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# Student Academic and General Code of Conduct Policy and Procedure

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Version Control

Date	Version	Changes made	Author
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As a student you also have a responsibility to:

- Be a genuine/bona fide student
- Attend class and progress in your course and/or respond to any contact made by Queensford College regarding current circumstances to avoid being deemed as a non-genuine student (Student will be in breach of Code of Behaviour, if they are deemed as a non-genuine student)
- Be honest in assessments
- Treat other students and Queensford College



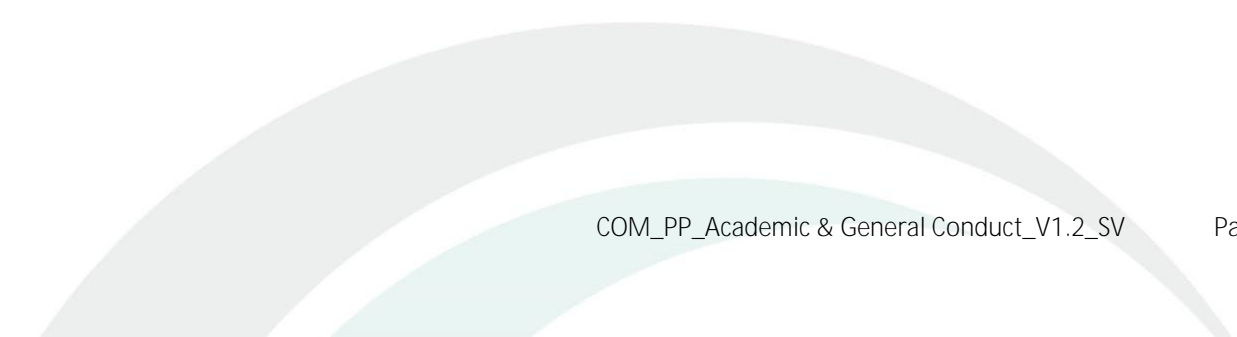
Other disciplinary measure may be applied instead of, or in addition to those listed above.

- Socialising publicly and/or privately with staff whilst enrolled as a student unless at an event organised and/or approved by the Registrars
- Breaching relevant State and Federal Laws, e.g. Workplace Health and Safety
- Selling, using, distributing and/or being in possession or under the influence of drugs while attending classes/work experience and during online training and assessments
- Selling, consuming, distributing or being under the influence of alcohol while attending classes/work experience and during online assessments
- Directly or indirectly engaging in any activity which could by association cause Queensford College public embarrassment or other damages
- Wilful damage to or theft of Queensford College property, or property entrusted to Queensford College's care
- Accessing, storing, processing or transmitting any information deemed to be threatening, obscene, pornographic or harassing in nature
- Failure to abide any trainers/supervisors/managers' reasonable request and/or direction
- Unauthorised use of Queensford College intellectual property including College name, logo, training manuals/materials, trademarks, designs, confidential information and copyright material
- Speaking languages other than English in classrooms and in online forums such as Skype
- Smoking inside campus buildings/classrooms or within 4 metres of a campus entrance. Smoking is not allowed in carparks and the landlord has the right to fine students up to \$200.

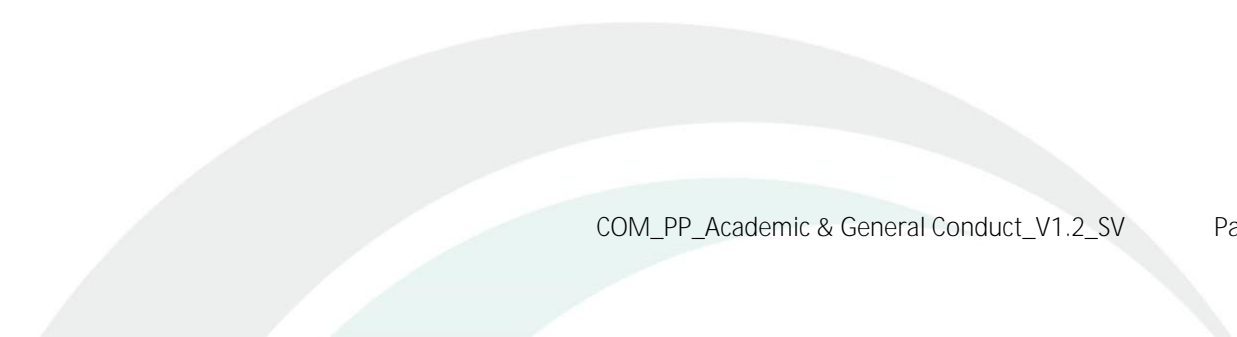
## 6.1. Disciplinary Actions

Students who are proven to have committed acts deemed as general misconduct may be subject to disciplinary measures. Measure imposed will be determined in line with the severity of the misconduct, damage, injury or harm resulting from the student's actions. These may include:

1. Formal notice to the student identifying that an act of misconduct has been committed, including a warning that any subsequent offences may result in more serious actions being taken by the College
2. Reimbursement of costs for any damage caused
3. Suspension
4. Expulsion
5. Queensford College has a no tolerance stance toward acts of misconduct involving bullying, harassment, assault, sexual harassment, discrimination or any behavior which impacts on the safety and wellbeing of others, and in such cases, instant expulsion will apply
6. Cancellation of Enrolment







## 8. Appeals

If the student wishes to appeal against the disciplinary actions made, the student may appeal through Queensford College's complaints and appeal process and complete the Complaints and Appeals Form within 20 days of the decision being made. Please refer to Queensford College Complaints and Appeals Policy and Procedure. The policy and form can also be accessed from the Institute website: [www.queensford.edu.au](http://www.queensford.edu.au)