



Department of
Education



CANNING COLLEGE POLICY

INTERNATIONAL STUDENT CODE OF CONDUCT POLICY

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VERSION: 1.3

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1. POLICY STATEMENT

Canning College is committed to providing international students with a safe and supportive learning environment. While on campus or when engaged in any course related activity off campus; international students are expected to behave in a considerate, courteous and lawful manner when dealing with staff, other students and members of the public.

This policy establishes principles, responsibilities and staff procedures for maintaining appropriate student conduct and for implementing disciplinary actions as appropriate.

2. SCOPE

This policy applies to all onshore international students who are enrolled at Canning College in a Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registered program.

This policy extends to conduct inside the classroom and in related activities offsite for example, on approved field trips/excursions or an approved work placement in industry.

3. BACKGROUND

Canning College acknowledges, through the *International Student Code of Conduct Policy* that appropriate standards of conduct are fundamental to maintaining a safe, positive and effective teaching and learning environment. Canning College has developed the *International Student Code of Conduct Policy* to provide clarity and transparency for international students enrolled and attending its college campus.

Canning Colleges is committed to:

- promoting the principles of mutual respect by informing students of behaviour that the college consider appropriate;
- the implementation of fair and just procedures for managing the consequences of inappropriate student conduct; and
- providing a supportive environment to assist students to reach their full academic potential and successfully complete their training.

The *International Student Code of Conduct Policy* provides guidelines for academic and behavioural conduct which applies to all international students irrespective of their medical condition or academic needs.

The safety of the student and of those around them is paramount, and where there are clear indications that the student is in imminent and serious danger of harming themselves or other people; security, a college staff member or emergency services (as appropriate) should be contacted immediately.

4. DEFINITIONS AND ACRONYMS

Academic misconduct	Refers to conduct by a student who is dishonest or unfair in connection with any academic work. Examples include but are not limited to: plagiarism, cheating, submitting someone else's work or interfering with the work of others.
Academic work	Comprises all assessment activities including but not limited to: tests, assignments, group work, projects and presentations. Academic work also incorporates timeframes of before, during and after an assessment activity.
Aggressive or Violent Behaviour	Includes but is not limited to the following: <ul style="list-style-type: none"> • assaulting, threatening, physically or verbally abusing or intimidating (invading personal space; spitting on/at a person or object/image in the class) another member of the class or wider college community; • acting in a way which endangers the health, safety or well-being of others; damage, misuse, or threat to, or the unauthorised removal of, college property or the property of students or college employees; and • actions which are arguably violations of Criminal Law.
At Risk Student	An at risk student is a student who for any reason, is considered as not, or potentially not, meeting program or course progression requirements.
Bullying	Unwanted, aggressive behaviour that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time.
Cancellation or Termination	Refers to the cancellation or termination of a student's enrolment and Confirmation of Enrolment.
Cheating	Refers to the actions of a student who seeks to gain an unfair advantage or to assist another student to do so. Cheating may include but is not limited to: submitting falsified, copied or improperly obtained assessments; falsely indicating that they have been present at an activity where attendance is required; using electronic devices under test conditions.
Disruptive Behaviour	Any behaviour that hampers the ability of lecturers to teach or students to learn.
Harassment	Unwelcome and inappropriate verbal or physical conduct or coercive behaviour where the behaviour is known or should reasonably be known to be unwanted or unwelcome.
Intervention Strategy	This is a student management plan which will provide support strategies to assist the student successfully undertake their studies.
Satisfactory Academic Progress	A student is meeting unit requirements as per the unit delivery and assessment plan and is expected to successfully complete the program within the expected duration of study.
Suspension	Refers to the restriction of a student from class or the use of a facility for a temporary period of time.

5. PROCEDURES

5.1. Unacceptable behaviour/misconduct (non-academic)

Canning College is committed to providing students with a safe, supportive and intellectually challenging study environment. International students share classes and facilities with staff and local students. It is expected that international students will behave in accordance with the *International Student Code of Conduct* (see Appendix 1).

At all times students will be made aware that they may be accompanied by a support person to any formal meetings; or that they may seek advice from external sources. Canning College respects the student's right to natural justice and will ensure adherence to appropriate standards.

5.1.1 Unacceptable behaviour/misconduct of a non-academic nature may range from disruptive behaviour for example: persistent failure to attend scheduled classes; persistent inattentiveness or non-participation that inhibits the learning of others or the ability of the lecturer to teach; through to aggression, physical violence/assault, self-harm and criminal damage.

