

## CHS Student Code of Conduct

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## 1. Purpose

The Student Code of Conduct sets the standards and defines the principles guiding the conduct expected of the students of ECA College of Health Sciences.

## 2. Scope

The Student Code of Conduct applies to all students of the College throughout the duration of their enrolment.

## 3. Definitions

<b>Item</b>	<b>Definition</b>
<i>Academic activity</i>	Includes and is not limited to developing, delivering, attending or otherwise participating in lectures, tutorials or other modes of delivery (e.g. internships); planning, producing or supervising research; or otherwise sharing knowledge, experience, or skills with others.
<i>Academic misconduct</i>	Any dishonest or inappropriate behaviour by a student in an assessment task or other academic activity including and not limited to: cheating; collusion; fraud; or plagiarism
<i>Allegation</i>	An assertion of misconduct made against a student.
<i>Exclusion</i>	Permanent cancellation of a student's enrolment in their course and the termination of their rights and privileges as a student of CHS, including their right to re-apply for admission.
<i>Harassment</i>	Unwelcome behaviour that is offensive, belittling or abusive to another person or group of people.
<i>Non-academic misconduct</i>	With the exclusion of academic misconduct, any inappropriate, dishonest or criminal behaviour by a student that breaches the Student Code of Conduct, including and not limited to any behaviour which: prejudices the reputation of the College; endangers the wellbeing of others; or is punishable in a court of law
<i>Onshore Overseas Student</i>	A holder of a student visa, who is not a citizen of Australia or New Zealand, or who is not an Australian permanent resident, who is a temporary resident of Australia.
<i>Suspension</i>	Temporary cancellation of a student's enrolment in a unit of study or course.
<i>Victimisation</i>	Subjecting or threatening to subject a person to personal or academic disadvantage as a direct result of their being subject to an allegation of misconduct, reporting or intending to report an act of misconduct, or in relation to their role in the investigation of an allegation of misconduct.
<i>Vilification</i>	A public act which incites others to treat a person badly, with contempt, or to severely ridicule.

## 4. Policy Statements

- The Student Code of Conduct promotes the standards of conduct aimed at creating a safe and supportive environment, based on fairness, honesty, mutual respect and tolerance.
- This Code operates within the context of wider State and Commonwealth anti-discrimination and anti-harassment legislation, and within the context of College policies and procedures.
- All students without exception are expected to display behaviours that are honest and compliant with the principle of academic integrity, to show respect towards all members of the College community and to use the College facilities appropriately and responsibly.
- The College promotes a consultative approach through student feedback and participation in the decision making, and provides an environment where students can freely express their opinions without fear of repercussion. In return, the College expects an appropriate student conduct as set by this Code.

### 4.1 General Conduct

#### 4.1.1 Students are at all times expected to:

- a) act courteously, showing respect and cultural sensitivity for all members of the College community and their opinions;
- b) avoid participation in any form of discrimination or harassment, direct or indirect, in the physical or virtual environment;
- c) refrain from displaying behaviours that contravene legal and social expectations, attempt to resolve conflict without resort to verbal or physical aggression;
- d) comply with health and safety requirements;
- e) protect the reputation of the College both on- and off-campus;
- f) use College resources responsibly and only for their intended purpose and refrain from behaviour that might cause damage or destruction to property;
- g) Respect the privacy of others (actions such as recording or photographing others without their permission is an intrusion of personal privacy);
- h) Respect other people's rights to hold different beliefs and views in our society;
- i) Be receptive to others point of view and respect the academic freedom of students and staff; and
- j) Be respectful of others and not use abusive or intimidating language and/or threatening behaviour towards others.

#### 4.1.2 Students must not:

- a) engage in any behaviour or activity that is unlawful or that endangers any CHS student or staff member;
- b) use, supply or aid in the supply of any illegal materials;
- c) attend the CHS whilst under the influence of alcohol or any illicit substance;
- d) steal or remove without the express permission and knowledge of the owner any item that is the property of the CHS, staff or another student;
- e) use the CHS name, logo, intellectual property or assets for gain or for the benefit of a third party other than for the purposes of studying at the CHS;
- f) engage in fraudulent or corrupt activity;
- g) engage in persistent disruptive behaviour in classes or during assessments tasks, such as tests or examinations;

