

Melbourne Metropolitan College

And

Langford English College

Code of Conduct

Version 1.0

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Policy

Melbourne Metropolitan College is passionate about providing a safe and welcoming educational facility. We take the behaviour, actions, and teachings in our institute seriously.

Purpose

The Code of Conduct is established to ensure both students and staff are provided with an environment where they are free of any behaviour which may cause a negative impact.

Scope

All current and future students of Melbourne Metropolitan College are subject to this code.

Definitions

WHS - Work health and safety involves managing risks to the health and safety of everyone in the workplace, including workers, customers, visitors and suppliers.

CRICOS - The Commonwealth Register of Institutions and Courses for Overseas Students, a register formed under the Education Services for Overseas Students Act 2000.

OH&S - The Occupational Health and Safety Act 2004 and related regulations aim to keep Victorian workplaces safe.

Responsibility

The CEO, Compliance Manager, RTO Manager and Student Support Department have a shared responsibility for ensuring the successful implementation and management of this policy. They are also responsible for providing information on how to address any complaints regarding breaches of this policy. However, the CEO is ultimately accountable for both implementing and reviewing this policy.

Procedure

For non-compliance with the student code of behaviour, the following disciplinary procedures will be followed:

- An MMC staff member will contact the student in the first instance to discuss the issue or behaviour and to determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by all parties and included on the student's
- Where the issue or behaviour continues, students will be invited for a personal interview with the student administration manager or other nominated staff member to discuss the issue. A warning will be issued indicating that if the issue persists, MMC will consider suspending or cancelling the student's enrolment. This meeting and its outcomes will be documented, signed by all parties and included in the student's personal file.
- After the above two steps have been followed, if the issue or behaviour persists, the student will be informed that the MMC intends to suspend or cancel the student's enrolment and that the student has 20 working days to access the MMC's internal complaints and appeals process. The student's enrolment will be maintained during this 20 working-day period.
- Any suspension or cancellation will be undertaken in accordance with the MMC's deferral, suspension and cancellation of enrolment procedure and, in the case of an international student, this may affect the status of the student's visa.
- MMC will not suspend or cancel a student's enrolment while an internal appeal is in progress.
- If the student is unsuccessful in their internal appeal, they may access the external appeals process. However, MMC is not obliged to wait until the external appeal is finalised before it suspends or cancels the student's enrolment.
- In cases where the MMC has initiated a suspension or cancellation of a student's enrolment due to misconduct, the reasons for the suspension or cancellation will be documented. A copy of these reasons will be given to the student and the original copy will be placed in the student's file.

Requirements

All students and staff are expected to follow all rules and policies.

- Understand the Melbourne Metropolitan College's rules and policies affecting them and always comply with this Code of Conduct.

- Treat all Melbourne Metropolitan College's staff, other students, and visitors with courtesy, tolerance and respect.
- No smoking is permitted on campus, inside or outside the building. Smoking is banned in public and commercial buildings in Australia by law and you must not smoke within 5 metres from the entrance of any building. Also, if you choose to smoke, please make sure that you put all your cigarette butts in an ashtray/ bin. Public bins and ashtrays are available in most public areas. Littering in a public place is not accepted in Australia.
- Abstain from bullying, harassing, and any other unlawful activity or unacceptable student behaviour whilst on campus or when representing Melbourne Metropolitan College in an activity or an event, including the online platform.
- The Institute prohibits the use of illegal drugs on the premises and during other institute activities. Appropriate action will be taken against individuals who breach this policy.
- Staff or students are not permitted to possess or consume alcohol on the Institute premises except under special circumstances approved of by the Senior Management.
- Acts of vandalism, including graffiti, will be dealt with by the police where appropriate.
- Classrooms are intended for learning and teaching purposes and must only be used in the presence of a teacher. No food or drinks are permitted in the classrooms or study areas at any time. Food and drink are permitted only in specially designated areas.
- Adhere to course requirements and classroom norms established in class.
- All equipment belonging to Melbourne Metropolitan College should be treated with respect and you should advise a staff member of Melbourne Metropolitan College if anything is not working properly.
- No mobile phones are to be used during class.
- All break times must be taken according to the times allocated by the teacher.
- Students must be seated in class prior to the expected start time. Class times will start at the times indicated on the course timetables unless otherwise notified.
- General housekeeping must be undertaken before leaving the class. Please do not leave rubbish lying around but place it in the bins provided. Make sure the doors and windows are shut and lights and relevant equipment are turned off.