5.2. Academic Misconduct

5.2.1. Students must ensure that they meet course assessment requirements and that the assessments they submit are their own work or that they acknowledge the work of others appropriately.

5.2.2. International students must also ensure that they attend and actively participate in scheduled classes.

5.2.3. Academic misconduct includes any conduct by a student in relation to their academic work that is considered dishonest or unfair. In particular, it encompasses student conduct during assessment processes including tests or supervised assessment activities and activities related to the preparation or presentation of any assessed item or work.

5.2.4. Examples of academic misconduct include but are not limited to the following:

- handing in someone else's work and representing this as their own (with or without that person's permission);
- using any part of someone else's work, including but not limited to passages from text books, extracts from websites; without the proper acknowledgement, including breaches of copyright;
- allowing someone else to hand in work as their own; or
- using notes, electronic or other devices without permission during formal testing.

5.3. Consequences of misconduct

5.3.1. The consequences that may be considered for students who do not comply with the *International Student Code of Conduct* are detailed under each principle (Appendix1).

5.3.2. The *International Student Code of Conduct* provides a guide for actions in relation to international students exhibiting inappropriate behaviour and/or engaged in misconduct. The response to these different situations will depend upon the assessment of the nature, severity, frequency and effect of the behaviour. The process to determine this is detailed in Appendix 2.

5.3.3. Where a student contravenes a State or Commonwealth law, while on a Canning College campus; or while engaged in a related activity off- campus which is subsequently referred by Canning College to the WA Police or an appropriate jurisdiction; proceedings required under that law will take precedence but will not prevent Canning College from taking disciplinary action against the student.

5.4. Management of Student Misconduct

5.4.1. Canning College staff should manage student misconduct in accordance with this policy, including the documentation requirements as set out in Appendix 2.

6. RELATED POLICIES AND OTHER RELEVANT DOCUMENTS

- *International Student Course Progress Policy*
- *International Student Complaints and Appeals Policy*

7. RELEVANT LEGISLATION

- *National Vocational Education and Training Regulator Act 2011*
- *Standards for Registered Training Organisations (RTOs) 2015*
- *Vocational Education and Training Act 1996*
- *Education Services for Overseas Students Act 2000*
- *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (the National Code)*

8. REVIEW DATE – 27 MARCH 2020

Development Date		July 2016 <i>International Student Behaviour</i>	
Revision History			
Review Date	Reviewer Name	Review Reason	Outcome & Changes
Oct 2016	Deputy Principal	Feedback from Student Services	In response to request that the <i>Student Code of Conduct</i> be rewritten in plain English and that it provide information on potential consequences of breaching the policy; <i>Appendix 1 International Student Code of Conduct</i> has been rewritten as a series of principles of conduct which include students' responsibilities and potential consequences of breaches of these principles.
July 2017			Name changed to <i>International Student Code of Code of Conduct Policy</i> to more accurately reflect focus. 5.4.1 Management of student misconduct added
Oct 2017	Deputy Principal	National Code Compliance	To ensure compliance with the National Code, "Student Management Plan" has been replaced with Intervention Strategy.
March 2018	Deputy Principal	Changes to the National Code	No changes required.
October 2018	Deputy Principal	Re-Registration Audit	Wording added to Appendix 1 International Student Code of Conduct to clarify management of sanctions that may be imposed when a student breaches the Code of Conduct
Feb 2019	Deputy Principal	Feedback from International Office	Minor amendments to wording to clarify meaning

9. APPENDICES

Appendix 1: *International Student Code of Conduct*

Appendix 1: International Student Code of Conduct

Canning College is committed to providing international students with a safe and supportive learning environment. While on any campus or when engaged in any course related activity off campus; international students are expected to behave in a considerate, courteous and lawful manner when dealing with staff, other students and members of the public.

The Letter of Offer issued to a prospective student includes a copy of the *International Student Code of Conduct*. Students accept the *Terms of Offer*, which include having read and understood the *International Student Code of Conduct*, by signing the acceptance letter and returning to Canning College to confirm their intent to enrol. Students have agreed to comply with the *International Student Code of Conduct* at this stage; and the *International Student Code of Conduct* is part of the Canning College orientation program.

Canning College staff will discuss breaches of the International Student Code of Conduct with the student. Any breach of the Code of Conduct will result in students being placed on an intervention strategy. For repeated or serious breaches an intention to report for cancellation of the enrolment will be issued.

Students may access the Complaints and Appeals process at any stage of the breach process on Canning College website <https://www.canningcollege.wa.edu.au/Home/Policies.htm>

Principle 1: Respect between staff and students and among students

All students have the right to an equal opportunity to learn.