- h) be intoxicated on CHS premises and/or in possession of alcohol on the premises without permission from the Campus Manager or delegate;
- i) smoke or use prohibited or illegal substances in CHS classes or on the premises;
- j) conduct themselves in a manner that is discriminatory and/or threatening on the basis of religion, culture, race, sexual differences, age, disability, or socio-economic status, whether to other students, staff members, or any other persons on CHS premises;
- k) abuse in writing or verbally staff and/or other students on College forums or social media;
- l) defame or harass (whether verbal, sexual or otherwise) other students, staff members, or any other persons on the CHS premises;
- m) swear, fight, engage in aggressive behaviour and abusive language, whether towards other students, staff members, or any other persons on the premises;
- n) engage in physical assault or behaviour that is perceived to be threatening to other students, staff members, or any other persons on CHS premises;
- o) steal from students, staff, students or any other persons on CHS premises;
- p) be in possession of a weapon or dangerous object, such as a knife, on CHS premises;
- q) deliberate misuse or damage CHS or non-CHS property, equipment or materials; and
- r) wilfully activate fire or security alarms that results in the calling out of emergency services, such as the fire department, police, ambulance; such students will be liable for whatever costs are incurred by their actions.

## 4.2 Academic Conduct

Students are expected at all times to:

- a) arrive on time for classes and scheduled exams as per timetable and be adequately prepared;
- b) behave appropriately and refrain from causing any disruption to the learning and teaching process, including through the use of mobile phones or other electronic which are not permitted to be on at any time;
- c) use English for communication in class and group work, maintain appropriate behaviour in all forms of communication in the physical and virtual College environments;
- d) act with integrity and academic honesty, avoid plagiarism, cheating or other forms of academic dishonesty;
- e) actively participate and maintain a collaborative approach with staff and with other students in the learning process;
- f) attend scheduled learning and teaching activities and submit assessment tasks by the required dates and time;
- g) refrain from behaviours that interfere with the freedom to study, learn or work of other members of the College community;
- h) maintain the appropriate study load and academic progress to meet student visa conditions, in the case of overseas students; and
- i) maintain a professional degree of presentation while undertaking study related activities off-campus.

## 5. Procedures

Any student found to be in breach of this Code will be liable to disciplinary action, in accordance with the relevant College policy on misconduct, whether academic or non-academic.

## 5.1 Reports of Student Misconduct

Where a staff member has reasonable grounds to believe that a student has committed an act of misconduct, that person must report the suspected misconduct to the Registrar.

The Registrar, in relation to a report of misconduct, may:

- dismiss the report as having no basis and take no further action where it is deemed there has been no breach of legislation, policy, procedure, instruction; or
- conduct an investigation

Where an investigation outcome leads to a penalty the Registrar will consult with the relevant Director of Studies and the Principal.

## 5.2 Penalties

- There are various penalties for misconduct that include but are not restricted to suspension of enrolment or cancellation of enrolment.
- Decision-makers will endeavour to ensure that the severity of the penalty is commensurate with the severity of the offence.
- Engagement in any illegal or criminal activity will result in the cancellation of enrolment and the matter will be reported to the police.

## 5.3 Formal Hearings

- CHS is committed to following a natural justice process to investigate any allegation of misconduct.
- A hearing by a panel can be requested either by the student or a member staff.
- If the student against whom any allegation of misconduct is made is an overseas student, the Academic Registrar must be notified prior to any action being taken to ensure compliance with all the relevant legislation, guidelines, regulations and codes.
- Cases of academic misconduct are covered in the CHS Academic Integrity Policy.

## 5.4 Appeals

- Should a student be found to be subject to a disciplinary decision regarding a case of misconduct, the student has the right of appeal.
- CHS's appeals processes are outlined in the relevant Grievance Procedures.
- These arrangements do not negate the right of any overseas student to pursue any other legal remedies under the Australian Consumer Protection laws.

## 6. Student responsibilities

Students are responsible for:

- complying with the Student Code of Conduct at all times;

- familiarising themselves and complying with the College policies, procedures, guidelines, rules and course requirements specific to their program;
- ensuring that their contact details provided to the College are correct and up-to-date;
- carrying student identification while on campus;
- reading all correspondence received from the College and responding as required.

## **7. Records**

Records associated with this policy will be maintained according to the Records Management Policy and Record Retention and Disposal Schedule.

## **8. Related Documents**

- CHS Academic Integrity Policy and Procedures
- CHS Assessment Policy
- CHS Attendance Policy and Procedures
- CHS Student Non-academic Misconduct Policy
- CHS Student Complaints and Appeals Policy
- CHS Work Health and Safety Policy
- CHS Privacy Policy

## **9. Related legislation**

- Higher Education Support Act 2003
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
- TEQSA Higher Education Standards Framework (Threshold Standards) 2015
- Education Services for Overseas Students (ESOS) Act 2000 and National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)
- Australian Qualifications Framework (AQF).
- Migration Act 1958 (Cth)
- Privacy Act 1988 (Cth)