

Policy Title	PAX Student Code of Conduct				
Policy Number	P - 19	Version Number	V15 Oct 2020	Status	ENDORSED
Owner	Quality and Compliance Manager		Approved By	CEO	
Related legislation/applicable section of legislation:					
ESOS/NCP	<ul style="list-style-type: none"><li>• ESOS Act (2000), Education for Overseas Students Amendment Act 2014 National Code of Practice for Providers of Education and Training to Overseas Students</li><li>• National Code 2018: Standard 3</li></ul>				
SRTOs 2015	<b>Standards 5.2 (e)</b> <a href="http://www.asqa.gov.au/users-guide-to-the-standards-for-registered-training-organisations-2015/users-guide-to-the-standards-for-registered-training-organisations-2015.html">http://www.asqa.gov.au/users-guide-to-the-standards-for-registered-training-organisations-2015/users-guide-to-the-standards-for-registered-training-organisations-2015.html</a>				
Legislative Context	<ul style="list-style-type: none"><li>• National Vocational Education and Training Regulator Act 2011 (Cth)</li><li>• Standards for Registered Training Organisations 2015<ul style="list-style-type: none"><li>▪ Commonwealth Human Rights and Equal Opportunity Commission Act 1986</li><li>▪ Commonwealth Disability Discrimination Act 1992</li><li>▪ Commonwealth Disability Standards for Education 2005</li><li>▪ Equal Opportunity Act 1995</li></ul></li><li>• Overseas Students Ombudsman at Website: <a href="http://www.oso.gov.au">http://www.oso.gov.au</a></li></ul>				
Related Policies and forms	<ul style="list-style-type: none"><li>• PAX Student Handbook</li><li>• PAX Plagiarism and Academic Misconduct Policy and Procedure</li><li>• PAX Student Complaints and Appeals Policy and Procedure</li><li>• PAX Student Orientation Policy and Procedure</li></ul>				

*Once printed this is an uncontrolled document*

PAX Institute of Education Pty Ltd T/A PAX Institute of Education	CRICOS No: 03152D	RTO No: 22207	<a href="http://www.pax.edu.au">www.pax.edu.au</a>
Address: 16/190 Queen Street, Melbourne VIC 3000, Australia	Tel: +61 3 9041 3466	Fax: +61 3 9041 3467	Email: <a href="mailto:info@pax.edu.au">info@pax.edu.au</a>
P-19 PAX Student Code of Conduct   Version 15   Last Reviewed: Oct 2020   Next review Date: Dec 2021   Page 1 of 5			

## Table of Contents

1. POLICY.....	3
2. PURPOSE.....	3
3. SCOPE .....	3
4. DEFINITIONS .....	3
5. REQUIREMENTS.....	3
6 PAX INSTITUTE’S RESPONSIBILITY .....	5
7 BREACH OF CODE .....	5

***Once printed this is an uncontrolled document***

PAX Institute of Education Pty Ltd T/A PAX Institute of Education	CRICOS No: 03152D	RTO No: 22207	<a href="http://www.pax.edu.au">www.pax.edu.au</a>
Address: 16/190 Queen Street, Melbourne VIC 3000, Australia	Tel: +61 3 9041 3466	Fax: +61 3 9041 3467	Email: <a href="mailto:info@pax.edu.au">info@pax.edu.au</a>
P-19 PAX Student Code of Conduct   Version 15   Last Reviewed: Oct 2020   Next review Date: Dec 2021   Page 2 of 5			

## 1. POLICY

PAX Institute of Education Pty Ltd RTO #22207, CRICOS #03152D trading as PAX Institute of Education is committed to providing a safe, supportive, collaborative, and positive learning environment to all the students.

## 2. 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 PAX Institute's responsibilities to students.

## 3. SCOPE

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

## 4. DEFINITIONS

**RTO Students:** Means all students of PAX Institute

**The Code:** The Student Code of Conduct

## 5. REQUIREMENTS

### 5.1 Compliance with all PAX Institute policies, procedures and quality initiatives

All students are required to observe and comply with all the policies, procedures, guidelines, directive, and quality initiatives at all times during their enrolment at PAX Institute of Education.

