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## Student Code of Conduct

Students are required to follow all rules of the College and the instructions from staff representing GBC. Students are required to act in a non-discriminatory manner at all times and respect the rights of other students, staff and visitors.

Students are also required to adhere to academic rules and regulations as directed by the College or its representatives. Where a student is found to have acted in a way that the College deems to be a misconduct, the College may implement disciplinary action in the form of suspension or cancellation of a student's enrolment.

The purpose of the Student Code of Conduct is to ensure that there is a peaceful and conducive study and work environment at the GBC for all students and staff. The Student Code of Conduct applies to all students of the College, across all courses.

### Student rights

All students have the right to:

- Be treated fairly and with respect by College staff and other students.
- Learn in an environment free of discrimination and harassment.
- Learn in a supportive and stimulating environment to pursue their goals.
- Have access to counselling if desired or required. Students are required to make an appointment with the Student Services to request any form of counselling.
- Privacy concerning records that contain personal information, subject to statutory requirements.
- Be given information about assessment procedures at the beginning of the subject/competency/module and progressive results as they occur.
- Lodge a complaint without fear of retaliation or victimisation.

### Student responsibilities

All students have a responsibility to:

- Treat other students and College staff with respect and fairness.
- Follow any reasonable direction from a member of the College.
- Refrain from swearing, drinking and eating in classrooms and other learning areas
- Behave responsibly by not littering, harassing fellow students or staff, damaging, stealing, modifying or misusing the College's or other student's property.
- Behave responsibly by not being under the influence of drugs and alcohol.
- Refrain from using mobile phones, pagers or any other electronic devices that may disrupt classes.
- Attend all scheduled classes
- Do all assessment tasks and examinations honestly, and not engage in plagiarism, collusion or cheating.
- Follow normal safety practices, including wearing approved clothing and protective equipment, where required, and following both written and verbal directions given by the College staff.
- Not to behave in a way that would offend, embarrass or threaten others.
- Comply with all lawful regulations, rules or procedures of the College that pertain to them.
- Pay according to their payment plan. Late payment will incur penalty. Please refer to 'Late payment Policy' given in this Handbook.

### Breach of Conduct

A Student breach of conduct occurs when a student behaves in a manner described below:

- Assaults, attempts to assault or threaten a person on the GBC premises.
- Acts contrary to Equal Opportunity practices of the College which is committed to the prevention and elimination of discrimination on the grounds of:

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- Age
- Impairment
- Industrial activity
- Lawful sexual activity
- Marital status
- Physical features
- Political belief or activity
- Pregnancy
- Race
- Religious belief or activity
- Sex
- Status as a parent or a carer
- Personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes.

- Disobeys or disregards any lawful direction given by an officer of the College.
- Acts dishonestly or unfairly in connection with an examination, test, assignment or other means of assessment conducted by the College.
- Deliberately obstructs any teaching activity, examination or meeting of the College.
- Engages in any conduct or activity prejudicial to the management and good governance of the College.
- Wilfully damages or wrongfully deals with any College property.
- Attends the College whilst under the influence of alcohol or affected by drugs
- Carries or uses such items as firearms, knives, syringes, etc. as a weapon.
- Fails by or within the agreed required date or period, to pay any fee or charge payable to the College
- Fails to comply with WH&S regulations or wilfully places another person in a position of risk or danger
- Constantly interrupts class time through the use or presence of mobile phones and pagers
- Uses abusive language
- Provide misleading documents of information