
Policy Title

ANU College Student Code of Conduct

Policy Statement

In accordance with the *Education Services for Overseas Students (ESOS) Act 2000* and the National Code (2018), ANU College makes every effort to support international students to adjust to study and life in Australia and to achieve their educational goals.

All ANU College students are expected to contribute to a productive, respectful and safe learning environment. The Student Code of Conduct outlines the responsibility of each student to participate in the ANU College community in an ethical manner. The Code of Conduct is published on the ANU College website and all students will be advised during their orientation that this forms part of the Terms and Conditions to which they agree upon enrolment. Any student's failure to abide by the Student Code of Conduct may result in specific academic or other penalties, including suspension, cancellation of enrolment or exclusion from ANU College.

This policy should be read in conjunction with ANU College *Student Misconduct Policy and Procedure*.

Purpose

The purpose of this policy is to ensure that all students enrolled in ANU College programs and courses understand their role as members of a productive, respectful and safe learning environment as well as the possible consequences of failure to abide by the Student Code of Conduct.

Scope

The Student Code of Conduct applies to all students enrolled in Academic English Preparation (AEP), ANU Access English, Foundation Studies (Extended), Foundation Studies (Standard) and Foundation Studies (Rapid).

Policy Provisions and Procedures

All ANU College staff are committed to providing a positive and constructive learning environment for students that is inclusive and free from any form of harassment (including sexual assault and harassment), bullying, discrimination and/or inappropriate behaviour. All students are expected to maintain high standards of behaviour and personal integrity. This document describes the expectations of students with regard to:

- General behaviour and attitude;
- Harassment, bullying and discrimination;
- Computer use;
- Academic honesty; and

¹ References to Foundation courses herein do not apply to the ANU Express program (CRICOS Course Code: 079652M) delivered by SGA's ANU College on behalf of ANU (CRICOS Provider code 00120C). Relevant ANU policy and procedure applies to ANU Express students. For more information, visit: <https://policies.anu.edu.au/pp/index.htm>

- Academic peer culture.

All students are advised that this policy is not exhaustive. Any behaviour not specifically described in this document that is deemed to breach ANU College standards may attract disciplinary action against a student as determined by the Head of College or delegate.

1. General Behaviour and Attitude

ANU College students are expected to:

- 1.1 Interact in a polite and respectful manner with all students and staff at ANU College;
- 1.2 Demonstrate commitment to their studies by:
 - 1.2.1 attending classes regularly and punctually;
 - 1.2.2 participating actively and constructively during academic activities; and
 - 1.2.3 completing all in-class and other assigned (graded and non-graded) tasks;
- 1.3 Take responsibility for their own learning and wellbeing and access support from ANU College staff and other services as required to assist them with their study and/or life in Canberra;
- 1.4 Observe class rules and/or behaviour guidelines as set by teachers;
- 1.5 Use ANU and ANU College buildings and equipment, and any other facilities and equipment made available to support their studies, in a careful and responsible manner; and
- 1.6 Observe general safety guidelines and practices and notify ANU College staff immediately if there is any perceived threat or danger to their own safety and/or the safety of others.

2. Harassment, Bullying and Discrimination

All students have the right to learn in an environment free from any form of harassment (including sexual assault and harassment), bullying and/or discrimination. This right is accompanied by every student's responsibility to show respect for others, to maintain a safe learning environment and to engage in activities that promote inclusion and diversity.

Unacceptable behaviour by any student includes but is not limited to:

- 2.1 Behaving in any manner that limits the capacity of other students to learn or to interact comfortably and freely within the ANU College community or of any teaching staff to conduct lectures or classes. This includes the continual use of a language other than English in class or in any other areas of ANU College in a manner that is disrespectful of staff or other students or has the effect of excluding or isolating any member of the ANU College community;
- 2.2 Refusing to communicate respectfully with other students or with members of staff, including through both oral and written methods of communication;
- 2.3 Demonstrating, by word or action, discriminatory behaviour towards any member of the ANU College community in relation to race, gender, colour, religion, political opinion, national extraction, social origin, age, disability, sexual orientation or any other category addressed under the laws of the Commonwealth of Australia and the state/territory laws applicable to the offender (e.g. *Discrimination Act 1991 (ACT)*);
- 2.4 Making unwanted or inappropriate comments about a person's appearance, race, gender, colour, religion, political opinion, national extraction, social origin, age, disability or sexual orientation;
- 2.5 Shouting, swearing or using offensive, intimidating or abusive language;

