

Student Code of Conduct – Higher Education

Student life at the College should be an active, harmonious, ethical and positive experience centred on academic learning, research and professional and personal growth.

The aim of the Student Code of Conduct - HE is to foster the College's values and encourage active engagement between the College and students within the contexts of professional practice, learning and teaching and the life of the College communities.

The purpose of this Code of Conduct is to outline what students should expect from the College, the College's expectations of Higher Education (HE) students, and expected behaviours between the College and their students, the staff of the College, and the broader College communities.

This Code applies to all HE students of Martin Higher Education.

Definition of “Student”: *An individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.*

HE students who behave in a manner that contradicts this Code of Conduct or any other related Codes and Policies may be liable for student misconduct and disciplinary action as per the:

- Student Misconduct Policy – Higher Education, which sets out the College's policy and procedures with respect to non-academic misconduct; and/or
- Academic Integrity and Academic Misconduct Policy and Procedures – Higher Education, which sets out the College's policy and procedures with respect to academic misconduct.

These and other codes and policies which students should be aware (such as Grievance Policy – Domestic Students – Higher Education, and Complaints and Appeals Policy – International Students) are publicly available on the College website and should be reviewed by students regularly.

The College expects HE students to respect the organisational values outlined below. The Values are to guide each and every interaction of, and to, members of the College Communities. Students, the staff who teach them, and the broader College Communities are expected to regard the College's Values of:

- **Students First:** Translating our passion for learning into the empowerment of our students by enabling them to compete and succeed when they leave our care in a way no other organisation does.
- **Ambitious:** We recognise that our success stems from balancing our commercial aspirations to grow with meeting the needs of our students, partners, staff and stakeholders.

Note: Martin Higher Education policy and procedure referenced in this document can be accessed at <https://www.martin.edu.au/studying-with-us/policies-procedures-forms>.

- **Curious:** We leverage clarity and creativity and use evidence-based decision making to continuously improve. We speak the facts and do not create mythology based on incorrect information. We ask the hard and important questions to ensure outcomes fitting our students, staff and organisation.
- **Delivering:** We take personal responsibility by making promises we can keep and delivering on them every time. Not trying to do everything but holding ourselves and each other to account of doing the really important things, well.
- **Huddle:** We recognize that our capacity to contribute as a whole is greater than the sum of our parts. By rallying around ideas, goals and challenges, we consciously find ways to bring everything we have and believe in to the table to succeed together as one organisation.
- **Happiness:** We value positivity, joy, encouragement and strive to be in the moment. As individuals we understand we carry responsibility for our own happiness regardless the situation or context and that in turn informs how we “show up” in the workplace.

Overall, the College expects HE students to meet the following expectations:

- To treat all staff, students and the general public with respect, fairness and courtesy.
- Respect the principles of free intellectual inquiry.
- Maintain the privacy of staff and other students.
- Ensure that they do not compromise the health, safety, or welfare of other students and staff.
- Maintain effective, safe and orderly functioning of the College.
- Follow Workplace Health and Safety procedures at all times.
- Report any Workplace Health and Safety concerns to staff immediately.
- Use the College property and equipment in a responsible and careful way.
- Implement zero tolerance to alcohol and other drugs at the College, including smoking.
- Follow all lawful instructions given by staff and College representatives.
- Adhere to outlined academic progression.
- Ensure and maintain currency as per the requirements of professional associations.
- Abstain from bullying (including cyberbullying), harassment and any other unlawful behaviour whilst on campus, studying in the online environment, or whilst representing the College externally.
- Respect the cultural background of this land and its indigenous Aboriginal and Torres Strait Islander Traditional Owners.
- Abstain from academic dishonesty.
- Make timely payments of any fees and charges imposed by the College.

Students are also expected to abide by other Codes and Policies specific to their course and College such as:

- Professional Codes of Ethics
- Professional Codes of Conduct
- Professional Competency Standards/Standards for Practice/Professional Boundaries.

All College campuses are **non-smoking venues** and students are expected to comply with all relevant laws regarding smoking in and around non-smoking buildings.

Student Expectations

Students should expect the following from their experience at any of the College:

As an individual:

- To be treated respectfully, fairly and equally irrespective of disability or cultural background.
- To be motivated, inspired, challenged and stimulated for the duration of their program of study.
- To be valued and heard.
- To receive protection of privacy and confidentiality of information.

As a student:

- To be able to participate in relevant and industry defined up to date practice via well designed curriculum and best practice principles.
- To obtain consistent and clear information regarding policies and procedures.
- To be supplied with an effective mechanism for providing feedback on learning and being able to request review of grades without fear of recrimination.
- To receive close engagement with discipline based colleagues and practitioners who are experts in their fields.
- To participate in a vibrant, engaged learning environment supported by responsive academic staff, practitioners and Student Services.
- To be provided with guidance and instruction from confident and competent teachers who are motivated and accessible and provide timely direction and feedback on performance.
- To receive ready access to support services and intervention strategies for ensuring academic, professional, vocational and personal success.
- To be provided with excellent teaching and learning resources and services that promote scholarly activity and differing learning requirements.
- To have access to an amenable campus environment with flexible learning and social interaction spaces.
- To be provided with opportunities to contribute to the College community and to be represented and actively involved in relevant College committees.
- For all College staff to interact with students with honesty, integrity and in a timely manner.
- The recognition of the intellectual property rights of students to their work.
- The provision of a student-centred approach to all services including information technology, library and student support.
- A safe and healthy College environment.

