

QF044 STUDENT CODE OF CONDUCT

Policy Category	Corporate		
Document Owner	CEO		
Responsible Officer	CEO		
Review Date	11 July 2024		
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); The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code); The Higher Education Support Act 2003 (Cth); and Privacy Act 1988 (Cth)		
Related Documents	Staff Code of Conduct; Academic Integrity Policy; Assessment Policy; Sexual Harassment and Sexual Assault 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	Inserted Section 5: Sanctions: change the Policy Category to Corporate	Board of Directors 26 October 2018	1 November 2018
2.2	Updated to include Sexual Harassment and Sexual Assault	CEO 6 December 2019	13 December 2019
2.3	Include On-line code of behaviour	CEO 7 August 2020	10 August 2020
2.4	Minor changes to the job titles and extension of review date	CEO 11 July 2023	11 July 2023

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 ECA Staff Code of Conduct) will conduct themselves in a manner consistent with the APIC'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 broader Australian State and Commonwealth laws about anti-discrimination and anti-harassment legislation, and the meaning of other APIC policies and procedures.

The overarching principle of this Code is that students act in a way that 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.

3.1 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;
- 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.

3.2 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 involved with APIC);
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.

4. Student Expectations

4.1 Ethical Standards

Students are expected to:

- act with integrity and honesty;
- observe standards of respect, equity, and cultural sensitivity;
- 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 excellent name of APIC both on- and off-campus and in virtual environments.

4.2 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 APIC, APIC's staff or students, or any other person or entity associated with APIC;
- resolve conflicts without recourse to 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.

4.3 APIC's 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 APIC and responding as appropriate; and
- ensuring that any smartphone, laptop, or other personal computing devices that are used in class or to connect to any APIC system has updated software and anti-virus apps.

4.4 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).

4.5 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 and respectfully;
- 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.

4.6 Online Conduct

Students are expected to:

- Log on to each session prepared and on time;
- During sessions, refrain from disrupting activities. Academic teaching staff are empowered to eject students who disrupt class activity;
- Ensure that their video camera and microphones are on unless authorised by the academic staff member in charge of the session;

- always behave appropriately and respectfully to all attendees;
- 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.

4.7 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;
- Refraining from any behaviour that violates the privacy of any person;
- Refrain from behaviour which constitutes or may constitute sexual harassment and/or sexual assault
- Refraining from attending the APIC 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 the benefit of a third party; or
- Refraining from any fraudulent or corrupt activity.

5. Procedure

Any student found to be in breach of this Code may be liable to disciplinary action, in accordance with the Academic Integrity Policy, Sexual Harassment and Sexual Assault Prevention Policy and Procedure 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.

6. Sanctions

The sanction, if applied for misconduct, will be determined by the type and severity of the misconduct.

The sanction which may be applied may include (but is not limited to) one or more of the following:

- revocation of an academic award conferred by APIC where the award is the result, or partly the result, of non-academic fraud or serious non-academic misconduct committed by the student before the award, was conferred
- withholding of graduation entitlement for non-academic misconduct matters as set out in APIC's Awards Issuance Policy
- withdrawal of a recommendation to the Board of Directors that a student has satisfied the requirements for an award
- discontinuation of enrolment from APIC for either a specified period or permanently
- suspension of enrolment from a unit, course or APIC for a specified period
- suspension or discontinuation of enrolment in student placement
- withholding of academic results or official academic records
- imposing conditions on enrolment and/or participation in specified units for a specified period
- exclusion from attendance at specified classes for a specified period
- exclusion from and prohibition from use of specified facilities and / or resources of APIC for a specified period
- a formal warning
- a reprimand.