

# Student Code of Conduct Policy



## 1 Purpose

To establish the basis for the Students' Code of Conduct, describe the Code's principles and set out the foundation for the Code's procedures, including penalties.

## 2 Scope

This policy applies to all Students in respect of all actions and activities (including inaction and inactivity) relating to or impacting on the University or its Students or Employees.

## 3 Policy Statement

As part of its objectives, the University aims to provide an environment for Students where:

- Academic Freedom is protected and encouraged;
- freedom of Speech is protected and encouraged;
- Academic Integrity is promoted; and
- the rights and responsibilities of Students, Employees and the University are respected.

The Code describes the standards of behaviour expected from Students to assist the University in providing this environment.

Students are obliged, as part of their Enrolment and Admission, to read and comply with the Code and all other standards of behaviour required by the University's policies and procedures, and to then conduct themselves accordingly.

Students found to have breached the Code may be subject to penalties in accordance with the University's policies and procedures.

This policy operates in conjunction with common and statute law and does not exclude or replace the rights and obligations of any individual under common and statute law.

## 4 Principles

Students of the University must meet the following obligations when undertaking academic or other University activities:

## **4.1 Obligation of personal responsibility**

Students will:

- read and comply with their Enrolment conditions and the University's policies, procedures and ethical requirements;
- read and comply with their program and Course requirements;
- take responsibility for their own education and direct their own learning;
- monitor their academic progress; and
- raise issues or concerns with the University in a timely manner.

## **4.2 Obligation to act with honesty and integrity**

Students will:

- uphold Academic Integrity;
- uphold research integrity;
- assist the University to comply with all relevant and appropriate legislation and regulations that apply to the University;
- conduct themselves appropriately when representing the University within the community;
- abide by relevant ethical requirements; and
- report a breach of the Code if they reasonably believe that they have observed a breach.

## **4.3 Obligation of respect and fairness**

Students will:

- treat other Students and Employees with respect and fairness;

- avoid discriminatory conduct on grounds such as gender, sexuality, race, ability, cultural background, religion, age or political conviction;
- not engage in conduct which may objectively be considered as harassment or Bullying, or which is otherwise disruptive or intimidating;
- respect the privacy of others in the collection, use or access of personal information whilst undertaking studies;
- not disclose confidential information concerning any matter relating to the University;
- avoid disrupting or interfering with any teaching, learning, research or other academic activity of the University;
- consider their responsibilities and the consequences of their actions when exercising their freedom of Speech;
- support legitimate academic debate;
- not impair the rights of others to participate in any legitimate University activity; and
- not encourage, persuade or incite others to engage in conduct or behaviour constituting misconduct in accordance with University policies and procedures.

#### **4.4 Obligation to ensure safety and to respect property**

Students will:

- not endanger, or potentially endanger, the safety or health of others;
- not cause harm to others, including Students and Employees, whilst on University premises;
- not engage in conduct that is considered reasonably likely to be harmful, or has the potential to harm, human research participants or animals used for scientific purposes or the environment;
- not engage in unlawful behaviour;
- not participate in any activity conducted by the University or authorised to be held at the University while under the influence of alcohol or any prohibited substance;
- not use, possess or supply a prohibited weapon or any prohibited substance at the University;

- use University property or resources, including communication technology resources, cooperatively, legally, ethically responsibly and appropriately;
- respect the property rights of others, including Students and Employees, whilst on the University premises; and
- comply with any reasonable request or directions from University Employees with regard to safety or compliance with policy, procedure or ethical requirements.

## 4.5 Obligation to maintain the University's reputation

Students are obligated to:

- ensure that the University's reputation is not adversely affected when they undertake academic or other extra-curricular University activities;
- avoid using the University's name, reputation, intellectual property, crest or resources for private or business purposes without appropriate authorisation;
- avoid engaging in fraudulent or corrupt behaviour, including the impersonation of another person or use of forged, false, falsified or incomplete evidence of academic standing or immigration status or any other relevant matter in order to gain or maintain Enrolment; and
- declare a matter which may influence Decisions in their interest, or declare a matter which could be perceived to influence Decisions in their interest.

