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Access to College Premises and General Conduct

5. Policies and Procedures Relating to Access and Student Conduct

5.1 College premises

5.1.1 *Student access*

You are only permitted access to those parts of the premises used for teaching the Program or for student amenity. You are not permitted access to:

- areas used by administrative staff lecturers' offices unless by invitation
- any store rooms
- kitchen areas, except on the ground floor
- the roof (at St Leonards), or
- rooms containing electrical switching equipment or air conditioning plant.

5.1.2 *Care of student rooms*

5.1.2.1 You must take care to avoid unnecessary wear and tear or damage to the building, furniture and equipment. In particular you must not:

- affix notices, signs, pictures or other materials to walls, doors or other surfaces apart from designated notice boards
- put nails, screws or press studs into any walls, doors, other surfaces or equipment.

5.1.2.2 The College may remove any notice or other material from the notice boards or elsewhere. You are responsible for your room and the equipment in it and may be called on to contribute to the cost of any repairs.

5.1.2.3 You must not move furniture from one room to another, including desk drawers which are not interchangeable. You must not move desks within rooms unless authorised by a member of College staff.

5.1.2.4 Blinds must not be raised where that would interfere with the air-conditioning.

5.1.3 *Accidents, loss or damage to equipment*

You must report promptly all cases of accident, damage, loss and faults in electrical, air conditioning and other equipment to a member of College staff.

5.1.4 *Audio-visual equipment*

5.1.4.1 From time to time, computers, film projection, videotape, sound, and other audio-visual equipment are used during the Program.

5.1.4.2 You must not move or interfere with this equipment in any way.

5.1.5 *Smoking*

You are not permitted to smoke inside College premises or within 4 metres of any external

doorway

5.1.6 Eating and drinking

5.1.6.1 You must not eat or and drink, or use electrical appliances for these purposes, in College premises. However, you may eat and drink in the Bridge Room (St Leonards) and in student rooms at all other locations subject to their being kept tidy (including food wrappings, drink cups and scraps must be wrapped and placed in waste bins).

5.1.6.2 Except where expressly authorised by the Program Director alcohol is not permitted on College premises.

5.1.7 Children

The College does not have facilities for the care and safety of children. For this reason and to avoid disruption and inconvenience to other students, you must not bring children to the College.

5.1.8 Disruptive activities

In consideration of others, to ensure that students, staff and other persons on the premises are not disturbed by noise or other forms of disruption, you must not:

- use mobile telephones or other devices on College premises, during onsite activities or
- participate in other noisy or disruptive activities on College premises.

5.1.9 Fire drills and regulations (at all College premises)

You must observe all fire drills and regulations applicable to the building in which the Program is conducted.

5.1.10 Animals

Animals (with the exception of guide dogs), birds and other creatures are not permitted at any time on College premises.

5.1.11 Personal property

5.1.11.1 You are responsible for your own property and its security on College premises.

5.1.11.2 You must remove all your materials and personal property from College premises at the end of any on-campus session. The College may dispose of any materials or other property which has not been removed as required.

5.2 Safety, Security and Welfare

5.2.1 Work health and safety

5.2.1.1 The College has a Work Health and Safety Committee. If you become aware of any hazard or potential hazard please report it to College staff who will inform the relevant person in the College.

5.2.1.2 You must report any accidents to College staff so particulars may be recorded in the Accident Register.

5.2.1.3 Before you commence the Coursework Component, read the health and safety information in the Learning Portal User Guide.

5.2.2 HIV/AIDS and hepatitis policy

The College has a commitment to protecting and supporting staff and students in relation to the Human Immunodeficiency Virus (HIV) and AIDS related conditions, the Hepatitis B Virus (HBV) and Hepatitis C Virus (HCV). In particular the College aims to minimise the risk to staff and students of either contracting or transmitting these viruses in work, study or other life situations by:

- providing a safe and healthy work environment, and undertaking to minimise the risk to staff and students posed by HIV or the Hepatitis B or C viruses
- protecting staff and students from harassment, discrimination and victimisation in relation to HIV/AIDS or Hepatitis B or C viruses
- promoting informed awareness, understanding and tolerance by staff and students of issues and concerns in relation to HIV or the Hepatitis B or C viruses, and
- maintenance of physical and emotional well-being in relation to work/study for staff and students who are in some way affected by HIV or the Hepatitis B or C viruses.

5.2.3 Prevention of harassment and discrimination policy

5.2.3.1 The College is committed to ensuring that all students and staff are treated fairly and equitably, and that their right to study and work in an environment free of harassment and discrimination is recognised. The College requires all staff and students to respect each other's dignity and to treat each other with courtesy, honesty and sensitivity to their rights.

5.2.3.2 The College does not allow or condone harassment or discrimination of staff or students by other members of staff, students, or other persons; nor does it allow or condone harassment or discrimination of students by members of staff or other students, on the grounds of race, sex, age, disability, political or religious belief. The relevant Program Director will ensure that this policy is implemented, and will treat any complaint seriously and sympathetically in appropriate ways which ensure that complainants and witnesses are not victimised. Complaints will be investigated thoroughly, fairly and confidentially in accordance with the College's complaints policy guidelines in this manual.

5.2.3.3 Disciplinary action may be taken against anyone found to have committed harassment or discrimination on any basis. All students and staff have responsibility to contribute to the achievement of a productive, safe and equitable study and work environment by avoiding practices which lead to, support or condone harassment or discrimination on any basis.

5.2.4 Privacy of student records policy

5.2.4.1 Student records are personal information that must be managed in accordance with the College's Privacy Policy. Accordingly, student records:

(a) must be protected from:

- a. misuse, interference, and loss, and
- b. unauthorised access, modification or disclosure

(b) must not be:

- a. collected except as required for the functions or activities of the College
- b. used except for the primary purpose of collection or a related purpose, or
- c. disclosed, except as stated in the College Privacy Policy.

