

Purpose

Kirana Colleges is committed to ensuring the academic integrity is maintained and that students are provided with a learning environment free of discrimination and harassment. As such, students enrolled in any Kirana Colleges course or using the services of Kirana Colleges are required to maintain appropriate standards of legal, academic and behavioural conduct at all times, and behave in a way that is conducive to preserving a positive learning environment.

The purpose of this policy is to outline the expected conduct from our students. Students found to be in breach of our Code of Conduct may be subject to various disciplinary proceedings depending on the severity of the offence. This policy will also outline the investigations and appeal process designed to protect students and ensure a fair and objective decision is made.

It is to be noted that Kirana Colleges does not permit or tolerate discrimination of any nature including sexual, religious and/ or cultural discrimination or bullying, this is on any level or any medium.

Scope

This policy applies to all students undertaking an online course or skillset with Kirana Colleges.

Legislation

- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Copyright Act 1968 (for Copyright Infringement)

In addition to the federal discrimination legislation, each state and territory in Australia has their own equal opportunity and anti-discrimination agencies and statutory responsibilities.

Expectations of conduct

- Conduct yourself in compliance with our other policies and procedures
- Respect all Kirana Colleges personnel and other students (this includes not engaging in disrespectful, abusive or hostile conduct over the phone or in written form)
- Not engaging in behaviour that is unlawful and discriminatory (i.e. harassment and bullying)
- Not engaging in improper or inappropriate behaviour (i.e. persistent disruptive behaviour, any behaviour which is perceived to be dangerous, obscene, hostile or threatening). This includes behaviours that would cause reputational damage to Kirana Colleges.
- Not using prohibited or illegal substances (i.e. alcohol or other drugs)
- Not misusing or damaging Kirana Colleges equipment or materials
- Behave in a safe, responsible and ethical manner that does not disadvantage other students
- Not engaging in plagiarism or cheating



Student Code of Conduct



Copyright infringement

Students should be aware that the reproduction or sharing of any copyrighted materials without the prior written consent of Kirana Colleges is a breach of Copyright Laws. Where an infringement has been made, Kirana Colleges under the Copyright Act 1968 will pursue the remedies available to us to protect our rights and entitlements. To respect the copyright of owners, another person's work should not be used without acknowledgement (refer to plagiarism).

Plagiarism

Referencing is important to ensure you are not attempting to pass off another person's work as your own and to properly acknowledge the original owner. Your teacher will inform you of expectations around referencing to ensure you understand what is required before submitting.

Kirana Colleges use a number of plagiarism detection tools to identify where a student has plagiarised. If you are found to be in breach, Kirana Colleges will inform you in writing and provide any evidence, where available and appropriate. You will then be provided with an attempt to re-submit the plagiarised assessment.

If you are found to be in breach a second time, please refer to the disciplinary proceedings for the next steps we may enforce at our discretion.

Suspected breaches of conduct

If there is a suspected breach, Kirana Colleges will investigate the allegation and will inform the student in writing and provide any evidence, where available and appropriate. The student will be provided 7 business days to respond to ensure fairness and objectivity.

Following this, if it is determined that the student has breached the Student Code of Conduct, then Kirana Colleges may, at their absolute discretion:

- Issue a verbal warning or written warning
- Restrict access to online learning and/ or discussion forums
- Suspend their course for a defined period
- Cancel work placement arrangements
- Cancel their course. In such situation, the student will remain liable for the full course fees and will not be accepted in another course Kirana Colleges
- Where the alleged breach may involve criminal behaviour such as fraud, we are obliged to refer the matter to the appropriate authorities such as the Police.
- Any other action or sanction deemed appropriate.

This process has been designed not as a form of punishment but as a means of providing students with the opportunity to correct or modify their behaviour through fair and objective means.