As a developing professional:

- To be provided with opportunities for career development.
- To be well prepared for future employment and lifelong learning.
- To be provided with the opportunity to continue to be involved in Alumni and College events after graduation.

College Expectations

The College expects students to take on the following responsibilities:

Standards of Behaviour:

- Abide by all regulations and requirements of the College and respond to all lawful and reasonable directions from staff.
- Be aware that all forms of academic dishonesty or misconduct are unacceptable and that the College may take measures to assure compliance with relevant policies.
- Display professional conduct at all times while undertaking study and other educational exchanges (including face to face and online). Note: The College understands that students maintain their own social media accounts and networks; however, when they are used for disparaging comments that are unsubstantiated in relation to their studies or the College, this will be considered unprofessional behaviour. The same respect and professionalism in face to face interactions is expected online.
- Refrain from any form of cyberbullying.
- Refrain from any activity that deliberately obstructs, or seeks to deter, an officer of the College in the performance of their duties.
- To contribute to the local community and create partnerships in a manner that is representative of College values.
- Use all equipment and resources (including IT resources) appropriately, legitimately and safely following all occupational health and safety requirements.

Interpersonal Relationships:

- To be respectful, fair and value equality to all members of the college community irrespective of disability, cultural background, gender, sexual orientation, marital status, age or political conviction.
- To ensure that others within the College community are valued and heard, respecting their rights to express dissent or different views, subject to those views complying with the laws of Australia and not endangering the safety of other members of the community.
- To provide members of the College community with protection of privacy and confidentiality of information.
- To be open to engagement in rational academic debate and robust discussions.

Policies and Procedures:

- Be informed of all current policies and procedures, support services and academic requirements including maintaining awareness of any new relevant policies and procedures that may be published from time to time, and seek guidance if unsure.
- Responsibly observe all of the College's policies and procedures and relevant guidelines and forms supporting those.
- Respect the property of other students and the College, while respecting the rights of others to use College property and facilities.
- Respect the property and facilities at any venue that students are directed to as part of their studies with the College or as representatives of the College.

- Maintain academic integrity and respect and comply with academic scholarship standards.
- Refrain from frivolous and unsubstantiated complaints or grievances which lack underpinning evidence.
- Fully understand the annual fee schedule which is published ahead of each calendar year, and accept that full payment of fees is expected at the commencement of each teaching period.

Educational Experience:

- To be motivated, inspired, challenged and stimulated for the duration of their course.
- Take responsibility for own behaviour, education and self-directed learning.
- Actively engage as diligent learners, prepare for and participate in all teaching and learning activities.
- Be well informed about the course, subjects, course rules and Essential Course Requirements, and seek assistance if in doubt.
- Ensure and maintain course progression as per the requirements of the regulatory bodies and professional associations.
- Take responsibility to self-manage enrolment and course planning, using advice provided by the College through its personnel and web services.
- Accept and act on the advice and feedback given regarding academic performance.
- Respect the confidentiality of information shared within the learning environment.
- Prepare diligently for future professional practice, any additional regulatory or professional requirements and the development of lifelong learning.
- To pursue scholarly activity and professional practice which contribute positively to the profile of the College and the profession at large.

Timely and Accurate Information:

- Attend classes punctually and commit to fully participate for the duration of the learning activity
- Submit assessment items in a timely manner and abide by relevant policies if a complication occurs
- Supply accurate and up to date personal and other information to the College according to the deadlines set by the College and whenever a change occurs to that information, recognising that the College is required to comply with the Privacy Act.

Student Participation and Feedback:

- Take responsibility for incorporating constructive feedback into learning.
- Support continuous improvement of courses and College support services through the provision of honest, considered and constructive feedback.
- Participate actively in, and contribute to, the committees on which the student is a representative or member.

Further Information

Related Documents	<p>All Martin Higher Education policy and procedures published at https://www.martin.edu.au/studying-with-us/policies-procedures-forms, including</p> <ul style="list-style-type: none"> • Student Misconduct Policy – Higher Education
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	<ul style="list-style-type: none"> Academic Integrity and Academic Misconduct Policy and Procedures
Related Legislation	Higher Education Support Act 2003; Tertiary Education Quality and Standards Agency Act 2011 and Higher Education Standards Framework (Threshold Standards) 2015, Education Services for Overseas Students (ESOS) Act 2000 and National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018; and associated Commonwealth and State legislation; and Australian Qualifications Framework.
Policy Owner:	Martin HE Operational Director (or delegate)
Contact:	Martin HE Operational Director (or delegate)
Approval Body:	SGA Board of Directors Date: 8 August 2018
Policy Status:	v2.0. Replaces v1.0. Revision includes rebranding to apply to only Martin HE (from former multi-institutional HE harmonised Code and addition of document control information.
Responsibilities for Implementation:	Operational Director (or delegate), Head of College (or delegate), Academic Program Leaders, all academic and professional staff
Key Stakeholders:	Operational Director (or delegate), Head of College (or delegate), Academic Program Leaders, all academic and professional staff, students.