

## 1. Introduction

This document outlines CCEB's expectations of students in regard to personal behaviour and academic matters.

## 2. Policy

2.1 All students are required to comply with the requirements set out in this Code of Conduct.

2.2 CCEB reserves the right to expel a student who does not adhere to the Code of Conduct. In such case, no refund will be made as per the Cancellation and Refund Policy.

2.3 All students must:

- a) speak English at all times while in the college. This includes any classes and vocational placement held outside of the CCEB building.
- b) arrive to class on time.
- c) inform the college if you are unable to attend a class/ scheduled session due to an unforeseen or exceptional circumstance as early as possible before the session starts.
- d) show respect to other students, nationalities and cultures.
- e) show respect to CCEB staff.
- f) participate actively in the learning process.
- g) use all college equipment safely and responsibly.
- h) clean up after yourself.
- i) always wear shoes in the college. This includes any classes and vocational placement held outside of the CCEB building.
- j) let us know within 7 days if any of your contact details change.
- k) identify themselves truthfully when required to do so by a staff member.
- l) have the correct visa/ study rights enabling you to study at the college.
- m) pay fees on time.
- n) read all official CCEB correspondence and respond if required to.
- o) attend induction/ orientation for each course as required.
- p) attend all scheduled classes, vocational placements and activities as required.
- q) complete and submit, on time, all class work, assignments, activities and assessments in order to maintain satisfactory progress.

2.4 All students must not:

- a) leave valuable or personal items in the classroom.
- b) write in any textbooks or on any material that does not belong to you.
- c) remove items from CCEB that do not belong to you.
- d) smoke anywhere inside of the college or other areas where smoking is not allowed. You must not smoke within 5 metres or any building entrance.
- e) possess, supply or consume alcohol or illegal drugs in the college.
- f) engage in any behaviour that is threatening, intimidating, discriminating, bullying or harassing others
- g) engage in anything illegal, dishonest or unethical.
- h) do anything that would endanger other students or staff.
- i) plagiarise.
- j) bring the college's reputation into disrepute.

## 3. Definitions

- a) College – CCEB
- b) Student – All students enrolled at CCEB

c) Staff – All workers and contractors of CCEB

## 4. Relevant Legislation

<b>Commonwealth</b>	Racial Discrimination Act 1975, Sex Discrimination Act 1984, Disability Discrimination Act 1992, Age Discrimination Act 2004
<b>Queensland</b>	Anti-Discrimination Act 1991, Tobacco and Other Smoking Products Act 1998

## 5. Related Documents

<b>Letters/ forms</b>	-
<b>Policies/ procedures</b>	Cancellation and Refund Policy, VET Course Progress Policy and Procedure Plagiarism Policy and Procedure
<b>Other documents</b>	Pre-departure Booklet – Student Handbook

## Document History

Version	Version release date	Author	Description of change	Date for next review
Student code of conduct v1	July 2015		Original document	
Student code of conduct v2	November 2016	H. Pearce (Admin Coordinator)	Reformatted only	
Student code of conduct v3	July 2021	H. Pearce (Admin Coordinator)	Reformatted and updated to include additional expectations	May 2024