

Student Code of Conduct

Monash College is committed to providing all students with an inclusive, safe learning environment where they feel welcomed and respected. The Student Code of Conduct (the Code) gives guidelines and standards for student behaviour.

Scope

The Code applies to all Monash College Pty Ltd students.

Rights and Responsibilities

As a student, you have the right to:

- undertake your studies in a supportive environment,
- access whatever learning resources that support your academic success,
- be informed of Monash College's academic and non-academic expectations.

It is your responsibility as a student to:

- make best use of your learning opportunities,
- ensure that your behaviour does not make it hard for others to learn,
- follow all Monash College rules and Australian laws,
- attend and participate in classes, adhering to student attendance requirements.

The following points outline the behaviour expected of Monash College students. If you have trouble understanding these expectations, ask a Monash College staff member for help.

In class:

- Arrive on time and prepared.
- Show respect for your teacher and other students' cultures, ideas and opinions.
- Participate actively in class activities, co-operate with others in group activities and complete all set homework.
- Speak English whenever possible.
- Use your mobile phone and other devices only as directed by your teacher and according to Monash College guidelines and policies.
- Do not disrupt any other student's learning.

In the College and the community:

- Be polite and respectful to all others at the College and in the wider community. This includes our online community.
- Follow all Monash College policies and procedures.
- Use your Monash email when emailing teachers and other staff at the College,

- check your email regularly and respond to messages promptly.
- Ensure your details are up to date on WES, including your phone number, address and emergency contact
 - Do not damage Monash College property or the property of others
 - Do not bring alcohol, illegal substances or dangerous items into the College or arrive at the College or an online class intoxicated or under the influence of any illegal substance.
 - Do not behave aggressively (physically or verbally) to Monash College staff or other students.
 - Obey the law; if you are not sure whether you are allowed to do something, then ask. The Student Safety Manager can offer basic information.

More details and examples of misconduct are included in the Appendix and in the Monash College Academic Integrity Policy and the Non-Academic Suspension and Exclusion Policy.

Responsibilities to younger students

Students who are under 18 years of age are protected by Child Safe Standards. These standards apply to anyone who has contact with under-18 students, including other students. If you are 18 years or older and you have contact with under-18 students, you are required to:

- support the rights of children and the prevention of child abuse
- report suspected child abuse to a Monash College staff member and/or police
- help ensure a safe environment for all children from different cultures and backgrounds.

If you are an under-18 student, you have the right to expect this treatment.

More information is available in the [Monash College Child Protection and Safety Policy](#).

Penalties

Monash College considers all student misconduct seriously. The College also understands that some misconduct is more serious than others. Penalties will be decided by the College and will be based on the seriousness of the misconduct and the student's previous behaviour.

Penalties for minor misconduct may include reduced marks for class participation, the requirement to formally apologise to others who may have been affected by the misconduct, and fines.

Penalties for serious misconduct may affect your enrolment at the College, and can include suspension from studies for a period of time or termination of your enrolment. A note will also be placed on your student file, which may be accessed according to the College's Privacy Policy. Serious incidents may also be reported to the police. If you are an international student, this may affect your student visa.

If the College decides to impose a serious penalty, you will be informed in person and/or in writing. If you believe you have been wrongly accused of misconduct or unfairly penalised, you can access the College's Academic and Non-Academic Complaints and Appeals Policy and Procedure.

Definitions

Aggressive behaviour – any behaviour, whether verbal, physical or online, that seems angry, threatening, hostile or violent.

Assault – direct or indirect application of force against another person either recklessly or with an intention to inflict injury on that person.

Bullying – repeated unreasonable behaviour, whether verbal, physical or written, directed towards another person that creates a risk to health and safety.

Collusion – unauthorised collaboration with another person on assessable oral, written or practical work; acting together secretly or illegally in order to deceive or cheat someone.

Communal – belonging to or used by a group of people rather than one single person.

Consent - permission for something to happen or agreement to do something.

Cover up – attempt to prevent someone from discovering information about a crime or mistake.

Distributing – to give out or supply something.

