are responsible for:

- Understanding and accepting the enrolment conditions for the courses they undertake.
- Providing accurate information about themselves at the time of enrolment, and to advise Insight Academy of any personal information changes, including to their address or phone numbers within seven days.
- Paying of all fees and charges associated with their course.
- Signing in and out when attending training.
- Not cheating or plagiarising in course work / assessments submitted for assessment.
- Recognising the rights of staff and other students to be treated with dignity and fairness, and behaving in an appropriate and acceptable manner towards them.
- Regular and punctual attendance.
- Ensuring they attend classes sober and drug free, and smoke in designated areas.
- The security of their personal possessions while attending a course.
- Promptly reporting all incidents of harassment or injury to the CEO or their delegates.
- Respecting Insight Academy's property and observing policy guidelines and instructions for the use of equipment.
- Seeking clarification of their rights and responsibilities when in doubt.
- Asking for assistance and / or support when needed.

## Assessment tasks

- a) Students must not copy or paraphrase any document, audio-visual material, computer-based material or artistic piece from another source except in accordance with the conventions of the field of study.
- b) Students must not use another person's concepts, results or conclusions and pass them off as their own
- c) In cases where the assessment task is intended to be individual work not group work, students must not prepare an assignment collaboratively and then submit work that is substantially the same as another student's assessment.

- d) Students must not ask another person to produce an assessable item for them.

### **General misconduct**

Students are expected to respect other students, staff and property so that learning and teaching can take place freely, safely and without impediment due to the misconduct of others.

General misconduct is where a student:

- Acts dishonestly.
- Harasses other students or staff.
- Interferes with students or staff.
- Prevents or disrupts learning.
- Disobeys/fails to comply with contractual or legal requirements
- Misuses, damages, steals RTO property, or the property of others.
- Alters/defaces RTO documents or records.
- Prejudices the good name of Insight Academy, or otherwise acts in an improper manner.

Insight Academy will report all criminal acts committed by its students to the relevant authorities.

The following examples indicate the kinds of behaviour, which constitute student misconduct.

They are for illustrative purposes and are not intended to be exhaustive. Student misconduct may occur when a student:

- a) Contravenes any rules or acts.
- b) Prejudices the good name or reputation of Insight Academy.
- c) Prejudices the good order and governance of Insight Academy or interferes with the freedom of other people to pursue their studies, carry out their functions or participate in the life of Insight Academy.
- d) Fails to comply with conditions agreed in the contract.
- e) Willfully disobeys or disregards any lawful order or direction.
- f) Refuses to identify him or herself when lawfully asked to do so by an officer of Insight Academy.
- g) Fails to comply with any penalty imposed for breach of discipline.
- h) Misbehaves in a class, meeting or other activity under the control or supervision of Insight Academy, or on RTO premises or other premises to which the student has access as a student of Insight Academy.
- i) Obstructs any member of staff in the performance of their duties.

- j) Acts dishonestly in relation to admission to Insight Academy.
- k) Knowingly makes any false or misleading representation about things that concern the student as a student of Insight Academy or breaches any of Insight Academy's rules.
- l) Alters any documents or records.
- m) Harasses or intimidates another student, a member of staff, a visitor to Insight Academy, or any other person while the student is engaged in study or other activity as a RTO student, because of race, ethnic or national origin, sex, marital status, sexual preference, disability, age, political conviction, religious belief or for any other reason.
- n) Breaches any confidence of Insight Academy.
- o) Misuses any facility in a manner which is illegal or which is or will be detrimental to the rights or property of others. This includes the misuse, in any way, of any computing or communications equipment or capacity to which the student has access at or away from Insight Academy premises while acting as a RTO student, in a manner which is illegal or which is or will be detrimental to the rights or property of others.
- p) Steals, destroys or damages a facility or property of Insight Academy or for which Insight Academy is responsible; or is guilty of any improper conduct.
- r) Fails to attend and participate in classes regularly.

### **Penalties for general misconduct**

1. Penalties imposed will take into account the nature and the extent of the misconduct
2. A student's second offence is penalised more severely than their first offence and a third offence will result in exclusion from Insight Academy.

If the student admits to the alleged misconduct, the PEO may impose one or both of the following:

- A charge for the cost of damage to facilities and equipment.
- Temporary exclusion from Insight Academy.

The PEO may then impose the penalty of permanent exclusion from Insight Academy in the case of physical or verbal abuse of students or staff of Insight Academy, repeated or severe misconduct, or in the case of criminal acts.

## **RTO'S RESPONSABILITIES:**

### **Procedural fairness**

1. Students must be treated fairly, with dignity and with due regard to their privacy.
2. Students are to be regarded as innocent of the alleged misconduct until they have either admitted to it or been found by proper inquiry of the student conduct committee to have so behaved.
3. Past misconduct is not evidence that a student has behaved in the same manner again.
4. Each case is dealt with on its own merits and according to its own circumstances with the proviso that the first instance of misconduct will be penalised more leniently than subsequent instances of misconduct.

### **Penalties**

1. Penalties imposed will take into account the nature and the extent of the misconduct.
2. A student's second offence is penalised more severely than their first offence and a third offence will result in exclusion from Insight Academy.
3. The following penalties may be imposed:
  - A warning,
  - A reduction in grades.
  - Receiving zero for an assessment event.
  - Failing the unit.
  - Exclusion from Insight Academy.

### **Notification and appeal**

1. Students must be notified in writing of penalties as a consequence of academic misconduct.
2. The grounds for appeal are:
  - a) Procedural irregularities, and/or
  - b) Factual errors on which the decision was based and which were of such magnitude as to invalidate the decision.
3. Appeals must be lodged in writing with the PEO within 20 days of the date of the student being notified of the consequence.