

Student Code of Conduct

Purpose

The Student Code of Conduct outlines the academic and behavioural expectations of all students enrolled at the College to foster a safe, productive, and engaging learning environment.

Scope

This policy applies to all students enrolled at Macleay College, all College staff and any College-related conduct or activities.

Related Policies

This policy should be read in conjunction with the following College policies:

- Academic Integrity Policy
- Academic Misconduct Policy
- Student Misconduct Policy
- Complaints and Appeals Policy

All documents referenced in this policy can be accessed via the [Forms & Policies](#) section at the bottom of the homepage of the College website and the Handbook section of the learning management system (LMS) via www.mymacleay.edu.au.

Definitions

For the purpose of this Policy, the following definitions apply:

<i>The College</i>	means Macleay College Pty Limited, including staff, affiliates, and contractors
<i>Student</i>	means a person who is currently enrolled in a course of study at Macleay College; former students are not included
<i>Learning Management System (LMS)</i>	means the system used to monitor, provide, and deliver learning materials and resources and record student learning outcomes and results

Policy Statement

The following principles apply:

1. Compliance with the Code will foster and maintain student, staff and community trust and confidence in the integrity and professionalism of the College and its programs.
2. Students are representatives of the College and are expected to set an example for other students and prospective students and to conduct themselves appropriately in the broader community.
3. Students are responsible for maintaining and promoting a safe, harmonious, and respectful environment that enhances the learning experiences of all members of the College and the wider community; and
4. Students who do not comply with this Code of Conduct may face disciplinary action under the Academic Misconduct Policy or the Student Misconduct Policy.

Student Code of Conduct

All students are expected to:

1. Comply with the Code of Conduct and all applicable College policies while enrolled at or engaged with the College;
2. Avoid circumstances that could lead to a breach of this Code of Conduct or any College policies or procedures; and
3. Not conspire, collude or encourage other students to commit acts deemed misconduct under this Code via any communication, including but not limited to face-to-face, electronic, or social media.

1. Academic Misconduct and Examinations

- 1.1. Students of the College are to conduct themselves respectfully and responsibly while in class. Any disruptive conduct will not be tolerated, and students will be asked to leave the classroom if they continually interrupt the lecturer or other students.
- 1.2. During any period of examinations, students are to observe and follow the procedures outlined on the file cover sheet for that specific examination or assessment and the relevant examination rules as communicated or directed by examination supervisors.
- 1.3. Any student found to be disrupting an examination and/or disrupting their fellow students while undertaking an examination in any way may, at the sole discretion of the examination supervisor(s), be directed to leave the examination room for disruptive conduct, that student may not be able to complete the examination and will not be given special consideration for an incomplete examination. Any decision relating to a final mark for an examination or the provision of an opportunity to re-sit an examination will be made by the Head of Faculty or delegate.
- 1.4. Any acts committed by any student while enrolled or affiliated with the College in any way that the College considers to be cheating, plagiarism, academic dishonesty, fraudulent behaviour, or any other type of deception that is not considered to be in the spirit of academic honesty or authentic production of individual work will not be tolerated and will be subject to disciplinary action and applicable sanctions as deemed appropriate by the Head of Faculty in accordance with College policy.

2. Respect for Others

- 2.1. Students are expected to promote, maintain, and embody the values of the College. They are to behave in an appropriate and responsible manner in the interests of the College and abide by all College rules and policies.

Students must not:

1. Harm or threaten to harm any other student or staff member
 2. Steal or take someone else's possessions without permission
 3. Compromise the physical or psychological safety of others at the College
 4. Comment on others' behaviour, characteristics, attitudes or opinions on social media platforms.
- 2.2. Students are expected to comply with all applicable laws while on College premises. If any student causes harm to any other person while on College premises, the matter may be reported to the appropriate local authorities.

3. Respect for Property

All students must respect and maintain the property of the College. Students are not permitted to:

1. Damage or destroy property
2. Cause pollution
3. Vandalise any part of the College premises, property, resources or facilities
4. Post or display signs which depict obscene, derogatory or illegal material.

4. Freedom of Expression

All students, staff and visitors are entitled to a safe and inclusive environment. The College acknowledges and encourages creativity, innovative thought and intellectual opinions on matters relevant to the College and the wider community. In expressing any opinion, students are expected to be respectful of the view of other students and staff at all times.

Images, recordings or teaching content should not be distributed electronically or shared on social media channels without the expression permission of the relevant lecturer and class colleagues.

5. Harassment

Physical or verbal abuse, bullying, improper influence and/or intimidation committed by a student upon others within the College is unacceptable and is considered serious misconduct.

