

		Ref No.	6 - 03
		Version No.	5
		Date Issued	17 Sept 09
Title	STUDENT CODE OF CONDUCT		
Responsibility	Director		

1. PURPOSE

Telford has established this Code of Conduct to promote learning, support behaviour that is responsible, and to protect mutual rights.

2. APPLICATION

This policy and procedure applies to all intramural and extramural students, on-campus and off-campus students, e-learning students and all students where Telford is the accredited provider.

3. DEFINITIONS

Nil.

4. STATUTORY OBLIGATIONS

Nil.

5. POLICY

- 5.1 Telford students are responsible for making themselves aware of Telford policies, procedures and regulations pertaining to their rights and responsibilities as students of Telford.
- 5.2 Telford students are responsible for their behaviour within the parameters of this Code of Conduct.
- 5.3 Telford Staff are responsible for making such policies, procedures and regulations readily available for students to access, and where appropriate, acquire.
- 5.4 The Proctor is responsible for disciplinary action where a student/s breaches the Code of Conduct where such action is appropriate.
- 5.5 Students enrolled with Telford are expected at all times to:
 - i behave considerately and with respect to fellow students and members of staff.
 - ii abide by New Zealand law.
 - iii abide by the policies and procedures, and regulations as written in Telford's QMS.
 - iv ensure that no action or lack of action on their part results in harm to themselves or others.
 - v promptly report any incident or potential incident on campus involving injury to themselves or others.
 - vi adhere to health and safety rules including evacuation and emergency procedures, and Telford's non-smoking policy.
 - vii take ownership of their behaviour, personal presentation and well-being.

- viii. participate actively and positively in the teaching and learning process.
 - ix. use respectful and appropriate language.
 - x. make arrangements for the payment of any applicable fees, before attending classes.
 - xi. not damage or deface any Telford property.
 - xii. return all Telford's property in their possession upon completing their course of study.
 - xiii. not use Telford's computing and networking facilities for the transmission of objectionable material as defined by the Films, Videos, and Publications Classification Act 1993 including, but not limited to:
 - Pornography
 - Material that promotes crime or violence, or incites or instructs in matters of crime or violence
 - Material that describe or depicts material that is of a nature, that is likely to cause offence to a reasonable adult
 - xiv. not use Telford's computing and networking facilities to libel, slander or harass any other person.
 - xv. comply with all reasonable expectations of conduct during assessments and examinations, and not engage in any malpractice including plagiarism and impersonation, which may misrepresent results, or otherwise give one student an unfair advantage over others.
 - xvi. obey all administrative directives, including speed limits and parking restrictions, when driving on Telford property.
 - xvii. conduct themselves responsibly during any field or study trip arranged by Telford as part of a course of study.
 - xviii. not consume/use and/or be in possession of alcohol and/or controlled drugs during any course of study related activity unless previously authorised by the CEO or in accordance with a prescription for that person.
 - xix. not consume drugs and/or alcohol on campus, on any field trip, or in any Telford vehicle nor attend any class under the influence of drugs and/or alcohol.
 - xx. not behave in a manner that disrupts the study environment or affects the physical or emotional well-being of other students and staff
 - xxi. not engage in harassment, bullying and fighting.
 - xxii. respect the cultural background of others and not to discriminate or harass others because of their gender, ethnicity, special needs, age, marital status, sexual orientation. Religious or ethical beliefs, colour, national origins, disability, political opinion, employment status and family status.
- 5.6 Incidents of misconduct which bring Telford into disrepute may be addressed under the Student Discipline Policy (6-04).

6. PROCEDURE

Nil.

7. RECORD MANAGEMENT

Nil.

8. ASSOCIATED DOCUMENTS

Nil.

REVISION HISTORY			
Version	Description of Change	Author	Effective Date
1	Major revision.	L. Johnston	April 2004
2	Triennial review.	QMS Team	Nov 2004
3	Triennial review.	QMS Team	June 2007
4	Alignment of the QMS with actual practices at Telford in response to the ITPQuality Audit Report, April 2007. Clause 8 added. Complete revision.	QMS Policy Review Committee	1 March 2008
5	Alignment of Policy to Policy 6-11 Drugs and Alcohol	QMS Policy Review Committee	17 September 2009