

603-DOC-MEGA Student Code of Conduct

Relevant Standards	Linked Documents
SRTOs 2015: 5.2 (e) The National Code 2018: Standards 3	Student Handbook Plagiarism and Academic Misconduct Policy Anti-discrimination and Bullying Policy Sexual Harassment Policy and Complaints Procedure Student Orientation Policy and Procedure

1. Purpose

MEGA is committed to providing a safe, supportive, collaborative, and positive learning environment to all the students. This Code sets out MEGA expectations of students with respect to their academic and personal conduct and outlines MEGA’s responsibilities to students.

2. Scope

This code applies to all the student of MEGA enrolled with MEGA in Australia or overseas campuses, or students representing MEGA in any event or activity in Australia or overseas. This code does not replace, but supports, legislation, relevant professional bodies’ codes of conduct or awards and policies.

3. Definitions

RTO Members: Means all employees of MEGA regardless of the type or tenure of employment, contractors, visitors, guest speakers and persons on honorary appointment.

The Code: The Student Code of Conduct.

4. Legislative Context

- Anti-Discrimination Act 1977
- Copyright Act 1968
- Equal Opportunity for Women in the Workplace Act 1999
- Freedom of Information Act 1989
- Occupational Health and Safety Act 1983
- Privacy and Personal Information Protection Act 1998
- Protected Disclosures Act 1994
- Workplace Relations Act 1996.

5. The Code

5.1 Compliance with all MEGA policies, procedures and quality initiatives

All students are required to observe and comply with all college policies, procedures, guidelines, directive, and quality initiatives at all times during their enrolment at MEGA.

5.2 Student Obligations

MEGA expects its student to:

- Inform themselves of MEGA’s rules and policies affecting them and comply with this Code of Conduct at all times
- Treat all MEGA staff other students, and visitors to MEGA with courtesy, tolerance and respect
- Ensure their contact details are up to date and that they regularly read all the communications and emails sent to their provided email and physical addresses

- Identify themselves when required to do so by a MEGA staff member and produce their student card on request to a MEGA staff member fulfilling the requirements of their duties
- Treat other students and staff with respect so as not to compromise their health, safety, privacy and welfare
- Abstain from bullying, harassing, and any other unlawful activity or Unacceptable Student Behaviour whilst on campus or when representing MEGA in an activity or an event, including the online environment
- 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
- Respect the rights of others to be treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment
- Adhere to course requirements and classroom norms established in class
- Make timely payment of any fee, charge or penalty imposed by MEGA
- Ensure their actions or inactions as a student do not harm, or bring into disrepute, MEGA's reputation or good standing
- Abide by the conditions of the International Student Acceptance Agreement.

5.3 Unacceptable Student Behaviour

Unacceptable behaviour may include but is not limited to:

- Endangering the safety of self or others
- Inappropriate physical contact and/or physical violence
- Bullying and intimidation of any other person
- Being affected by drugs and/or alcohol
- Consistently disrupting the work of learning in the classroom
- Inappropriate isolation of a group member from group activities
- Putting at risk the good reputation of any other person
- Making racist or sexist comments to any other person
- Demeaning another in any way
- Constantly and inappropriately seeking attention
- Behaving in a disruptive manner such as swearing, yelling, using offensive language
- Inappropriate invasion of another's personal space
- Stealing
- Disobeying any reasonable direction by a staff member
- Viewing or distributing offensive material via the internet, e-mail or any other means
- Use of mobile phones in the classroom environment.

If your behaviour is disruptive or unacceptable, disciplinary action may be taken against you. A Trainer and Assessor can ask you to leave the classroom or refuse entry to a classroom if your behaviour is disruptive or dangerous. If your behaviour threatens the safety of others, interferes with the duties of staff or other students' study or damages or threatens MEGA's property, you may be suspended.

5.4 Integrity in Academic Works

Students are expected to:

- Not engage in plagiarism or other academic misconduct (Ref: Plagiarism and Academic Misconduct Policy)
- Actively participate in the learning process
- Attend scheduled course training activities and submit assessment tasks on time, unless unforeseen or exceptional circumstances arise
- Behave ethically, avoiding any action or behaviour that would unfairly disadvantage or advantage either themselves or another student
- Comply with the assessment conditions, Trainer and Assessor instructions, and ensure the proper use of copyright material
- Not behave in a way that disrupts or interferes with any training or academic activity of MEGA.

