



## STUDENT CODE OF CONDUCT

### PREAMBLE

The Australian Pacific College group (the College) is committed to the pursuit of excellence in learning, teaching and research, and to community engagement. This Code sets out the College's expectations of students in respect of academic matters and personal behaviour and outlines the College's responsibilities to students. Study at the College presents opportunities for interacting with other members of the College community. The College recognises and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code of Conduct.

The College reaffirms its commitment to:

- high academic standards, intellectual rigour and a high quality education;
- intellectual freedom and social responsibility;
- recognition of the importance of ideas and the pursuit of critical and open inquiry;
- tolerance, honesty and respect as the hallmarks of relationships throughout the College community;
- high standards of ethical behaviour.

This Code is based upon three basic principles of student conduct:

- an obligation to act with integrity in academic work, to ensure that all academic work is conducted ethically and safely
- an obligation to observe standards of equity and respect in dealing with every member of the College community
- an obligation to use and care for College resources in a lawful and appropriate manner, and to not diminish the College's reputation in the carrying out of academic and other associated College activities.

All students are required to be aware of and act consistently with these values.

### DEFINITIONS AND ACRONYMS

**“College”** means Australian Pacific College, English Unlimited and APC Design School.

**“Student”** means all students of the College

**“Worker”** means all staff and contractors of the College (including full-time, part-time or casual staff).



## 1. COVERAGE

### 1.1 The Code applies to:

- a) all students (under certain circumstances it may also apply to a previously enrolled student),
- b) all activities on College premises and all external activities related to study,
- c) conduct in online examinations and online academic work,
- d) all students representing the College (such as at sporting and social/cultural activities).

## 2. STUDENT OBLIGATIONS

Students have an obligation to inform themselves of the College's rules and policies affecting them.

### 2.1 Personal Conduct

All students must:

- a) treat all workers, consultants, volunteers, any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity;
- b) maintain a cooperative and collaborative approach to inter-personal relationships;
- c) act honestly and ethically in their dealings with College workers, consultants, volunteers, any other members of the public and other students;
- d) respect the privacy of workers, consultants, volunteers, any other members of the public and other students;
- e) ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of workers, consultants, volunteers, any other members of the public and other students to carry out their study or work at the College;
- f) ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of workers, consultants, volunteers, any other members of the public or other students to access or use the resources of the College;
- g) ensure that they do not become involved in or encourage discrimination against or harassment or bullying of workers, consultants, volunteers, any other members of the public or other students.
- h) identify themselves truthfully when required to do so by a College staff member and produce their student card on request to a College staff member fulfilling the requirements of their duties



- i) not behave in any way which impairs the reasonable freedom of other persons to pursue their studies or to participate in the life of the College.
- j) not engage in any fraudulent or corrupt conduct.

## 2.2 Equity and respect

Students are expected to:

- a) treat all workers, other students and visitors to the college with courtesy, tolerance and respect. this extends to teaching staff in venues off-campus and online, and supervisors and others involved in workplace placements or other practicum;
- b) respect the rights of others to be treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment;
- c) respect the rights of others to express political and religious views and not engage in behaviour that is obscene, dangerous or could reasonably be considered to be offensive to others;
- d) not engage in behaviour that is unlawful, discriminatory, harassing, or bullying;
- e) not engage in behaviour that is perceived to be threatening or intimidating or causes any person to fear for their personal safety or well-being;
- f) not behave in a way that disrupts or interferes with any teaching or academic activity of the College authorised to be held on a campus of the College;
- g) not engage in any fraudulent or corrupt conduct.

## 2.3 Academic Conduct

Students are expected to:

- a) maintain current information in the student information system, and observe key dates and deadlines;
- b) conduct themselves honestly and in compliance with College expectations;
- c) comply with the conventions of academic scholarship and ensure the proper use of copyright material;
- d) not engage in plagiarism or other academic misconduct;
- e) act ethically and honestly in the preparation, conduct, submission of academic work, and during all forms of assessment, including formal examinations and informal tests;
- f) conduct themselves in a manner conducive to the proper functioning of the College, which is dedicated to the pursuit of academic excellence;

- g) actively participate in the learning process;
- h) attend scheduled course teaching activities and submit assessment tasks on time, unless unforeseen or exceptional circumstances arise;
- i) behave ethically, avoiding any action or behaviour that would unfairly disadvantage or advantage either themselves or another student;
- j) behave professionally, ethically and respectfully in all dealings with the College's learning partners during work placements and practicums;
- k) read all official correspondence from the College, including email and SMS messages;
- l) use College resources, including information and communication technology resources, in a lawful and ethical manner and for College purposes only, unless express permission has been granted for non-College or private usage.