Exclusion – being prevented from entering a place or taking part in an activity such as a study course.

Harassment – any behaviour, whether verbal, physical or online, that is unwelcome and could reasonably be expected to make someone else feel offended, humiliated or intimidated.

Homophobia – treating people unfairly because of their sexual preferences or gender identity, especially those who are attracted to members of the same sex.

Illegal – not allowed by the law of a particular place.

Intimidation – any behaviour, whether verbal, physical or online, that would cause a reasonable person to feel threatened or frightened.

Liable – legally responsible for something or something.

Plagiarism – using another person's work or ideas and pretending that it is your own.

Prosecuted – to be officially accused of committing a crime.

Racism – treating people unfairly because of the belief that people's qualities are influenced by their race or culture and that members of other races are not as good as members of your own.

Recklessly - without regard to the danger or the consequences of one's actions.

Sexism – treating people unfairly because of the belief that members of one sex are less intelligent, able, skilful, etc. than the members of the other sex, especially that women are less able than men.

Sexual Assault – a broad term describing all sexual offences and includes any type of sexual behavior or act that happens without the consent of everyone involved. It can include unwanted kissing, unwanted sex, unwanted touching and rape.

Sexual harassment - any form of unwelcome sexual behaviour that is offensive, humiliating or intimidating such as sexual comments about someone's appearance.

Sexual consent - Sexual consent is to give permission for a sexual activity to happen or agreement to participate in a sexual activity. Sexual activity without consent is sexual assault.

Suspension – being prevented from coming to class for a temporary set time.

Threaten – to make someone feel afraid or in danger. This includes written, verbal or implied threats.

Tolerance – accepting behaviour and beliefs that are different from your own, although you might not agree with or approve of them.

Weapon – any object used to harm others, such as a knife, gun, syringe, firework, sharp object, etc.

WES – Web Enrolment System.

Willfully – something that is done on purpose or with intention.

Appendix: Types of misconduct

Note: words in **red text** are defined on page 3 above.

| Issue | Students' Rights | Students' Responsibilities | Responsibility for dealing with the issue | Consequences | Policy links |
|--|--|---|---|--|---|
| In the Classroom | | | | | |
| 1.1 Regularly coming late to class (this includes logging into the virtual classroom late) or not attending classes. | All students have the right to benefit from the entire class without disruption or interference from others. | Students should arrive / log in on time and must have a minimum class attendance of 80%. This includes attendance in the virtual classroom. | Your teacher and/or designated staff | Your class attendance will be affected which will impact the minimum 80% requirement. Attendance below 80% in MUELC and FY will be reported to the Department of Home Affairs (DHA) and may affect the student's visa. | Monash College Attendance Policies and Procedures |
| 1.2 Regularly speaking other languages in class | Everyone has the right to learn as much general and academic English as possible. | Whenever possible, students should speak English in class. | Your teacher and/or designated staff | Your grades may be affected. | |
| 1.3 Not using your correct name when logging into virtual class room | Everyone has the right to know who they are communicating with. | If you are not using the video mode in the virtual classroom then the name displayed should be either your formal name or your registered preferred name. | Your teacher and/or designated staff | Your grades may be affected. You may receive an Academic Integrity breach. | Monash College Academic Integrity Policies and Procedures |

