

Code of Conduct

ATTENDANCE REQUIREMENTS

Students are expected to attend all classes, however, Australian Business Academy realises that this may not be possible. Those on a Student Visa MUST attend 80% of their course. Poor attendance will be reported to the Department of Immigration and Citizenship (DIAC) which may result in the student being asked to leave the country.

Australian Business Academy asks that student's provide a medical certificate from a doctor for any illness lasting two or more days. A photocopy should be given to the teacher.

LATENESS

It is important that students come to class on time. If late for class it will be counted as an absence from Australian Business Academy. For example, if students are more than 15 minutes late for a lesson this could be counted as an absence for that whole session. Students are requested to notify their teacher if known in advance that they will be late for class, or unable to attend class.

Students sponsored by an agency such as AusAID may have their absence lead to a review of their award/scholarship.

CHANGE OF ADDRESS

Students MUST notify Australian Business Academy immediately if they change their address and/or contact telephone numbers (this includes mobile number). If the Australian Business Academy does not have a current address for a student, then their visa could be automatically cancelled without their knowledge.

TEXTBOOKS

It is Australian Business Academy policy that all students are to buy their course books.

CLASSROOMS

Food and drink are not allowed in classrooms. You may bring water in a bottle, but no cups, which may spill. Mobile phones must be turned off during class.

USING ENGLISH

Students are asked to speak English at all times when in the Australian Business Academy building. While it is understandable to be attracted to friends from your own country, it is also very rewarding to include people from other backgrounds in your social circle.



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COMPUTER USE

Australian Business Academy's expectations of high standards in behaviour and communications apply to those using the computing facilities.

All users must adhere to the Code of Practice outlined below:

- Access to Australian Business Academy's computer network is subject to an agreed set of rules and procedures that reflect Australian and ACT law, as well as the Australian Business Academy's concern for the rights of others and respect for property.
- Breaking this agreement will result in the privilege of using the computer network to be withdrawn.
- Irresponsible behaviour includes:
 - Not respecting the rights and privacy of others;
 - Sending offensive or anonymous messages;
 - Accessing pornographic, offensive or inappropriate material;
 - Violating copyright of other people's intellectual property;
 - Degrading, corrupting or damaging hardware, software, data, equipment or the integrity of the network;
 - Not reporting all known violations of privacy, or the above;
 - Eating or drinking while working or sitting at computers in the classroom;
 - Installing unauthorised software (including demo versions);
 - Using network resources in a manner that contradicts network administrator instructions;
 - Altering the configuration of the network without the approval of the network administrator

For the purposes of maintaining the effectiveness, the security and the integrity of the network and all information within, the Australian Business Academy, or the network administrator may permit staff to access, move or delete any files as necessary for such purposes.

Student's Full Name (Printed) _____

Student's Signature _____

Date _____

Witnesses' Full Name (Printed) _____

Witnesses' Signature _____

Date _____



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