



## STUDENT CODE OF CONDUCT

### PREAMBLE

AEG is committed to the pursuit of excellence in learning, teaching and research, and to community engagement. Woven into the fabric of AEG is a culture of social entrepreneurship and Enterprise Education which AEG has set as its values for both the education of its students and the development of its staff. This Code sets out AEG's expectations of students in respect of academic matters and personal behaviour and outlines AEG's responsibilities to students. Studying at AEG presents opportunities for interacting with other members of the AEG community. AEG recognises and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code.

AEG reaffirms its commitment to:

- high academic standards, intellectual rigour and a high quality education;
- intellectual freedom and social responsibility;
- recognition of the importance of ideas and the pursuit of critical and open inquiry;
- tolerance, honesty and respect as the hallmarks of relationships throughout the AEG community;
- Enterprise Education and social entrepreneurship; and
- high standards of ethical behaviour.

This Code is based upon three basic principles of student conduct:

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

All students are required to be aware of and act consistently with these values.

### DEFINITIONS AND ACRONYMS

“**AEG**” means Australian Pacific College Education Group and includes Australian Pacific College, English Unlimited and APC Design School.

“**Code**” means this Student Code of Conduct.

“**Enterprise Education**” means AEG's framework of values it has set for the delivery of its education. Those values are to ensure our education is:

- a) Experiential - embracing the environment to contextualise the learning;
- b) Non-linear - learning is individualised to the student and their current



- c) environment; and
- c) Performance based - developing the ability to convert qualifications into tangible performance.

“**Underage Student**” means a student of AEG who is under the age of 18 years (calculated from the time of the student’s date of birth) at the date of enrolment with AEG.

“**Worker**” means all staff and contractors of AEG (including full-time, part-time or casual staff).

## 1. COVERAGE

1.1 The Code applies to:

- a) all students (under certain circumstances it may also apply to a previously enrolled student);
- b) all activities on AEG premises and all external activities related to study;
- c) conduct in online examinations and online academic work; and
- d) all students representing AEG (such as at sporting and social/cultural activities).

## 2. STUDENT OBLIGATIONS

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

### 2.1 Personal Conduct

All students must:

- a) treat all Workers, consultants, volunteers, any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity;
- b) maintain a cooperative and collaborative approach to interpersonal relationships;
- c) act honestly and ethically in their dealings with AEG workers, consultants, volunteers, any other members of the public and other students;
- d) respect the privacy of Workers, consultants, volunteers, any other members of the public and other students;
- e) ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of Workers, consultants, volunteers, any other members of the public and other students to carry out their study or work at AEG;
- f) ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of Workers, consultants, volunteers, any other members of the public or other students to access or use the resources of AEG;
- g) ensure that they do not become involved in or encourage discrimination against or harassment or bullying of Workers, consultants, volunteers, any other members of the public or other students;



- h) identify themselves truthfully when required to do so by a AEG staff member and produce their student card on request to a AEG staff member fulfilling the requirements of their duties;
- i) not behave in any way which impairs the reasonable freedom of other persons to pursue their studies or to participate in the life of AEG; and
- j) not engage in any fraudulent or corrupt conduct.

## 2.2 Equity and respect

Students are expected to:

- a) treat all Workers, other students and visitors to the AEG with courtesy, tolerance and respect. This extends to teaching staff in venues off-campus and online, and supervisors and others involved in workplace placements or other practicum;
- b) respect the rights of others to be treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment;
- c) 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;
- d) not engage in behaviour that is unlawful, discriminatory, harassing, or bullying;
- e) 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;
- f) not behave in a way that disrupts or interferes with any teaching or academic activity of AEG; and
- g) not engage in any fraudulent or corrupt conduct.

