

POLICY TITLE: Student Conduct

Purpose

The purpose of this policy is to guide the conduct of students of the Photography Studies College (Melbourne), and to ensure there are a clear and transparent set of principles that guide students in their engagement with Photography Studies College (Melbourne) and its students and staff.

Students have a responsibility to conduct themselves appropriately in accordance with the student responsibilities outlined in this Policy and in more detail, in the Photography Studies College (Melbourne) Student Code of Conduct which is appendix A to this policy and is also set out in the Student Handbook/s.

Policy

Photography Studies College (Melbourne) is committed to the principles and practices of equal opportunity for all its students. All students have the right to be supported, treated fairly and with respect. This means Photography Studies College (Melbourne) will do its best to ensure that all students learn in a supportive environment, which is free from discrimination, harassment or bullying. These principles and practices are encapsulated in a number of Photography Studies College (Melbourne) Policies, in particular the *Fair Treatment and Equal Benefits and Opportunity Policy*.

Photography Studies College (Melbourne) will ensure its students uphold the values of academic integrity described in the *Academic Integrity Policy*.

Photography Studies College (Melbourne) believes all students have a responsibility to be supportive of others and treat them fairly and with respect.

Photography Studies College (Melbourne) will require its students to adhere to a set of principles and responsibilities, which it has determined, are conducive to a positive learning environment. These principles are set out below and full details are in the Code:

- respect for others;
- integrity;
- diligence; and
- economy and efficiency.

Procedures

Photography Studies College (Melbourne) has determined specific behaviours against which it will take action. Misbehaviour and misconduct (including academic misconduct as defined in the Academic Integrity Policy) will be acted upon in a manner that is described in the Student Discipline section below, and further elaborated in the Student Handbook/s.

Misbehaviour/Misconduct

Misbehaviour/misconduct that is deemed unacceptable for an educational setting such as Photography Studies College (Melbourne) includes, but is not limited to any behaviour that:

- is likely to impede the learning of others;
- is likely to be detrimental to the health, safety, welfare of staff or other students;
- causes damage, or is likely to cause damage;
- may bring Photography Studies College (Melbourne)'s academic credibility and/or reputation into disrepute.

Serious misconduct will be dealt with in accordance with relevant State or Commonwealth laws.

Student Discipline

Any student who fails to abide by the standards of behaviour or any student who has a complaint lodged about him or her, may be the subject of a Disciplinary Interview.

Attendance at a Disciplinary Interview is mandatory for a student.

A Disciplinary interview will be notified in writing at least one week prior to the date set for the interview and will be attended by two or more PSC staff members. Any student required to attend such an interview may invite another person to attend as well and such person may make representation to the interview on behalf of the student.

A decision may be made to suspend or cancel the enrolment or not re-enrol a student on the grounds of misbehaviour, unacceptable behaviour and/or breach of responsible behaviour. The results and outcomes arising out of any disciplinary interview will be conveyed to the student by mail within 5 working days of the completion of the interview.

Student Appeal

A student will have the right to appeal a decision made in a disciplinary interview, using the *PSC Grievance Handling Policy and Procedure (for Academic and Non-Academic Matters)*.

Definitions

Nil

Related Documentation

Policies

Fair Treatment and Equal Benefits and Opportunity

Academic Appeals

Academic Integrity

Grievance Handling Policy and Procedure (for Academic and Non-Academic Matters)

Support for Students

Procedures, Forms & Documents

Student Handbook/s

Student Code of Conduct

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Julie Moss – Managing Director

A handwritten signature in black ink, appearing to read 'Julie Moss', with a long horizontal flourish extending to the right.

STUDENT CODE OF CONDUCT

Welcome to Photography Studies College (Melbourne) (PSC), a tertiary educational institution focused on providing a high-quality teaching and learning experience.

We offer you, our students, a learning experience that emphasises intellectual inquiry and reflection on practice, and a learning environment in which you can explore and develop your capacity to be citizens, visual communicators, and photographers.

Our focus on creativity and innovation is integral to all we do.

We encourage you to engage with the meaning, politics and philosophies of visual representation. We want you to be an independent thinker. We expect commitment from you but in turn will ensure that learning is engaging, enjoyable and challenging. We believe in the importance of involving the whole person in the learning process. As an educational institution we model professional photographic practice and continually seek opportunities to integrate learning with work and engagement with community.

PSC has in place this Student Conduct Policy to guide the conduct of students at the College and to ensure there are a clear and transparent set of principles that guide students in their engagement with the College, fellow students and staff. Students have a responsibility to conduct themselves appropriately in accordance with the student responsibilities outlined in this code. This Code of Conduct provides more detail as to our expectations of students.

PSC STUDENT CODE OF CONDUCT

PSC is committed to the principles and practices of equal opportunity for all its students. All students have the right to be supported, treated fairly and with respect.

This means we will do our best to ensure that all students learn in a supportive environment which is free from discrimination, harassment or bullying. All students have the right to:

- Learn in a safe environment where risks to health and safety are minimised.
- Have their personal details and records kept private and secure according to the PSC Privacy and Personal Information Policy and the PSC Security of Information Policy and the PSC Students Records Management Policy.
- Access the information the organisation holds about them via the PSC Student Access to Records Policy.
- Be given clear and accurate information about their course, each subject, assessment requirements and their course progress.
- All students have the right to appeal academic matters, including student progress, results and assessment, curriculum and awards in a course of study and the quality of education provided by the PSC Academic Appeals Policy.
- Provide feedback and participate in the Student Evaluations as per the PSC Course Quality Control & Review Policy.