## 2.4 College resources and reputation

Students are expected to:

- a) use and care for all College resources in a lawful and ethical manner, mindful of the need for resources to be shared by all members of the College community;
- b) ensure their actions or inactions as a student do not harm, or bring into disrepute, the College's reputation or good standing;
- c) not engage in behaviour that is detrimental to College property;
- d) not participate in any learning activity, such as lectures or tutorials, while under the influence of alcohol or other drugs;
- e) not use, possess or supply any prohibited drug, substance or weapon on campus;
- f) not misuse College facilities in a manner which is unlawful or which will be detrimental to the rights and properties of others;
- g) not use the College's name, reputation or crest for private gain or the gain of a third party, or private business or commercial purposes, without prior permission;
- h) not use College resources for private gain or the gain of a third party, or private business or commercial purposes, without prior permission;
- i) not engage in any fraudulent or corrupt conduct.

NOTE: Student expectations and obligations are summarised in Table 1.

## 3. COLLEGE RESPONSIBILITIES

### 3.1 Learning, teaching and research

The College has responsibilities to ensure that students:



- a) study in an academic environment which fosters student participation in rational debate and in which students can freely express alternative points of view;
- b) are considered for selection into courses or programs on the basis of criteria that are valid, explicit, fair and reliable;
- c) enrol in courses and programs of study that are of high standard, satisfy relevant professional requirements, are up-to-date and based on research, study and discourse in the discipline;
- d) have reasonable access to appropriately qualified academic staff and academic and learning support services;
- e) have reasonable access to materials, equipment and other resources to enable completion of academic courses;
- f) receive timely, complete, clear and accurate information in relation to the content, objectives, cost and assessment tasks of courses, timely and appropriate feedback on assessment tasks, timely and appropriate information in relation to administrative procedures that apply to them;
- g) can provide feedback on the teaching, learning and research environment;
- h) study and work in a safe, harmonious, tolerant and productive academic environment.

### 3.2 The College experience

The College has responsibilities to ensure that students:

- a) are treated with courtesy, tolerance and respect as valued members of the college community;
- b) participate in the decision-making processes of the College;
- c) are treated fairly, impartially and consistently in all aspects of College policy, procedures and practice ;
- d) are treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment;
- e) have reasonable access to support services if experiencing personal, academic or disability related difficulties;
- f) have reasonable access to records held about them;
- g) receive respect and protection of their privacy;
- h) can complain about an academic or administrative decision that affects them if there are grounds for believing that the decision may have been made on inappropriate criteria;
- i) can lodge a complaint or appeal without fear of victimisation and with assurance that the matter will be treated seriously, expeditiously and sensitively having due regard to procedural fairness and confidentiality.



