

Griffith College
Quality Assurance and Enhancement Policies, Procedures, Practices
and Guidelines

Title	Learner Code of Conduct
Document No.	QAE J3
Initial Approval by APC	April 2005
Approval of current version by APC	January 2019
Responsibility for Implementation	All learners
Related Documents	Learner Disciplinary Procedure (QAE J5)
	Complaints Procedure for Learners (QAE J4)
	Academic Misconduct Procedure (QAE J6)
	Appeals Procedure (QAE E15)

QAE J3 Learner Code of Conduct

1. Objectives

- 1.1 To set down the code of conduct expected of the College's learners
- 1.2 To highlight what is considered misconduct under this code.

2. Scope

- 2.1 The College *Learner Code of Conduct* applies to all persons, other than staff, undertaking a programme of study or otherwise in attendance or in residence on the College's premises. In addition, these regulations apply to learners attending College programmes on other premises and to elected members of the Students' Union
- 2.2 This Learner Code of Conduct comes into force when an offer of a place in the College is accepted and remains in force whilst learners are attending the College or residing on its premises or taking part in any of its associated events.

3. Introduction

- 3.1 The College aims to provide a safe and welcoming environment for its staff and learners. In order to achieve this, a standard of conduct is necessary on the part of learners and staff. This document outlines that standard of conduct in terms of the College's learners (as defined in 2.1 and 2.2)
- 3.2 The Learner Code of Conduct shall be included in the Learner Handbook and on the Learner Intranet
- 3.3 The Learner Code of Conduct is equally applicable to learners when they are off-campus, for example on a field trip or a work placement
- 3.4 The College is entitled to alter this Learner Code of Conduct from time to time through the Academic and Professional Council.

4. Learner Code of Conduct

- 4.1 All learners are expected to be considerate to the needs of fellow learners, staff and any authorised visitors to the College
- 4.2 All learners are expected not to engage in any conduct which is intended or is likely to disrupt teaching, learning, study, research, ceremonies, recreational activities, meetings, examinations, administration or other activities undertaken by or within the College or organised as part of its approved activities
- 4.3 All learners shall take responsibility, including within learner accommodation, for the actions of their invited guests

4.4 All learners are expected to respect the property of the College and not to use it for unapproved purposes

4.5 All learners are expected to attend their scheduled classes and commit to the learning process.

5. Learner Misconduct

5.1 Misconduct is understood as improper interference with the proper functioning or activities of the College, or those who work or study in the College, or action which otherwise damages the College

5.2 The following shall constitute examples of misconduct. This list is not intended to be exhaustive:

5.2.1 Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the College, whether on College premises or elsewhere

5.2.2 Obstruction of, or improper interference with, the functions, duties or activities of any learner member of staff or other employee of the College or any authorised visitor of the College

5.2.3 Violent, indecent, disorderly, threatening or offensive behaviour or language whilst on College premises or engaged in any College activity

5.2.4 Fraud, deceit, deception or dishonesty in relation to the College or its staff or in connection with holding any office in the College or in relation to being a learner of the College

5.2.5 Action likely to cause injury or impair safety on College premises

5.2.6 Sexual or racial harassment of any learner, member of staff or other employee of the College or any authorised visitor to the College, or any behaviour of a hostile or intimidating nature aimed at individuals or groups of people

5.2.7 Examination offences which do not constitute academic irregularities

5.2.8 Damage to, or defacement of, College property or the property of other members of the College community caused intentionally or recklessly, or misappropriation of such property

5.2.9 Misuse or unauthorised use of College premises or items of property, including computer/network misuse

5.2.10 Conduct which constitutes a criminal offence where that conduct:

- 5.2.10.1 takes place on College premises, or
- 5.2.10.2 affects or concerns other members of the College community,
or
- 5.2.10.3 damages the good name of the College, or
- 5.2.10.4 itself constitutes misconduct within the terms of this code, or
- 5.2.10.5 is an offence of dishonesty, where the learner holds an office of
responsibility in the College

5.2.11 Breaches of the subsidiary codes (eg. Library regulations) where the behaviour complained of cannot be dealt with satisfactorily under those codes

5.2.12 Behaviour which brings the College into disrepute

5.2.13 Failure to comply with proper directions given by an officer or employee of the College

5.2.14 Failure to comply with a previously imposed penalty under this Learner Code of Conduct.

6. Breaches of the Learner Code of Conduct

6.1 A learner who is suspected of breaching the Learner Code of Conduct shall be subject to the College's Learner Disciplinary Procedure (QAE J5).