STUDENT CODE OF CONDUCT

1   Purpose and Scope

Student life at ACPE should be an active, harmonious, ethical and positive experience centred on academic learning, research and professional and personal growth.

The aim of the Student Code of Conduct is to foster the College's values and encourage active engagement between the College and students within the contexts of professional practice, learning and teaching and the life of the College community.

The purpose of this Code of Conduct is to outline what students should expect from ACPE, the College's expectations of students, and expected behaviours between ACPE and their students, staff and the broader College community.

Scope:

- All students
- All staff

2   Policy Statement

The College expects students to respect the organisational values outlined below. The Values are to guide each and every interaction of, and to, members of the College Community. Students, the staff who teach them and the broader College Community are expected to regard ACPE's Values.

2.1 College Values

a. **Students First**: Translating our passion for learning into the empowerment of our students by enabling them to compete and succeed when they leave our care in a way no other organisation does.

b. **Ambitious**: We recognise that our success stems from balancing our commercial aspirations to grow with meeting the needs of our students, partners, staff and stakeholders.

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c. **Curious**: We leverage clarity and creativity and use evidence-based decision making to continuously improve. We speak the facts and do not create mythology based on incorrect information. We ask the hard and important questions to ensure outcomes fitting our students, staff and organisation.

d. **Delivering**: We take personal responsibility by making promises we can keep and delivering on them every time. Not trying to do everything but holding ourselves and each other to account of doing the really important things, well.

e. **Huddle**: We recognize that our capacity to contribute as a whole is greater than the sum of our parts. By rallying around ideas, goals and challenges, we consciously find ways to bring everything we have and believe in to the table to succeed together as one organisation.

f. **Happiness**: We value positivity, joy, encouragement and strive to be in the moment. As individuals we understand we carry responsibility for our own happiness regardless the situation or context and that in turn informs how we "show up" in the workplace.

The College affirms its commitment to the following values and **expects that students will behave in accordance with the values stated below**:

a. the educational unity of body, mind, brain and intellect;

b. the importance of ideas, intellectual freedom and the pursuit of open enquiry and social responsibility;

c. personal growth and development including career preparation and life fulfilment;

d. the highest standards of compassionate and ethical behaviour exemplified by inclusiveness, honesty, respect and tolerance;

e. the development of effective, efficient and transparent leadership;

f. striving to improve delivery and access; and

g. recognising the value of cultural diversity in all aspects of College life.

2.2 Student Expectations

Students should expect the following from their experience at ACPE:

2.2.1 As an individual:

- To be treated respectfully, fairly and equally irrespective of disability, cultural background, gender, sexual orientation, marital status, age or political conviction.

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- To be motivated, inspired, challenged and stimulated for the duration of their program of study.
- To be valued and heard.
- To receive protection of privacy and confidentiality of information.

2.2.2 As a student:
- To be able to participate in relevant and industry defined up to date practice via well designed curriculum and best practice principles.
- To obtain consistent and clear information regarding policies and procedures.
- To be supplied with an effective mechanism for providing feedback on learning and being able to request review of grades without fear of recrimination.
- To receive close engagement with discipline based colleagues and practitioners who are experts in their fields.
- To participate in a vibrant, engaged learning environment supported by responsive academic staff, practitioners and student services.
- To be provided with guidance and instruction from confident and competent teachers who are motivated and accessible and provide timely direction and feedback on performance.
- To receive ready access to support services and intervention strategies for ensuring academic, professional, vocational and personal success.
- To be provided with excellent teaching and learning resources and services that promote scholarly activity and differing learning requirements.
- To have access to an amenable campus environment with flexible learning and social interaction spaces.
- To be provided with opportunities to contribute to the College community and to be represented and actively involved in relevant College committees.
- For all College staff to interact with students with honesty, integrity and in a timely manner.
- The recognition of the intellectual property rights of students to their work.
- The provision of a student-centred approach to all services including information technology, library and student support.
- A safe and healthy College environment.

2.2.3 As a developing professional:
- To be provided with opportunities for career development.
- To be well prepared for future employment and lifelong learning.
- To be provided with the opportunity to continue to be involved in Alumni and College events after graduation.

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2.3 College Expectations

The College expects students to take on the following responsibilities:

2.3.1 Standards of Behaviour:

- Abide by all regulations and requirements of the College and respond to all lawful and reasonable directions from staff.