- Have their grievances and concerns dealt with fairly, promptly, confidentially and without retribution according to the PSC Grievance Handling Policy.
- All students will retain intellectual property and copyright to images they produce in the course (refer to the PSC Intellectual Property Policy).
- Receive the guidance consultation and support to effectively participate in the course.

Student Responsibilities

The College requires you to adhere to a set of principles and responsibilities which it has determined are conducive to a positive learning environment. These are:

- Respect for others
- Integrity
- Diligence and
- Economy and efficiency

1. Respect for others

All students are expected to treat others, including other students, staff, external organisations and members of the community, with fairness and respect. All students must:

- 1.1 Behave in a courteous and respectful manner to all staff and fellow students at all times when on-campus for face-to-face learning and/or off-campus engaged in remote learning via Zoom (or any other remote online meeting/learning software) and at all other times.
- 1.2 Respect the rights and opinions of other students, staff and guests; treat them with fairness and do not offend, embarrass or threaten them. This includes not engaging in any behaviour that limits or reduces the learning opportunities of others.
- 1.3 Dress and present themselves in a manner that does not offend others.
- 1.4 Present themselves in a respectful manner in all off-campus, remote learning classes and sessions via Zoom (or any other remote online meeting/learning software).

In particular students engaged in remote learning must at all times:

- i Use a profile photo and virtual background images that are appropriate and according to PSC policies.
- ii. Turn the camera and microphone on by default to facilitate class discussion. If students do not wish to have cameras on during the session, they must inform their teacher before class. If the microphone, camera or screen-sharing is vital to the class activity or an assessment task, students will be required to turn it on for this purpose.
- iii. If students intend to take a screenshot of the Zoom session, they must gain verbal permission from all members signed into the Zoom session. PSC will request that any unapproved sharing brought to our attention be removed immediately. Any content (images, videos, text) shared via Zoom session may not be shared outside of that Zoom session by anyone other than the owner/maker/producer of that work.
- iv. Never share class meeting IDs with others outside of the class, and only use the meeting IDs that pertain to the classes on their schedule.
- v. Be identified by their name on the class roll.
- vi. Never use offensive or inappropriate language in any form of communication — this extends to emails, chat, and submitted assignments that may be part of or an extension of the Zoom interaction.
- vii. Obey all laws in relation to Bullying & Harassment, Sexual Harassment, Equal Opportunity and Occupational Health and Safety.

2. Integrity

- 1.5 Have an obligation as a citizen to observe the laws of the State and Commonwealth.
- 1.6 Be familiar with and comply with, all relevant College policies, procedures and Student Code of Conduct
- 1.7 Approach and undertake the course with personal commitment and integrity.
- 1.8 Abide by the Academic Integrity Policy.

3. Diligence

- 1.9 Fully participate in the course and attend all classes in the manner referred to in 1. Respect for Others. All students must attend all classes and meet the minimum 80% attendance requirement as per the Student Progress and Exclusion Policy.
- 1.10 Arrive on time for the commencement of classes, notify absences, and supply medical certificates where required. Students are requested not to make appointments for whatever reason during class time.

4. Economy and efficiency

- 1.11 Take appropriate and reasonable care of all PSC property and equipment.
 - Follow all safety requirements and procedures as directed by PSC teaching and/or administration staff
 - Comply with PSC's smoke/alcohol/drug free requirements – no smoking/alcohol/drugs are permitted in any area of the College
 - The consumption, use, sale of or distribution of alcohol or prohibited drugs by any student is not acceptable.

Misbehaviour/Misconduct

PSC has determined specific behaviours against which it will take action.

Misbehaviour that is deemed unacceptable for an educational setting includes, but is not limited to any behaviour that:

- Is likely to impede the learning of others
- Is likely to be detrimental to the health, safety or welfare of the staff or other students
- Causes damage or likely to cause damage
- May bring PSC's academic credibility and/or reputation into disrepute
- Serious misconduct will be dealt with in accordance with relevant state or commonwealth laws. Any student who fails to abide by the standards of behaviour or any student, who has a complaint lodged about him or her, may be the subject of a Disciplinary Interview.

DISCIPLINARY INTERVIEW

Any student who fails to abide by the above standards of behaviour or any student, who has a complaint lodged about him or her, may be the subject of a Disciplinary Interview. Attendance at a Disciplinary Interview is mandatory for a student. A Disciplinary Interview will be notified in writing at least 1 week prior to the date set down for the Interview and will be attended by two or more PSC staff members. Any student required to attend such an interview may invite another person to attend as well and such person may make representation to the interview on behalf of the student.

A decision may be made to suspend or cancel the enrolment or not re-enrol a student on the grounds of misbehaviour, unacceptable behaviour and/or breach of responsible behaviour. The results and outcomes arising out of any disciplinary interview will be conveyed to the student by mail within 5 working days of the completion of the interview.

A student will have the right to appeal a decision made in a disciplinary interview, using the PSC Grievance Handling Policy and Procedure.