



Student Code of Conduct Policy

Institution	Opera City English College
Policy Name	Student Code of Conduct Policy
Policy Governance	PEO
Reference to Standards	Not Applicable
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1 PURPOSE

Opera City English College is committed to the pursuit of excellence in learning, teaching, and to community engagement. This Code sets out The College's expectations of students in respect of academic matters and personal behaviour and outlines The College's responsibilities to students. Studying at The College presents opportunities for interacting with other members of The College community. The College 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.

2 DEFINITIONS

OCEC/The College: Opera City English College

3 POLICY

This policy applies to all students regardless of visa type.

3.1 The College reaffirms its commitment to:

- a) high quality teaching and a high-quality education;
- b) intellectual freedom and social responsibility;
- c) recognition of the importance of learning and open inquiry;
- d) tolerance, honesty and respect as the hallmarks of relationships throughout The College community;
- e) high standards of ethical and professional behaviour.

3.2 This Code is based upon three basic principles of student conduct:

- a) an obligation to act with integrity and to ensure that all learning is conducted safely



- b) an obligation to observe standards of equity and respect in dealing with every member of The College community
- c) an obligation to use and care for The College resources in a lawful and appropriate manner, and to not diminish The College's reputation whilst studying and other associated College activities.

3.3 All students are required to be aware of and act consistently with these principles.

3.4 Student Obligations

All students must:

- a) treat all staff, consultants, volunteers, any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity;
- b) maintain a cooperative and collaborative approach to inter-personal relationships;
- c) act honestly and ethically in their dealings with College workers, consultants, volunteers, any other members of the public and other students;
- d) respect the privacy of workers, consultants, volunteers, any other members of the public and other students;
- e) ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of workers, consultants, volunteers, any other members of the public and other students to carry out their study at The College;
- f) ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of workers, consultants, volunteers, any other members of the public or other students to access or use the resources of The College;
- g) ensure that they do not become involved in or encourage discrimination against or harassment or bullying of workers, consultants, volunteers, any other members of the public or other students.
- h) identify themselves truthfully when required to do so by a College staff member and produce their student card on request to a College staff member fulfilling the requirements of their duties
- i) not behave in any way which impairs the reasonable freedom of other persons to pursue their studies or to participate in the life of The College.
- j) not engage in any fraudulent or corrupt conduct



3.5 Equity and respect

Students are expected to:

- a) treat all staff, other students and visitors to the college with courtesy, tolerance and respect. this extends to teaching staff in venues off-campus and online.
- b) respect the rights of others to be treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment;
- c) respect the rights of others to express political and religious views and not engage in behaviour that is obscene, dangerous or could reasonably be considered to be offensive to others;
- d) not engage in behaviour that is unlawful, discriminatory, harassing, or bullying;
- e) not engage in behaviour that is perceived to be threatening or intimidating or causes any person to fear for their personal safety or well-being;
- f) not behave in a way that disrupts or interferes with any teaching or academic activity of the College authorised to be held on a campus of The College;

3.6 Academic Conduct

Students are expected to:

- a) maintain current information in the student information system, and observe key dates and deadlines;
- b) conduct themselves honestly and in compliance with College expectations;
- c) comply with the conventions of academic scholarship and ensure the proper use of copyright material;
- d) not engage in plagiarism or other academic misconduct;
- e) act ethically and honestly in the preparation, conduct, submission of classwork/homework, and during all forms of assessment, including formal examinations and informal tests;
- f) conduct themselves in a manner conducive to the proper functioning of The College, which is dedicated to the pursuit of academic excellence;
- g) actively participate in the learning process;
- h) attend scheduled course teaching activities and submit assessment tasks on time, unless unforeseen or exceptional circumstances arise;
- i) behave ethically, avoiding any action or behaviour that would unfairly disadvantage or advantage either themselves or another student;
- j) behave professionally, ethically and respectfully in all dealings with The College's learning partners during excursions;
- k) read all official correspondence from The College, including email and SMS messages;



- l) use College resources, including information and communication technology resources, in a lawful and ethical manner and for College purposes only, unless express permission has been granted for non-College or private usage (Eg. Resume writing, etc.)

3.7 College resources and reputation

Students are expected to:

- a) use and care for all College resources in a lawful and ethical manner, mindful of the need for resources to be shared by all members of The College community;
- b) ensure their actions or inactions as a student do not harm, or bring into disrepute, The College's reputation or good standing;
- c) not engage in behaviour that is detrimental to College property;
- d) not participate in any learning activity, while under the influence of alcohol or other drugs;
- e) not use, possess or supply any prohibited drug, substance or weapon on campus;
- f) not misuse College facilities in a manner which is unlawful or which will be detrimental to the rights and properties of others;
- g) not use The College's name, reputation or logo for private gain or the gain of a third party, or private business or commercial purposes, without prior permission;
- h) not use College resources for private gain or the gain of a third party, or private business or commercial purposes, without prior permission;

3.8 College Responsibilities

The College has responsibilities to ensure that students:

- a) study in a learning environment which fosters student participation in rational debate and in which students can freely express alternative points of view;
- b) are considered for selection into courses on the basis of criteria that are valid, explicit, fair and reliable;
- c) enrol in courses of study that are of high standard, satisfy relevant professional requirements, are up-to-date and based on current methodologies
- d) have reasonable access to qualified teaching/training staff, academic management and learning support services;
- e) have reasonable access to materials, equipment and other resources to enable completion of courses;
- f) receive timely, complete, clear and accurate information in relation to the content, objectives, cost and assessment tasks of courses, timely and appropriate feedback on assessment tasks, timely and appropriate information in relation to administrative procedures that apply to them;
- g) can provide feedback on the teaching and learning environment;



- h) study and work in a safe, harmonious, tolerant and productive learning environment.

3.9 The College experience

The College has responsibilities to ensure that students:

- a) are treated with courtesy, tolerance and respect as valued members of The College community;
- b) participate in providing feedback to The College;
- c) are treated fairly, impartially and consistently in all aspects of College policy, procedures and practice ;
- d) are treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment;
- e) have reasonable access to support services if experiencing personal, academic or disability related difficulties;
- f) have reasonable access to records held about them;
- g) receive respect and protection of their privacy;
- h) can complain about an academic or administrative decision that affects them if there are grounds for believing that the decision may have been made on inappropriate criteria;
- i) can lodge a complaint or appeal without fear of victimisation and with assurance that the matter will be treated seriously, expeditiously and sensitively having due regard to procedural fairness and confidentiality.

4 RESPONSIBILITY

This PEO is responsible for the Student Code of Conduct policy

5 PROCEDURE

- 5.1 The College will advise all students at orientation in regards to the Student Code of Conduct Policy
- 5.2 The College will place posters around the campus summarising key points of the Student Code of Conduct Policy