- 5.1. Students are not to engage in any violent, threatening, or offensive conduct, behaviour or language while on College premises; including both physical and online campuses.
- 5.2. Students are at all times bound to comply with all relevant and applicable laws and law enforcement authorities.
- 5.3. Students must not make false, trivial or uncorroborated allegations to the College or external authorities to harass other students or staff members or attempt to achieve an ulterior motive. Harassment includes any acts of abuse, intimidation or bullying against a person who may be associated with the College, including an associate of the College or an associate of a student or staff member. Any victimising conduct against a third party will result in disciplinary action.
- 5.4. Sexual harassment, in any form, is prohibited. Sexual harassment is any unwelcome conduct of a sexual nature, including, but not limited to, unwelcome sexual advances, persistent questions relating to a person's sexual orientation or sex life, or sexual favours. Such conduct is considered unacceptable.
- 5.5. Students are prohibited from inciting or encouraging others to participate in any conduct that could reasonably be considered misconduct under this Code or any other policy or procedure of the College against another student, staff member or associate of the College.
- 5.6. Any student found to have engaged in misconduct that amounts to harassment or sexual harassment may not only face disciplinary action by the College but may also be reported to the appropriate authorities.

6. Discrimination

Students are prohibited from all types of discrimination, which includes antagonising or singling out any person or group of persons for any purpose, or on any grounds.

- 6.1. Students are prohibited from publically inciting or encouraging any other person to participate in conduct that discriminates against another student, staff member, or associate of the College.

- 6.2. Disclosing the personal details of an individual, such as a student's sexual orientation, health conditions, or religious beliefs to others in circumstances where that individual has not authorised or given permission for such disclosure will be deemed misconduct.
- 6.3. Any student found to have engaged in misconduct under this section of the Code of Conduct that amounts to discrimination may not only face disciplinary action by the College but may also be reported to the appropriate authorities.

7. Drugs and Alcohol

Under no circumstances are students permitted to have in their possession any illicit drug or alcoholic substance while on College premises.

- 7.1. Consumption or distribution of illicit drugs or alcoholic substances while on the College premises is strictly prohibited. Any such conduct will be subject to disciplinary action and reporting to the appropriate authorities for investigation.
- 7.2. Any activities relating to the consumption, distribution or creation of illicit drugs or alcohol are strictly prohibited by the College. Students are expected to refrain from encouraging other students or associates to engage in such activities whilst on College premises.
- 7.3. Where any substances are given to another student, staff member or associate, whether accidentally or intentionally, without their knowledge or consent, the matter will be referred for disciplinary action and intervention by the appropriate authorities.

8. Weapons and Firearms

Weapons or dangerous instruments of any kind in the possession of any student are strictly prohibited while on College premises. If any weapon or dangerous instrument is found in the possession of any student, the appropriate authorities will be notified to deal with the matter and to arrange for the removal of both the item/s and the relevant student(s) from College premises.

9. Smoking

Smoking, including electronic cigarettes (vaping) is prohibited in all buildings of the College. Students that wish to smoke must ensure they are at least five (5) metres from any doorway while smoking, in accordance with relevant legislative requirements. Students must ensure that they do not obstruct or block any access or walkway of other students, staff, associates, or users of the premises and should be mindful of others.

10. Illegal Activity

If a student is alleged by a member of staff to have engaged in illegal activity under the laws of any State, Territory, or Commonwealth jurisdiction, the matter shall be reported to the police of that jurisdiction for investigation.

11. Honesty and Integrity

Students are expected to act with honesty and integrity at all times. This includes ensuring all documents and correspondence provided to the College are true and free of alterations. The College reserves the right to verify any correspondence or documentation with the original party if deemed necessary.

12. Confirmation of Allegations

- 12.1. Where a penalty is appropriate, the following should be considered and may be taken into account:
 - 12.1.1. Any previous findings of misconduct and the penalty/ies imposed;

- 12.1.2. The year or level of student of the student;
 - 12.1.3. Any intention behind the conduct, and the level and effect of that intention;
 - 12.1.4. Any personal health, family or other factors that contributed to the conduct;
 - 12.1.5. Matters considered relevant in the particular circumstances.
- 12.2. Where there is confirmation of misconduct, the following non-exhaustive list of penalties may be applied:
- 12.2.1. A reprimand
 - 12.2.2. A written warning
 - 12.2.3. A financial penalty (for damage to property or misuse of property)
 - 12.2.4. An academic penalty (which may include a reduction in marks or a fail grade being awarded for a unit)
 - 12.2.5. Remedial educative action
 - 12.2.6. Rescind an offer of entry into a course (if false or misleading information was provided at the time of admission)
 - 12.2.7. Revoke an award (if false or misleading information was provided at the time of admission)
 - 12.2.8. Suspension from the course
 - 12.2.9. Other penalties may apply as determined appropriate by the Chief Executive Officer (CEO)
- 12.3. In all cases, details of the misconduct will be kept on the student's record/file and recorded in the Misconduct Register.

13. Allegations Not Warranted

In cases where there is insufficient evidence or the evidence provided does not support the allegation, no penalty will be imposed; however, information pertaining to the allegation can be kept on the student's record/file. If the student is again involved in an allegation of misconduct at a later date, then prior allegation(s) will for a valid part of the later investigation and can be included when considering the seriousness of the later breach(es).

14. Appeals

Students may appeal against a decision made under this policy. Appeals must be made as prescribed in the appeals process outlined in the Complaints and Appeals Policy.

Change and Version Control

Version	Date Approved	Authored by	Approved by	Description
1.0	11/08/2022	Dean	Academic Board	This policy was informed by the publicly available Student Code of Conduct from the Australian Institute of Higher Education ACAHE17-AIH-Student-Code-of-Conduct-2021.1.pdf

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Appendix