- Be aware that all forms of academic dishonesty or general misconduct are unacceptable and that the College may take measures to assure compliance with relevant policies.

- Display professional conduct at all times while undertaking study, professional placements, fieldwork and other educational exchanges (including face to face and online). Note: the College understands that students maintain their own social media accounts and networks; however when they are used for disparaging comments that are unsubstantiated in relation to their studies or the College, this will be considered unprofessional behaviour. The same respect and professionalism in face to face interactions is expected online.

- Abstain from bullying (including cyber bullying), harassment and any other unlawful behaviour whilst on campus, studying in the online environment, or whilst representing the College externally.

- Refrain from any activity that deliberately obstructs, or seeks to deter, a staff member of the College in the performance of their duties.

- To contribute to the local community and create partnerships in a manner that is representative of College values.

- Use all equipment and resources (including IT resources) appropriately, legitimately and safely following all occupational health and safety requirements.

- Follow Workplace Health and Safety procedures at all times.
- Report any Workplace Health and Safety concerns to staff immediately.
- The ACPE College campus is a **non-smoking venue** and students are expected to comply with all relevant laws regarding smoking in and around non-smoking buildings.

2.3.2 Interpersonal Relationships:

- To be respectful, fair and treat other members of the College community with equality, irrespective of disability, cultural background, gender, sexual orientation, marital status, age or political conviction.

- To respect the cultural background of this land and its indigenous Aboriginal and Torres Strait Islander owners.

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- To ensure that others within the College community are valued and heard, respecting their rights to express dissent or different views, subject to those views complying with the laws of Australia and not endangering the safety of other members of the community.
- To provide members of the College community with protection of privacy and confidentiality of information.
- To be open to engagement in rational academic debate and robust discussions.

2.3.3 Policies and Procedures:

- Be informed of all current policies and procedures, support services and academic requirements including maintaining awareness of any new relevant policies and procedures that may be published from time to time, and seek guidance if unsure.
- Responsibly observe all of the College's policies and procedures and relevant guidelines and forms supporting those.
- Respect the property of other students and the College, while respecting the rights of others to use College property and facilities.
- Respect the property and facilities at any venue that students are directed to as part of their studies with the College or as representatives of the College.
- Maintain academic integrity and respect and comply with academic scholarship standards.
- Refrain from frivolous and unsubstantiated complaints or grievances which lack underpinning evidence.
- Fully understand the annual fee schedule which is published ahead of each calendar year, and accept that full payment of fees is expected at the commencement of each teaching period.

2.3.4 Educational Experience:

- To be motivated, inspired, challenged and stimulated for the duration of their course.
- Take responsibility for own behaviour, education and self-directed learning.
- Actively engage as diligent learners, prepare for and participate in all teaching and learning activities.
- Be well informed about the course, subjects, course rules and Essential Course Requirements, and seek assistance if in doubt.
- Ensure and maintain course progression as per the requirements of the regulatory bodies and professional associations.
- Take responsibility to self-manage enrolment and course planning, using advice provided by the College though its personnel and web services.
- Accept and act on the advice and feedback given regarding academic performance.
- Respect the confidentiality of information shared within the learning environment.

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- Prepare diligently for future professional practice, any additional regulatory or professional requirements and the development of lifelong learning.
- To pursue scholarly activity and professional practice which contribute positively to the profile of the College and the profession at large.

2.3.5 Timely and Accurate Information:
- Attend classes punctually and commit to fully participate for the duration of the learning activity
- Submit assessment items in a timely manner and abide by relevant policies if a complication occurs
- Supply accurate and up to date personal and other information to the College according to the deadlines set by the College and whenever a change occurs to that information, recognising that the College is required to comply with the Privacy Act.

2.3.6 Student Participation and Feedback:
- Take responsibility for incorporating constructive feedback into learning.
- Support continuous improvement of courses and College support services through the provision of honest, considered and constructive feedback.
- Participate actively in, and contribute to, the committees on which the student is a representative or member.

2.4 Breaches of the Code of Conduct

Students who behave in a manner that contradicts this Code of Conduct or any other related Codes and Policies may be liable for student misconduct and disciplinary action as per the *Student Misconduct (Non-Academic) Policy*. Other Codes and Policies of which students should be aware (such as *Academic Integrity Policy, Grievances, Complaints and Appeals Policy*) are publicly available on the

3   Definitions

- **Student**
  An individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

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- **Bullying**

  It is repeated, unreasonable behaviour that is intimidating, degrading or humiliating. Bullying has the potential to create a risk to health, safety and wellbeing, including psychological, emotional and physical health. It may take place face to face on campus, via phone or email, on-line or within residential colleges.