## 2.3 Academic Conduct

Students are expected to:

- a) maintain current information in the student information system, and observe key dates and deadlines;
- b) conduct themselves honestly and in compliance with AEG expectations and policies;
- c) comply with the conventions of academic scholarship and ensure the proper use of copyright material;
- d) not engage in plagiarism or other academic misconduct and uphold the integrity of AEG's Courses (all components of a course), research and research activities;
- e) act ethically and honestly in the preparation, conduct, submission of academic work, and during all forms of assessment, including formal examinations and informal tests;
- f) conduct themselves in a manner conducive to the proper functioning of AEG, which is dedicated to the pursuit of academic excellence, Enterprise Education and social entrepreneurship;
- g) actively participate in the learning process;



- h) attend scheduled course teaching activities and submit assessment tasks on time, unless unforeseen or exceptional circumstances arise;
- i) behave ethically, avoiding any action or behaviour that would unfairly disadvantage or advantage either themselves or another student;
- j) behave professionally, ethically and respectfully in all dealings with AEG's learning partners during work placements and practicums;
- k) read all official correspondence from AEG, including email and SMS messages;
- l) use AEG resources, including information and communication technology resources, in a lawful and ethical manner and for AEG purposes only, unless express permission has been granted for non-AEG or private usage.

## 2.4 AEG resources and reputation

Students are expected to:

- a) use and care for all AEG resources in a lawful and ethical manner, mindful of the need for resources to be shared by all members of the AEG community;
- b) ensure their actions or inactions as a student do not harm, or bring into disrepute, AEG's reputation or good standing;
- c) not engage in behaviour that is detrimental to AEG property;
- d) not participate in any learning activity, such as lectures or tutorials, while under the influence of alcohol or other drugs;
- e) not use, possess or supply any prohibited drug, substance or weapon on or off campus;
- f) not misuse AEG facilities in a manner which is unlawful or which will be detrimental to the rights and properties of others;
- g) not use AEG's name, reputation or crest for private gain or the gain of a third party, or private business or commercial purposes, without prior permission;
- h) not use AEG resources for private gain or the gain of a third party, or private business or commercial purposes, without prior permission; and
- i) not engage in any fraudulent or corrupt conduct.

NOTE: Student expectations and obligations are summarised in Table 1.

## 3. AEG RESPONSIBILITIES

### 3.1 Learning, teaching and research

AEG has responsibilities to ensure that students:

- a) study in an academic environment which fosters student participation in rational debate and in which students can freely express alternative points of view;
- b) are considered for selection into courses or programs on the basis of criteria that are valid, explicit, fair and reliable;

- c) 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;
- d) have reasonable access to appropriately qualified academic staff and academic and learning support services;
- e) have reasonable access to materials, equipment and other resources to enable completion of academic courses;
- f) 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;
- g) can provide feedback on the teaching, learning and research environment;
- h) study and work in a safe, harmonious, tolerant and productive academic environment; and
- i) understand that AEG takes proactive and preventative action to preserve the academic integrity of its Courses, research and research training activities.

### 3.2 AEG experience

AEG has responsibilities to ensure that students:

- a) are treated with courtesy, tolerance and respect as valued members of the AEG community;
- b) participate in the decision-making processes of AEG;
- c) are treated fairly, impartially and consistently in all aspects of AEG policy, procedures and practice ;
- d) are treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment;
- e) have reasonable access to support services if experiencing personal, academic or disability related difficulties;
- f) have reasonable access to records held about them;
- g) receive respect and protection of their privacy;
- h) 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; and
- i) 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.

## 4. 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 relevant Program Director or the Campus Director/Campus Manager who will arrange for assistance to be provided to the student concerned if considered warranted and in the best interests of the student. All breaches of the Student Code of Conduct will be dealt with in accordance with the Student Complaints and Appeals Policy together with this Policy.

