

STUDENT CODE OF CONDUCT

Empyrean is committed to the pursuit of excellence in training. This Code sets out the Empyrean expectations of students with respect to their training and personal conduct and outlines the Empyrean's responsibilities to students.

PART A: Student Obligations & Responsibilities

- ✓ Students have an obligation to inform themselves of the Empyrean's rules and policies affecting them.
- ✓ Students must ensure their contact details in are up to date and that they regularly read the student notice board for information relating to Empyrean's activities.

In exercising their obligations, Empyrean students are expected to accept the following responsibilities to:

- ✓ Conduct themselves honestly and in compliance with Empyrean policy
- ✓ Not engage in plagiarism or other training misconduct
- ✓ Conduct themselves in a manner conducive to the proper functioning of the Institute, which is dedicated to the pursuit of training excellence
- ✓ Actively participate in the learning process
- ✓ Attend scheduled classes, training activities and submit assessment tasks on time, unless unforeseen or exceptional circumstances arise
- ✓ Behave ethically, avoiding any action or behaviour that would unfairly disadvantage or advantage either themselves or another student
- ✓ Ensure their training activities are conducted safely and do not place others at risk of harm, including abiding by all ethics requirements in relation to the industry
- ✓ Be familiar with the programs and resources available to assist them in conducting their studies and research appropriately
- ✓ Be familiar with Student Misconduct Policy, which outlines consequences of inappropriate behaviour

Equity and respect

Students are expected to:

- ✓ Treat all Empyrean staff, other students, and visitors to the Empyrean with courtesy, tolerance and respect. This extends to staff in venues off-campus, supervisors and others involved in workplace placements.
- ✓ Contribute to the reputation and development of Empyrean Education Institute.
- ✓ Respect the rights of others to be treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment
- ✓ Respect the rights of others to express views and not engage in behaviour that is obscene, dangerous or could reasonably be offensive to others
- ✓ Not engage in behaviour that is unlawful, discriminatory, harassing, or bullying.
- ✓ Not behave in a way that disrupts or interferes with any formal or training activity of the Institute or any event

Empyrean resources and reputation

Students are expected to:

- ✓ Use and care for all Empyrean's resources and facilities, in a lawful and ethical manner, mindful of the need for resources to be shared by all members of the Institute

Ensure their actions or inactions as a student do not harm, or bring into disrepute, Empyrean's reputation or good standing which includes:

- ✓ Not make public comment, contact or engage services of outside entities, agents, organisations or representatives that:
 - ✓ Corrupts, discredits/ defames the reputation, brand or name of Empyrean, its business partners, students or staff.
 - ✓ Puts in danger existing or future partnerships, arrangements or contractual obligations.
 - ✓ Places legal risks upon Empyrean.
- ✓ Not engage in behaviour that is detrimental or damages Empyrean's property
- ✓ Not use, possess or supply any prohibited drug, substance or weapon
- ✓ Not misuse computing or communications facilities in a manner which is unlawful or which will be detrimental to the rights

and properties of others (see Network User Charter)

PART B: Empyrean Responsibilities

In pursuing its missions, Empyrean recognises students have the rights to:

- ✓ experience high quality teaching;
- ✓ expect that the learning experiences provided will be challenging and stimulating;
- ✓ be treated with respect and courtesy by Institute staff and fellow students, in an environment free from harassment of all kinds including that based on gender, ethnicity, age, disability or background;
- ✓ have opportunities to participate in institutional decision making;
- ✓ receive fair, timely and useful feedback on their performances and progress;
- ✓ have a say about the value, relevance and effectiveness of their academic programs and the teaching they experience;
- ✓ have effective support from academic and general staff when needed;
- ✓ have access to quality facilities, equipment and resources necessary for the achievement of their academic goals
- ✓ have access to clear and direct administrative guidelines and procedures;
- ✓ expect courses will satisfy the requirements of industry and relevant professional bodies;
- ✓ have access to adequate procedures for dealing with grievances;
- ✓ have access to current and accurate information about courses, administrative procedures and financial implications;
- ✓ expect legal entitlements, in terms of confidentiality, processing and access to personal files.

PART C: Empyrean Misconduct Policy

- ✓ Empyrean Student Code of Conduct is used in conjunction with and related directly to Empyrean's other policies. Copies of Empyrean's policy documents are available on request from administration.
- ✓ On the occasion that a student fails to meet the Institute's expectations this will inevitably result in consequences. Typically, consequences may range in severity depending on the nature of the behavior. Ongoing and repeated behaviors that cause concern to the Institute will have a cumulative effect on the level of consequence that will be given. Where continued inappropriate behavior occurs, suspensions or withdrawal may result. Empyrean reserves the right to refuse entry to, ask to leave or reject any person that behaves in a manner that breaches policy.
- ✓ Empyrean will exercise its lawful right without prejudice to call authorities and peruse action should it be deemed necessary.

By signing this document, the student recognises, understands and accepts responsibility for their actions or behaviors and will comply with the Institute's decisions.

I have read, understood and agree to abide by the Student Code of Conduct Policy

Student Name: _____

Student ID: _____

Student Signature: _____

Date: _____