

CODE OF CONDUCT

College of Event Management is committed to providing a positive learning environment free from harassment and discrimination. We ask you to consider the needs of your fellow students and of others who work in the college premises.

The College recognises and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code of Conduct.

The College reaffirms its commitment to:

- high academic standards
- intellectual rigour and a high quality education
- intellectual freedom and social responsibility
- tolerance, honesty and respect
- high standards of ethical behaviour

Whilst enrolled at the College students must:

- treat staff, guest lecturers, industry hosts and other students with respect, dignity, impartiality, courtesy and sensitivity
- respect the privacy of staff, guest lecturers, industry hosts and other students
- maintain a cooperative and collaborative approach to inter-personal relationships
- ensure that they do not become involved in or encourage discrimination against or harassment or bullying of staff, guest lecturers, industry hosts and other students
- act ethically and honestly in the preparation of their course work and during all forms of assessment including formal examinations
- avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically
- behave professionally, ethically and respectfully in all dealings with the College's training partners
- not be in possession of or under the influence of drugs and/or alcohol on the College campus

Alleged misconduct cases are handled by the College Administrator. Penalties range from a verbal warning followed by a written warning to suspension or expulsion from the College.

The College reserves the right to involve law enforcement agencies for matters of serious misconduct such as assault, drug use or property damage. The College may suspend or recommend suspension or expulsion of a student:

- as a result of a specific incident of major misconduct
- where there are repeated incidents of misconduct that have not changed following a review meeting and a written warning
- where the student is at risk of harm to themselves or to others
- where the reputation of the College has been brought into serious disrepute
- where the student intentionally disrupts or interferes with the academic, administrative or operational activities of the college
- where the student behaves in a manner that causes others to be fearful of their safety including bullying, harassment and/or discrimination

- for failure to comply with the student’s obligations as stated in this Code of Conduct, Student Handbook and/or College policies and procedures

Note: This list is not exhaustive and the College retains absolute discretion on the interpretation of the above breaches of conduct. If you feel you are being victimised, bullied or discriminated against you should contact your Course Coordinator who will assist you in the first instance. Should your grievance not be dealt with satisfactorily in the first instance, your complaint will be escalated as per the Grievance Policy.

NOTE: The College reserves the right to update and amend policies and procedures at any time.