## 4. STUDENT MISCONDUCT

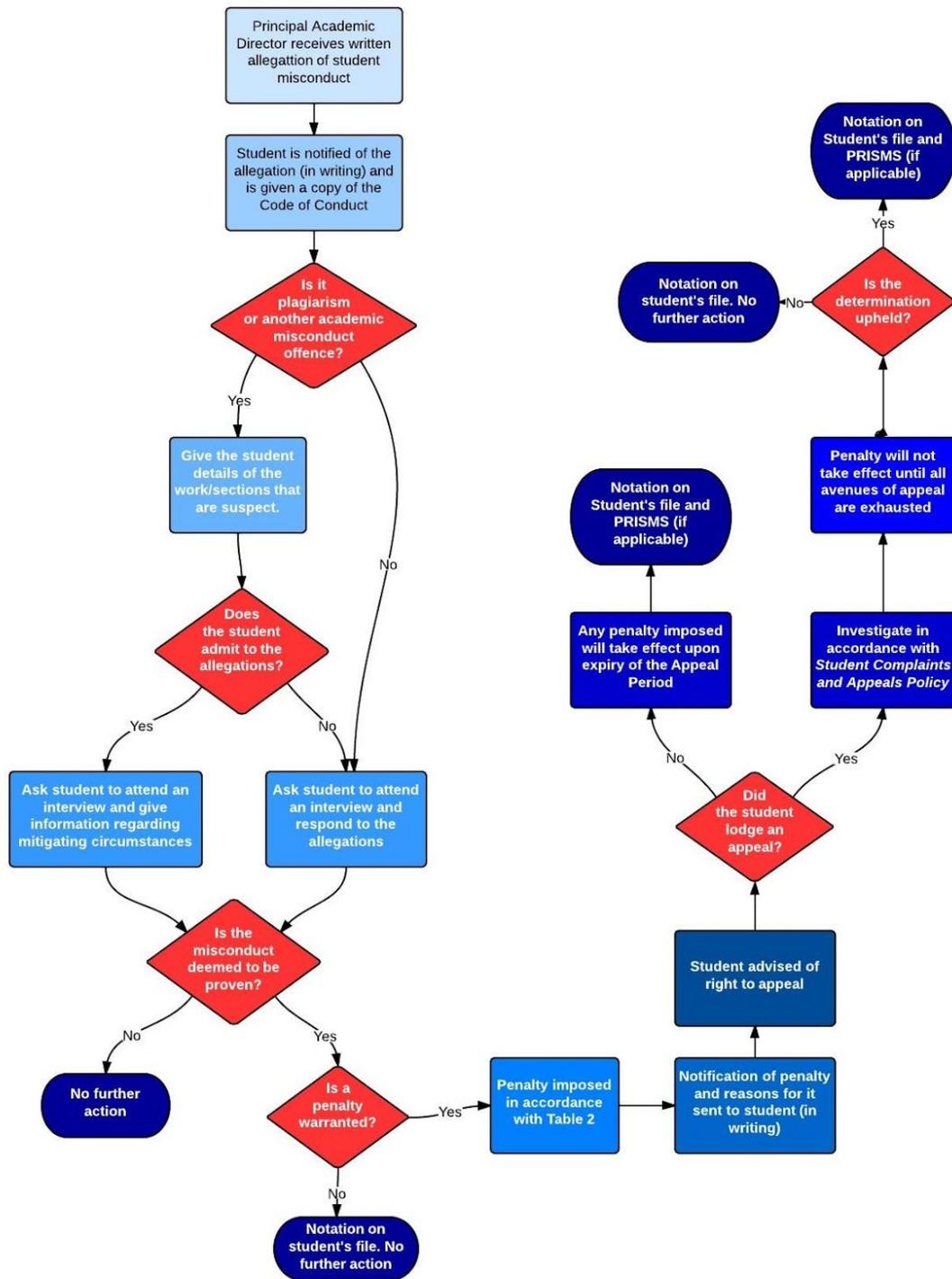
There may be occasions when a student's conduct is a cause of concern in relation to the safety of that student, staff or other students. Such concerns should be referred to the Principal Academic Director or the Campus Director/Campus Manager who will arrange for assistance to be provided to the student concerned if considered warranted and in the best interests of the student.

### 4.1 Procedural Fairness

- a) The College is committed to the principles of procedural fairness and natural justice. This includes:
  - i) the presumption of innocence unless guilt is freely admitted or proved by clear and convincing evidence
  - ii) the right to be heard
  - iii) the right to be treated without bias
  - iv) the right to be informed of allegations being made and to be provided with an opportunity to respond to these
  - v) the right to be given reasons for any decision.
- b) The student shall be given an opportunity to correct information, explain mitigating circumstances and make a submission as to the penalty/ies that may be imposed.
- c) No member of staff can make a determination on a misconduct matter if he or she has had prior involvement in any aspect of the allegation.
- d) Students are entitled to due notice of any allegations of student misconduct made against them. Allegations may be amended at any time before their determination, provided the student has received notice.
- e) Knowledge that a student has been found guilty of a past misconduct offence shall not be taken into consideration when determining guilt relating to the current allegation.
- f) The College takes multiple breaches of the Student Code of Conduct seriously. Knowledge that a student has been found guilty of a past misconduct offence will be taken into account when determining the penalty/ies to be imposed.
- g) If multiple allegations of a similar nature come to light at the same time, these can be considered as one allegation if the Principal Academic Director/Campus Director believes that is appropriate in the circumstances.
- h) The standard of proof used in determining misconduct matters is whether the Principal Academic Director/Campus Director, after evaluating the evidence presented, believes it is more likely than not that the allegation against the student has been justified.



- i) The College is committed to investigating and determining allegations of student misconduct as expeditiously as is practical recognising that a student can be significantly affected by delay in the resolution of the matter. A specified time period may be extended at the discretion of the Principal Academic Director/Campus Director.
- j) The Procedure for dealing with Allegations of Misconduct is as follows:





NOTE: An appeal by the student can be based on one or more of the following:

- lack of procedural fairness in the investigation process conducted by the College;
- that the determination was manifestly unreasonable or cannot be supported having regard to the evidence;
- provision of new evidence not available to the student or Principal Academic Director/Campus Director at the time of the original investigation.