| | | | | | |
|---|---|--|---|---|--|
| 1.4 Not being an active member of the class | All students should learn to be involved in classroom activities and benefit from full participation. | Students should participate in class work and group work and listen to instructions given by staff. | Your teacher and/or designated staff | Your grades may be affected. | |
| 1.5 Inappropriate behavior during class (including the virtual classroom) | All students have the right not to be distracted by others who are engaging in inappropriate behaviours. | Students are expected to behave in a polite, respectful and professional way, in person and online. | Your teacher and / or designated staff | Your grades may be affected or depending on the extent of the behavior, disciplinary action may be taken in. | |
| 1.6 Taking mobile phone calls and texting in class | All students have the right not to be distracted by others using their phones. | Students must not use their phones or other mobile devices except when instructed to do so by the teacher. | Your teacher and/or designated staff | Your grades may be affected. | |
| 1.7 Not handing in work or assignments | All students have the right to be assessed fairly and equitably. | Students must submit all work by the due date unless an application for special consideration has been approved. | Your teacher and/or designated staff | Work not submitted by the due date will be penalised. | Monash College Assessment Policy and Procedures |
| 1.8 Cheating in assessments | All students have the right to demonstrate their own learning fairly and equitably. | Students should avoid any behaviour that gives them an unfair advantage over their peers. | Your teacher and/or designated staff | Students may be added to the Academic Misconduct Register; their work may be rejected as part of their assessment. Students may be suspended or excluded from the course. | Monash College Academic Integrity Policy and Procedures |
| 1.9 Coming to class under the influence of drugs or alcohol | All students have the right to learn without disruption or danger from other students who are affected by drugs or alcohol. | Students must not come to class having consumed alcohol or non-prescribed drugs. | Monash College, and the Monash Student Safety Manager and police if the misconduct involves illegal activity | Possible suspension or exclusion . | Non-Academic Suspension and Exclusion Policy and Procedure |

| In Monash College | | | | | |
|--|---|--|--|--|---|
| 2.1 Smoking (including the use of e-cigarettes) | All students have the right to enjoy clean air. | Monash University and Monash College are smoke-free areas. No one is permitted to smoke on campus. | Monash College | Depending the circumstances – the student can be excluded from the course or prosecuted . | Non-Academic Suspension and Exclusion Policy and Procedure |
| 2.2 Bullying, disrespect or harassment of other students or staff This includes online harassment | All students have the right to feel safe and confident to be able to study effectively and enjoy their experience at Monash College, and to benefit from members of staff who are positive and focused on their jobs. | Students should always show respect to others. Students should not knowingly act in any way that will make others feel offended, humiliated or intimidated. Racism, sexism, homophobia or rudeness will not be tolerated by Monash College. | 1 st instance teacher, 2 nd instance senior staff member. In serious cases, the Monash College Student Safety Manager. | Depending on the extent of the disrespect, students who disrespect, bully or harass others can be suspended or excluded from the course. | Non-Academic Suspension and Exclusion Policy and Procedure |
| 2.3 Covering up another students' misconduct | All students have the right to be held to the same standards. | Students should cooperate with staff and assist in upholding Monash College's standards of conduct. | Monash College, and the Monash College Student Safety Manager and police if the misconduct involves illegal activity. | Depending on the severity of the cover up , students can be suspended or excluded from the course or prosecuted . | Non-Academic Suspension and Exclusion Policy and Procedure |
| 2.4 Copying or attempting to copy Monash College software without permission | All students have the right to benefit from Monash College education software. | Students are not allowed to publish or sell any Monash College resources | Monash College | Depending on the type of software and the extent of the copying students can be suspended or excluded from the course or prosecuted . | Non-Academic Suspension and Exclusion Policy and Procedure Monash College IT Policy and Guidelines |
| 2.5 Sharing another student's personal information / images via social networking without permission | All students have the right to feel safe around their classmates and confident that their privacy is protected. | Students must not share private or intimate information or pictures involving others via social networking sites. | Monash College and, in serious situations, the Monash College Student Safety Manager and police. | Depending on the extent of the invasion of privacy, students can be suspended or excluded from the course or prosecuted . | Non-Academic Suspension and Exclusion Policy and Procedure Monash College IT Policy and Guidelines |