- 2.6 Making unwanted or inappropriate physical contact, including physical harassment or assault such as touching a person without permission;
- 2.7 Making negative, disrespectful, offensive or otherwise inappropriate comments about other members of the ANU College community in any forum, including through the use of any ANU College or external electronic networks or social media (Australia-based or using an international provider or platform);
- 2.8 Engaging in sexual harassment or assault against anyone while on or off the ANU College campus; and
- 2.9 Obtaining, sharing and/or using the personal items (including academic materials) of any member of the ANU College community without permission.

3. Computer Use

ANU College expects all students to behave ethically at all times when using all ANU College, ANU or other information and communications technology (ICT) facilities and equipment, both on and off the campus. Failure to comply will result in the immediate withdrawal of the privilege of using the computer network. Serious breaches may result in suspension or termination of enrolment.

Unethical behaviour in the use of ICT facilities and equipment includes but is not limited to:

- 3.1 Using a carriage service in any manner that breaches any relevant part of the Commonwealth Criminal Code Act (the Criminal Code) or any other state, territory or Commonwealth legislation that regulates online behaviour²;
- 3.2 Violating Australian, ANU or any other copyright (<http://www.copyright.org.au/>) or intellectual property (<http://www.ipaustralia.gov.au/understanding-intellectual-property/>) laws;
- 3.3 Using any ANU College, ANU or other ICT facilities or equipment in a manner that is illegal, offensive, malicious or dangerous;
- 3.4 Sending offensive, intimidating or anonymous messages;
- 3.5 Demonstrating a lack of respect for other people's privacy;
- 3.6 Accessing offensive, illegal or inappropriate material;
- 3.7 Degrading, corrupting or damaging hardware, software, data, equipment or the integrity of any ANU College networks or any facilities and equipment made available to support the student's studies;
- 3.8 Installing unauthorised software (including demonstration versions); and
- 3.9 Altering the configuration of the network without the approval of the network administrator.

4. Academic Honesty

ANU College students are expected to behave honestly and with integrity when completing examinations and assignments. Dishonest or unethical behaviour by students at ANU College includes but is not limited to:

- 4.1 Submitting responses to any assessment task in a manner that is counter to specific ANU College and ANU policies that address the expectations of scholarly practice³;
- 4.2 Cheating during examinations and other academic tasks conducted under test conditions, including:

² In particular, refer to the Commonwealth Criminal Code Act (the Criminal Code) Part 10.6

³ For further details regarding academic integrity and scholarly practice at ANU College and the Australian National University, refer to the Study Group Australia Academic Honesty Policy (attached as Appendix) and the ANU's *Academic Misconduct Rule 2015*: <https://www.legislation.gov.au/Details/F2015L02025/Html/Text>.

- 4.2.1 the use of restricted, prohibited or unapproved materials or equipment
- 4.2.2 the exchange of any academic materials or unauthorised consultation with other students or individuals
- 4.2.3 the intentional and unauthorised release or the negligent and unauthorized release to other students or any unauthorized individual of any information, materials or details relating to such tasks
- 4.2.4 the inclusion of any material in an examination or similar task that is obtained by deception, intimidation or other unethical behaviour
- 4.3 Engaging in examination impersonation;
- 4.4 Colluding with one or more individuals in a manner that is academically dishonest, such as two or more people colluding to share answers during an examination or in the completion of a task such as a take-home test that was specifically designed to be an individual assessment;
- 4.5 Copying or using materials from any sources without acknowledging the author(s) and following the ANU College requirements relating to referencing and citation;
- 4.6 Recycling or submitting work that has been submitted for a previous assignment or submitted by another student from ANU College or previously developed and/or submitted at any other educational institution;
- 4.7 Accessing, copying, borrowing, performing or otherwise using the work of another student with the intention to submit this as an original response to an ANU College assessment task;
- 4.8 Coercing, intimidating or otherwise inappropriately inducing any other student(s) to share information relating to assessment tasks or any other material used in the delivery of ANU College programs and courses, especially where tasks are clearly designated as in-class or online quizzes, tests or examinations; and
- 4.9 Purchasing or otherwise arranging for material generated by another person or company (paid or unpaid) with the intention to submit part or all of this material as the student's original response to an ANU College assessment task (also known as 'Contract Cheating').

