

Student Code of Conduct

This document outlines the expected standards of behaviour, academic integrity, and interpersonal conduct for all students enrolled with The Digital Orthodontic College (RTO: 45506). It establishes a clear understanding of the mutual rights and responsibilities that underpin a safe, respectful, and inclusive learning environment.

Purpose and Scope

Purpose

This document outlines the expected standards of behaviour, academic integrity, and interpersonal conduct for all students enrolled with The Digital Orthodontic College. It establishes a clear understanding of the mutual rights and responsibilities that underpin a safe, respectful, and inclusive learning environment.

Scope

Applies to:

- All current students across all training locations and modalities (including online)
- All staff in relation to enforcing, supporting, and responding to conduct matters

Applications of this Document

Trainers and Student Support Staff

Must reference this document during induction and orientation processes.

Compliance and Administration Officers

Must maintain an accessible version for audit and complaints resolution purposes.

Students

Must be provided access to this document via the Student Handbook and LMS (where applicable).

How to Complete / Acknowledge

- Students must confirm that they have read and understood this Code of Conduct by signing the Student Declaration Form during enrolment or orientation.
- Use the Student Responsibilities and Rights Matrix to address any breaches or clarify student entitlements.
- For any concerns about compliance with the code, refer students to the Complaints and Appeals Policy here <https://digitalorthodonticcollege.com/policies/>

Acknowledgment to Traditional Custodians

The Digital Orthodontic College pays its respects to the Traditional Custodians of the lands on which we live and work.

We pay our respects to Elders and all Aboriginal and Torres Strait Islander People who continue to care for their country, culture and people.



Professional Ethics and Interpersonal Relations



Student Responsibilities

- Demonstrate respect for diverse values, beliefs, and cultural perspectives within the academic community
- Maintain collaborative and professional standards of conduct in all interactions
- Utilise institutional resources solely for their intended educational purposes
- Refrain from any form of harassment, discrimination, or behavior that creates a hostile learning environment
- Approach conflict resolution through constructive dialogue and appropriate institutional channels
- Respect institutional property and the personal belongings of others
- Respect trainer input and support. For complex or advanced treatment coaching, the trainer reserves the right to advice referral to a specialist and/or advice to not treat in own practice



Student Rights

- Have personal values and beliefs respected within the academic community
- Receive fair and equitable treatment by all institutional personnel and fellow students
- Participate in a learning environment that fosters collaborative and professional interactions
- Receive respectful behaviours and communications for their person and property throughout their educational experience
- Take full medico-legal and financial responsibilities of treating their own orthodontic patients in own clinics, whether treated with or without trainer support

RTO Policies and Procedures

Student Responsibilities

- Familiarise themselves with and adhere to all institutional policies as articulated in the Student Handbook and on Policies page on website
<https://digitalorthodonticcollege.com/policies/>
- Maintain prompt responsiveness to official communications from the College (RTO)
- Notify the institution within seven (7) calendar days of any modifications to contact information, including residential address, telephone number, electronic mail address, and emergency contact details

Student Rights

- Receive comprehensive information regarding institutional policies and associated procedures
- Receive regular, relevant, and timely communications from the institution
- Pursue education within a safe and secure learning environment
- Have personal information maintained with strict confidentiality and security protocols
- Access educational records and personal data held by the institution
- Provide feedback on institutional services and educational quality

Academic and Assessment Standards



Student Responsibilities

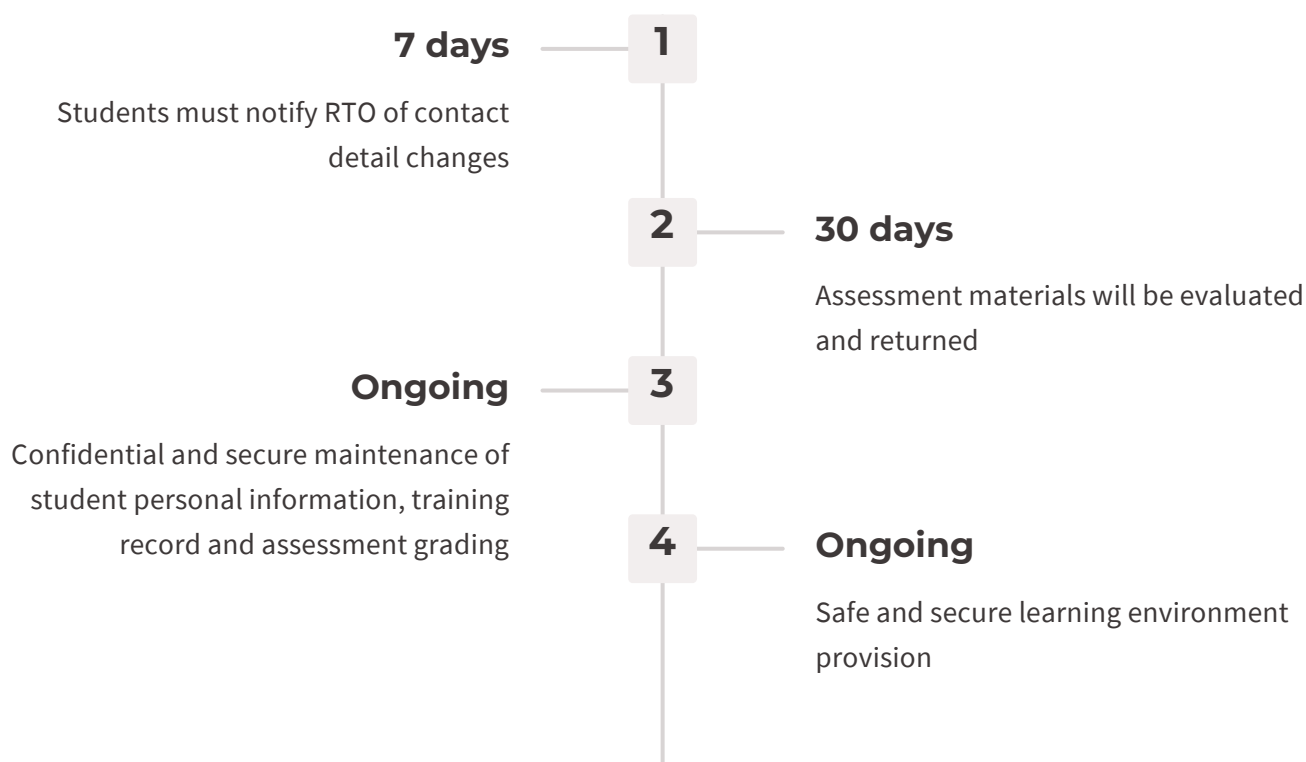
- Maintain consistent attendance at scheduled instructional sessions
- Demonstrate active engagement in the learning process
- Complete assigned coursework in a timely manner
- Submit all assessments within established deadlines
- Uphold principles of academic integrity by refraining from plagiarism, academic dishonesty, and unauthorized collaboration
- Fulfill financial obligations in accordance with established payment schedules and fee and refund policy
- Seek academic support services when required
- Conduct all communication within the academic environment in English



Student Rights

- Receive high-quality instruction, assessment, and support services that meet established educational standards
- Access academic support services based on individual learning needs
- Have assessment materials evaluated and returned within 30 days of submission
- Receive constructive feedback for unsatisfactory assessment outcomes to facilitate academic improvement
- Expect instructors and assessors to demonstrate punctuality and thorough preparation
- Conduct all communication within the academic environment in English

Key Institutional Commitments



These key institutional commitments represent the RTO's dedication to providing timely service and maintaining a secure educational environment for all students.

<https://digitalorthodonticcollege.com/>