

Student Code of Conduct

RSY-SAS-v1.1 Student Code of Conduct

Document History

Version	Date of Review	Date of Approval	Change(s)
1.0	May 2017	13 June 2017	-
1.1	May 2018	11 May 2018	<ul style="list-style-type: none"> • Section 3.7 updated to include specific reference to sexual harassment, sexual assault and violence • Section 4 added • Minor formatting and grammatical corrections

Approved by: Academic Board on 11 May 2018

Distribution List

To: All RCDC Staff
All RCDC Students

Cc: Chair, Council

Table of Contents

1	Purpose.....	4
2	Scope	4
3	Principles	4

1 Purpose

The purpose of this Code of Conduct is to inform students of the Code of Practice and Rules of Behaviour and to ensure that all students at Raffles College of Design and Commerce (RCDC) behave in a mature manner and with respect for all other students, teaching staff and other stakeholders. In general, it is expected that a student will:

- Be responsible for their study program.
- Treat staff and fellow students courteously and with consideration at all times.
- Maintain a reasonable standard of grooming, including appropriate standards of hygiene and clothing.
- Take reasonable care of RCDC's property, equipment, and facilities.

2 Scope

This Code applies to all students of Raffles College of Design and Commerce (RCDC).

3 Principles

3.1 Dress standards

Students are expected to dress in a manner that is neat, clean and safe at all times, as would be expected in a workplace.

3.2 Alcohol and drugs on RCDC's premises

Students are not allowed onto RCDC's premises or to use its facilities whilst adversely affected by alcohol or illicit drugs. The possession, use or sale of illicit substances on RCDC's premises is forbidden.

3.3 Smoking on RCDC's premises

Smoking is forbidden throughout RCDC's premises and facilities, including all outdoor areas immediately outside entrances to RCDC's building.

3.4 Eating and drinking on RCDC's premises

Eating is not permitted in classrooms or the libraries. Nor is the consumption of alcoholic beverages.

3.5 Animals and Pets on RCDC's premises

Animals and pets are prohibited in all areas of RCDC's premises, except for, service animals accompanying people with disabilities, and fish tanks in communal display areas.

3.6 Work Health and Safety (WHS)

Raffles College of Design and Commerce is committed to promoting a safe and healthy work and study environment and recognises its obligation under the WHS legislation to, so far as practicable, provide and maintain a working environment where its employees and students are not exposed to hazards. The WHS Act also requires individuals to take responsibility for their own safety in all circumstances.

3.7 Conduct that is dangerous to others

Conduct, which constitutes a danger to anyone's health, safety or personal well-being, will not be tolerated. It includes physical abuse, threatening behaviour, harassment, sexual harassment, sexual assault, violence, discrimination, possession of dangerous weapons, or

the creation of a condition that endangers or threatens the health, safety or well-being of self or others.

3.8 Unacceptable behaviour

Conduct which disrupts staff and hinders them from delivering education programs and services or other services in an orderly manner is a breach of the Code of Conduct. This applies not only in classrooms, but in all parts of RCDC. Any individual or group behaviour, which is abusive, indecent, violent, excessively noisy, disorderly, dangerous, offensive or which unreasonably disturbs other groups or individuals is prohibited.

3.9 Misuse of RCDC's property

Any act of misuse, vandalism, theft, malicious or unwarranted damage or destruction, defacing (including graffiti), disfiguring, or unsafe or unauthorised use of property belonging or leased to Raffles College of Design and Commerce is a violation of the Student Code of Conduct.

3.10 Academic misconduct

3.10.1 Cheating

Cheating means gaining an unfair advantage in an assessment by deception or a breach of the rules governing the assessment.

3.10.2 Plagiarism

The term plagiarism refers to taking and using another person's ideas, writing or inventions as your own and failing to acknowledge the source and such behaviour is not acceptable.

3.10.3 Harassment

Harassment of any kind will not be tolerated and will be subject to disciplinary action. Please refer to the Grievance Policy and Procedures for more information on bullying and harassment.

3.10.4 Discrimination

Any form of discrimination is not acceptable at RCDC and will not be tolerated. Serious cases of discrimination will be viewed as misconduct and dealt with accordingly by the Principal.

3.10.5 Alleged Illegal Activity

If a student is alleged by a member of staff to have engaged in illegal activity under the laws of any State, Territory or Commonwealth jurisdiction, the matter shall be reported to the police of that jurisdiction for investigation.

3.10.6 Firearms and Dangerous Weapons

Firearms or replicas of firearms (including ammunition), weapons, flammables, explosives or dangerous instruments are prohibited in RCDC's property.

3.10.7 Classroom Rules

RCDC adopts a set of classroom rules which are in place to promote an ideal learning environment for all. These rules will be displayed in all classrooms. The rules are as follows:

- Punctuality – students must ensure that they are on time for the start of class and after lecture/ seminar/studio session breaks.
- Students should always come prepared to their learning sessions and bring any necessary textbooks, writing paper, pencils, pens and other equipment.
- Mobile Phones should be turned off at the beginning of each class and not turned back on until the class has finished.
- Students are advised not to use iPods or any other MP3 players or personal sound systems during the class or studio session.
- Students should respect their teacher and classmates and not engage in behavior and discussion that is disruptive during class.
- Students should not sleep in class.

- Before leaving the classroom, students should pick up all their rubbish, and place it in the rubbish bin. Classrooms and studios should be kept tidy.
- Students should not behave in a disruptive manner when leaving the classroom or studio.

4 Breaches

Breaches of this Code are reported and disciplined according to the Student Misconduct Policy and Procedure.