

Policy & Purpose

The purpose of this document is to provide students of The College with a summary of their responsibilities as students.

This Code does not constitute aligning with any specific VET legislative requirements, nor specific organisational policies and procedures. It does not exclude or replace the rights and obligations of any individual under common or statute law.

Definitions

The College means Institute of Science Management & Technology

Course means any accredited qualification, unit of competency, skill set, course, or non-accredited program offered by the College.

National Code means the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

SRTOs means the [Standards for Registered Training Organisations \(RTOs\) 2015](#)

Student means a person enrolled in one or more courses with the College

Trainer means a person engaged by The College as a trainer and/or assessor, including but not only in accordance with the SRTOs.

Principles

Students are expected to, at all times:

- Act in accordance with this Code of Conduct
- Act in a manner that ensure the safety of themselves and others around them
- Treat others with courtesy, respect and dignity
- Not act in a way that could offend, embarrass or threaten others
- Respect the culture and views of others
- Attend all scheduled classes and related activities, unless a valid medical reason exists for absence
- Complete all tasks and activities on time and as directed by The College
- Act at all times in accordance with The College's academic integrity policies and rules
- Wear suitable clothing that is neat, clean and tidy and suitable for the course requirements, taking into consideration any workplace health and safety standards
- Not be under the influence of any substances that would impede their mental or physical capabilities whilst studying at The College
- Honour agreements on when and how fees are paid
- Notify the College promptly if any personal details change, particularly address.

In return, students can expect The College to:

- Treat students fairly and with respect and courtesy
- Provide a safe, supportive and accessible learning environment
- Provide learning and assessment resources and facilities that meet the needs of individual students

- Support students to achieve their goals to the extent possible
- Protect the personal information of students
- Deal with feedback, appeals and complaints impartially and in a prompt manner
- Inform students of any changes related to their course in a timely manner.