- Give consideration to others and keep the toilets and other public areas clean and hygienic after your use.
- A reasonable standard of dress and hygiene is to be maintained at all times. It is recommended that closed shoes be worn at all times.
- Melbourne Metropolitan College trainers and staff can refuse admittance to class if you do not turn up with the prescribed textbooks, course materials, learning materials, tool kits, and appropriate OH&S clothing and equipment, if applicable.
- Any serious breach of the institute's IT Acceptable Use Policy can lead to the cancellation of your account/enrolment.
- All students and staff must comply with WHS policies and procedures at all times.
- Any serious breach of any other Institute policy can also result in the cancellation of your enrolment. Institute policies are available at the Institute Reception.
- Institute Fees and charges: Students MUST pay their course fees in advance, by the due date, as per the written agreement. If fees are not paid on time, staff will attempt to make contact with you to arrange an appointment with the CRICOS Administration and you will be given the opportunity to discuss any compassionate and compelling circumstances and get your fees up to date. Should staff be unable to establish contact with you, a week after fees were due, Melbourne Metropolitan College will charge a late fee of \$50 and will send a Notification of Intention to Report for outstanding fees, which may lead to the cancellation of your enrolment.
- Continuation in the course is dependent upon satisfactory academic progress and payment of the required tuition fees before the commencement of subsequent study periods.
- If you are required to repeat any subjects or miss any practical assessments, then you are encouraged to discuss this with your trainer and assessor. No fee will be payable for this service.
- If a student achieves an unsatisfactory result for any assessment item, they will have a further two (2) opportunities to attempt the assessment. It is up to the trainer's discretion if the trainer will permit an additional attempt of an assessment. Such attempts attract an administration fee of \$100 per assessment.
- Ensure the actions or inactions as a student do not harm, or bring into disrepute, Melbourne Metropolitan College's reputation or good standing.

Serious Misbehaviour

In situations where a student's behaviour is deemed to be a serious threat to their own welfare and wellbeing or that of other students, staff or the MMC, the MMC reserves the right to withdraw the student from classes and to require the student to complete work outside the classroom environment.

- The withdrawal from classes may also be accompanied by a warning letter indicating that the MMC intends to suspend or cancel the student's enrolment and that the student has 20 days within which to access the MMC's internal complaints and appeals process.
- Behaviour that may result in the MMC issuing the above warning letter includes, but is not limited to, extenuating circumstances such as:
- Behaviour by the student that poses a serious threat to the physical or mental wellbeing of the student or other students at the MMC. Such student behaviour includes extreme cases of bullying, harassment, intimidation, actual or threatened acts of violence and malicious acts intended to damage the reputation of the MMC or a person associated with the MMC.
- Malicious damage of MMC property that is of a serious nature. Such behaviour may include but is not limited to malicious damage of MMC computers and classrooms and/or any other assets within the campus.
- The student is at risk of committing a criminal offence.

Integrity in Academic Works

- Refrain from engaging in plagiarism or any form of academic misconduct as outlined.
- Actively engage in the learning process, demonstrating a commitment to learning and participation.
- Attend all scheduled course training activities and adhere to submission deadlines for assessment tasks, unless unforeseen or exceptional circumstances arise.
- Conduct oneself ethically, avoiding any actions or behaviours that may unfairly benefit or disadvantage either oneself or fellow students.
- Adhere to assessment conditions, follow trainer/ assessor instructions, and ensure the proper use of copyrighted materials.
- Avoid disruptive or interfering behaviour during any training or academic activities or while present on the campus premises.

Melbourne Metropolitan College's Responsibility

As a student at Melbourne Metropolitan College, you can expect the following:

- Consideration for selection into courses or programs based on fair, valid, explicit, and reliable criteria.
- Receiving complete, clear, accurate, and timely information about the content, conditions, and assessment tasks of courses.
- Enrolling in courses or programs that satisfy relevant professional requirements, are up-to-date, and meet industry expectations. They should also be of high standard and based on training packages.
- Access to appropriately qualified academic staff and academic and learning support services.
- Studying in an academic environment that encourages active and collaborative learning, which contributes to the development of knowledge, skills, and graduate attributes.
- Access to materials, equipment, and other resources necessary for the completion of academic courses.
- Timely and appropriate feedback on assessment tasks.
- Timely and appropriate information about administrative procedures that apply to you.
- The opportunity to provide feedback on the training, learning, and assessment environment.
- Studying and working in a safe, harmonious, tolerant, and productive academic environment.
- Being treated fairly, impartially, and consistently in all aspects of Melbourne Metropolitan College policy, procedures, and practice.
- Being treated equitably and free from all forms of unlawful discrimination and harassment, including sexual harassment.
- Being treated with courtesy, tolerance, and respect as valued members of Melbourne Metropolitan College.

Student Responsibility and Consequences

It is important to adhere to Melbourne Metropolitan College's Code of Conduct. Any student found violating the code may face suspension or termination of their enrolment. If any breaches are identified, the student will be notified, required to

meet with staff, and receive a warning and intervention plan. In the event of further non-compliance, the student may be suspended or have their enrolment cancelled.

To maintain a positive learning environment, students must:

- Respect Melbourne Metropolitan College's classroom norms and Code of Conduct.
- Adhere to the policies and regulations of Melbourne Metropolitan College.
- Be polite and respectful towards staff and other students.
- Act responsibly while participating in any college activities, excursions, or functions.
- Refrain from disrupting the learning of others.