### 5.2 Student Obligations

PAX Institute expects its student to;

- Understand the PAX Institute's rules and policies affecting them and comply with this Code of Conduct at all times;
- Treat all PAX staff, other students, and visitors to PAX Institute 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;
- Identify themselves when required to do so by a PAX staff member and produce their student card on request to a PAX 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 PAX Institute 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;
- Ensure to attend the Course Progress and Intervention meetings;
- Make timely payment of any fee, charge or penalty imposed by PAX Institute;

*Once printed this is an uncontrolled document*

PAX Institute of Education Pty Ltd T/A PAX Institute of Education	CRICOS No: 03152D	RTO No: 22207	<a href="http://www.pax.edu.au">www.pax.edu.au</a>
Address: 16/190 Queen Street, Melbourne VIC 3000, Australia	Tel: +61 3 9041 3466	Fax: +61 3 9041 3467	Email: <a href="mailto:info@pax.edu.au">info@pax.edu.au</a>
P-19 PAX Student Code of Conduct   Version 15   Last Reviewed: Oct 2020   Next review Date: Dec 2021   Page 3 of 5			

- Ensure their actions or inactions as a student do not harm, or bring into disrepute, PAX Institute's reputation or good standing;
- Ensure to respond to and invitations to attend meetings and the requirement to attend meeting when contacted;
- Abide by the conditions of the Student Agreement.

## 5.2 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 college property, you may be suspended.

## 5.3 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 PAX Institute.

## 5.5 PAX Institute Resources

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

Students are expected to:

*Once printed this is an uncontrolled document*

PAX Institute of Education Pty Ltd T/A PAX Institute of Education	CRICOS No: 03152D	RTO No: 22207	<a href="http://www.pax.edu.au">www.pax.edu.au</a>
Address: 16/190 Queen Street, Melbourne VIC 3000, Australia	Tel: +61 3 9041 3466	Fax: +61 3 9041 3467	Email: <a href="mailto:info@pax.edu.au">info@pax.edu.au</a>
P-19 PAX Student Code of Conduct   Version 15   Last Reviewed: Oct 2020   Next review Date: Dec 2021   Page 4 of 5			

- Use and care for all Institute resources, such as buildings, equipment, 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 course materials;
- Not misuse 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 PAX resources only for purposes related to their studies. PAX Institute facilities and resources are necessarily provided in an accessible manner on trust to staff and students. PAX Institute information systems, including software and computer equipment, may be used only by staff or students.

## 6 PAX INSTITUTE'S RESPONSIBILITY

PAX Institute 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, 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 PAX Institute.
- Are treated fairly, impartially and consistently in all aspects of PAX policy, procedures and practice.
- Are treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment.

## 7 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 will be notified if it is identified that they have contravened any area of the code of practice, required to attend meeting with X and provided with a warning and intervene plan. A second will result in notification of intention to suspend or cancel enrolment.

Students have a responsibility to:

- Observe PAX Institute 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 PAX Institute or any other college activity, excursion, or function;
- Abide by the policies and rules of PAX Institute;
- Abide by the conditions of the Student Agreement.

*Once printed this is an uncontrolled document*

PAX Institute of Education Pty Ltd T/A PAX Institute of Education	CRICOS No: 03152D	RTO No: 22207	<a href="http://www.pax.edu.au">www.pax.edu.au</a>
Address: 16/190 Queen Street, Melbourne VIC 3000, Australia	Tel: +61 3 9041 3466	Fax: +61 3 9041 3467	Email: <a href="mailto:info@pax.edu.au">info@pax.edu.au</a>
P-19 PAX Student Code of Conduct   Version 15   Last Reviewed: Oct 2020   Next review Date: Dec 2021   Page 5 of 5			