

STUDENT CODE OF CONDUCT

Document ID	Student Code of Conduct
Related Documents	General Regulations; Staff Code of Conduct; Academic Integrity Policy; Assessment Policy; Attendance Policy; Student Non-academic Misconduct Policy
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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)

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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.

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. Legal and Policy Framework

This Code operates within the context of wider State and Commonwealth laws pertaining to anti-discrimination and anti-harassment legislation, and within the context of other APIC policies and procedures.

4. Context

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

APIC places students at the heart of its strategy and operations through participation and assured learning. APIC will ensure that students have a transformational educational or developmental experience.

APIC provides:

- a consultative approach to its services via its student committees and student surveys;
- high quality teaching by staff of high academic standing;
- clear assessments that are well-communicated to students;
- clear, fair and accessible policies and procedures; and
- a democratic environment in which students can freely express their opinions without fear of repercussion.

APIC, in return, expects students to behave in accordance with this Code of Conduct. (see 5. Code of Conduct) In the event that a matter arises which is not explicitly mentioned in this Code, it is expected that students will behave in accordance with the underlying principles of the Code. Where a student breaches this Code, APIC may take disciplinary action. (see 6. Breaches of this Code of Conduct)

The context of this Code is that of:

- all aspects of interaction between APIC and the student;
- students' behaviour during lectures, assessments, examinations and other on-campus academic activities;
- the actions of students representing APIC at events, conferences or other activities; and
- interactions between students in verbal, written and other forms of communication and in physical and virtual behaviours, comments and actions.

5. Code of Conduct

5.1. Ethical Standards

Students are expected at all times to:

- act with integrity and academic honesty;
- observe standards of respect, equity, cultural sensitivity and mutual etiquette when dealing with APIC staff and other students;
- 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.

5.2. Mutual Respect

Students are expected at all times to:

- interact courteously and respectfully with all APIC staff and students;
- respect the views of others;
- respect the personal space 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 property owned by the College, the College's staff or students, or any other person or entity;
- resolve conflicts without recourse to either verbal or physical aggression; and
- refrain from participation in any form of discrimination or harassment, whether direct or indirect, in the physical world or the virtual environment.

5.3. College Guidelines, Policies and Procedures

Students are expected to take responsibility for:

- informing themselves of and comply with all APIC general and academic rules, policies and procedures that affect them;
- ensuring that their contact details held by APIC are correct and up-to-date;
- carrying student identification that accredits them as a student of APIC whilst on campus; and
- reading and responding as appropriate to all e-mails sent by APIC to their APIC student e-mail account.

5.4. Enrolment, Learning and Assessment

Students are expected at all times to:

- not engage in plagiarism, cheating or other forms of academic dishonesty; (refer [Academic Integrity Policy](#))
- actively participate in the learning process;
- maintain a collaborative relationship for active learning with staff and with other students;
- attend scheduled course teaching and learning activities; (refer [Attendance Policy](#))
- submit assessment tasks by the required dates and time; (refer [Assessment Policy](#))
- 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).

5.5. Classroom Conduct

Students are expected at all times to:

- arrive to class punctually, and suitably prepared;
- not cause disruptions to class operations. The academic staff member conducting the class may direct students to cease talking or refrain from other disruptive activities, and is empowered to eject students who do not comply from the classroom;
- silence or preferably switch off and put away mobile phones and any other electronic devices not authorised for use in the teaching and learning activities of the class;
- behave appropriately in verbal, written and other forms of communication in physical and in virtual classroom environments, including OLS discussion boards.
- communicate at all times during classes in the language of instruction (i.e. English); and
- maintain a professional degree of presentation.

5.6. Legal Behaviour and Conduct

Students must not:

- engage in any behaviour or activity that is unlawful or that endangers any APIC student or staff member;
- use, supply, or aid in the supply of any illegal materials;
- knowingly attend the College whilst under the influence of alcohol or any illicit substance;
- steal (or remove without the express permission and knowledge of the owner) any item that is the property of APIC, an APIC staff member, or another student;
- use the APIC 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 College; or
- engage in fraudulent or corrupt activity.

6. Breaches of this Code of Conduct

Any student found to be in breach of this Code will be liable to disciplinary action, in accordance with the [Academic Integrity Policy](#) or [Student Non-academic Misconduct Policy](#) as appropriate.

Where a student breach of this Code involves evidence of unlawful conduct, the matter will be referred to the proper State or Commonwealth authorities for further investigation.

7. Policy Suspensions

This policy supersedes the following:

Document ID	Approval Date
Asia Pacific International College General Regulations Section 11. Code of Conduct and Discipline, clauses: 11.1 Expected Conduct 11.11 Students Residing Abroad 11.12 Study Abroad Students and Visitors	27 April 2016