

## Student Code of Conduct

Mentor Education informs all students of their rights, obligations, and expectations that they must adhere to whilst studying at Mentor Education.

If at any time the student does not follow the Student Code of Conduct, Mentor Education may expel them from their course of study. Students who are expelled due to Student Code of Conduct breach, are not entitled to receive a refund on their course.

All material submitted for assessment must be the student's own work. Authenticity of a student's submitted work for assessment is not negotiable. This requires not only that a student acknowledge in his, or her paper, the source of any significant concept or principle, but also that he, or she, should refrain from soliciting the assistance of other persons.

Any instance of plagiarism, collusion, or other forms of cheating could result in a nil mark for the paper and may lead to the imposition of even more severe academic penalties.

## Student rights

All students have the right to:

- Be treated fairly and with respect by Mentor Education staff and other students.
- Learn in an environment free of discrimination and harassment.
- Learn in a supportive and stimulating environment in which to pursue their goals.
- Have access to support services if needed.
- Privacy concerning records that contain personal information, subject to statutory requirements.
- Be given information about assessment procedures at the beginning of the subject/ competency/ module and progressive results as they occur; and
- Lodge a complaint or appeal without fear of retaliation or victimisation

## Student Obligations

Mentor Education only enrolls students who acknowledge that by enrolling at Mentor Education, all students will comply with following requirements:

- Pay fees as agreed at the time of enrolment.
- Complete each part of the course within time- frames set out by trainers and assessors.
- Undertake to maintain their conduct according to the Student Code of Conduct.
- Ensure access to the internet services and computer throughout the course; and
- Submit own work, not plagiarise or copy from others.

As part of the education journey, Mentor Education expects all students to demonstrate professional approach to their study and other students and staff as that will aid in their job readiness upon completion of the course.

Students are expected to adhere to the following:

- Respect and courtesy are always to be upheld.
- Personal possessions are the responsibility of the student and interference with another student's or Mentor Education will not be tolerated.
- Consideration without disruption or impediment to others learning must always be adhered to.
- Inappropriate physical contact or verbal abuse will not be tolerated.
- Clothing and footwear should be appropriate to attending a training facility and not cause offence to other students and staff.
- Mobile phones are to be switched off during session times.
- Eating and drinking is to be confined to designated areas whilst in the training facility.
- Smoking and alcohol are not permitted inside training facilities. Drinking alcohol during allocated break times is strictly not permitted.
- Drug usage is strictly prohibited unless you are required to take legally prescribed drugs.
- Respect start and finish times of all face to face
- sessions.
- Follow all emergency procedures as directed by Mentor Education staff.

- Inform Mentor Education of any personal or when contact details change.
- Complete all required work including assessment tasks, assignments or learning tasks within time- frames allocated by the trainer/assessor; and
- Maintain regular contact with their trainer/assessor and advise them if there are any issues or they require additional assistance.
- Refrain from inappropriate use of public review platforms including social media, social media groups and chat, websites etc. for the posting of comments/feedback that is not factual or defamatory.

## Consequences for misconduct

Consequences for misconduct will depend on the severity and frequency of the breach, and include, but are not limited to:

- Formal reprimand (warning).
- Suspension from the course.
- Student to reimburse the costs incurred by any damage caused.
- Cancellation of the course without refund and/or credit; and
- Matter referred to the police.
- Legal proceedings in the case of unactual and/or defamatory statements.

Students found guilty of misconduct have a right to lodge an appeal by following our Mentor Education 's 'Complaints and Appeals' process as detailed in [www.mentor.edu.au/complaints-policy](http://www.mentor.edu.au/complaints-policy)