

Queensford College is the trading name of Malekhu Investments Pty Ltd
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Student Academic and General Code of Conduct Policy and Procedure

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1. Purpose

The purpose of this policy and procedure is to ensure that Queensford College implements a fair and well-defined mechanism to govern student academic and general conduct and maintain the academic integrity and standards of Queensford College.

2. Scope

This Policy and Procedure applies to all students enrolled in a course of study with Queensford College, both on or off campus including students at vocational placements. It is the basis for the standard anticipated in all aspects of academic and general conduct, and behaviors to which all students agree to abide by as a condition of their enrolment. It also applies to Queensford College staff responsible for maintaining the training quality and academic integrity.

3. Responsibility

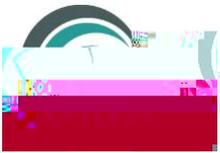
The RTO & Compliance Manager has the responsibility of monitoring, implementing, amending and updating this policy at the Head office. However, interstate Campus Operations Manager, trainers and student

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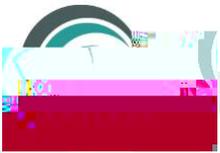
possible and time for(M)8he investigation and making a decision may vary subject to (M)8he type of the misconduct being ETvestigated.

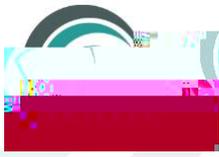
5. Confidentiality

Aermatter



7.2





ii. Minor but systemic breach/misconduct:

a. Academic

i. Plagiarism: Student Services department will issue an official warning letter, to which the student will be required to provide a written response. Student will require to resubmit their work.

ii. Fraud, cheating, contract cheating: Student Services department will issue an official warning letter, to which the student will be required to provide a written response. Student will require to resubmit their work.

b. General: Formal notice/warning in writing to the student identifying that an act of misconduct has been committed, including a warning that any subsequent offences may result in more serious actions being taken by the College including referral to police and other authorities. Full recovery of cos unlawful behavior.

iii. Minor one-off breach/misconduct:

a. Academic:

i. Plagiarism: First act of plagiarism. Trainer will provide a verbal warning and provide additional training/ information regarding plagiarism and source acknowledgement/referencing. Student will require to resubmit their work.

ii. Fraud, cheating, contract cheating: Trainer will provide a verbal warning and provide additional training/ information regarding plagiarism and source acknowledgement/referencing. Student will require to resubmit their work

b. General: Verbal notice/warning to the student identifying that an act of misconduct has been committed, including a warning that any subsequent offences may result in more serious actions being taken by the College including referral to police and other authorities. Full unlawful behavior. Student will be communicated verbally of the same and however the offence note will be recorded in their profile/accounts.

iv. No breach/misconduct:

a. Academic: No action needed. Student is notified of the outcome and information removed profile/accounts. No records maintained.

b. General: No action needed. Student is notified of the outcome and information removed from

Note: In any activity that includes a third party, the student must be aware that the third party may take legal action on the student in addition to the action taken by Queensford College.

9.3 Identifying the specific misconducts:

General misconduct and unlawful behavior: Report by Queensford College staff and fellow students on such behavior as listed on section 7.8. Such misconduct reports should be

