

## **Student Code of Conduct**

1. I will strive to complete my studies to the best of my ability through goal setting and careful time management. I agree to take full responsibility for my actions.
2. I will dress appropriately in a neat and tidy manner.
3. I will make every effort to be on time for class. I will show good behaviour and I will notify Australasia Language College if I am unable to attend any class.
4. I will treat other students and the Australasia Language College staff with respect and fairness and obey reasonable directions from teachers and staff.
5. I will be honest in my assessments and will not involve myself in any form of plagiarism.
6. I understand the College's copyright policies and agree to abide by the Copyright Act 1968.
7. I will not disrupt classes by speaking in my native language.
8. I will not use my mobile phone or other devices during class time unless my teacher permits their use as part of the lesson.
9. I will not behave in a way that could threaten, offend or embarrass others.
10. I take full responsibility for my absences and try to catch up outside of class times
11. I will treat my fellow students and staff with respect, courtesy and consideration.
12. I will not be involved in any discrimination.
13. I will look after the Australasia Language College facilities and resources and personally make sure that there is no damage caused to them. I will treat equipment with care.
14. I will take all necessary care to ensure that my computer external drives are cleaned of viruses before I commence any course-related work.
15. I understand and agree that I will only receive the learning materials if I have paid for my course materials in advance.
16. I will be prepared for each lesson with the necessary stationary and textbooks.
17. I promise to keep Australasia Language College up-to-date about my address and contact numbers.
18. I understand I must maintain a minimum of 80% attendance in my classes.
19. I understand that the Australasia Language College reserves the right to expel a student for a serious breach of ethics which could include actions including petty theft, sexual harassment of fellow students or staff, refusal to follow a reasonable instruction from a staff member and being disruptive. If the offence is of a criminal nature, then appropriate action will be taken to inform the relevant authorities.



# AUSTRALASIA LANGUAGE COLLEGE

CRICOS:02966G

20. I understand that as a student at Australasia Language College, I have the rights to enjoy a safe and supportive environment without harassment or discrimination.
21. I understand that I will be informed of all assessment procedures as well as results from those assessments.
22. I have the right to lodge a complaint or appeal without being victimised.

**I acknowledge that I have read, understand and accept the terms of Australasia Language College's Student of Conduct.**

Student's name:

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Student's signature:

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Date:

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