

CIT Student Code of Conduct

TRAINING CBR'S *BEST*

Canberra Institute
of Technology

RTO Code 0101 | CRICOS No. 00001K



Purpose

Canberra Institute of Technology (CIT) is committed to upholding the CIT values of respect, integrity, collaboration and innovation and to changing lives through quality education and skills development for individuals, industry and community.

The CIT Student Code of Conduct has been formulated to provide a clear statement of CIT's expectations for student behaviour. The Student Code of Conduct has been developed in collaboration with the CIT Student Association (CITSA) who are able to assist you in furthering your understanding of the Student Code of Conduct if required.

Student rights and responsibilities

As CIT is an adult learning environment with a focus on delivering vocational outcomes you are expected to conduct yourself in a manner that is appropriate for industry. All students are protected by [CIT Student Policies](#) that provide a professional learning environment and students are expected to adhere to their responsibilities as outlined in the [Student Information Guide](#).

Prevention of Discrimination, Bullying and Harassment

CIT is committed to providing students and staff with a healthy learning environment that is free from discrimination, harassment, bullying and violence of any kind. All staff, students and visitors are entitled to be treated with dignity and respect and therefore bullying, all types of discrimination and harassment are unacceptable and will not be tolerated at CIT.

You must take personal responsibility to contribute to a positive, healthy learning environment and to ensure that your conduct does not include behaviours which could constitute discrimination, harassment (including sexual harassment), bullying or impact on another person's physical or psychological health or safety. More detailed information is provided in the [Bullying and Harassment Prevention Policy](#).

Unsatisfactory Behaviour

Unsatisfactory Behaviour, managed by the [Unsatisfactory Student Behaviour Policy](#), will not be tolerated and may impact your enrolment at CIT. This includes any behaviour which:

- limits CIT's capacity to provide a study environment which is free from discrimination and harassment;
- interferes with the potential of other CIT students to learn; and
- interferes with the rights of CIT staff and students to be safe, treated fairly and with respect.

Illegal behaviour, including physical violence, will not be tolerated at CIT and may be referred to the police.

Academic Misconduct

Academic misconduct is any action undertaken by a student that unfairly advances his, her or another student's progress in a subject and/or program. This includes plagiarism, cheating and copyright violations. Academic misconduct is managed through the [Academic Misconduct policy](#).

Work health and safety

- You must comply with the Work Health and Safety policies, procedures and guidelines, and conduct yourself in a safe manner and not place yourself or others at risk.
- You should dress appropriately as in industry, for example appropriate footwear must be worn and Personal Protective Equipment (PPE) used where required and/or directed.
- Any medical management plans or medication you are taking which may affect your performance should be disclosed to your teacher.
- CIT has a duty of care to provide First Aid assistance, however should it be deemed you require further medical assistance such as a Paramedic and/or Ambulance, you are required to pay for the associated costs. CIT strongly encourages you to have ambulance insurance, CITSA has information on ambulance insurance: citsa.com.au/student-a-z
- Students with infectious diseases must advise their teaching college of their condition and remove themselves from CIT until a medical clearance certificate is provided.
- CIT is [Smoke Free](#) and encourages the appropriate disposal of cigarette butts.

Do you meet adult education and industry expectations in the following areas?

Attendance and punctuality

- You should be on time, return from breaks at the agreed times and notify your teacher or supervisor beforehand if you need to leave early.
- If you cannot attend an activity you should contact the teacher or supervisor directly or the department office.
- You should follow-up an absence by either speaking with the teacher or obtaining the necessary notes from another student or eLearn (if available).
- If you are regularly late or absent and cannot fulfil the requirements for participation you should discuss your options with the class teacher or supervisor.

Effective and respectful communication

- You should address other students, staff and teachers in a courteous and civil manner at all times, for example this means one person speaking at a time and everyone having the right to speak.
- It's OK to disagree with an idea, not the person. Be aware that the group is made up of diverse cultures, ages and backgrounds – be sensitive and tolerant to differences.
- Inappropriate swearing, jokes and 'put downs' must be avoided.
- The safety and wellbeing of all students in all work areas including the classroom is paramount. No student, CIT staff member or any other class participant (i.e. guest speaker) should feel threatened by another or tolerate unwelcome attention.
- Be respectful and maintain confidentiality for all sensitive information obtained while studying at CIT. This includes information about other students and information accessed as part of your work placements.
- Video and voice recording is not acceptable in the class unless permission is granted from the teacher and all participants.

Effective participation

- You should participate effectively and support and encourage the participation of others.
- Wearing headphones or using a mobile phone/tablet/laptop (for either calls/emails or games other than those prescribed in class) is not appropriate.
- You should come to work or class with the necessary materials and be aware of your responsibilities towards the materials of others.
- If you have any concerns about your ability to participate effectively you can seek support from [CIT Student Support](#) or [CITSA](#).
- Negativity can affect the participation and enjoyment of others so feedback should be constructive.
- You are required to take responsibility for your learning. [Unsatisfactory Academic Progress](#) may result in you not being able to complete or re-enrol in the course.

Student complaints

You have the right to make a complaint about a particular situation in which you have been involved or witnessed. Guidance, referral and support are available at CIT through [CIT Student Support](#) while independent support is available through [CITSA](#). More information is provided in the [Complaints Students and Community Members Policy](#).

Feedback

Your [feedback](#) is valued and is an important part of continuous improvement and maintaining a positive learning environment at CIT. If you have any feedback, either positive or negative, you are encouraged to contact:

- a relevant staff member
- [CIT Student Support](#)
- [CITSA](#), phone: (02) 6207 3600
- [CIT - Feedback](#)