Student Code of Conduct Guidelines

1. Purpose

Melbourne Polytechnic is committed to providing an inclusive learning environment that ensures students have access to positive learning experiences, are respected and respectful, feel valued and safe and benefit from campus life.

The Student Code of Conduct outlines the expected standards of behaviour for all students in order to contribute to a supportive and fair learning environment.

Be responsible for your learning

- Attend your scheduled classes, workshops and activities
- Arrive on time for classes and remain in the class for the duration of the session
- Be aware of who the key contacts in your department are and know what is the expected way to communicate with them
- Actively engage in the learning process by participating in discussions and collaborating with other students
- Demonstrate academic honesty and do not engage in plagiarism/ cheating in assessments
- Take responsibility for your learning and support needs by communicating with teaching or student support staff
- Raise concerns about any matter which you believe affects your learning
- Report your reasons for being absent in accordance with your course requirements

Respect yourself and others

- Respect and acknowledge diversity and show consideration for other students, staff and visitors
- Use appropriate language when communicating with other students and staff
- Refrain from any activities or behaviour that may be construed as harassment, intimidation, discrimination or bullying
- Express your point of view in a way that respects the opinions, and values of other
- Report any incidents of harassment or bullying you experience or witness whether caused by students or staff
- Don't film or photograph other students or staff without their permission

Create a safe learning environment

- Engage in safe behaviour in all areas of Melbourne Polytechnic and while on institute organised activities or work experience
- Be proactive and responsive to all the OHS requirements of your course
- Dress in a manner that is neat, clean and safe at all times, as would be expected in the workplace.
- Wear any PPE (Personal Protection Equipment) or other attire as required by your course and in line with industry expectations
- Advise of any OHS concerns relating to you or another person's ability to safely participate in class
- Abstain from alcohol, drugs and other substances that may adversely affect your co-ordination, response rate or judgement
- Comply with Melbourne Polytechnic's smoke free campus policy

Respect your learning environment

- Use equipment supplied or approved by Melbourne Polytechnic and property which you are entitled to access, in a responsible, safe and respectful manner
- Access the computer network and equipment for learning purposes and do not allow others access to your passwords
- Be aware of, and comply with all Melbourne Polytechnic Institute Policies and Procedures.

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2. Definitions

Code of Conduct: provides a clear statement to the student body in relation to institute expectations whilst on campus

Student: any person currently enrolled at Melbourne Polytechnic

3. Supporting Documents

Breaches to the Student Code of Conduct maybe referred to the

Student Discipline Policy