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| Student Code of Conduct |

Purpose

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| The purpose of this Student Code of Conduct is to outline expectations of students during their students, their responsibilities, as well as what they can expect from ELITE, their rights. |

Student responsibilities

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| Policies and procedures | Students are expected to:   * inform themselves of, and follow ELITE policies as documented in the Student Handbook * respond to ELITE communications promptly * advise ELITE within 7 days of any change of contact details including current residential address, mobile number, email address and who to contact in the event of an emergency. |
| Learning and assessment | Students are expected to:   * attend scheduled classes * actively participate in learning * complete all homework given * complete and submit all assessments on time * refrain from plagiarism, cheating and collusion * pay all fees due * ask for support if needed. |
| Classroom conduct | Students are expected to:   * arrive on time for their class * be prepared for class * dress appropriately * only use handheld devices in class when they are relevant to the activity * communicate in English. |
| Respect and ethics | Students are expected to:   * respect others’ values and beliefs * interact with others in a collaborative, professional manner * use ELITE resources for the purpose for which they are intended * refrain from harassment and discrimination of any kind * resolve any conflicts calmly * respect ELITE and other people’s property. |

Student rights

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| Policies and procedures | Students can expect to:   * be informed of ELITE policies and associated procedures * receive regular and relevant communications * learn in a safe environment * have their personal details kept confidential and secure * access the information that ELITE holds about them * have the opportunity to provide feedback on services received. |
| Learning and assessment | Students can expect to:   * be provided with high quality training, assessment and support services * receive the support they need * have their assessments marked and returned within 10 working days of submission * receive feedback on assessments where the result is not satisfactory. |
| Classroom conduct | Students can expect their trainer and assessor to:   * be on time for classes * be prepared for class * be knowledgeable and engaging * dress appropriately * only use handheld devices in class when they are relevant to the activity * communicate in English. |
| Respect and ethics | Students can expect:   * to have their values and beliefs respected * to be treated fairly and equitably by staff and students * to interact with others in a collaborative, professional manner * respect for themselves and their property. |