

The Code of Conduct is intended to set and maintain acceptable standards of behaviour by the students of Cornerstone Education. Students are expected to abide by the Code of Conduct and the Rules of Clinical Practice found within it at all times, along with any other policies and procedures of Cornerstone Education outlined in the Student Handbook and other College documentation.

The Code of Conducts is as follows:

General Student Rules

The following are general rules and requirements of all students at Cornerstone Education:

1. Students enrolled for a course of study must sign a study contract with Cornerstone Education, acknowledging that they have read the Cornerstone Education Code of Conduct and have a clear understanding of policy, study expectations, refunds and withdrawals.
2. Students enrolled for any course of study must sign an Offer of Placement, Public Trust contract and Student Attestation Form.
3. Fees must be paid in full before the beginning of each year unless prior arrangements are made with the Chief Executive.
4. Students are responsible for ensuring that they inform the College of any change of their contact details including address, phone number, and email or contact name.
5. Students must not be under the influence of alcohol or recreational drugs whilst at the College.
6. Students must ensure that they are able to attend the compulsory workshops to which they are allocated.
7. Students must attend each day of the compulsory workshops from the start to finish time, as stated on the workshop timetable.
8. Students must liaise with College staff, clients and other students in a respectful manner
9. Students must behave with respect to the privacy, physical space and cultural backgrounds of College staff, clients and other students.
10. Students must behave with respect in regard to College and student property.
11. Whilst on Campus students must not make improper use of the internet services available to them.
12. Students must respect confidentiality at all times. This includes during workshops, where staff and students may share personal information or client cases. These discussions must stay within the classroom. Confidentiality in relation to client cases is further detailed in the Clinical Practice Conduct section.
13. Students must meet the requirements of course assessments.
14. Students must complete the assessments for each courses of study in the order stated in the study schedule.
15. Students must complete each module before moving into the next module.
16. Tutors will not mark work that is not of an acceptable standard of presentation and/or difficult to read. Where this occurs the assessment will be returned to the student unmarked with a statement as to why it is not of an acceptable standard
17. An assessment that is marked as 'not achieved' must be resubmitted to the College within two weeks of the date it was returned to the student, as detailed on the resubmission cover sheet. The exception is final year case study booklets, for which

students have four weeks to rewrite the assessment

18. Students must not use or reproduce the information, words or ideas of others, either intentionally or unintentionally, without accurate referencing both within the text and at the end of the assessment as a reference list. All work is to be referenced according to the APA method. Failure to reference is plagiarism, for which students can be dismissed from the College.
19. Students must not falsify data, client records, enrolment forms and/or information given in completing an assessment.
20. Students must remain active in their studies throughout each term, sending in completed assessments at least every six weeks. Failure to do so may result in the suspension of student allowances (where applicable) and ultimately withdrawal from the course.
21. Students must at all times be honest, giving only true reasons for the failure to complete assessments on time or attend workshops.
22. Students must not cheat in tests and examinations by giving or receiving assistance in completing any written test or theory examination. The only allowable exchange is in shared study in preparation for the assessment.
23. All assessment material submitted to Cornerstone Education must be the students own words. Students cannot submit the written work of others as their own, or give their work to others to submit. Academic dishonesty or misconduct is not acceptable student behaviour.
24. Abide by the rules and procedures in the Student Handbook.

Any breach of the above rules may result in suspension or expulsion from the College. The procedure for College initiated action on student dishonesty or misconduct as related to the General Student Conduct Rules above is as follows:

1. A first offence will result in the College issuing a written warning to the student, detailing evidence of the dishonesty or misconduct in question.
2. The student may respond in writing within 10 days should they dispute the evidence.
3. If further information is required the student will be contacted by telephone to elaborate on specific points in question. Any telephone conversation relevant to the issue shall be documented and recorded on file in writing.
4. Where an explanation given by the student is satisfactory the matter will be dropped and the student notified by letter.
5. Where an explanation is not satisfactory the student will be notified by letter that the first warning stands and detailing the possibility of withdrawal should a further offence occur.
6. If a second offence of any kind occurs the issue will be raised with the Chief Executive. The student may be withdrawn from their course and subsequent re-enrolment refused. Any decision made by the Chief Executive will be final and no further correspondence will be entered into. However, each case is considered individually dependant on the severity of the unacceptable behaviour.
7. If the student is not satisfied with the outcome of the Cornerstone Education misconduct process or if the issue is still deadlocked after two months – the student can lodge a complaint with NZQA.