NOTE: Penalties for misconduct are summarised in Table 2

**Table 1: Student’s Expectations and Responsibilities**

Area	My Expectations	My Responsibilities
<b>Environment</b>	I should feel safe at the college	I should consider the safety of others at all times
	I should feel happy at the college	I should consider the happiness of others at all times
	I should enjoy clean surroundings	I should put litter in the bin and show consideration for others
<b>Harassment</b>	I should not be bullied while at the college	I should not bully others
	I should not be teased while at the college	I should not tease others
<b>Politeness</b>	I expect to be spoken to politely	I should speak to others politely
	I expect to be treated fairly	I should treat others fairly
	I expect consideration from others	I should be considerate to others
<b>Respect</b>	I expect my property to be safe	I should not touch the property of others without permission
	I expect college property not to be vandalised	I should not vandalise college property
	I expect my beliefs and ideas to be tolerated	I should tolerate the beliefs and ideas of others
<b>Co-operation /obedience</b>	I expect to be able to do my work without interruption	I should not interrupt others
	I am here to learn and achieve my best	I should be prepared for lessons and do my best at all times
	I expect everyone to act responsibly	I should act in a responsible manner



**Table 2: Penalties for Misconduct**

Possible penalties for the alleged misconduct by a student are set out in the table below. One or more of the possible penalties may be applied depending on the circumstances.

ALLEGED MISCONDUCT	POSSIBLE PENALTIES IF MISCONDUCT IS PROVEN
Misuse of the property of the College, alleged failure to treat teaching or other staff and other students with courtesy, tolerance and respect within the School environment	<ul style="list-style-type: none"> <li>● Formal reprimand or formal warning;</li> <li>● Withdrawal of student access to the property of the College for a period not exceeding the remainder of the current semester;</li> <li>● Restitution of damages;</li> <li>● Remedial educative action.</li> </ul>
Misuse of College information technology, or computing resources	<ul style="list-style-type: none"> <li>● Formal reprimand or formal warning;</li> <li>● loss or restriction of access to College IT Facilities;</li> <li>● Remedial educative action.</li> </ul>
Plagiarism	<ul style="list-style-type: none"> <li>● Formal reprimand or formal warning;</li> <li>● Reduction in marks for the course;</li> <li>● Failure in the course</li> <li>● Remedial educative action.</li> </ul>
Examination misconduct in a formal examination	<ul style="list-style-type: none"> <li>● Formal reprimand or formal warning;</li> <li>● Reduction in marks;</li> <li>● Failure in the course;</li> <li>● Remedial educative action.</li> </ul>
Behaviour that is unlawful, discriminatory, sexually inappropriate, bullying, harassing, invades another's privacy or causes any person to fear for their personal safety	<ul style="list-style-type: none"> <li>● Formal reprimand or formal warning;</li> <li>● Suspension or exclusion</li> <li>● Remedial educative action.</li> </ul>
Behaviour that is disruptive of any teaching or learning activity, including private study, or any other activity conducted by the College	<ul style="list-style-type: none"> <li>● Formal reprimand or formal warning;</li> <li>● Reduction in marks for the course;</li> <li>● Failure in the course;</li> <li>● Remedial educative action.</li> </ul>
Serious misconduct relating to entry into a course or receiving an award the student was not legitimately eligible for, or entitled to.	<ul style="list-style-type: none"> <li>● Revoke an award</li> <li>● Annul grades awarded on an academic statement;</li> <li>● suspension or exclusion</li> </ul>
Any other misconduct not covered elsewhere	<ul style="list-style-type: none"> <li>● Any one or more of the penalties listed above, as appropriate.</li> </ul>



## POLICY REVIEW

This policy will be reviewed as part of the College's three-year cycle of review or as necessitated by legislative, regulatory or organisational changes.

## KEYWORDS

<b>Keywords</b>	Code of conduct, misconduct, plagiarism
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## POLICY OWNER

<b>Policy Owner</b>	Learner Experience Enterprise Unit
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## POLICY/PROCEDURE HISTORY

Policy History			
Version	Version release date	Author	Description of changes
Student Code of Conduct v1.0	26 June 2008	Sharon Luhr, Carolin Long, Jenny Yang	Document creation
Student Code of Conduct v1.1	18 August 2010	Sharon Luhr	Moved to new letterhead, minor semantic changes
Student Code of Conduct v1.2	21 July 2014	Sharon Luhr	Addition of SVP clause
Student Code of Conduct v1.3	23 May 2017	Sharon Luhr	Removal of SVP clause, moved to new policies and procedures template, additional definitions
Student Code of Conduct v1.3R(APC/EU)	June 2019	Sara Gaudry	Update to letterhead and format and addition of policy owner. No change to content.
Student Code of Conduct v1.3R(APC/EU/APC Design School)	October 2020	Sara Gaudry	Update of letterhead, removal of APTT and addition of APC Design School