



## Student Rights and Responsibilities Policy Number: TL013

### Policy

Port Macquarie Community College aims to support and encourage students in their learning endeavours. The College recognizes and acknowledges that students have rights and responsibilities and that students should follow an appropriate Code of Conduct.

### Rights

- You have a right to have your learning needs met by the tutor within the scope of the competencies of the course.
- You will be treated with respect and provided with a safe learning environment. All people have human worth and dignity and must be respected. You are expected to treat those you come into contact with, whether student/tutor/administration staff, with dignity and fairness. In an adult learning environment we recognise that we are all different and have different views on politics, religion and matters of community interest. We acknowledge the experience and life skills which adults bring to the class.
- Students with a disability are to receive support and positive approaches which will focus on their abilities and allow them to reach maximum potential.
- Students have the right to normal privacy afforded all citizens in personal matters.
- Students have a right to a refund of course fees in accordance with the refund policy.
- Tutors and staff have the right to be able to perform their duties in an atmosphere of order and co-operation.
- You have a right to learn in an appropriate environment and that all people using the College services have a right to be free from any form of harassment and/or discrimination.
- You have the right to expect a competent and appropriately qualified tutor and achieve the expected course outcomes.
- You have the right to one re-assessment if the competency is not achieved first time.

Version	Original	1	2	3	4	5
Date	8/8/2003	28/11/2006	15/08/2011			

## Responsibilities and Expectations

- All students should act and behave in a way that does not endanger, intimidate or interfere with the participation of others.
- Students are required to dress appropriately, keeping in mind the nature of the course they are attending. Dress should reflect industry and community standards.
- Students are required to record their attendance by initialing the square on the Attendance Sheet for each training session they are present, for the duration of their course.
- Students are required to come to class sober and free from the influence of illegal drugs. Smoking is only permitted in designated smoking area.
- Students are to pay all fees and charges associated with the course.
- Students are to report all injuries or incidents of harassment by another student or tutor promptly to your tutor or the General Manager/Office Manager respectively.
- Students are responsible for personal possessions while attending the course.
- Each student is expected to take responsibility for cleaning and tidying their work area at the end of each session and assisting with general class/venue tidying.
- The College expects support from all students and staff in implementing this Code of Conduct

The Policy and Procedures of the College are available for perusal at the Office.

## Student Discipline

Students are expected to comply with the *Students Code of Conduct* in the Student Handbook. Any breaches of this will be dealt with in accordance with the College's Student Discipline policy.

The *Student Discipline* policy provides for the fair and equitable treatment of all students and sets out a process whereby students are able to address alleged breaches of discipline. Where a tutor or a staff member believes that a student's behaviour poses a risk to other students, staff or the student him/herself, or breaches the Student Code of Conduct the tutor or staff member can direct the student to leave the premises. The process for dealing with alleged breaches of discipline will then be activated.

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