

CODE OF CONDUCT

Students

This code of conduct has been designed to ensure a productive learning environment and pleasant atmosphere for all students and staff, both in and out of the formal class situation.

Institute staff are responsible for ensuring that there is a productive, safe, and secure learning environment for the delivery of its courses. This may mean the formulation of classroom and campus rules and regulations to ensure that this Code of Conduct is enforced.

Institute staff have the authority to ensure that student rights are protected and that students carry out their responsibilities.

The Director or the Training Co-ordinator may withdraw students who breach this Code from the site or the classroom, and implement the Institute's policy on discipline.

Throughout this statement, the term "student" is used to refer to any participant in Institute programs, including an apprentice or any other trainee who is undertaking training through Yalga-binbi Institute as a Registered Training Organization or as a Group Training Organization.

This Code of Conduct applies whenever and wherever the student is participating in an activity under the auspices of Yalga-binbi Institute, whether or not the student is on Institute premises.

RIGHTS

In providing opportunities for students to gain the skills and qualifications that they seek, Yalga-binbi Institute recognises the following rights of its students:

- To expect that the Institute will implement its Code of Practice in all of its operations. A copy of this Code is available to all students.
- To have equal access with fellow students to the learning resources of the Institute.
- To receive fair, useful, and timely feedback on their performance and progress.
- To have their personal privacy respected by Institute staff and their fellow students.
- To have reasonable access to tutorial assistance from the staff of the Institute who have been assigned to their course, and to have access to counselling and advice on matters which affect their participation in their course.
- To be treated with respect and courtesy by Institute staff and other students in an environment free from harassment and discrimination, in accordance with the Institute's policies on harassment and in accordance with relevant Queensland and Commonwealth legislation.
- To expect that when they are on Institute premises, the Institute will, as far as possible, provide a safe and secure environment.
- To be informed on, and have access to information about, course and unit content, about how the course and units within their course will be delivered, and about the assessment requirements for their course.

- To be informed on, and have access to, appropriate procedures for dealing with complaints and grievances.
- To be informed of the reasons for any disciplinary action or other sanctions that may be taken against them, to have explained to them the Institute's policies that relate to this *Code of Conduct (Students)* and to student discipline, and to be able to appeal against any such action in accordance with Institute policies.
- To have their cultural and religious beliefs and practices respected by Institute staff and fellow students. As far as possible, the Institute will attempt to adjust the operational requirements of its programs to accommodate the need for students to observe their cultural and ceremonial obligations, providing that this allowance does not in any way reduce the quality of their program or prevent them from completing their units and course on schedule.
- To provide feedback to the Institute on their course and on the services provided by the Institute, providing that this is done in a reasonable and constructive manner.
- To be voluntary members of a student organization.

RESPONSIBILITIES

While recognising the rights of its students, Yalga-binbi Institute expects that its students will carry out the following responsibilities:

- To refrain from any behaviour that may cause disturbance to other members of the Institute community or which may cause disruption to the teaching program of the Institute and the learning activities of its students.
- To treat all staff and students with courtesy and respect, and to refrain from any behaviour that may be interpreted as harassment or discriminatory under the Institute's policies on harassment and any relevant Queensland or Commonwealth legislation.
- To refrain from any behaviour which may cause fear or risk to another person, or which may endanger the physical, emotional or spiritual well-being of other people.
- To refrain from any activity which may bring the Institute into disrepute, or which is counter to the Indigenous Christian ethos, values, and principles which underlie the Institute.
- To respect the cultural, spiritual, and religious beliefs and practices of other students and staff, and to respect, and behave in accordance with, the Indigenous Christian environment and values of the Yalga-binbi Institute while on its premises.
- To participate fully in the course for which they are enrolled, including meeting all requirements of assignments, practical experience, research and inquiry, and submission of other work, and to be punctual in attendance at all class activities, seminars, work experience, and other scheduled obligations of their course.
- To submit only work which is their own in meeting the requirements of their course.
- To maintain regular contact (i.e., at least once a fortnight) with their lecturers when off-campus or in their communities.
- To provide feedback to Institute staff on any matters pertaining to their course, the teaching which they receive, or any aspect of the life of the Institute, which is honest and fair.

- To respect the physical environment, facilities, furniture, and equipment of Yalga-binbi Institute, and refrain from littering or damaging its facilities, furniture, or equipment other than through normal wear-and-tear.
- To borrow any assets of the Institute (such as library books) only with the approval of the respective staff member, and to return all borrowed items promptly on schedule.
- To refrain from bringing any alcohol or prohibited drugs on to Institute premises unless specific permission has been granted by the Director.
- Not to attend any Institute activity, whether on the institute's premises or not, and whether a teaching/ learning activity, a social function, or any other kind of activity organized under the auspices of the Institute if they are intoxicated or affected by alcohol or any other drug.
- To observe all the Institute's rules and regulations designed to maintain the well-being and safety of the Institute's environment, including rules about movement and activity on campus, including movement and parking of motor vehicles and bicycles.

Breach of any clause in this Code of Conduct may result in removal from Institute premises or other disciplinary action, including suspension or cancellation of enrolment.