

STUDENT CODE OF CONDUCT

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STUDENT CODE OF CONDUCT

PURPOSE

This policy ensures that all the students enrolled in the Focus Language School understand and follow the required code of conduct by the institute to ensure comfort, safety and wellbeing of all staff and student.

SCOPE

This policy applies to all students enrolled in any of the courses offered by the Focus Language School.

OWNER

Academic Manager (ACAMGR)

POLICY

All students are required to sign a Student Code of Conduct Contract. The Student Code of Conduct requires the following conditions and rules to be adhered to, at all times.

RELATIONSHIPS

The quality of relationships is crucial to successful learning. At Focus Language School (FOCUS LANGUAGE SCHOOL) you are expected to foster harmonious interpersonal relationships by:

- being courteous and considerate to others at all times
- co-operating and complying with reasonable requests from others; students, staff and other authorised people
- positively contributing to the international culture of the institute, through co-operative actions, understanding, tolerance and empathy
- communicating with students, staff and visitors in a respectful manner, using polite language and tone
- keeping our institute community free from harassment, aggression and violence. All forms of harassment (sexual, verbal, racial, physical, intellectual) are totally unacceptable

LEARNING AND MAINTAINING SATISFACTORY COURSE PROGRESS AND ATTENDANCE

Students must demonstrate their intention to learn through their attitude and approach to their studies. They are required to:



- Commence their course of study as stated in their delivery schedule and COE. Missing the commencement of their course may result in a student having his or her enrolment cancelled for non-commencement of studies.
- accept responsibility for their personal learning, seeking help when needed.
- work efficiently in the classroom and complete assessments on time
- all individual assessment work must be the student's own work (unless it is part of a group project), not copied or plagiarised
- attend classes on time, with all materials and equipment
- respect the rights of other students to learn and trainers to train
- use computers responsibly for learning purposes

Students must satisfy the requirements of their course and that required by Focus Language School based on their course of study. These requirements include attendance and course progress requirements. Where a student is identified as being at risk of not achieving satisfactory academic progress, they will be placed under the institute's intervention process. Within this process students are provided with strategies that will assist them to maintain their academic course requirements. For more details on this, please refer to P&P-007 COURSE PROGRESS POLICY AND PROCEDURE.

If students fail to satisfy their course requirements, Focus Language School will pursue the matter based on its P&P-007 COURSE PROGRESS POLICY AND PROCEDURE and in the case of a student not meeting the requirements or complying with the institute policy, they will be reported to DIBP and this will have an effect on their student visa.

Note: Special consideration may be given to students who are able to provide proof and documentation to show long term disability, illness or injury which has affected their ability to attend classes or complete their assessments. Contact Student Administration for further information.

ENVIRONMENT

Students are expected to be environmentally responsible by respecting the institute's environment and seeking to improve it through:

- respecting property belonging to themselves, others, or Focus Language School, including all teaching and learning materials and resources
- conserving energy, materials and resources by switching off appliances when not in use, not wasting materials, and re-cycling materials as often as possible
- preventing all forms of pollution and property damage by caring for property and the environment and preventing



and reporting: stealing, littering, acts of vandalism, consumption of alcohol or illicit drugs within the Institute's campus

SAFETY

All students have the right to learn in a safe, caring and orderly environment. Students are expected to accept responsibility for the safety of themselves and others at all times by:

- following safety regulations as per applicable legislation in each area of Focus Language School
- familiarising themselves with fire and emergency evacuation regulations and procedures
- using all equipment in a responsible manner
- avoiding and preventing violence and threats of violence, bullying and fighting
- not possessing potentially dangerous items such as; knives, guns, sling shots or any other potentially dangerous items
- adhere to Occupational Health and Safety requirements

FEE PAYMENTS

All students have to adhere to the INTERNATIONAL STUDENTS FEES AND CHARGES POLICY (P&P-031). Breach of the INTERNATIONAL STUDENTS FEES AND CHARGES

POLICY (P&P-031) is a breach of the institute's student code of conduct and may result in the student being reported to DIBP or having legal proceedings and/or debt collection initiated against them.

DRESS AND HYGIENE

Neat, comfortable clothing is generally considered appropriate. Since students will be working in close proximity with others, care with personal hygiene (clothing, hair, deodorant etc.) is required.

UGS and Alcohol and Smoking

FOCUS LANGUAGE SCHOOL is a drug and alcohol and smoke free zone. All students are expected to take positive action to prevent and avoid any illicit drug or alcohol consumption at Focus Language School. Students must not ingest, smoke, consume or inject any illicit or non-medically prescribed drugs, or alcohol. Students must not have any illicit drugs or alcohol in their possession while studying at or on Focus Language School property, or while participating in any Focus Language School related activity. Students must not offer to sell any illicit drug to other students at Focus Language School. Students must not be in the company of other students who are involved with any activity related to drugs or alcohol as



indicated above.

A copy of this policy should be available for reference to all students and before they sign the “STUDENT CODE OF CONDUCT” contract during their orientation.

VERSION CONTROL TABLE

The following table is NOT a part of the policy and can be updated from time to time without affecting the version of the document.

Related Documents				Version Control	
1. P&P-007 COURSE PROGRESS POLICY AND PROCEDURE 2. P&P-013 COURSE DEFERMENT, SUSPENSION AND CANCELLATION POLICY 3. P&P-031 INTERNATIONAL STUDENTS FEES AND CHARGES POLICY				<ul style="list-style-type: none"> V1.0 June 2020 Document Created 	
Teamwork PM Task List					
Task#	Task Name	Task List	Project	Frequency	Task Description
Document Location					



STUDENT CODE OF CONDUCT CONTRACT

Student Name:	
Student ID:	

I, _____ have read and understood the Focus Language School’s Code of Conduct. I agree to uphold the reputation of Focus Language School by abiding by the code of conduct in all activities related to the institute.

By signing this contract, I acknowledge that I have understood my obligations and have received a copy of the student code of conduct.

I understand that if I breach any conditions of the Student Code of Conduct, I may be reported to DIBP for “misbehaviour” (see deferral, suspension and cancellation policy).

Student Signature:	
Date:	

FOR OFFICE USE ONLY			
Staff Name:		Position:	
Staff Signature:		Date:	