General Expectations

In addition to the categories above, ANU College students are expected to observe and follow the following rules and standards:

1. Smoking

ANU is a 'smoke-free' campus; therefore, smoking (including electronic cigarettes) is prohibited in ANU College buildings (on and/or off campus), including in classrooms, student common rooms, rest rooms, foyer, and on the footpath outside the entrance to the College buildings. A limited number of Designated Outdoor Smoking Area (DOSA) are located on ANU campus, including the barbeque area adjacent to ANU College (Fulton Muir) building.

For more information, visit: <https://services.anu.edu.au/human-resources/wellbeing/smoke-free-campus>

2. Parking

The designated parking spaces at ANU College are available only to ANU College staff and authorised permit holders. Fines apply for any unauthorised parking.

For parking options available to students across the University, visit: <https://services.anu.edu.au/campus-environment/transport-parking/parking-options-on-acton-campus>

3. Eating and drinking

Eating and drinking is permitted only in the students' Common Room and the Study Quiet Area (on level 2), and is not allowed elsewhere in the building, including in classrooms.

4. Drug and Alcohol

The use of drug and consumption of alcohol is strictly prohibited in ANU College buildings (on and/or off campus).

5. Dress Code

All students are required to present themselves in a manner which ensures their comfort and safety while in ANU College buildings (on and/or off campus). In particular, students must:

- Wear appropriate footwear at all times – it is not permitted to enter the premises in bare feet;
- Not wear clothing that is too revealing, suggestive or exposing and/or that is likely to offend others because it features slogans, cartoons or any symbol, pattern or graphic work that is inappropriate to an education environment;
- Be adequately clothed in accordance with occupational health and safety requirements.

For more information on standard of dress at ANU College, refer to the Student Orientation Handbook and the ANU College website.

Roles and Responsibilities

All decisions regarding a student's failure to abide by the Student Code of Conduct will be made by the relevant Head of Program (Foundation Studies or ELICOS) and the Academic Director. The Head of Program may take advice from the relevant Course Coordinators, the student's teachers, the Student Support Officers (Welfare and Academic) and any other member of staff who may be in a position to contribute to a determination in a case relating to student conduct.

Supporting Documents

The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code 2018)

ANU College Student Misconduct Policy and Procedure

The Australian National University (2015), Academic Misconduct Rule, Canberra: ANU, viewed on 31 May, 2016: <https://www.legislation.gov.au/Details/F2015L02025/Html/Text>

Study Group Australia Academic Honesty Policy (*under review*)

Approval and Review

POLICY NAME	Student Code of Conduct
Policy Owner	Academic Director
Version Number	2.2
Approval Authority	Head of College, ANU College
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Date Commencing	16 April 2019

Document History

Commencing Date	Summary of Changes	Next Review Date
12 March 2019	v2.1 Minor amendments to maintain currency with business and regulatory changes.	May 2021
16 April 2019	v2.2 Minor amendment to scope to maintain business currency.	May 2021

APPENDIX A

Study Group Australia Academic Honesty Policy (*currently under review*)

ACADEMIC HONESTY POLICY⁴

1. Policy Statement and Purpose

Study Group Australia Pty Limited (SGA) upholds the principle that academic integrity relies on the application of honesty in all scholarly endeavour. Students of the Institution will conduct themselves in their academic studies honestly and ethically and are expected to carefully acknowledge the work of others in all of their academic activities.

This policy defines academic honesty/dishonesty and outlines the College's response to alleged instances of academic dishonesty which are detected.

