

STUDENT CODE OF CONDUCT

Policy Category	Academic		
Document Owner	Dean and Director of Learning and Teaching		
Responsible Officer	Dean and Director of Learning and Teaching		
Review Date	July 2020		
References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; Migration Act 1958 (Cth); National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007; the Higher Education Support Act 2003 (Cth); and Privacy Act 1988 (Cth)		
Related Documents	Staff Code of Conduct; Academic Integrity Policy; Assessment Policy; Student Grievance and Appeals Policy		
Version	Change Description	Approved	Effective Date
1.3		Academic Board 24 February 2017	February 2017
2.0	Updated to expand coverage of conduct in online interactions and use of personal electronic devices in classroom learning.	Academic Board 16 August 2018	30 August 2018
2.1	Updated content on physical, verbal and sexual harassment under mutual respect section.	Academic Board 16 August 2018	30 August 2018

1. Purpose

The Student Code of Conduct (Code) forms the basis of the relationship between Asia Pacific International College (APIC) and its students. APIC is committed to providing a fulfilling learning environment and this commitment is underpinned by an expectation that students (and staff, via the [Staff Code of Conduct](#)) will conduct themselves in a manner consistent with the College's values.

The purpose of this Code is to define the standards of behaviour by which all APIC students agree to be bound as a condition of their enrolment.

This Code operates within the context of wider Australian State and Commonwealth laws about anti-discrimination and anti-harassment legislation, and within the context of other APIC policies and procedures. It adheres to the Principles of Procedural Fairness whereby an individual can expect to have decisions that impact on them made fairly, made on evidence, made in a transparent and unbiased manner and that any decision is in the interests of minimum disruption/disadvantage to that individual.

The overarching principal of this code is that students act in a way which is consistent with a safe work/study environment.

2. Scope

This Code applies to all enrolled students participating in coursework units in all courses of study at APIC. This document should be read in conjunction with other related policies (see Related Documents).

3. Context

This Code provides a framework for the standard of conduct expected of students concerning their behaviour in both academic and non-academic matters.

APIC provides:

- a learning environment that is conducive to student success;
- the opportunity for students to have a voice via student representation on its governance committees, and through internal and external student surveys;
- professional standards in the delivery of all higher education programs;
- entry requirements that are non-discriminatory and support inclusive practices;
- clear course structures and progression rules which identify the completion requirements for all awards;
- language, literacy and English language support to all students;
- academic and research integrity processes and practices;
- adequate and appropriate learning and teaching resources;
- valid, reliable, flexible, authentic and fair assessments, and;
- courses that are constructed to align learning outcomes, assessments and graduate attributes with employability skills.

APIC expects students to behave in accordance with this Code of Conduct. Breaches of the Code of Conduct may result in disciplinary action.

The Student Code of Conduct refers to all interactions of APIC students:

1. with other students; APIC staff; and all other persons who engage with APIC (for example, people who attend meetings, provide maintenance services, give guest lectures; or who otherwise are engaged with the College);
2. whether in verbal, written, visual or any other form of communication, and whether in physical or virtual behaviours, comments and actions;
3. In all academic and non-academic activities, either at APIC campuses or in any activities reasonably understood to be associated with APIC, including when representing APIC at events, conferences or other activities or when attending social events arranged by APIC.

Student Expectations

Ethical Standards

Students are expected to:

- act with integrity and academic honesty;
- observe standards of respect, equity, cultural sensitivity and mutual etiquette;
- use APIC resources only for the purpose for which they are provided and take care of those resources;
- refrain from behaviour that diminishes APIC's reputation by contravening professional, ethical, legal or social expectations; and
- respect the good name of the College both on- and off-campus and in virtual environments.

Mutual Respect

Students are expected to:

- interact courteously and respectfully;
- respect the views and beliefs of others;
- respect the personal space and privacy of others;
- refrain from handling the personal belongings of another person without the owner's permission;

- refrain from behaviour that intentionally or unintentionally defaces or causes damage or destruction to physical or virtual property owned by the College, the College's staff or students, or any other person or entity associated with the College;
- resolve conflicts without recourse to verbal or physical aggression; and
- refrain from participation in any form of discrimination or harassment, including sexual harassment, whether direct or indirect, in the physical world or the virtual environment.

College Guidelines, Policies and Procedures

Students are expected to take responsibility for:

- informing themselves about and complying with APIC policies and procedures;
- ensuring that their contact details held by APIC are correct and up-to-date;
- carrying student identification that authorises them as APIC students whilst on campus;
- regularly checking their APIC student email account, reading all emails from the College and responding as appropriate; and
- ensuring that any smartphone, laptop or other personal computing device that is used in class or to connect to any APIC system has updated software and anti-virus apps.

Enrolment, Learning and Assessment

Students are expected to:

- refrain from plagiarism, cheating or other forms of academic dishonesty; (see the [Academic Integrity Policy](#))
- actively participate in the learning process;
- maintain a collaborative relationship with staff and other students;
- attend scheduled teaching and learning activities;
- submit assessment tasks by the required dates and time and not behave in a way that impairs the reasonable freedom of others to study, learn or work at APIC;
- pay all student tuition fees as they fall due; and
- maintain the appropriate study load to meet all international student visa conditions (applies only to onshore international students).

Classroom Conduct

Students are expected to:

- arrive to class prepared and on time;
- attend classes and refrain from disrupting the class. Academic teaching staff are empowered to eject students who disrupt class activity;
- only use mobile phones and other electronic devices in class for educational activities, such as note taking or group work, and to ensure that these devices do not distract other students;
- always behave appropriately;
- communicate during classes in the language of instruction (i.e. English); and
- Dress appropriately and professionally always, including when participating in video-enabled online activities.

Legal Behaviour and Conduct

Students are expected to comply with federal, state and local government laws and regulations always, this includes, but is not limited to:

- Refraining from any behaviour or activity that is unlawful, harmful or that endangers any person, including any verbal, physical or sexual assault on another person;
- Refraining from any behaviour that violates the privacy of any person;
- Refraining from attending the College whilst under the influence of alcohol or any illicit substance;
- Refraining from theft;

- Refraining from using the APIC name, logo, intellectual property or assets for gain or for the benefit of a third party; or
- Refraining from any fraudulent or corrupt activity.

4. Procedure

Any student found to be in breach of this Code may be liable to disciplinary action, in accordance with the [Academic Integrity Policy](#) or [Student Grievance and Appeals Policy](#) as appropriate. If a student's breach of this Code involves evidence of unlawful conduct; the matter will be referred to the proper State or Commonwealth authorities for further investigation.