



## Student Code of Conduct

Version	Approved By	Approval Date	Effective Date
1.0	Operations Manager	June 2026	June 2026

### 1. Purpose

The purpose of this Code of Conduct is to provide students at Universal Training Institute (UTI) with a clear understanding of their responsibilities, behaviors, and obligations. This ensures a respectful, safe, inclusive, and professional learning environment that supports the wellbeing of all students and staff. This Code does not override common or statute law and does not exclude any individual rights or obligations. It complements College policies, procedures, and applicable legislation.

### 2. Scope

This policy applies to all students enrolled at Universal Training Institute (UTI), including:

- International students studying on a student visa (subject to ESOS Act 2000 and the National Code 2018),
- Domestic students

It also applies to all staff and contractors involved in the delivery, support, administration, and management of training and education services at Universal Training Institute (UTI). It ensures consistent application of responsibilities, standards, and procedures across all operations.

### 3. Policy Statement

Universal Training Institute is committed to maintaining a culture of respect, inclusivity, and professionalism. Students are expected to:



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### General Behavior and Respect

- Treat staff and fellow students with fairness, courtesy, and respect.
- Use inclusive, professional language in classrooms, public spaces, and online forums.
- Respect the rights, opinions, and privacy of others.
- English is to be used as the primary language of communication in classrooms and all shared spaces to ensure clarity, inclusivity, and consistency across the College community.
- Follow all lawful and reasonable directions given by college staff.
- Contribute to a cooperative and supportive learning environment.
- Must not provide false, misleading, or fraudulent information or documentation to the College. This includes, but is not limited to, medical certificates, appointment letters, enrolment forms, identification, or assessment submissions.

### Academic Integrity

- Complete assessments honestly, without plagiarism, collusion, or cheating.
- Reference all sources appropriately and acknowledge use of external materials.
- Follow College guidelines regarding the ethical use of Generative AI tools.
- Submit assessments on time or formally request an extension.

### Attendance and Participation

- Attend all scheduled classes and arrive on time.
- Actively participate in learning activities.
- Avoid disruptive behaviours, including misuse of mobile phones in class.
- Notify the College of absences due to illness or valid reasons.



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### Work Health and Safety (WHS)

- Follow all College and workplace safety procedures.
- Wear protective equipment and suitable attire where required.
- Report hazards, injuries, or unsafe practices immediately.
- Refrain from smoking or vaping in College buildings and non-smoking areas.

### Use of College Property and Resources

- Treat College property, facilities, and equipment with care.
- Return borrowed items promptly.
- Use ICT resources responsibly and follow ICT policies.
- Do not damage, modify, or misuse College property.

### Work Placement and Industry Engagement

- Comply with the policies and procedures of host organisations.
- Represent the College professionally in all external activities.
- Follow workplace confidentiality requirements and WHS obligations.

### Behavioural Misconduct

#### Students must not:

- Bully, harass, intimidate, or discriminate against others.
- Use offensive or exclusionary language, whether verbal, written, or online. This includes any form of antisemitism, Islamophobia or any form of discrimination against any person based on individual characteristics or choices.
- Engage in unlawful behaviour, including possession of prohibited substances or weapons.
- Attend College or placement under the influence of drugs or alcohol.
- Engage in conduct that threatens the safety, wellbeing, or reputation of the College.

Universal Training Institute

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### Addressing Breaches

- Breaches of the Code should be reported promptly to College staff.
- The responsible person investigates reported breaches, with students given the opportunity to respond.
- Outcomes may include counselling, formal warnings, restitution for damages, suspension, termination of enrolment, or exclusion from the College.
- Students are advised in writing of any penalties and retain the right to appeal through the Complaints and Appeals Procedure.
- Serious breaches (e.g., violence, discrimination, cheating) may result in immediate removal from College premises pending investigation.

### Monitoring and Continuous Improvement

The College monitors and reviews the effectiveness of the Code of Conduct through feedback, reporting of breaches, and continuous improvement processes. This ensures the Code remains relevant, effective, and supportive of a safe and inclusive learning environment.