| | | | | | |
|---|--|--|--|---|--|
| 2.6 Theft from other students | Students have the right to feel that their property is safe and protected at all times. | Students must not take or borrow other students' property without permission. | Monash College and, in serious situations, the Monash College Student Safety manager and police. | Depending on the extent of theft – students can be suspended or excluded from the course or prosecuted . | Non-Academic Suspension and Exclusion Policy and Procedure |
| 2.7 Theft from Monash College | All students have the right to enjoy the facilities and resources Monash College has to offer | Theft from Monash College is taken very seriously – students must not steal. | Monash College and, in serious situations, the Monash College Student Safety Manager and police. | Depending the extent of the theft – the student can be suspended or excluded from the course or prosecuted . | Non-Academic Suspension and Exclusion Policy and Procedure |
| 2.8 Damaging another students' property | All students have the right to feel that their property is safe and protected at all times. | Students must be careful when in contact with other students' items. Any intentional damage will be taken seriously | Monash College and, in serious situations, the Monash College Student Safety Manager and police. | Depending on the extent of the damage – students can be excluded from the course or prosecuted . | Non-Academic Suspension and Exclusion Policy and Procedure |
| 2.9 Damaging MC property | All students have the right to enjoy the College facilities and fully equipped classrooms. | Students must look after all communal property including study resources, furniture and IT equipment. | Monash College and, in serious situations, the Monash College Student Safety Manager and police. | Depending on the extent of the damage, students who willfully damage MC property may be suspended or excluded from the course or prosecuted . | Non-Academic Suspension and Exclusion Policy and Procedure |
| 2.10 Assault | All students have the right to feel safe and free from being the victim of assault or aggression | Students must ensure that all of their interactions with others are respectful and no not physically assault another or display overt aggression | Monash College and, in serious situations, the Monash College Student Safety Manager and police. | Depending on the extent of the assault, students may be suspended or excluded from the course or prosecuted . | Non-Academic Suspension and Exclusion Policy and Procedure |

| | | | | | |
|--|--|---|--|--|---|
| 2.11 Sexual Assault or Sexual Harassment | All students have the right to feel safe and comfortable at all times. | All students must understand and follow the concept of consent and respect other people's right to say no to sexual intimacy. Students must not make sexual comments that make other people feel uncomfortable, threatened or scared. | Sexual harassment is against the law and will be reported to the Monash College Student Safety Manager and police. | Depending on the extent of the sexual harassment, students may be suspended or excluded from the course or prosecuted . | Non-Academic Suspension and Exclusion Policy and Procedure |
| 2.12 Carrying any type of weapon | Students have the right to feel safe and comfortable. | Students cannot carry any weapons on campus or in the community | Monash College Student Safety Manager and police. | Depending on the type of weapon students may be: suspended or excluded from the course or prosecuted . | Non-Academic Suspension and Exclusion Policy and Procedure Weapons on Campus Procedure |

3. In the Community

| | | | | | |
|---|--|--|--|--|--|
| 3.1 Public drunkenness | Everyone has the right to enjoy public spaces without distraction or threat. | Students should not drink so much alcohol that they become drunk in public. | Police | Depending on the extent and consequences of drunkenness, students may be: suspended , excluded , prosecuted and have their visas cancelled. | Non-Academic Suspension and Exclusion Policy and Procedure |
| 3.2 Carrying, distributing and using illegal drugs | Everyone has the right to live and work in a safe and healthy environment. | Students should not carry, sell or use illegal drugs. | Monash Safer Community Unit and police | Depending on the extent of the distribution and type of drugs, students may be: suspended , excluded , prosecuted and have their visas cancelled. | Non-Academic Suspension and Exclusion Policy and Procedure |
| 3.3 Use of violence | Everyone has the right to feel safe and comfortable. | Students must not physically harm or threaten other students, staff members or any other member of the community. | Monash Safer Community Unit and police | Depending on the extent of the violence, students may be: suspended , excluded , prosecuted and have their visas cancelled. | Non-Academic Suspension and Exclusion Policy and Procedure |

| | |
|-------------------------|---|
| Guidelines Owner | Director Governance |
| Job Title | Governance |
| Division | |
| Contact | Academic Governance and Quality Manager |
| Approval Body | Learning and Teaching Committee |
| Date Effective | 02/02/2018 |

| Version number | Approval date | Approved by | Brief outline of changes |
|-----------------------|----------------------|---|--|
| 1.0 | 02/02/2018 | Academic Committee | New |
| 1.1 | 06/07/2020 | Director Governance and Executive Director Pathways | Minor changes: updates to roles and addition of online scenarios |