

Student Code of Conduct

1. Purpose and Scope

This document outlines the standards of behaviour that are expected of higher education students at The Performing Arts Conservatory. The purpose of this policy is to ensure that students conduct themselves in an appropriate manner that is respectful and ethical.

This policy applies to all members of the Conservatory's higher education community.

2. Objectives

The Conservatory aims to offer a harmonious learning environment in which each member respects the beliefs, feelings, person and property of others without condition. Students, clients and staff at the Conservatory have a right to work and study in an environment free from:

- Harassment;
- Discrimination; and
- Threatening behaviour/bullying.

3. Implementation

The Director of Higher Education is responsible for monitoring student behaviour and taking action, where necessary, to ensure that others can enjoy a pleasant Conservatory environment. By enrolling at the Conservatory, students have agreed to adhere to the Student Code of Conduct.

4. Procedure

Students at the Conservatory are encouraged to strive for excellence and to achieve their goals. Students are expected to behave in a polite and considerate manner and to respect others.

Students are invited to contribute to the improvement of the Student Code of Conduct by contacting Student Administration and providing recommendations, or completing a feedback form or a complaints form.

The responsibilities and unacceptable behaviour listed in this Student Code of Conduct are intended for behaviours outside of performance classes. For example, in a performance context under supervision, some of these behaviours may be considered acceptable.

Responsibilities and Expectations

Students are expected to:

- Respect the rights of others;
- Respect the privacy of others;
- Respect other people's rights to hold different positions and views;
- Respect other people's beliefs, nationality, religion, age, associations and gender;
- Treat all people in a fair and non-discriminatory way;
- Be honest and act with integrity;
- Not use offensive language;
- Maintain an environment suitable for study and work free of interruption;
- Act with care and diligence on campus and at work-based training organisations;
- Not cheat or plagiarise;

- Maintain satisfactory academic progress;
- Maintain satisfactory class attendance in line with stated requirements;
- Provide accurate and timely notification of information required by the Conservatory to make appropriate decisions about their continuing enrolment at the Conservatory;
- Maintain payment of course fees and other fees;
- Respect and use resources of the Conservatory in a considerate manner;
- Respect that the Conservatory is a smoke free, alcohol free, and drug free environment;
- Uphold the reputation of the Conservatory;
- Comply with the Conservatory policies and procedures as stipulated in the Student Handbook

Unacceptable Behaviour

Unacceptable behaviour includes, but is not limited to, the following:

- Discrimination, harassment, abuse or physical assault;
- Intimidating or threatening behaviour;
- Making racist or sexist comments;
- Behaving in a disruptive manner such as swearing, yelling or using offensive language including in online interactions and surveys;
- Endangering the safety of yourself or others;
- Breaching relevant State and Federal Laws, e.g. Work Health and Safety;
- Selling, using, distributing or being in possession of drugs while attending classes/work experience, or under the influence of drugs;
- Wilful damage to or theft of the Conservatory property;
- Accessing, storing, processing or transmitting any information deemed to be threatening, obscene, pornographic or harassing in nature.

Gross Misconduct – Staff and Students

The Conservatory identifies certain examples of Lecturer and Administrative Staff behaviour and/or Student behaviour as constituting a breach of 'Gross Misconduct' in relation to interactions between persons studying, working or visiting on campus. All Conservatory staffers whether educational or otherwise agree, and all enrolling student agrees, by signing a TPAC Code of Practice Agreement that they understand the guidelines of what constitutes an incidence of Gross Misconduct as set out below. They likewise agree that if gross misconduct has been substantiated that they must cease work or study immediately and remove themselves from the premises.

In any such Gross Misconduct cases all subsequent enquiries after an initial interview with the primary party/ies concerned may be conducted with the affected staff member or student remotely or off-site if necessary for the safety of all, until the issue is completely resolved one way or another including all appeal processes and mediation processes pertaining to the same.

Examples of Gross Misconduct may fall under (but are not restricted to only) the following categories. It will be up to the Managing Director and an appointed panel to determine if a breach of Gross Misconduct has occurred, where it does not fall specifically under any heading listed below:

- threatening/bullying of any kind on or off campus either - physical/verbal/cyber (inc. texting) from any: student to student, staffer to student, student to staffer or staffer to staffer.