## 5 Compliance

Compliance with this policy forms part of each Students' conditions of Admission and Enrolment.

Where a Student is aware of or suspects a breach of this policy, they must immediately report the breach in accordance with the relevant University policy and procedure.

Breaches in relation to Academic Integrity are to be reported and managed in accordance with the Student Academic Integrity Policy and the Student Academic Misconduct Procedure.

Breaches in relation to research integrity are to be reported and managed in accordance with the Research Code of Conduct Policy and the Research Misconduct Procedure.

Breaches in relation to a Student's non-academic conduct are to be reported and managed in accordance with the Student General Misconduct Procedure.

Breaches in relation to Harassment, Bullying and Discrimination by Students are to be reported

and managed in accordance with the Harassment and Discrimination Complaint Resolution for Students Policy and Procedure.

All breaches specified above may also be reported in accordance with the Student Grievance Resolution Procedure.

Students who are found to have breached this policy may be subject to penalty, including Exclusion from the University and/or cancellation of Enrolment, in accordance with the above listed policies and procedures.

Some breaches of this policy may also have separate consequences for Students under criminal or civil jurisdictions.

## **6 Emergency Powers to Exclude**

If the Vice-Chancellor, or their delegate, believes that a Student has acted or behaved in such a way that involves a reasonably foreseeable risk of:

- injury to the Student or any other person whether physical or psychological;
- damage to any property;
- undue interference or disruption to any University activity;
- the imminent, recent or ongoing commission of a criminal act;
- imminent and severe reputational damage to the University; or
- a dangerous or unstable situation developing which needs to be controlled to protect the health, safety or welfare of any person including, but not limited to, the rights of Students to pursue their studies or the rights of Employees to carry out their duties or to ensure the proper functions of the University;

the Vice-Chancellor, or their delegate, may in their discretion exclude a Student on such terms as they consider necessary.

Where a Decision has been made to exclude a Student, the Vice-Chancellor or their delegate, must, as soon as practicable, provide a Notice to the Student that:

- sets out the terms of the Decision;
- sets out in summary form the reason for the Decision;
- advises the Student of the provisions of this section; and

- refers the Student to this policy and any other relevant policy and procedure.

Please refer to section 4.4 of the Student General Misconduct Procedure for further information.

## 7 Power to set and apply penalties for Student misconduct

The Vice-Chancellor, or their delegate, has the power to set penalties for Student misconduct.

Penalties for Student Academic Misconduct will be set out in the Academic Misconduct Penalty Schedule and applied in accordance with the Student Academic Integrity Policy and the Student Academic Misconduct Procedure.

Penalties for Research Misconduct will be set out in the Student Research Misconduct Penalty Schedule and applied in accordance with the Research Code of Conduct: Management of Potential Breaches Procedure.

Penalties for Student General Misconduct will be set out in the Student General Misconduct Procedure Penalty Schedule and applied in accordance with the Student General Misconduct Procedure.

The Vice-Chancellor may delegate their power under this section through an approved instrument of delegation to a delegate.

## 8 References

University of New South Wales (2012). *Student Code Policy*. Retrieved from <https://www.gs.unsw.edu.au/policy/documents/studentcodepolicy.pdf>

University of Sydney (2005). *Code of Conduct for Students*. Retrieved from <http://sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2011/215&RendNum=0>

Queensland University of Technology (2013). *Student Code of Conduct*. Retrieved from [http://www.mopp.qut.edu.au/E/E\\_02\\_01.jsp](http://www.mopp.qut.edu.au/E/E_02_01.jsp)

