

POLICY

Technical Institute of Victoria (TIV) is committed to providing a safe, supportive, collaborative, and positive learning environment to all the students

PURPOSE

The purpose of this this Code is to set out the expectations of students with respect to their academic and personal conduct and outlines TIV's responsibilities to students.

SCOPE

This code applies to all the current and prospective student of Technical Institute of Victoria.

REQUIREMENTS

Compliance with all TIV policies, procedures and quality initiatives

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

Student Obligations

TIV expects its student to;

- Inform themselves of TIV's rules and policies affecting them and comply with this Code of Conduct at all times;
- Treat all institute staff, other students, and visitors to TIV 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 institute staff member and produce their student card on request to a institute 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;
- Refrain from bullying, harassing, and any other unlawful activity or Unacceptable Student Behaviour whilst on campus or when representing TIV 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 TIV;
- Ensure their actions or inactions as a student do not harm, or bring into disrepute, TIV's reputation or good standing;
- Abide by the conditions of the Student Agreement

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/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 institute property, you may be suspended.

Integrity in Academic Works:

Students are expected to;

- Not engage in plagiarism or other academic misconduct (Ref: Plagiarism, Collusion 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/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 TIV.

TIV Resources

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

- Use and care for all institute 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 institute members;
- Not engage in behaviour that is detrimental to institute property, including TIV library resources, 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 institute resources only for purposes related to their studies. TIV facilities and resources are necessarily provided in an accessible manner on trust to staff and students. TIV information systems, including software and computer equipment, may be used only by staff or students.

TIV'S RESPONSIBILITY

TIV 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 programs on the basis of criteria that are valid, explicit, fair and reliable.
- Enrol in courses and programs 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 TIV.
- Are treated fairly, impartially and consistently in all aspects of institute policy, procedures and practice.
- Are treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment.

BREACH OF 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 TIV 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 TIV or any other activity, excursion, or function;
- Abide by the policies and rules of TIV;
- Abide by the conditions of the Student Agreement.