To achieve this, all students have a responsibility to:

- Treat every person with courtesy and respect regardless of gender, age, ethnicity, social background, disability, sexual preference, or religious beliefs and customs.
- Behave appropriately in the learning environment (including online), use respectful dialogue and debate; and consider others by not disrupting the classroom/learning space.

Students who do not behave in accordance with this principle may:

- Be asked to leave the classroom or removed from the learning environment.
- Lose privileges such as email, access to the college's Learning Management System and/or the college's student portal.
- Be cautioned for minor offences.
- Be placed on an Intervention Strategy - this is a student management plan which will provide support strategies to assist the student successfully undertake their studies.
- Be suspended or have their enrolment terminated for serious offences.

Principle 2: Respect for the college's physical environment

All students have the right to a safe and secure physical environment. To achieve this, all students have a responsibility to:

- Behave responsibly and respectfully while on college grounds.
- Follow safety guidelines when using college facilities and equipment.
- Conform to occupational health, safety and welfare principles.

Students who do not behave in accordance with this principle may:

- Be required to pay compensation for any damages.
- Be placed on an Intervention Strategy.
- Be prevented from entering on or remaining in the vicinity of the college campus.

Principle 3: Respect for individuality and freedom from bullying

All students have the right to a safe environment free of bullying and harassment.

To achieve this, all students have a responsibility to:

- Not engage in behaviour that threatens the wellbeing of another member of the college community.
- Not engage in bullying (including cyber bullying) or harassment of staff or students.

Students who do not behave in accordance with this principle may:

- Be placed on an Intervention Strategy - this is a student management plan which will provide support strategies to assist the student successfully undertake their studies.
- Have their enrolment cancelled.
- Be suspended or have their enrolment terminated, even if the behaviour occurred off campus or out of class hours.
- Be reported to online social networking sites when a contravention of that site's code of practice has occurred.
- Be reported to Police if a suspected criminal offence has occurred.

Principle 4: Respect for the views of others

All students have the right to feel safe to communicate various perspectives and views in an environment where freedom of expression is respected.

To achieve this, all students have a responsibility to:

- Respect the rights of others to hold and express a range of viewpoints.
- Express views with consideration for the feelings of others, and an understanding of ethical and cultural implications.

Students who do not behave in accordance with this principle may:

- Be asked to leave the classroom or removed from the learning environment.
- Lose privileges such as email, access to the college's Learning Management System and/or the college's student portal.
- Be cautioned for minor offences.
- Be placed on an Intervention Strategy - this is a student management plan which will provide support strategies to assist the student successfully undertake their studies.
- Be suspended or have their enrolment terminated for serious offences.

Principle 5: Respect for the rights of others to access resources

All students have the right to:

- Reasonable access to appropriate facilities such as class rooms, IT and library facilities.
- Access to resources that are maintained and in a good working order.

To achieve this, all students have a responsibility to:

- Use college resources in a lawful and appropriate manner, with consideration for the fair access of others.

Students who do not behave in accordance with this principle may:

- Have their user access suspended with or without prior notice?
- Be placed on an Intervention Strategy - this is a student management plan which will provide support strategies to assist the student successfully undertake their studies.
- Be required to pay for any damages.
- Have criminal or other penalties imposed where State or Commonwealth legislation has been breached.

Principle 6: Respect for the academic requirements of programs

All students have the right to accurate and up to date information about their course, including assessment requirements; fair and impartial feedback on their performance and to be able to provide fair and considered feedback about the course, teaching staff or their student experiences without fear of reprisal.

To achieve this, all students have a responsibility to:

- Familiarise themselves with information provided about courses, academic support and assessment.
- Attend all lectures, tutorials, workshops and practical sessions as detailed in their class timetable.
- Prepare for classes by completing required readings and preparatory tasks.
- Submit assessments within required timeframes.
- Regularly access the student portal and college email account (where this is available).
- Constructively use feedback where it is provided.
- Provide respectful and constructive feedback about teaching and the quality of courses and programs through college evaluation processes and the annual *Student Survey*.

Students who do not behave in accordance with this principle may:

- Risk receiving a hold result(s) and be required to repeat an assessment(s).
- Risk receiving a re-enrol result(s) and be required to repeat the unit(s).
- Be placed on an Intervention Strategy - this is a student management plan which will provide support strategies to assist the student successfully undertake their studies. If the behaviour continues, an intention to report for poor academic performance, will be issued.
- Receive a caution for minor offences to suspension or termination for serious offences, where abusive or derogatory comments are made about college staff or students.

