

RTO Policy | Student Code of Conduct

Policy

At Rural Medical Education Australia (RMEA) we agree on a set of values which guide how we work, study and engage with each other. The Student Code of Conduct represents our commitment to develop these values and provides a simple and clear set of guidelines for our Students.

This policy must be provided to students in the pre-enrolment information and again during orientation.

RMEA acknowledges, through this policy, that appropriate standards of conduct are fundamental to maintaining a safe, positive and effective teaching and learning environment.

RMEA is committed to:

- promoting the principles of mutual respect by informing students of behaviour that RMEA considers appropriate;
- the implementation of fair and just procedures for managing the consequences of inappropriate student conduct; and
- providing a supportive environment to assist students to reach their full academic potential and successfully complete their training.

The Student Code of Conduct Procedure and Code provides guidelines for academic and behavioural conduct which applies to all students. The safety of the student and of those around them is paramount, and where there are clear indications that the student is in imminent and serious danger of harming themselves or other people; a RMEA staff member and/or emergency services (as appropriate) should be contacted immediately

1. Student Responsibilities Under the Code of Conduct

1.1. It is expected that a Student of RMEA will:

- 1.1.1. Treat others with fairness, respect and courtesy and act in a manner that is not threatening, harassing, or intimidating or likely to jeopardise the safety of others.
- 1.1.2. Familiarise themselves with RMEA policies and procedures pertaining to their rights and responsibilities as a Student.
- 1.1.3. Engage in their studies and actively participate in learning activities including all online learning activities, face-to-face training, and industry placement.
- 1.1.4. Know the requirements of their course and progression rules and seek timely advice and assistance from RMEA Trainer/Assessors, as required to maximise successful progress.
- 1.1.5. Act honestly and ethically in the production of all academic work and assessment tasks. Give recognition to any direct quotes used from other authors or to those authors whose work has made an intellectual contribution to the contents of your submission.
- 1.1.6. Interact fairly and in good faith with others, respect differing personal viewpoints, including cultural or religious perspectives.
- 1.1.7. Communicate with and about RMEA Students and Staff with consideration and courtesy, through any mode of communication including in person and online (email and social media).
- 1.1.8. Use RMEA resources and facilities responsibly and sustainably, in accordance with relevant policies, and always considering the health, safety and wellbeing of others.
- 1.1.9. Provide accurate personal and contact details to RMEA; and respond, where necessary, to any RMEA correspondence in a timely manner.
- 1.1.10. Conduct themselves in a professional manner while undertaking industry placements and respect the confidentiality of any information made available to them as part of their placement.
- 1.1.11. Observe and comply with Commonwealth, State and Territory Laws.
- 1.1.12. Observe and comply with all industry placement requirements.

2. Unacceptable Behaviour

- 2.1. This Code of Conduct establishes that the following standard of behaviour is deemed unacceptable by RMEA. RMEA Students **MUST NOT** act in a manner that:
- 2.1.1. Is discriminatory, harassing, sexually harassing, bullying, or engage in any form of interpersonal, psychological, sexual, or physical violence, including any material that is shared online or via social media.
 - 2.1.2. Is fraudulent or corrupt and that would unfairly advantage or disadvantage themselves or others.
 - 2.1.3. Unreasonably disrupts, interferes with, or undermines RMEA activities, events, functions, or teaching.
 - 2.1.4. Could adversely affect the safety and wellbeing of others or themselves including but not limited to:
 - 2.1.4.1. attending training under the influence, or in possession of alcohol or drugs or any prohibited substance.
 - 2.1.4.2. attending training with weapons or items likely to cause harm or intimidation to others.
 - 2.1.5. Discriminates against anyone on the grounds of gender identity, sexual orientation, marital, parental or carer status, pregnancy, breastfeeding, age, physical features, impairment, race, ethnicity, political or religious belief or activity, or industrial activity.

3. Breaches of the Student Code of Conduct

- 3.1. Breaches of RMEA policies, procedures and guidelines including this Code of Conduct will involve disciplinary procedures and the possible suspension or withdrawal of the Student from RMEA (refer to Deferment, Suspension and Withdrawal of Student Enrolment policy).
- 3.2. In most cases, breaches of Student responsibilities under the Student Code of Conduct are determined by the RTO Manager

- 3.3. Students who breach the responsibilities under the Student Code of Conduct are expected to acknowledge responsibility and participate in good faith, in restorative activities when required

4. Reporting

- 4.1. All Students must take responsibility for their own actions and ensure they always act in a respectful manner which supports the dignity, safety and wellbeing of others.
- 4.2. RMEA encourages Students to report misconduct and supports the safety of those who report.
- 4.3. Students can report misconduct using the form found on RMEA's website. This report will be received directly by RMEA management.
- 4.4. RMEA safeguards privacy according to RMEA policies and relevant legislation and ensures all reports are treated confidentiality, except where there are mandatory reporting requirements.
- 4.5. RMEA ensures all parties are treated with dignity and respect and are afforded procedural fairness once a report has been made. RMEA will communicate directly with affected parties.

5. Support

- 5.1. RMEA maintains its responsibility and commitment to support the safety and wellbeing of all Students.
- 5.2. RMEA will respond promptly to reports of misconduct or incidents and will take timely action within its authority to ensure Student safety and wellbeing.

Related Documents

- RTO Policy | Deferment, Suspension and Withdrawal of Student Enrolment
- RTO Policy | Student Wellbeing
- RTO Policy | Student Disciplinary Procedure
- RTO Form | Misconduct and Incident Report
- RMEA Workplace Health and Safety Policy

Approval

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