STUDENT CODE OF CONDUCT

This Code sets out English Unlimited’s (College) expectations of students with respect to their academic and personal conduct and outlines the College’s responsibilities to students.

This Code extends the three primary obligations:

1. An obligation to act with integrity in academic work, to ensure that all academic work is conducted ethically and safely
2. An obligation to observe standards of equity and respect in dealing with every member of the College community
3. An obligation to use and care for College resources in a lawful and appropriate manner, and to not diminish the College’s reputation in the carrying out of academic and other associated College activities.

The Code applies to:

- all students. Under certain circumstances it may also apply to a previously enrolled student
- all activities on College premises and all external activities related to study
- conduct in examinations and academic work
- students representing the College (such as at sporting and cultural activities)

Penalties for students who fail to comply with this code of conduct include exclusion from class suspension of enrolment at the College and expulsion.

PART A: STUDENT OBLIGATIONS

Students have an obligation to inform themselves of the College’s rules and policies affecting them.

Students must ensure their contact details are up to date and that they read all emails and SMS messages sent by the College.

Students must identify themselves truthfully when required to do so by a College staff member and produce their student card on request to a College staff member fulfilling the requirements of their duties.

Student’s Expectations and Responsibilities are summarised in Table 1.
Integrity in academic work

Students are expected to:

- Conduct themselves honestly and in compliance with College expectations
- Not engage in plagiarism or other academic misconduct
- Conduct themselves in a manner conducive to the proper functioning of the College, which is dedicated to the pursuit of academic excellence
- Actively participate in the learning process
- Attend scheduled course teaching activities and submit assessment tasks on time, unless unforeseen or exceptional circumstances arise
- Behave ethically, avoiding any action or behaviour that would unfairly disadvantage or advantage either themselves or another student
- Comply with the conventions of academic scholarship and ensure the proper use of copyright material
- Not behave in any way which impairs the reasonable freedom of other persons to pursue their studies or to participate in the life of the College.

Equity and respect

Students are expected to:

- Treat all College staff, other students, and visitors to the College with courtesy, tolerance and respect. This extends to teaching staff in venues off-campus and online, and supervisors and others involved in workplace or clinical placements, fieldwork or other practicum
- Respect the rights of others to be treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment
- Respect the rights of others to express political and religious views and not engage in behaviour that is obscene, dangerous or could reasonably be considered to be offensive to others
- Not engage in behaviour that is unlawful, discriminatory, harassing, or bullying.
- Not engage in behaviour that is perceived to be threatening or intimidating or causes any person to fear for their personal safety or well-being
- Not behave in a way that disrupts or interferes with any teaching or academic activity of the College authorised to be held on a campus of the College.

College resources and reputation

Students are expected to:

- Use and care for all College resources in a lawful and ethical manner, mindful of the need for resources to be shared by all members of the College community
• Ensure their actions or inactions as a student do not harm, or bring into disrepute, the College’s reputation or good standing
• Not engage in behaviour that is detrimental to College property
• Not participate in any learning activity, such as, tutorials, laboratory class, while under the influence of alcohol or other drugs
• Not use, possess or supply any prohibited drug, substance or weapon on campus
• Not misuse library, computing or communications facilities in a manner which is unlawful or which will be detrimental to the rights and properties of others
• Not use the College’s name, reputation or crest for private gain or the gain of a third party, or private business or commercial purposes, without prior permission
• Not use College resources for private gain or the gain of a third party, or private business or commercial purposes, without prior permission
• Not engage in any fraudulent or corrupt conduct (for information about what constitutes fraud and corruption,

PART B: COLLEGE RESPONSIBILITIES

Learning, teaching and research

The College has responsibilities to ensure that students:

• Study in an academic environment which fosters student participation in rational debate and in which students can freely express alternative points of view
• Are considered for selection into courses or programs on the basis of criteria that are valid, explicit, fair and reliable
• Enrol in courses and programs of study that are of high standard, satisfy relevant professional requirements, are up-to-date and based on research, study and discourse in the discipline
• Have reasonable access to appropriately qualified academic staff and academic and learning support services
• Have reasonable access to materials, equipment and other resources to enable completion of academic courses
• Receive timely, complete, clear and accurate information in relation to the content, objectives, cost and assessment tasks of courses; timely and appropriate feedback on assessment tasks; timely and appropriate information in relation to administrative procedures that apply to them
• Can provide feedback on the teaching, learning and research environment
• Study and work in a safe, harmonious, tolerant and productive academic environment.

