



Student Code of Conduct Policy and Procedure

Category	Overseas Student Support Service
Policies and Procedure Code	MEE-S6_3
Approved By	CEO
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Policy Base	<ul style="list-style-type: none">• ESOS Act 2000• National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code), Standard 6• Federal Anti-Discrimination laws and the Anti-Discrimination Act 1977 (NSW)• Workplace, Health and Safety legislation that applies in their jurisdiction such as the NSW Work Health Safety Act 2011
Related Documents	<ol style="list-style-type: none">1. Deferment, Suspension and Cancellation of Enrolment Policy and Procedure2. Complaints and Appeals Policy and Procedure3. Student Handbook

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Purpose

These policies and procedures are in place to provide a clear statement of ME English (“MEE”) expectations of students in regards to academic matters and personal behaviour and to comply with the ESOS Act 2000, the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and ELICOS Standard 2018.

Scope

The Student Code of Conduct applies to all students enrolled in MEE (under certain circumstances it may apply to previously enrolled students).

- **Student code of conduct** refers to MEE’ expectations of students in regards to academic and personal behaviour matters.
- **Discrimination** refers to the unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age, or sex as per the *Oxford Dictionary*.
- **A critical incident** defined by the ESOS National Code, Standard 6, refers to ‘a traumatic event, or the treatment of such (within or outside Australia), which causes extreme stress, fear or injury’. Critical incidents include but not limited to:
 - a. Missing person;
 - b. Severe verbal or/and psychological aggression;
 - c. Death serious injury or any threat
 - d. Natural disaster;
 - e. Issues such as domestic violence, physical, sexual or other abuse; and other non-life-threatening events.

Policy

The Student Code of Conduct (“Code of Conduct”) sets out MEEs expectations of students in respect to academic matters and personal behaviour and also outlines MEEs responsibilities to students. MEE recognises and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code of Conduct.

1. Overview

MEE expects students to conduct themselves in a manner that respects the laws of Australia, its states and territories, the rules and regulations of statutory bodies, and the policies and procedures of MEE.

Any breaches of the Code of Conduct are taken seriously and investigated in accordance with the Critical Incident Policy and Procedure.

2. Rights of MEE Students

All students enrolled in MEE courses have a right to:

1. Be treated with respect and dignity.
2. Learn in a safe environment free from danger, abuse or harassment.
3. Recognition of their particular cultural needs and circumstances including beliefs, ethnic background and religious practices.
4. Access to their own records on request.
5. Provide feedback on MEE services.
6. Access any MEE policy and/or procedure that directly relates to students.

3. MEE’s Expectation of Students

Students are expected to adhere to the *Code of Conduct* and policies and procedures at all times. MEE reserves the right to suspend or cancel a student’s enrolment for any serious breach of its policies and procedures. Refunds do not apply in such cases.

The *Code of Conduct* sets out expectations for student behaviour. MEE expects students to conduct themselves in a manner that respects the laws of Australia, its states and territories, the rules and regulations of statutory bodies, and the policies and procedures of MEE.

Any breaches of the *Code of Conduct* will be taken seriously and investigated in accordance with the *Critical Incident Policy and Procedure*.

The *Code of Conduct* applies to all students, whether they are on campus or participating in activities off campus.

Whilst studying at MEE, students are responsible for:

- Informing themselves of MEEs rules and policies affecting them and to comply with MEE policies and abide by the code of conduct.
- their own health and safety and for the health and safety of others
- reporting hazards or incidents
- not displaying violence, bullying, abuse, offensive, discriminatory or harassing behaviour



- respect the rights of others to be treated equitably, free from all unlawful discrimination and harassment, including sexual harassment
- treating others with courtesy, fairness and respect at all times.

As a condition of enrolment in any course offered by MEE, students are expected to:

1. comply with MEE policies and abide by the *Code of Conduct*.
2. respect the rights of others and be tolerant of others' beliefs.
3. support equal opportunity.
4. be punctual for class and appointments.
5. comply with the MEE's non-smoking restrictions.
6. seek approval from authorised MEE staff for the use of any materials and equipment and not vandalise MEE property.
7. not behave in a way that disrupts or interferes with any teaching or day-to-day activities.
8. use and care for all MEE resources, be mindful of the need for resources to be shared by others.
9. be responsible for the safety and security of their own possessions. MEE does not take responsibility for any of the student's personal property or belongings.
10. be aware of and promote the safety of themselves and others.
11. promote an effective learning environment through good personal behaviour.
12. maintain a high standard of behaviour and conduct while undertaking education activities.
13. ensure that personal or work commitments do not clash with class schedules and assessment dates.
14. ensure the proper use of copyright material.
15. respect the rights of others to express their views and not engage in any inappropriate behaviour.
16. take responsibility to advise staff about their individual learning needs.
17. take responsibility for understanding and checking the assessment requirements and deadlines for each unit of study.
18. provide supporting evidence in matters of leave of absence.
19. dress neatly and with due regard for health, hygiene and safety. Maintain a healthy standard of personal hygiene.
20. notify MEE if unable to attend classes or appointments by calling 02 8073 9999 or sending an email to info@meenglish.com.au immediately inform MEE of any changes of address or contact details.
21. Pay any due tuition or accommodation fee on time.