## 9 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

## 10 Policy Information

<b>Accountable Officer</b>	Provost
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<b>Responsible Officer</b>	Deputy Vice-Chancellor (Academic Affairs)
<b>Policy Type</b>	Governance Policy
<b>Policy Suite</b>	<a href="#">Student General Misconduct Procedure</a> <a href="#">Student General Misconduct Procedure Penalty Schedule</a>
<b>Subordinate Schedules</b>	
<b>Approved Date</b>	31/1/2022
<b>Effective Date</b>	31/1/2022
<b>Review Date</b>	20/7/2018
<b>Relevant Legislation</b>	<a href="#">Age Discrimination Act 2004</a> <a href="#">Anti-Discrimination Act 1991</a> <a href="#">Crime and Corruption Act 2001</a> <a href="#">Copyright Act 1968</a> <a href="#">Education Services for Overseas Students Act 2000</a> <a href="#">Human Rights Act 2019</a> <a href="#">Information Privacy Act 2009</a> <a href="#">Public Interest Disclosure Act 2010 (Qld)</a> <a href="#">University of Southern Queensland Act 1998</a> <a href="#">Work Health and Safety Act 2011 (Qld)</a>
<b>Related Policies</b>	<a href="#">Academic Freedom and Freedom of Speech Policy</a> <a href="#">Acceptable use of ICT Resources Policy</a> <a href="#">Admissions Policy</a> <a href="#">Code of Conduct Policy</a> <a href="#">Employee Complaints and Grievances Policy</a> <a href="#">Employee Equity and Diversity Policy</a> <a href="#">Enrolment Policy</a>

	<a href="#">Equity in Education Policy and Procedure</a> <a href="#">Fraud and Corruption Management Policy</a> <a href="#">Intellectual Property Policy and Procedure</a> <a href="#">Media Engagement Policy</a> <a href="#">Public Interest Disclosure Policy</a> <a href="#">Research Code of Conduct Policy</a> <a href="#">Student Academic Integrity Policy</a> <a href="#">Student Grievance Resolution Policy</a> <a href="#">Students with a Disability Policy and Procedure</a> <a href="#">Under 18 International Students Policy</a> <a href="#">Work Health and Safety Policy</a>
<b>Related Procedures</b>	<a href="#">Admissions Procedure</a> <a href="#">Children on Campus Procedure</a> <a href="#">Enrolment Procedure</a> <a href="#">Media Engagement Procedure</a> <a href="#">Research Code of Conduct: Management of Potential Breaches Procedure</a> <a href="#">Student Academic Misconduct Procedure</a> <a href="#">Student Appeals Procedure</a> <a href="#">Student Grievance Resolution Procedure</a>
<b>Related forms, publications and websites</b>	<a href="#">Feedback, Complaints and Appeals</a> <a href="#">Residential Colleges - Conditions of Residency</a>
<b>Definitions</b>	<p><b>Terms defined in the Definitions Dictionary</b></p> <p><a href="#">Academic Freedom</a></p> <p>Academic Freedom comprises: the freedom of Employees, in the course of their academic activities, to educate, discuss, or research</p>



and to disseminate and publish the results of those activities; the freedom of Employees and Students, in the course of their academic activities, to engage in intellectual inquiry, to express their opinions and beliefs, and to contribute to public debate, in relation to those activities; the freedom of Employees and Students to express their opinions in relation to the University; the freedom of Employees, without constraint imposed by reason of their employment by the University, to make lawful public comment on any issue in their personal capacities; the freedom of Employees to participate in or speak on behalf of professional or representative bodies and associations; the freedom of Students to participate in or speak on behalf of student societies and associations; and the autonomy of the University in relation to the choice of Academic Programs and Courses, the ways in which they are taught and the choices of research activities and the ways in which they are conducted. Public comment is not made in a personal capacity where: the comment includes a reference, express or implied, to the University; or the Employee identifies their employment or any affiliation with the University, refers to their position in the University.

### [Academic Integrity](#)

Academic Integrity means acting with the values of honesty, trust, fairness and respect in learning, teaching and Research. It is important for Students, academics, Researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Staff should be role models to Students. Academic Integrity is important for an individual's and an institution's reputation (EAIP, 2013).