The College experience

The College has responsibilities to ensure that students:
- Are treated with courtesy, tolerance and respect as valued members of the College community
- Participate in the decision-making processes of the College through elected student representatives
- Are treated fairly, impartially and consistently in all aspects of College policy, procedures and practice
- Are treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment
- Have reasonable access to support services if experiencing personal, academic or disability related difficulties
- Have reasonable access to records held about them
- Receive respect and protection of their privacy
- Can complain about an academic or administrative decision that affects them if there are grounds for believing that the decision may have been made on inappropriate criteria
- Can lodge a complaint or appeal without fear of victimisation and with assurance that the matter will be treated seriously, expeditiously and sensitively having due regard to procedural fairness and confidentiality.

PART C: STUDENT MISCONDUCT

There may be occasions when a student’s conduct is a cause of concern in relation to the safety of that student, staff or other students. Such concerns should be referred to the Academic Manager who will arrange for assistance to be provided to the student concerned if considered warranted and in the best interests of the student.

Procedural Fairness

The College is committed to the principles of procedural fairness and natural justice. This includes:

- the presumption of innocence unless guilt is freely admitted or proved by clear and convincing evidence
- the right to be heard
- the right to be treated without bias
- the right to be informed of allegations being made and to be provided with an opportunity to respond to these
- the right to be given reasons for any decision.

The student shall be given an opportunity to correct information, explain mitigating circumstances and make submissions in relation to the penalty to be imposed.

The College will allow a support person to attend interviews with the student.
No member of staff can make a determination on a misconduct matter if he or she has had prior involvement in any aspect of the allegation.

Students are entitled to due notice of any allegations of student misconduct made against them. Allegations may be amended at any time before their determination, provided the student has received notice.

Knowledge that a student has been found guilty of a past misconduct offence shall not be taken into consideration when determining guilt relating to the current allegation.

The College takes multiple breaches of the Student Code of Conduct seriously. Knowledge that a student has been found guilty of a past misconduct offence will be taken into account when determining the penalty to be imposed.

If multiple allegations of a similar nature come to light at the same time, these can be considered as one allegation if the Academic Manager believes that is appropriate in the circumstances.

The standard of proof used in determining misconduct matters is whether the Academic Manager, after evaluating the evidence presented, believes it is more likely than not that the allegation against the student has been made.

The College is committed to investigating and determining allegations of student misconduct as expeditiously as is practical recognising that a student can be significantly affected by delay in the resolution of the matter. A specified time period may be extended at the discretion of the Academic Manager.

Upon receipt of the written allegation of student misconduct the Academic Manager will, in writing, and within ten days:

(1) notify the student of the allegation;
(2) give the student a copy of this Code of Conduct;
(3) if a plagiarism or academic misconduct offence, advise which piece of work is considered suspect and provide the student with a copy of the work, or sections of the work, that are considered suspect;
(4) ask the student to answer the allegations and to provide information in relation to any mitigating circumstances the student wishes to be taken into account if the allegation is admitted;
(5) give the student a period of not less than seven days in which to respond;
(6) advise the student that he/she may bring a support person to any interview that may be held.

Where the student admits the allegation the Academic Manager will:

(1) impose no penalty because the Academic Manager believes that no penalty is warranted;

or,

(1) impose no penalty because the Academic Manager believes that no penalty is warranted.
(2) impose one or more of the penalties that they are empowered to impose (see table 2); or
(3) advise the student within 14 days in writing of his/her determination and the reasons for it.

Notification of any adverse determination will include notice of the student’s right of appeal.

Where the student denies the allegation the Academic Manager will do one of the following:
(1) determine that the student has satisfactorily addressed the allegation/s and dismiss the allegation/s; or
(2) advise the student within 14 days in writing of his/her determination and the reasons for it;

Notification of any adverse determination must include notice of the student’s right of appeal.

Where an adverse finding has been made against the student a determination will not take effect until the student has, within 20 working days, accepted the determination or lodged an appeal in writing (but this may be by email) setting out the reasons for the appeal. No response from the student will be taken as an acceptance of the determination. An appeal can be based on one or more of the following:

- lack of procedural fairness in the investigation process conducted by the College;
- that the determination was manifestly unreasonable or cannot be supported having regard to the evidence;
- provision of new evidence not available to the student or Academic Manager at the time of the original investigation.

A determination on an appeal should usually be made within 10 working days of receipt of the appeal. If their appeal was unsuccessful, at this time students will also be advised of their right to lodge an external appeal (see: Complaints and Appeals Policy).