Principle 7: Respect for the roles and responsibilities of academic staff

All students have the right to reasonable access to staff for individual consultation outside of class time (either in person, via phone or email).

To achieve this, all students have a responsibility to:

- Respect the rights of academic staff to manage their time, and balance competing responsibilities.
- Observe reasonable norms of behaviour for contacting lecturers outside of scheduled class times.

Students who do not behave in accordance with this principle may:

- Receive formal correspondence advising that their behaviour is inappropriate.
- Be placed on an Intervention Strategy - this is a student management plan which will provide support strategies to assist the student successfully undertake their studies.
- Be suspended or have their enrolment terminated, even if the behaviour occurred off campus or out of class hours.
- Be reported to online social networking sites when a contravention of that site's code of practice has occurred.
- Be reported to Police if a suspected criminal offence has occurred.

Principle 8: Respect for intellectual property and academic integrity

All students have the right to information about principles of academic integrity and the consequences of non-compliance and conversely, to have their intellectual property rights recognised and respected.

To achieve this, all students have a responsibility to:

- Conduct their work without cheating, plagiarising and fabricating or falsifying of data.
- Appropriately acknowledge the contribution of others in all academic work.
- Ensure the proper use of copyright material.

Students who do not behave in accordance with this principle may:

- Have a re-enrol result recorded for that unit of study.
- Be placed on an Intervention Strategy - this is a student management plan which will provide support strategies to assist the student successfully undertake their studies.
- Be suspended or have their enrolment terminated (for repeated offences).
- Face civil or criminal charges for breaches of copyright.

APPENDIX 2

CODE OF CONDUCT, GOOD STANDING POLICY AND ATTENDANCE REGULATIONS

CODE OF CONDUCT

Every student and staff member at Canning College has three rights:

1. The right to learn or teach without disruption.
2. The right to be treated courteously and with respect.
3. The right to study and work in a safe and supportive environment.

GOOD STANDING

All students commence their studies at Canning College with good standing status. It is essential to maintain this status.

To maintain good standing, students must ensure that they meet the International Student Code of Conduct respecting the rights of others and meeting requirements pertaining to an Australian International Student Visa.

Enrolment at Canning College is conditional upon you abiding by these conditions.

For more Information on visa requirements see the website.

<https://www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students>

Students may lose their good standing if:

1. Their attendance at the College is not satisfactory.
2. They do not participate in the educational program of the College in a way that is of benefit to their educational program.
3. They do not comply with the College's Code of Conduct (see above).

LOSS OF GOOD STANDING

Students who have had their good standing withdrawn may have their enrolment suspended for the duration of the loss of good standing from the College for a period of up to 10 days.

All matters will be handled in accordance with ESOS Act. For more Information on ESOS Act see the website <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>

Student will have the right to return to the College at the conclusion of the period of loss of good standing. If problems still persist, students may be recommended for exclusion from the College and Termination of Enrolment Notice 1 may be issued.

Please Note: Deferment, suspension or cancellation of enrolment may be an outcome of loss of good standing.

UNACCEPTABLE BEHAVIOUR

The following activities will be regarded as unacceptable behaviour at Canning College and may contribute to the loss of good standing:

- Poor academic performance and non-participation.
- Cheating and plagiarism.
- Computer misuse.
- Smoking on campus.
- Failing to provide student identification.
- Being in the company of trespassers.
- Poor behaviour.
- Submitting fraudulent medical certificates.
- Being under the influence or in the possession of any illicit drugs or concealed weapons (of any kind).

COMPLAINTS AND APPEALS

Students who have had their “Good Standing” removed have a right of appeal. Details of the procedures and appeals process are available from the *“Complaints and Appeals Policy”*.

For non-Termination notices, an appeal must be lodged within 2 days of the loss of good standing and for a Termination notice, an appeal must be submitted in writing within 20 working days of the notice.

All matters pertaining to behaviour management for students will be determined in accordance with the Department of Education’s Behaviour Management Policy and the ESOS Act.

ATTENDANCE REGULATIONS

Students are expected to attend all classes, to be on time and to stay for the duration of each class. This is consistent with the attendance requirements for overseas student under the ESOS Act.

When a student is absent from class, or if they know they are going to be absent, it is their responsibility to advise Student Services of the absence. All original and dated medical certificates and notes should be lodged at Student Services or UniDirect immediately within 2 days on their return to College.

Medical Certificates that are backdated will not be accepted.

Medical Certificates from **pharmacies are not accepted at Canning College.**