STUDENT CODE OF CONDUCT

Section 1 - Purpose and Scope

(1) The Student Code of Conduct outlines:
    a. what students should expect from the College and staff;
    b. the College's expectations of students; and
    c. the expected behaviours between students, staff and the broader community.

Scope

(2) This Policy applies to all students.

Section 2 - Definitions

(3) The terms used in this Policy have the meanings as set out in the relevant College Policies and Procedures, available on the official ACPE website.

Section 3 - Policy Statement

(4) The College expects students to respect its organisational Values, which guide actions of, and interactions between, members of the College community.

> ### College Values
>
> In pursuit of our mission and vision, we strive for excellence in everything we do. As a College we promote Health and Wellbeing as a holistic approach to developing resilience.
>
> As an institution we value **Academic Freedom** to pursue independent thinking with due regard to the standards of academic integrity. We are a close-knit **community** and we value working together and with the wider society, harnessing our diversity to create a rich social, cultural and intellectual space that facilitates a sense of belonging for all.
>
> We value **innovation** and encourage critical thinking, creativity and initiative to pursue opportunities. We believe in **empowering** each other and our students to grow, contribute, challenge, and make a difference.
>
> Underpinning these Values is the principle of **integrity** with due regard and respect for the freedom, equality, and dignity of all. We acknowledge that we are answerable to each other, our Board, and ultimately, Australian society for the decisions we make and the actions we take.
>
> We are committed to openness and transparency in our governance, our decision-making and in the execution of our responsibilities, and we are committed to demonstrating courage in confronting those who violate the values for which we stand.

Student Expectations

(5) The statements below set out what students should expect at ACPE.

As an individual:

- To be treated respectfully and fairly, without harassment or discrimination, irrespective of disability, racial or cultural background, gender, sexual orientation, religion, marital status, age, or political convictions.
- To be motivated, inspired, challenged, and stimulated during their studies.
- To be valued and heard.
- To have their personal and confidential information protected.

As a student:

- To participate in relevant and industry defined practice via well-designed curriculum taught by motivated and expert teachers and practitioners.
- To participate in a vibrant, engaged learning environment supported by an ethical academic culture and responsive staff.
- To have access to excellent learning resources and student-centred services that foster academic and personal success.
- To have an amenable campus environment with flexible learning and social interaction spaces.
- To have effective and fair mechanisms for giving feedback and lodging grievances.
- To have opportunities for contributing to the College and representation in relevant College committees.
- To have their intellectual property rights respected.
- To have a safe and healthy College environment, including online.

As a developing professional:

- To be provided with opportunities for career development.
- To be well prepared for future employment and lifelong learning.
- To have opportunities for continued involvement in Alumni and College events after graduation.

College Expectations

(6) The College expects students to respect the responsibilities set out in the statements below.

Standards of Behaviour

- Follow College policies, procedures and other requirements and respond to lawful and reasonable directions from staff.
- Act with academic integrity and maintain academic scholarship requirements during their studies.
- Display professional conduct while undertaking study, placements, fieldwork, and other educational exchanges (face-to-face and online).

> Note: The College understands that students maintain their own social media accounts and networks. However, if they are used for making unsubstantiated or disparaging comments in relation to their studies or the College (including staff members or other students), this is considered unprofessional behaviour. The same respect and professionalism in face-to-face interactions is expected online.

- Not engage in bullying (including cyber-bullying), discriminatory, sexual and other harassment, and other unlawful behaviour while on campus, studying online, or while representing the College.
- Be confident in calling out unlawful or inappropriate behaviour.
- Follow Workplace Health and Safety (WHS) procedures at all times, and report any WHS concerns to staff immediately.
- Comply with all relevant laws applicable to the ACPE's status as a **non-smoking venue**.

Interpersonal Relationships

- To be respectful, fair and inclusive when interacting with others, irrespective of a person's disability, racial or cultural background, gender, sexual orientation, religion, marital status, age or political conviction.
- To respect the cultural background of this land and its Indigenous Aboriginal and Torres Strait Islander Peoples.
- To ensure that others within the College are valued and heard, respecting their right to express different views, subject to complying with Australian laws and not endangering others.
- To be open to constructive, rational academic debate and robust discussions.

Educational Experience

- Take responsibility for their own behaviour, education, and self-directed learning.
- Actively engage in teaching and learning activities.
- Keep informed about the course, units, course rules (including course progression) and Essential Course Requirements. Seek assistance if in doubt.
- Take responsibility for self-managing enrolment and course planning, based on advice from the College.
- Accept and act on feedback given about academic performance.
- Respect the confidentiality of information shared within the learning environment.
- Prepare diligently for future professional practice.
- Pursue scholarly activity and professional practice which contributes to the College profile and the profession at large.

Policies and Information

- Keep informed about:
  - The College's policies and procedures, support services and academic requirements. Seek guidance when needed.
  - The annual fee schedule published prior to each calendar year. Full payment of fees is expected at the start of each teaching period.
- Be punctual and meet timelines (including classes and assessments).
- Keep the College up-to-date with the required personal and other information, such as change of address, change of name (if applicable), ID numbers, contact number, change of visa status (if applicable) or email address.
- Be responsive and respectful in responding to requests from College staff.

Student Participation and Feedback

- Take responsibility for:
  - Incorporating constructive feedback into one's own learning.
  - Giving constructive feedback about courses and support services.
- Be an active participant in any committees on which the student is a member.

Breaches of the Code of Conduct

(7) The College may take disciplinary action against a student who breaches this Code of Conduct pursuant to the *Student Misconduct (Non-Academic) Policy* or other relevant Policy such as the *Academic Integrity Policy* and the *Grievances, Complaints and Appeals Policy*.

Related documents

The Student Code of Conduct should be read in conjunction with all of the College Policies and Procedures.

Document Administration

Policy Name	Student Code of Conduct
Policy Owner	Director of Student Services and Campus Wellbeing
Approval Authority	CEO / Board of Directors
Approval Date	29 September 2022
Effective Date	As at Approval Date
Next Review #	Three years from the Approval Date
Amendment history	
Version 1:	Student Code of Conduct revised.

 # Unless otherwise indicated, this Policy will still apply beyond the Review dat