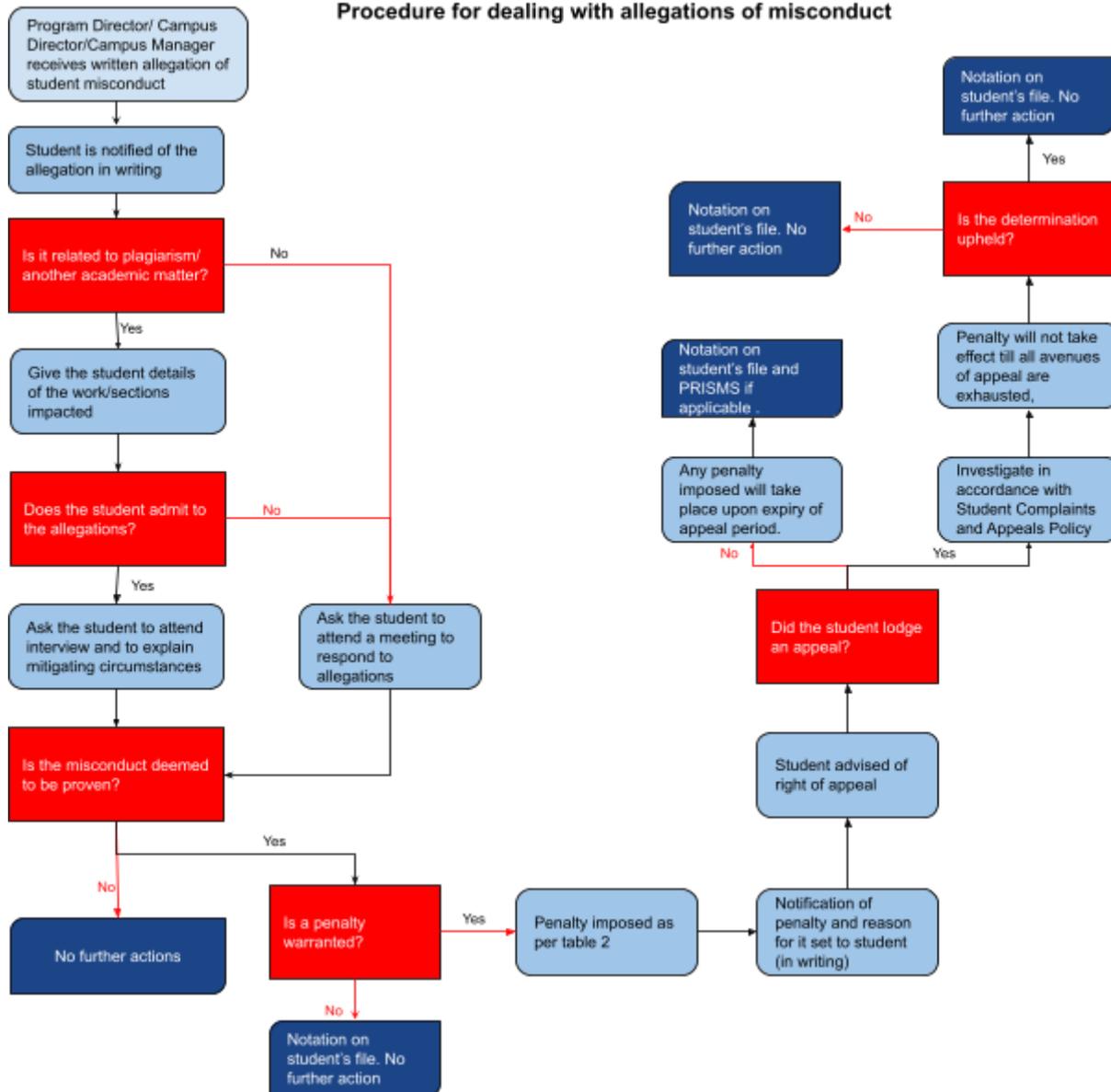


## 4.1 Procedural Fairness

- a) AEG is committed to the principles of procedural fairness and natural justice. This includes:
  - i) the presumption of innocence unless guilt is freely admitted or proved by clear and convincing evidence;
  - ii) the right to be heard;
  - iii) the right to be treated without bias;
  - iv) the right to be informed of allegations being made and to be provided with an opportunity to respond to these; and
  - v) the right to be given reasons for any decision.
- b) The student shall be given an opportunity to correct information, explain mitigating circumstances and make a submission as to the penalty/ies that may be imposed.
- c) 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.
- d) 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.
- e) 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.
- f) AEG takes multiple breaches of this Code seriously. Knowledge that a student has been found guilty of a past misconduct offence will be taken into account when determining the penalty/ies to be imposed.
- g) If multiple allegations of a similar nature come to light at the same time, these can be considered as one allegation if the Program Director/Campus Director believes that is appropriate in the circumstances.
- h) The standard of proof used in determining misconduct matters is whether the Program Director/Campus Director, after evaluating the evidence presented, believes it is more likely than not that the allegation against the student has been justified.
- i) AEG 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 Program Director/Campus Director.
- j) All written communication to any Underage Student about misconduct matters must be copied to the student's parent/carer and stored in the Student Management System. All verbal communication with the student must also include the student's parent/carer and Campus Manager.
- k) The Procedure for dealing with allegations of misconduct is as follows:



### Procedure for dealing with allegations of misconduct





NOTE: An appeal by the student can be based on one or more of the following:

- lack of procedural fairness in the investigation process conducted by AEG;
- 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 Program Director/Campus Director at the time of the original investigation.