### [Academic Misconduct](#)

Academic Misconduct encompasses all behaviours, including doing as well as attempting to do, any of the acts, omissions or activities that constitute Academic Misconduct: involving the misrepresentation of academic achievement; or undermining the core values (honesty, trust, fairness and respect) of Academic Integrity; or breaching Academic Integrity; whether intentional or unintentional. Academic Misconduct includes, but is not limited to the following: Plagiarism; submitting (for Assessment or review) work prepared by another person; Collusion, such as any unauthorised collaboration in preparation or presentation of work, including knowingly allowing personal work to be copied by others; all forms of Cheating in examinations and other Assessment tasks; Contract Cheating and Solicitation; offering or accepting bribes (money or sexual or other favours), e.g. for Admission or for Marks/Grades; and fabrication or falsification of information or Student identity (TEQSA Guidance Note: Academic Integrity, Version 1.2, 28 March 2019).

### [Admission](#)

The process of submission and assessment of applications for entry to study at the University.

### [Authorised Representative](#)

A representative who has been authorised to represent or act on behalf of a Student and acknowledged as such by the University in writing and in compliance with relevant University policy.

### [Bullying](#)

Bullying occurs when a person or group of people repeatedly behaves unreasonably towards a person or group of persons, and that behaviour creates a risk to health and safety.

### [Course](#)

A discrete element of a program, normally undertaken over a single Teaching Period, in which the Student enrolls, and on completion of which the Student is awarded a grade.

### [Decision](#)

A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University.

### [Employee](#)

A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

### [Enrolment](#)

The process of admitting Students to one or more Courses for the current Academic Year.

### [Exclusion](#)

Prohibition from enrolling in a Course or a program for a specified period.

### [General Misconduct](#)

Behaviour or conduct by a Student which: is deemed to be serious in nature; and is a deliberate failure to comply with the specific provisions of the Student Code of Conduct; and/or is persistent or negligent behaviour in breach of the Student Code of Conduct; and does not constitute as Academic or Research Misconduct, including a breach in research or failure to implement the Research Code of Conduct.

### [Research Misconduct](#)

Breaches of the University Research Code of Conduct and the Australian Code for the Responsible Conduct of Research occur on a spectrum, from minor (less serious) to major (more serious). Some major/serious breaches may be regarded as 'research misconduct'. The University uses the definition recommended in the National Health and Medical Research Council Guide to Managing and Investigating Potential Breaches of the Australian Code for the Responsible Conduct of Research and defines Research Misconduct as a serious breach of the Code which is also intentional or reckless or negligent. The use of the term Research Misconduct for serious breaches will be considered in the context of other institutional processes, Regardless of whether a Code investigation and an investigation done under an employment or student disciplinary agreement are separate or integrated, the University will take all reasonable steps to ensure that these do not conflict, or hinder the timely implementation of all corrective actions. Research misconduct does not include honest differences in judgement. Unintentional errors do not usually constitute research misconduct unless they result from behaviour that is reckless or negligent. Repeated or persistent breaches will likely constitute a serious breach, which will trigger consideration of Research Misconduct.

### [Speech](#)

Speech extends to all forms of expressive conduct including oral speech and written, artistic, musical and performing works and activity and communication using social media; the word 'speak' has a corresponding meaning.

### [Student](#)

A person who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

### [University](#)

	The term 'University' or 'USQ' means the University of Southern Queensland.
	<b>Definitions that relate to this policy only</b>
	<p><b>Discrimination</b></p> <p>Unlawful discrimination occurs when a person or a group of people are treated less favourably than another person or group because of race, colour, national or ethnic origin; gender or marital status; disability; religion or political beliefs; sexual preference; or some other central characteristic. Discrimination may occur when a person is denied the opportunity to participate freely and fully in normal day-to-day activities, for example being harassed in the workplace or being denied entry to public places and other facilities.</p> <p><b>Harassment</b></p> <p>Unlawful harassment occurs when a person is made to feel intimidated, insulted or humiliated because of their race, colour, national or ethnic origin; sex; disability; sexual preference; or some other characteristic specified under antidiscrimination or human rights legislation. Harassment may include behaviour, comments or images which a reasonable person would consider to be offensive, humiliating, intimidating or threatening. Harassment includes all forms of sexual harassment.</p>
<b>Keywords</b>	Code, conduct, behaviour, Student responsibility, Research Misconduct, Academic Misconduct, Academic Integrity, General Misconduct, plagiarism, collusion, cheating, contract cheating, impersonation
<b>Record No</b>	14/2753PL