Where extenuating circumstances exists (for example where the College believes there is danger to the student or other students’ welfare) the College may override a student’s right to an appeal (see: Deferment, Suspension and Cancellation Policy for more details).
### Table 1: Student's Expectations and Responsibilities

<table>
<thead>
<tr>
<th>Area</th>
<th>My Expectations</th>
<th>My Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Environment</strong></td>
<td>• I should feel safe</td>
<td>• I should consider the safety of others at all times</td>
</tr>
<tr>
<td></td>
<td>• I should feel happy</td>
<td>• I should consider the happiness of others at all times</td>
</tr>
<tr>
<td></td>
<td>• I should enjoy clean surroundings</td>
<td>• I should put litter in the bin and show consideration for others</td>
</tr>
<tr>
<td><strong>Harassment</strong></td>
<td>• I should not be bullied at college</td>
<td>• I should not bully others</td>
</tr>
<tr>
<td></td>
<td>• I should not be teased at college</td>
<td>• I should not tease others</td>
</tr>
<tr>
<td><strong>Politeness</strong></td>
<td>• I expect to be spoken to politely</td>
<td>• I should speak to others politely</td>
</tr>
<tr>
<td></td>
<td>• I expect to be treated fairly</td>
<td>• I should treat others fairly</td>
</tr>
<tr>
<td></td>
<td>• I expect consideration from others</td>
<td>• I should be considerate to others</td>
</tr>
<tr>
<td><strong>Respect</strong></td>
<td>• I expect my property to be safe</td>
<td>• I should not touch the property of others without permission</td>
</tr>
<tr>
<td></td>
<td>• I expect college property not to be vandalised</td>
<td>• I should not vandalise college property</td>
</tr>
<tr>
<td></td>
<td>• I expect my beliefs and ideas to be tolerated</td>
<td>• I should tolerate the beliefs and ideas of others</td>
</tr>
<tr>
<td><strong>Co-operation /obedience</strong></td>
<td>• I expect to be able to do my work without interruption</td>
<td>• I should not interrupt others</td>
</tr>
<tr>
<td></td>
<td>• I am here to learn and achieve my best</td>
<td>• I should be prepared for lessons and do my best at all times</td>
</tr>
<tr>
<td></td>
<td>• I expect everyone to act responsibly</td>
<td>• I should act in a responsible manner and do as I am instructed</td>
</tr>
</tbody>
</table>


Table 2: Penalties for Misconduct.

Possible penalties for the alleged misconduct by a student are set out in the table below. One or more of the possible penalties may be applied depending on the circumstances.

<table>
<thead>
<tr>
<th>ALLEGED MISCONDUCT</th>
<th>POSSIBLE PENALTIES IF MISCONDUCT IS PROVEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Misuse of the property of the College alleged failure to treat teaching or other</td>
<td>Formal reprimand or formal warning; Exclusion from class; Suspension of enrolment; Restitution of damages; Remedial educative action.</td>
</tr>
<tr>
<td>staff and other students with courtesy, tolerance and respect within the School</td>
<td></td>
</tr>
<tr>
<td>environment</td>
<td></td>
</tr>
<tr>
<td>Misuse of College information technology, or computing resources</td>
<td>Formal reprimand or formal warning; loss or restriction of access to College IT Facilities; Remedial educative action.</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>Formal reprimand or formal warning; Reduction in marks for the course; Failure in the course Remedial educative action.</td>
</tr>
<tr>
<td>Examination misconduct in a formal examination</td>
<td>Formal reprimand or formal warning; Reduction in marks; Failure in the course; Remedial educative action.</td>
</tr>
<tr>
<td>Behaviour that is unlawful, discriminatory, sexually inappropriate, bullying,</td>
<td>Formal reprimand or formal warning; Exclusion from class; Suspension of enrolment; Remedial educative action; Expulsion from the College.</td>
</tr>
<tr>
<td>harassing, invades another’s privacy or causes any person to fear for their</td>
<td></td>
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<tr>
<td>personal safety</td>
<td></td>
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<tr>
<td>Behaviour that is disruptive of any teaching or learning activity, including</td>
<td>Formal reprimand or formal warning; Reduction in marks for the course; Exclusion from class; Suspension of enrolment; Failure in the course; Remedial educative action.</td>
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<tr>
<td>private study, or any other activity conducted by the College</td>
<td></td>
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<tr>
<td>Serious misconduct relating to entry into a course or receiving an award the</td>
<td>Revoke an award Annul grades awarded on an academic statement; Exclusion from class; Suspension of enrolment;</td>
</tr>
<tr>
<td>student was not legitimately eligible for, or entitled to.</td>
<td></td>
</tr>
<tr>
<td>Any other misconduct not covered elsewhere</td>
<td>Any one or more of the penalties listed above, as appropriate.</td>
</tr>
</tbody>
</table>