NOTE: Penalties for misconduct are summarised in Table 2

**Table 1: Student's Expectations and Responsibilities**

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



**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.

ALLEGED MISCONDUCT	POSSIBLE PENALTIES IF MISCONDUCT IS PROVEN
Misuse of the property of AEG, alleged failure to treat teaching or other staff and other students with courtesy, tolerance and respect within the School environment	<ul style="list-style-type: none"> <li>● Formal reprimand or formal warning;</li> <li>● Withdrawal of student access to the property of AEG for a period not exceeding the remainder of the current semester;</li> <li>● Restitution of damages;</li> <li>● Remedial educational action.</li> </ul>
Misuse of AEG information technology, or computing resources	<ul style="list-style-type: none"> <li>● Formal reprimand or formal warning;</li> <li>● loss or restriction of access to AEG IT facilities;</li> <li>● Remedial educational action.</li> </ul>
Plagiarism	<ul style="list-style-type: none"> <li>● Formal reprimand or formal warning;</li> <li>● Reduction in marks for the course;</li> <li>● Failure in the course</li> <li>● Remedial educational action.</li> </ul>
Examination misconduct in a formal examination	<ul style="list-style-type: none"> <li>● Formal reprimand or formal warning;</li> <li>● Reduction in marks;</li> <li>● Failure in the course;</li> <li>● Remedial educational action.</li> </ul>
Behaviour that is unlawful, discriminatory, sexually inappropriate, bullying, harassing, invades another's privacy or causes any person to fear for their personal safety	<ul style="list-style-type: none"> <li>● Formal reprimand or formal warning;</li> <li>● Suspension or exclusion</li> <li>● Remedial educational action.</li> </ul>
Behaviour that is disruptive of any teaching or learning activity, including private study, or any other activity conducted by AEG	<ul style="list-style-type: none"> <li>● Formal reprimand or formal warning;</li> <li>● Reduction in marks for the course;</li> <li>● Failure in the course;</li> <li>● Remedial educational action.</li> </ul>
Serious misconduct relating to entry into a course or receiving an award the student was not legitimately eligible for, or entitled to.	<ul style="list-style-type: none"> <li>● Revocation of an award</li> <li>● Annul grades awarded on an academic statement;</li> <li>● suspension or exclusion</li> </ul>
Any other misconduct not covered elsewhere	<ul style="list-style-type: none"> <li>● Any one or more of the penalties listed above, as appropriate.</li> </ul>



## POLICY REVIEW

This Policy will be reviewed as part of AEG's three-year cycle of review or as necessitated by legislative, regulatory or organisational changes.

## KEYWORDS

<b>Keywords</b>	Code of conduct, misconduct, plagiarism
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## POLICY OWNER

<b>Policy Owner</b>	Learner Experience Unit
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## POLICY/PROCEDURE HISTORY

Policy History			
Version	Version release date	Author	Description of changes
Student Code of Conduct v1.0	26 June 2008	Sharon Luhr, Carolin Long, Jenny Yang	Document creation
Student Code of Conduct v1.1	18 August 2010	Sharon Luhr	Moved to new letterhead, minor semantic changes
Student Code of Conduct v1.2	21 July 2014	Sharon Luhr	Addition of SVP clause
Student Code of Conduct v1.3	23 May 2017	Sharon Luhr	Removal of SVP clause, moved to new policies and procedures template, additional definitions
Student Code of Conduct v1.3R(APC/EU)	June 2019	Sara Gaudry	Update to letterhead and format and addition of policy owner. No change to content.
Student Code of Conduct v1.4R(APC/EU/APC Design School)	October 2020	Sara Gaudry	Update of letterhead, removal of APTT and addition of APC Design School
Student Code of Conduct v1.5R(APC/EU/APC Design School)	June 2022	Sara Gaudry	Addition of underage students clause 4.1(j) and definition of Underage Student

<p>Student Code of Conduct v1.6R (APC/EU/APCDS)</p>	<p>February 2023</p>	<p>Sara Gaudry Marta Setkowicz</p>	<p>Revision and update of policy. Addition of tenets of Social Entrepreneurship and Enterprise Education to the policy and the requirement for both student and AEG to uphold academic integrity.</p>
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