5.2.4.1 Unless authorised in accordance with the College's Privacy Policy, by legislation or order of a court, a student's permission will be sought before any information from that student's record is disclosed.

5.2.5 Student Counselling

Academic Matters

5.2.5.1 Where students feel they are in need of academic counselling, they should in the first instance contact their lecturer to discuss the matter. If the student feels the need to go beyond the lecturer, they should contact the Program Director or the Student Liaison Officer.

Non-academic Matters

5.2.5.2 Where a student has problems which go beyond his/her enrolment with the College of Law but have the propensity to affect his/her ability to complete the Program, the student should contact the Program Director or the Student Liaison Officer who will, if requested and in appropriate cases, arrange a consultation for the student with a professional counsellor. The College will pay for one such first consultation for the student.

5.3 General

5.3.1 Conduct

5.3.1.1 You must comply with the policies, procedures and rules of the College and any reasonable directive of the College or any of its staff.

5.3.1.2 You must not prejudice the good order and governance of the College or interfere with the freedom of other persons to pursue their studies, carry out their functions, participate in the life of the College or pursue their rights to be on the premises.

5.3.1.3 See also Student Code of Conduct at Appendix 7.

5.3.2 Coursework materials

5.3.2.1 Your fees include payment for access to coursework materials, appropriate for your

Program, which will be available online and/or distributed to you in print during the Program. You may print copies of online materials, in which the College has copyright, at your own cost.

5.3.2.2 If for any reason you need additional copies or replacement of any materials given to you in hard copy, you must contact your lecturer. You may be required to pay a fee based on replacement cost.

5.3.3 *Intellectual property*

Copyright and use of materials

5.3.3.1 All coursework materials (including online materials), practice papers, seminar papers, audio-visual material and other publications and materials used in Programs are subject to copyright. Enquiries regarding course materials should be directed to the Director, Content Design and Development

5.3.3.2 Access to the College's learning portal, online materials, hard copy coursework materials are supplied exclusively to you solely for the purposes of participating as a student in a Program. You must not copy the materials, except for your own study purposes. You must not supply them to any other person or permit access to the site or coursework materials to any other person without the prior written consent of the College. You must keep your User ID and Password confidential.

5.3.3.3 The LexisNexis online library facilities (and the online library facilities of other publishers) are provided solely for your educational purposes as you complete the Program. You must not use them for any commercial or other private benefit to yourself, your firm or your firm's clients or any other persons. Access to subscription databases is restricted by licences for use only during the specified course dates plus 30 days thereafter.

5.3.3.4 Access to program content in the College's Learning Portal will expire as per the table below after the end date of the Program in which you are enrolled. You are responsible for downloading copies of any submissions and/or feedback from the Learning Portal prior to the access expiry.

Course access dates by program

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Course	Student access start	Salesforce course end date rule (student access disabled)
LLM (including AU, NZ and Asia)	7 days prior to course start date.	3 months' after course end date.
MLB	7 days prior to course start date.	3 months' after course end date.
NZGDLP	7 days prior to course start date.	3 months' after course end date.
PLT (includes CEM and IPC)	7 days prior to course start date.	9 months' after course end date.

College logo

5.3.3.5 You must not use, depict or display the College logo except in a manner and circumstances first approved by the College.

Your work

5.3.3.6 The College reserves the right to retain the original or one copy of work executed by you as part of the Coursework, or submitted for any award or competition conducted by the College. This retention does not affect any copyright or other intellectual property right that may exist in the work.

5.3.4 Correspondence

You must quote your student number in all correspondence with the College. Correspondence originating from the College will in most cases be electronic.

5.3.5 Change of contact details

5.3.5.1 If you change your address (or other contact details) you must notify the Client Services Team in writing or by email to:

Practitioner Education: postgrad@collaw.edu.au.

PLT Program: support@collaw.edu.au

5.3.5.2 The College will not accept responsibility if communications fail to reach you because of a change of address.

5.3.5.3 Overseas students studying under student visas arranged via the College must notify the College of any changes to contact details, including address and telephone number. Failure to do so may result in the cancellation of a student's visa.

5.3.6 Notices

Notices will normally be posted electronically.

5.3.7 Evaluation

5.3.7.1 The College actively seeks comprehensive feedback on all aspects of its programs including teaching, materials and administration. Your participation in the evaluation process is encouraged and appreciated. Changes are regularly incorporated in the programs as a result of feedback from students.

5.3.7.2 In order to provide feedback to your lecturers and to Program Directors you will be asked to complete a series of questionnaires at intervals throughout the Program. You may also be approached for feedback by the College or market researchers on behalf of the College either during or after the Program. Your responses are confidential and will be used to develop and improve the Program.

5.3.7.3 If you have any comments, concerns or suggestions at any other time which you think would be helpful to us, please address them to the Program Director or your lecturer.

5.3.8 Student profile pictures

5.3.8.1 The College of Law believes that online profile pictures can enhance a sense of community within the online classroom and enrich the online learning environment, however, it is important that the profile pictures do not distract from the learning environment.

5.3.8.2 While students are encouraged to post a profile picture, it is not mandatory. Student profile pictures must adhere to the Guidelines.

5.3.8.3 The College of Law reserves the right to remove any profile picture that does not adhere to the Guidelines.

Guidelines

- Picture must be of the student only (i.e., may not include other individuals)
- No images, clipart, or symbols should be used
- Backgrounds and foregrounds of profile pictures should be neutral and non-distracting (no symbols, images or clipart)
- Profile pictures must present the student in appropriate attire.