As a condition of enrolment in any course offered by MEE, students are expected **NOT** to:

1. discriminate any person or group of persons for any purposes or reasons.
2. take part in any act of discrimination publicly inciting or encouraging any other person to take part in such conduct against another person associated with MEE.
3. disclose the personal details or information of another individual such as a student's sexual orientation, health conditions or religious beliefs to others in circumstances where that individual has not authorised or given permission.
4. cheat or plagiarise.
5. encourage another individual to commit misconduct detailed under this *Code of Conduct*.
6. possess or consume any illicit drug or alcoholic substance while on MEE premises.
7. not come to class whilst under the influence of alcohol or other drugs.
8. possess or use Weapons or dangerous instruments of any kind.
9. engage in illegal activity under the laws of any State, Territory or Commonwealth jurisdiction, the matter shall be reported to the police of that jurisdiction for investigation.

4. MEE's Response to Misconduct of Students

MEE may take steps to address any situation a student is in breach of MEE's policy, the *Code of Conduct* or federal or state legislation. Breaches may include but are not limited to plagiarism and any behaviour that is disruptive, discourteous, unsafe, illegal or fails to meet the acceptable standards of good behaviour as outlined in this *Code of Conduct*.

MEE is committed to the principles of procedural fairness and natural justice. This includes:

- the right of the student to be treated without bias
- the right of the student to be heard
- the right of the student to be informed of the allegations and the right to be provided with the opportunity to respond
- the right of the student to be provided with reasons for the decision.

MEE will present sufficient evidence to validate the misconduct of a student. If no evidence is provided, no penalty or action will be imposed on the student. However, the information and the event reported to MEE will be kept in the student's record/file.

When sufficient evidence has been presented and validated of the misconduct, MEE will take steps to address the situation where students are in breach of MEE's policy, the *Code of Conduct* or federal or state legislation may result in:

- a. A reprimand
- b. A written warning
- c. A financial penalty (for damage to property or late payment)
- d. Remedial educative action
- e. Revoke an offer of entry into a course (if the false or misleading information was provided at the time of admission)
- f. Suspension from the course or
- g. Cancellation from the course.

Depending on the nature and severity of the breach, MEE may choose to resolve the issue by mediation. This process will be recorded on the student management system and written copies and outcomes will be supplied to the student.

If the issue is more serious and causes a threat to other students and/or staff to the point where MEE is no longer deemed to be a safe place, MEE may decide to suspend or cancel a student's enrolment immediately per the *Deferment, Suspension and Cancellation of Enrolment Policy and Procedure*. Where relevant, MEE may refer the matter to the appropriate authorities or authorised bodies. Students will be informed in writing that the suspension or cancellation of their enrolment will be reported to immigration through the Provider Registration and International Student Management System (PRISMS) and may affect the status of their student visa.

5. Appeals

MEE students have the right to appeal against a decision made under this Policy. Appeals must be made as prescribed in the *Complaints and Appeals Policy and Procedure*.



Procedure

STEPS	PROCEDURE	RESPONSIBILITY
1	Discovered/Informed of misconduct of a student.	MEE staff
2	Investigate the legitimacy of the allegation and collect evidence to substantiate the claim.	Team Leader Student Services
3	If no evidence is found, record the incident and outcome on the student's file in the Student Management System.	Team Leader Student Services
4	If evidence is found, report the matter and provide the evidence to the CEO.	Team Leader Student Services
5	Conduct a meeting with the student and have a witness present to verify the conversation and outcome. Investigate the motive and reasons behind the action, from the student. Notify the student of the possible consequences of the action, in writing.	CEO
6	Not Guilty: Access the <i>Complaints and Appeals Policy and Procedure</i> if not satisfied with the outcome/result. Guilty: Accepts the consequences/outcome provided by MEE.	Student
7	Follow the <i>Complaints and Appeal Policy and Procedure</i> if the student accesses the complaints and appeals process. Save and record the final result on the student's file.	CEO



Document Control

The policies and procedures, and the forms included in this document are approved and implemented by MEE. This document will be electronically available to MEE staff in protected format (PDF file) in the designated folder. Any ongoing changes made to this document will be documented as per below.

Version	Authorised By	Description of the change	Approved Date	Effective Date
<i>Version 1</i>	<i>CEO</i>	<i>Created the Student Code of Conduct</i>	<i>09 July 2019</i>	<i>09 July 2019</i>