  Bullying may be discriminatory, based on someone's race, gender, sexual orientation, disability or religious beliefs or have no apparent cause.

  Some examples of bullying may include:

  o Verbal abuse, including shouting, aggressive or offensive language, name-calling and personal insults

  o Threatening physical behaviour including physical gestures and unwelcomed physical contact

  o Abusive and inappropriate emails, phone calls or posts on social network sites, either in nature or frequency

  o Distributing offensive photos, graphic material or messages

  o Non-constructive criticism about work or academic performance including derogatory, demeaning and insulting remarks

  o Excluding or isolating students from normal study interaction without justification

- **Discrimination**

  Discrimination can be either direct or indirect. Under NSW and federal legislation, discrimination on the basis of certain characteristics or grounds is unlawful (see Grounds below):

  ➢ **Direct discrimination**

  Direct discrimination occurs when, in the same or similar circumstances, a person treats, or proposes to treat, someone less favourably because they have certain characteristics or belong to a particular group of people, than they would treat someone who doesn't belong to that group, or who belongs to a different group of people.

  In relation to a person with a disability, direct discrimination also occurs if the College does not make, or proposes not to make, reasonable adjustments for that person, and where the failure to make a reasonable adjustment has the effect, because of the disability, of that person being treated less favourably than a person without the disability in the same or similar circumstances.

  ➢ **Indirect discrimination**

  Indirect discrimination occurs when a rule, practice or policy appears to be neutral but in effect has a disproportionate impact on a particular group of people.

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Indirect discrimination occurs when a person imposes (or proposes to impose) a requirement, condition or practice:

a. that someone from a particular group does not or cannot comply with, and

b. that has or is likely to have the effect of disadvantaging the person from that particular group, and

c. that is not reasonable in the relevant circumstances.

In relation to persons with a disability, indirect discrimination also occurs if:

a. the failure to make reasonable adjustments has, or is likely to have, the effect of disadvantaging persons with the impairment or disability.

This provision does not apply if the requirement or condition is reasonable, having regard to the circumstances of the case.

4 Related Documents

- Academic Integrity Policy
- Student Misconduct (Non-Academic) Policy
- Academic Integrity Procedure
- Grievances, Complaints and Appeals Policy

Legislation:

- Higher Education Standards Framework 2015
- Tertiary Education Quality and Standards Agency Act 2011
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
- Racial Discrimination Act 1975 (Cwlth)
- Sex Discrimination Act 1984 (Cwlth)
- Disability Discrimination Act 1992 (Cwlth)
- Age Discrimination Act 2004 (Cwlth)
- Privacy Act 1988 (Cwlth)

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5 Policy Administration

Policy Name & Code:			Student Code of Conduct (POL-11)
Policy Owner:			CEO and Dean
Approval Authority:			Academic Board (ACPE)
Next Review:			September 2023
Approval Date	**Effective Date**	**Version**	**Summary of changes**
05 Sep 17	06 Sep 17	1	Harmonised document approved by respective governing body.

11 Dec 18	12 Dec 18	2	• Revision includes rebranding to apply to only ACPE, from former SGA harmonised Student Code of Conduct of 2016.
			• Document format changed in line with the 2018 policy review project, using the new template for ACPE policies and procedures.
			• Original document content revised to reflect current ACPE practices and to ensure compliance with the HES.
			• References to other SGA colleges have been removed.
			• Changes made to document format include:
			  - Other Study Group colleges removed.
			  - Document code, version and dates moved to 'Policy Administration' section.
			  - Paragraphs numbered.
			  - Policy Administration table added.
			  - Numbering system updated.
			  - Footer updated to include document title, document code, and document version only.
			• Document benchmarked against UTS, MQ.
			• Section *2.4 Breaches of the Code of Conduct* added.
			• *Definitions* section updated to include definition of *bullying*.

14 Mar 19	14 Mar 19	2.1	• References to Dean and Operations Director replaced with CEO and Dean. • References to Student Services and Learning Support Manager replaced with Director of Student Services and Campus Wellbeing.

* Unless otherwise indicated, this policy will still apply beyond the review date.

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