1.0 PURPOSE

The purpose of the Student Code of Conduct is to ensure that there is a peaceful and conducive study and work environment at the Institute for all students and staff. All students enrolled in programs or using the services of the Institute are required to maintain appropriate standards of behavior at all times. Where behavior is deemed to be improper or inappropriate as outlined below, the Institute will take action in accordance to MITP06 Disciplinary Policy and Procedure.

The following procedure provides a guideline to the requirements of staff within the Institute in uncovering such misconduct from students, ensuring that appropriate action is taken after the required processes have been followed.

2.0 DEFINITIONS & KEY WORDS

2.1 “The Institute” refers to Menzies Institute of Technology.
3.0 PROCEDURE

3.1 Improper or Inappropriate Behavior / Misbehavior
Improper or inappropriate behavior or misbehavior includes but is not restricted to:

- Being on any of the Institute’s premises and consuming or having consumed alcohol
- Persistent disruptive behavior; by arriving late for classes and / or persistently using mobile phones or moving in and out of classes during normal class times
- Verbally abusive or hostile behavior affecting fellow students and staff of The Institute
- Smoking or the use of prohibited or illegal substances at any of the Institute’s premises;
- Deliberate misuse of the Institute’s property and equipment
- Any behavior that is in any way discriminatory
- Theft from staff or students at The Institute;
- Slander or harassment (whether verbal, sexual or otherwise) of staff or other students;
- Arson of The Institute’s property;
- Willful or malicious damage to The Institute’s property or equipment.

3.2 Serious Misconduct
Serious misconduct is deemed to be behavior that is illegal, willful or premeditated, including:

- Carriage, use or being in possession of a prescribed or regulated weapon or dangerous article while on The Institute’s premises;
- Physical assault on a member of general or teaching staff, other students or members of the public or behavior which is perceived to be threatening;

This behavior can result in immediate suspension pending investigation and may lead to expulsion. Misconduct of a criminal nature will be reported to the appropriate authority.
3.3 Disciplinary Action

The staff who has identified that a student is in breach of this policy is to complete the MFT12A - Student/Incident Report Form. This is to be submitted to the Student Services Coordinator and the Disciplinary Action taken by the Institute will be in accordance to the MITP06 Disciplinary Policy and Procedure.

4.0 RESPONSIBILITIES

- Any staff of the Institute who has identified a breach of this policy is to complete and submit the MFT12A - Student/Incident Report Form.
- The Student Services Coordinator is responsible for the organization of mediation session among the student and reporting staff.