

Student Code of Conduct

ALG is committed to providing a safe, respectful and supportive learning environment for all students, staff and industry partners.

This Student Code of Conduct explains the standards of behaviour expected from students while participating in classes, assessments, work placements and any other activities related to their course.

All students are required to follow this Code of Conduct while enrolled with ALG.

1. Student Rights

1.1 As a student of ALG, you have the right to expect that:

- education and training are delivered in accordance with the requirements of the Australian Skills Quality Authority (ASQA) and relevant regulatory standards
- you are treated fairly and respectfully by ALG staff and other students
- your personal information is collected, stored and used in accordance with privacy requirements
- you are informed about the personal information collected about you and may review or request corrections to that information
- you have access to ALG's feedback, complaints and appeals processes.

2. Student Responsibilities

2.1 As a student of ALG, you are expected to:

- follow ALG policies and procedures;
- provide accurate and complete information to ALG;
- behave in a responsible, respectful and ethical manner; and
- actively participate in learning activities and assessments.

3. Communication and Student Email

3.1 ALG uses email as the primary method of communication with students regarding enrolment, course progress and other important matters. From time to time, ALG might SMS or call a student on their mobile phone.

3.2 Students will be issued with an ALG student email account (studentid@student.alg.edu.au).

3.3 All official communication from ALG will be sent to this email address.

3.4 Students are responsible for activating and regularly checking their ALG student email account, including during holiday periods, to ensure that important communications are not missed.

4. Respectful Learning Environment

4.1 ALG is committed to providing a safe, respectful and inclusive learning environment. Students must not engage in harassment, bullying, discrimination, racism, vilification (including antisemitism or other forms of religious or racial hatred), sexual harassment or any behaviour that negatively affects the wellbeing of other students, staff or workplace clients.

5. General Behaviour

5.1 Students must:

- provide true and accurate information to ALG;
- follow the reasonable instructions of ALG staff;
- behave in a respectful, responsible and professional manner;
- treat other students, staff and workplace supervisors with respect;
- not intimidate, threaten, harass or bully other people;
- not damage ALG property or the property of other people;
- comply with all ALG policies and procedures;
- not engage in discrimination or vilification (including antisemitism, racism or other forms of religious or racial hatred) toward any person;
- respect cultural, religious and personal differences within the ALG community;
- not engage in antisemitic behaviour, hate speech, or any conduct that promotes hostility or violence toward individuals or groups based on religion, ethnicity, race or cultural identity;
- not disrupt classes, assessments or other ALG activities;
- not bring dangerous items, illegal substances or banned materials onto ALG premises; and
- not behave in a way that threatens the safety of others

6. Communication with ALG Staff

6.1 Students must communicate with ALG staff in a respectful and professional manner at all times. This applies to all forms of communication, including phone calls, emails, online platforms and face-to-face interactions.

6.2 Students must not engage in aggressive, abusive or inappropriate behaviour, including shouting, use of offensive language, intimidation or harassment.

6.3 These expectations apply to all ALG teams, including (but not limited to) Trainers and Assessors, Student Services, Admissions and the Work Placement Team.

6.4 Where a student has a concern or complaint, it must be raised respectfully through the appropriate channels.

6.5 Failure to comply with these expectations may be treated as a breach of this Code of Conduct and may result in disciplinary action.

6.6 ALG reserves the right to manage or restrict communication channels where a student's behaviour poses a risk to staff wellbeing or disrupts normal operations.

7. Attendance and Participation

7.1 Students must:

- attend scheduled classes and training activities;
- arrive on time and actively participate in learning activities;
- complete assessments and learning tasks by the required deadlines; and
- follow classroom rules, including the appropriate use of mobile phones and technology.

8. Academic Integrity

8.1 Academic integrity means acting honestly and fairly when completing assessments. Students must submit their own original work.

8.2 Academic misconduct includes:

- **Plagiarism** – copying another person's work and presenting it as your own.
- **Collusion** – working with another student and submitting shared work as your own.
- **Cheating during assessments**, including using unauthorised notes, phones or devices.
- **Contract cheating** – paying or asking someone else to complete your assessment.
- **Using Generative Artificial Intelligence tools** (such as ChatGPT) to produce assessment answers when this is not permitted.
- **Falsifying** information, documents or assessment evidence.

9. Work Placement Conduct

9.1 Some courses include a work placement component where students must complete training and assessment activities in a real workplace.

9.2 During work placement, students must:

- behave in a professional manner;
- follow the rules and policies of the host workplace;
- follow workplace health and safety requirements; and
- comply with the responsibilities outlined in the **Work Placement Student Guide**.

9.3 If a placement is terminated due to student misconduct or inappropriate behaviour, ALG may refuse to arrange another placement.

10. Financial Responsibilities

10.1 Students must meet the financial obligations outlined in their Letter of Offer with ALG.

- 10.2 Students are responsible for paying course fees by the agreed due dates.
- 10.3 If fees are not paid as required, ALG may take action in accordance with its policies, including cancelling enrolment where appropriate.
- 10.4 Students experiencing financial difficulty should contact ALG to discuss possible payment arrangements.

11. Health, Safety and Wellbeing

- 11.1 While on campus or during course activities, students must:
- follow all Work Health and Safety (WHS) instructions;
 - immediately report any safety hazards, injuries or incidents;
 - behave in a way that protects the safety and wellbeing of self and others;
 - not use or distribute illegal drugs on campus or during course activities; and
 - not attend classes or activities while under the influence of drugs or alcohol.

12. Compliance with Laws and Visa Conditions

- 12.1 Students must comply with Australian laws while studying with ALG.
- 12.2 International students must also comply with the conditions of their student visa, including:
- maintaining enrolment in a registered course;
 - meeting attendance and course progress requirements; and
 - keeping ALG informed of their current contact details.

13. Breach of the Code of Conduct

- 13.1 Suspected breaches of the Code of Conduct should be reported to ALG by any staff member who becomes aware of the issue, either through their line manager or directly to Student Administration (or the designated responsible officer), and will then be investigated.
- 13.2 If ALG determines that a student has breached this Code of Conduct, ALG may take disciplinary action.
- 13.3 This may include:
- warning;
 - suspension from classes;
 - cancellation of enrolment; and/or
 - reporting to the relevant government authorities where required.
- 13.4 Students have the right to access ALG's Complaints and Appeals process if they wish to challenge a determination and/or disciplinary decision. Information about this process is

available in the **Complaints and Appeals Policy and Procedure**.

14. Document Information and Review

Document Information	
Document ID	STU-02
Policy Category	STU - Student Administration and Support
Responsible officer	General Manager (Student Services & Registrar)
Key Stakeholder(s)	Students, staff and industry partners
Approval by	CEO
Endorsed by	Academic Director, Head of Quality Assurance
Date of Approval	21/05/2026
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