The purpose of this policy is to:

- 1.1 set out the principles underpinning SGA's approach to academic honesty;
- 1.2 identify the line of responsibility for ensuring that the principles of academic honesty are implemented;
- 1.3 be a resource document relating to academic honesty; and
- 1.4 be a resource document containing the procedures relating to the handling of allegations relating to academic misconduct, pursuant to SGA rules and regulations and Academic Board policies.

2. Scope

This policy applies to all students enrolled in a VET unit of study with SGA and its trading divisions and with SGA Licensed Partner Organizations or with a unit of study with our pathway Colleges. All of the above from here-on referred to as 'the College'.

3. Definitions and Abbreviations

Academic Dishonesty – Is where students act dishonestly or unethically in relation to any academic task or activity and includes:

Plagiarism – When students fail to acknowledge that the ideas of others are being used. Specifically, plagiarism occurs when:

- other people's work and/or ideas are copied or paraphrased and presented without due acknowledgement;
- other students' work is copied either wholly or in part;
- other people's designs, codes or images are presented as the student's own work;
- phrases and passages are used verbatim without quotation marks and/or without a reference to the author(s) or an electronic or other source web page;
- there is no obvious attempt to use standard referencing and citation tools (e.g. Word) to demonstrate understanding of scholarly practice

⁴ This policy is currently under review.

- lecture notes are reproduced without due acknowledgement.

Cheating – Seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed for assessment.

Collusion – Unauthorised collaboration on assessable work with another person or persons. In the case of collusion, the word student in this policy may be read in the plural as well as the singular.

Academic Misconduct – In the context of this policy, misconduct represents a breach of the conventions of academic honesty. Student behaviour that undermines the academic integrity of the learning and assessment processes includes, but is not limited to, plagiarism, failing to properly acknowledge sources; taking unauthorised material into examinations; permitting another student to copy answers in an assessment task; exchanging notes in an examination; inappropriately obtaining or disseminating information about the contents of an examination or other assessment task before or during the conduct of that task

Unit of study or Unit – A subdivision of a course, subject, or program of study or training.

4. Policy Provisions and Procedures

The overarching principles for judging a breach of academic honesty:

- Each case will be treated on its merits.
- The level of intent to deceive, the extent of the plagiarism and the student's history in regard to plagiarism will be the principal criteria.
- Judgments should be more lenient for students in their first semester of study.

4.1 Intention to Deceive

Central to the processes surrounding any breach of academic honesty is the determination of intention to, deceive. It is reasonable to consider that the student has intended to deceive the assessor where:

- substantial portions of the work submitted for assessment were copied from another student, or from the work of a former student, to an extent that clearly exceeds the boundaries of legitimate co-operation or group work;
- written work contains a substantial body of material copied from published work (including from the Internet) without any attribution of the source(s) and in a manner which cannot readily be explained by poor referencing, language difficulties or lack of confidence in using original language;
- there is evidence that the student has engaged another person to write the assignment, either partly or wholly, whether for payment or otherwise;
- the student has previously received a formal warning in relation to plagiarism or other academic misconduct and the plagiarism in the work submitted for assessment cannot be explained by continuing difficulties in understanding the College's requirements for written work.

4.2 Notification to Students

All unit outlines will explain the importance of academic honesty and will give students clear instructions regarding group work and academic collaboration. as to whether they are permitted to work on an assignment jointly. The unit outline will also refer students to this policy. The policy will be made available on the public website of the College.

4.3 Suspected breaches of academic honesty policies

- Where a breach of the academic honesty policy is suspected the Lecturer or Exam Invigilator will discuss the matter with the student.
- If, after speaking informally with the student, the Lecturer or Exam Invigilator believes that a breach has occurred, the relevant Course Coordinator will be notified in writing.
- The Course Coordinator (or nominee) will assess the allegation of academic dishonesty and also refer to the student's file to see if any previous offences of academic dishonesty have been recorded. If the Coordinator believes the student has a case to answer, the student will be notified in writing of the allegation, including full details of the alleged breach, and invited to respond in writing or in person within 5 working days. Where interviews occur between the Course Coordinator (or nominee) and the student, the student should be accompanied by a support person.
- If, following the student's response, the Course Coordinator (or nominee) is satisfied that academic dishonesty has occurred the student will be notified within 10 working days of any decision including particulars of the offence, the penalty imposed, the date of determination and the student's right to appeal.