5.5 MEGA's Resources

Students have a general responsibility to safeguard, properly use and care for MEGA's resources. Fraud or theft by a student may result in dismissal and or a legal action.

Students are expected to:

- Use and care for all MEGA resources, such as buildings, equipment, library, information and communication technology resources, in a lawful and ethical manner, mindful of the need for resources to be shared by all MEGA members
- Not engage in behaviour that is detrimental to MEGA's property, including MEGA library sources, and course materials
- Not misuse library, computing or communications facilities in a manner which is unlawful or which will be detrimental to the rights and properties of others.

Students must use MEGA's resources only for purposes related to their studies. MEGA's facilities and resources are necessarily provided in an accessible manner on trust to staff and students. MEGA information systems, including software and computer equipment, may be used only by staff or students.

6. MEGA's Responsibilities

MEGA has responsibilities to ensure that students:

- Study in an academic environment which fosters student participation in active and collaborative learning activities that contribute towards development to knowledge, skills and graduate attributes
- Are considered for selection into courses or programmes on the basis of criteria that are valid, explicit, fair and reliable
- Enrol in courses and programmes of study that are of high standard, satisfy relevant professional requirements, are up-to-date and based on training packages and industry expectations
- Have access to appropriately qualified academic staff and academic and learning support services
- Have access to materials, equipment and other resources to enable completion of academic courses
- Receive timely, complete, clear and accurate information in relation to the content, conditions, cost and assessment tasks of courses
- Receive timely and appropriate feedback on assessment tasks
- Receive timely and appropriate information in relation to administrative procedures that apply to them
- Have an opportunity to provide feedback on the training, learning and assessment environment
- Study and work in a safe, harmonious, tolerant and productive academic environment
- Are treated with courtesy, tolerance and respect as valued members of MEGA community
- Are treated fairly, impartially and consistently in all aspects of MEGA policy, procedures and practice
- Are treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment.

7. Breach of the Code

A student may be suspended or have their enrolment terminated from a course for behaviour that contravenes this Code of Conduct.

Students have a responsibility to:

- Observe MEGA and classroom norms and this Code of Conduct
- Be courteous to staff and other students
- Behave in a manner which does not interfere with the learning of others
- Conduct themselves in a responsible manner while at MEGA or any other MEGA's activity, excursion, or function
- Abide by the policies and rules of MEGA
- Abide by the conditions of the Student Agreement.

STAFF & HRM

Relevant Policies

#	Policy and Procedure	Supporting Standards
1	113-PP-MEGA Staff Recruitment and Selection Policy and Procedure	SRTOs 2015: 1.13, 1.14, 1.15, 1.16, 1.7, 1.20, 1.21, 1.22, 1.23, 1.24, 8.6 The National Code 2018: Standards 6.7, 6.9, 11.2.5, 11.2.6
2	339-PP-MEGA Staff Professional Development Policy	SRTOs 2015: 1.16, 8.6 The National Code 2018: 6.7, 6.9, 11.2.5, 11.2.6
3	115-PP-MEGA Staff Code of Conduct	SRTOs 2015: 8.6, The National Code 2018: QA
4	215-PP-MEGA Staff Complaint Policy and Procedure	SRTOs 2015: 6.1, 6.2, 6.3, 6.4, 6.5, 6.6 The National Code 2018: Standard 6.7, 6.9.1,

Forms		
1.	Professional Development Plan Template	SRTOs 2015: 1.13, 1.14, 1.15, 1.16, 1.7, 1.20, 1.21, 1.22, 1.23, 1.24, 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 8.6 The National Code 2018: 6, 11
2.	Performance Appraisal Template	
3.	Direct Supervision Record Sheet	
4.	Staff Complaint and Grievance Form	
5.	Employee Details Form	
6.	Staff Leave Application	
7.	Trainer Concern Form	
8.	Staff File Checklist	

Revision History:

Version No:	Date	Description of modifications	Staff responsible
1	Dec 2017	First Review and alignment of PP to new National Code 2018 and SRTOs 2015.	CEO
2	Jan 2018	New PP approved	CEO
3	Aug 2018	Update changes from DIBP to DHA, Academic Coordinator to Academic Manager	CEO
4	October 2023	Review of PP	CEO