- discriminatory behaviour of any kind on or off campus either - physical/verbal/cyber (inc. texting) from any: student to student, staffer to student, student to staffer or staffer to staffer.
- sexually harassing behaviour of any kind on or off campus either - physical/verbal/cyber (inc. texting) from any: student to student, staffer to student, student to staffer or staffer to staffer.
- theft on campus of any kind
- intoxication on campus of any kind (alcohol, drug induced or otherwise – on campus reference includes all off campus sites utilized by the Conservatory in the course of all its commercial delivery and assessment activities ie. live theatre venues, music recording facilities, identified off campus sites for filming student or conservatory projects, graduations etc and the like
- on campus selling or solicitation of sales of any illegal substances or products
- on campus selling of any legal substances or products without prior permission in writing by the Managing Director
- public or publicized interactions/declarations of a defaming nature (verbal, texted, web sourced) on or off campus, offered in the presence (cyber or otherwise) of other students, staffers or members of the general public, that are generated by a student or staffer that relate to their opinions or grievances toward other students, staffers or any conservatory protocols, practices, methods or systems of operation.
- solicitation for any kind of paid or unpaid work on or off campus either - verbal, texted, web sourced from any: student to student, staffer to student, or student to staffer prior to a student being fully and permanently withdrawn or graduated whether the work is related to performing arts or not. Any student or staffer who enters study or employ at TPAC knowingly in an existing working relationship of this nature with any student or staffer - who does not declare this conflict prior to entry or employment - is likewise deemed to be in breach of the gross misconduct guidelines.
- social relationships or solicitations of any kind between any teaching or administration staff and enrolled students is prohibited. If a student is not 'permanently' withdrawn from TPAC or completely graduated, social interactions on or off campus between students and staffers are strictly prohibited – including any kind of cyber or phone (call, texting, email or otherwise) relationship. In the event of accidental social contact at an external function all staffers are expected to ensure all contact during the function is kept at arms length and that the contact desists completely at the functions end. It is in the same manner gross misconduct for any staffer to seek or receive the private contact details of any current student without the prior written permission of the Managing Director and appropriate Director of Education and in the event of such permission being temporarily given for the sake of collaboration for any identified assessable project etc, such contact details shall be immediately erased from the phone and/or computer memory of the staffer and cannot be used by them to contact the student again unless permission is again sought separately.
- any conduct that would generate disrepute toward any TPAC staffer or student or guest or the institution in the greater professional sense.
- unreported observances of gross misconduct of any kind -constitute gross misconduct on behalf of the party who fails to report the same.

5. Breaches of the Student Code of Conduct

All the Conservatory staff and students are responsible for monitoring students' behaviour and reporting any potential breaches.

5.1 Reporting Breaches

The Conservatory staff and students are responsible for maintaining a harmonious learning environment. Therefore, students are encouraged to report any undue pressure, disturbance, or harassment by any member of staff or by any other student. Any potential breaches of this Student Code of Conduct should be reported to Student Administration or a staff member immediately.

Reports of breaches can be submitted in writing or verbally clearly outlining the details to Student Administration, Lecturer, Director of Higher Education or Managing Director.

If you are uncertain about your rights and responsibilities, please contact the Student Support Office for clarification. Your rights as a student will always be respected and you are in turn, expected to respect the rights of others. The Conservatory will not tolerate any retribution against persons who reports potential breaches of this policy.

5.2 Disciplinary Procedures

The Conservatory treats all breaches of the Student Code of Conduct seriously. Breaches will be processed as soon as possible and involved parties will be informed in writing. Breaches are dealt with by a Committee that will be formed by the Managing Director to deal with the breach. The Committee includes the Managing Director, Student Administration, and where deemed necessary, relevant students and staff.

The repercussion options for breaches are as follows:

- Written Warning
- Suspension from Class
- Request for apology
- Counselling
- Student monitoring
- Mediation
- Removal from class with supervision from another Conservatory staff member, other than the lecturer
- Cancellation of enrolment

Where the breach is perceived as being an immediate risk to the wellbeing of students, staff or the general public, the Conservatory will report the breach to relevant authorities, including the Police.

The Committee will make a decision on whether disciplinary action should be taken based on evidence and any documented compassionate or compelling circumstances. This could include cancellation of enrolment.

Cancellation of Enrolment

In cases where the Conservatory intends to cancel a student's enrolment because of a breach of the Student Code of Conduct, students will be notified in writing.

Appeals Process

If students are not satisfied with the outcome of any Conservatory decision, they may lodge an appeal using the Complaints form on the website or obtain one from reception. Refer to the Student Grievance Policy.

6. Definitions

Illegal drug:

the possession, use or distribution of a plant, drug or substance, which is unlawful, or for which the student does not have a prescription.

Offensive:

means conduct or language that any reasonable person would regard as offensive in the circumstances and includes, conduct or language directed at any person that a reasonable person would consider insulting or humiliating.

7. Related Documents

The following policies and procedures are related to this policy:

- Assessment, Moderation and Progress Policy
- Academic Honesty and Misconduct Policy
- Student Grievance Policy

8. Review

Three years from commencement.

9. Accountabilities

The Academic Board is responsible for review and approval of this policy.

The Conservatory is responsible for distribution of this policy to students and the Conservatory's higher education community via the website and other publications.

10. Revision History

Approval Authority	Contact Person	Revision Due Date	Revision Date	Approved Date	Version No.	Revision Description
Academic Board	Chair	01/12/19		19/12/2016	1	New document
			9/6/17	9/6/17	1.1	Current
DRAFTING DETAILS						
Prepared By	Created Date	Revised By	Revision Date		Draft No.	Revision Description
HL	01/12/16				0.01	Preparation of new document.
		GB and AB	19/12/16		0.02	Amendments made by Gov Board and Academic Board members relating to performance behaviours and other minor amendments.
		HL			1.1	Removed typos and changed 'policy' in first paragraph to 'document'