4.4 Penalties

Depending on the nature of the breach, the penalties may include:

- warning the student and marking the assessment without penalty;
- warning the student and marking the assessment with penalty;
- warning the student, requesting a resubmission, and marking the assessment with or without penalty;
- requiring the student to undertake additional or alternative assessment (the maximum mark possible being a Pass grade);
- allocating zero marks for the assessment task;
- recording a grade of Fail for the unit of study;
- suspending the student from the course for a specified period of time;
- terminating the student's enrolment and expel the student from the Institution.

In the case of course suspension or expulsion, the matter must be discussed with the Academic Director, or another appropriate authority within the College,, before making the final decision.

4.5 Register of breaches of the academic honesty policy

A register of incidents of academic misconduct will be maintained by the Head of College/Academic Director. For each instance of academic misconduct, the following is recorded:

- details of the parties involved and the documents lodged
- details of the academic misconduct
- details of the action taken and the outcome

4.6 Appeals

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

5. Roles and Responsibilities

5.1 SGA Responsibilities

SGA has an obligation to:

- publicise its policies on academic honesty to all academic staff and students;
- implement and apply its policies on academic honesty consistently;
- assist academic staff and students in understanding clearly the different dimensions of academic honesty;
- use fair and well-publicised procedures to consider any cases where students are accused of academic misconduct;
- develop procedures which :
 - ensure timely investigation and resolution of allegations of academic misconduct
 - increase student and staff awareness of their responsibilities in the area of academic honesty;
 - incorporate into the orientation of new students a program to inform students of good academic practice with regard to their academic performance;
 - design and deliver an appropriate program of communication to first year students regarding their obligations for meeting the requirements of academic honesty in all facets of their academic performance; and
- implement appropriate security practices for submission and return of assignments.

5.2 Responsibilities and obligations of Academic Staff

All members of the academic staff are required to:

- familiarise themselves with the policies of SGA with respect to academic honesty including plagiarism, co-operation and group work, and to apply them consistently;
- incorporate the principles of academic honesty into course outlines and assessment criteria;
- model and teach appropriate referencing styles/conventions for all assessment tasks;
- provide feedback to students which identifies gaps in knowledge and skills and refer students to appropriate sources of assistance to improve their skills;
- provide clear written instructions about legitimate co-operation between students on academic tasks.

5.3 Responsibilities and rights of students

Students have a responsibility to:

- act in accordance with the principles of academic honesty as set out in this Policy regarding the preparation, conduct and submission of academic work;

- become familiar with the expectations of academic writing, especially the conventions of referencing;
- seek assistance from appropriate sources in respect of academic writing in areas where they are aware they need more knowledge and skills; and
- retain a copy of all assignments submitted.

Students have a right to:

- be informed of SGA's policy with respect to academic honesty, including plagiarism, co-operation and group work;
- be provided with clear guidelines on academic styles and conventions required by SGA;
- expect consistent application of policies and practices by academic staff;
- receive practical comments which assist them to review their work;
- expect fair warning in any case where an academic staff member believes a student or group of students may be at risk of breaching guidelines relating to plagiarism, group work and co-operation;
- participate in learning experiences specifically designed to improve their competency in research, writing and referencing skills,
- understand the requirements of group work and the development of personal attributes, in particular, ethical behaviour;
- expect a consistent definition of academic honesty and consistent application of procedures for dealing with suspected academic misconduct;
- receive clear guidelines relating to all aspects of group work;
- receive clear assessment information in each course outline, especially in relation to individual and group work ;
- receive clear written instructions on the level of co-operation permitted within each assessment component; and
- appeal decisions consistent with SGA's *Academic Appeals Policy and Procedures*.

6. Supporting Documents

SGA Complaints and Appeals Policy and Procedures

ACPE Academic Honesty Policy

Approval and Review

ACADEMIC HONESTY POLICY	
ELT Custodian	Executive Directors VET and Pathway Colleges
Policy owner	Head of Quality and Governance
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