

Policy 11: Code of Conduct and Discipline Policy and Procedure

Purpose

This policy outlines the rights and responsibilities of all students towards creating an inclusive and supportive learning environment. This policy also covers the 'duty of care' of each student towards fellow learners, staff (internal and external) and ACU in contributing to a satisfactory learning experience.

Scope

This policy and procedure applies to all students and staff at ACU.

Definitions

- 1. Duty of Care:** means a moral or legal obligation of an individual and organisation to ensure the safety and well-being of self and others.
- 2. Code of Conduct:** means a set of principles and expectations an individual and organisation must abide by in order to maintain professionalism, equity and fairness to all stakeholders.
- 3. Misconduct:** means any unacceptable/inappropriate behaviour by a student that is disruptive, counterproductive to harmonious classroom activities or is demeaning to another person – whether student, staff or any other person.
- 4. Disciplinary action:** means a process of dealing with any breach of policies, codes of conduct and expected behaviour.

Policy

1. Act ethically

- 1.1 ACU ensures that each student enrolled with ACU is treated with fairness and objectivity.
- 1.2 ACU facilitates and provides the opportunity to students to correct or modify their behaviour through fair and objective means.
- 1.3 ACU respects the rights and responsibilities of all the staff and students and ensures that it does not do or omit to do anything which may damage, ridicule and bring into disrepute to the organisation or the State and Commonwealth Department of Education.
- 1.4 Behave honestly and fairly in all training and assessment related services and not behave in such a way that damages the public confidence in ACU and the Department of Education.
- 1.5 ACU does not harass, intimidate, threaten or seek to improperly influence any parties involved in the delivery of training and assessment services.
- 1.6 ACU does not pay, provide or offer, either directly or indirectly, incentives to undertake training subsidised through any Government funded schemes.

2. Student responsibilities

- 2.1 All students at ACU must;
 - a. Be responsible for their academic integrity and progress in their enrolled course of study
 - b. Treat staff and fellow students respectfully, courteously and equitably irrespective of cultural background, disability, gender, sexual orientation, marital status, age or political preference
 - c. Maintain a reasonable standard of grooming, including appropriate standards of hygiene and clothing as would be expected in a professional workplace
 - d. Respect ACU property, equipment, resources and facilities
 - e. Actively participate in the learning process
 - f. Respect the rights of other students and staff to have their own opinions
 - g. Be open to, and welcoming of, the diversity of students on campus
 - h. Observe the Smoke Free policy of the university

3. Student Rights

- 3.1 All students at ACU have the right to:

- a. Feel safe and welcome at ACU;
- b. Be treated with respect and dignity;
- c. Privacy (as per the Privacy Act): only information necessary to the core functions of ACU can be shared without the student's prior consent;
- d. Be free from bullying and harassment (including sexual harassment) on campus or during any ACU activity (sponsored or controlled) and placements;
- e. Receive fair and equitable assessment;
- f. Receive services without discrimination;
- g. Complain without fear or recrimination;
- h. Be provided with, and have access to, ACU policies, procedures and student rights.

4. Code of conduct and duty of care

4.1 All students must:

- a. Abide by all rules and requirements of ACU and respond to all lawful and reasonable directions from staff;
- b. Be aware that all forms of academic dishonesty or misconduct are unacceptable;
- c. Use all equipment and resources appropriately, legitimately and safely following all relevant health and safety requirements;
- d. Follow the policy and procedure for grievances/complaints and seek appropriate resolutions;
- e. Not engage in frivolous complaints or grievances where there are no demonstrable or substantiated grounds for complaint;
- f. Attend classes as required and submit all the assessment requirements, attend placements on the allocated dates;
- g. Supply accurate personal and other information to ACU according to deadlines set;
- h. Incorporate feedback into learning experience and be aware of the specific rules and course requirements applying to their course of study;
- i. Conduct themselves in a professional manner while undertaking professional placement, fieldwork and respect the confidentiality of client or commercial information made available as part of the placement;
- j. Provide honest constructive feedback to ACU and its staff on the quality of teaching and services;
- k. Respect the rights of other members of ACU community to express dissent or different political or religious views, subject to those actions or views complying with the laws of Australia;
- l. Not to endanger the safety of other members of the community;
- m. Show awareness of and sensitivity towards other cultures;
- n. Respect the opinions of others and to engage in rational debate in areas of disagreement.

5. Unacceptable behaviour

5.1 This policy also establishes the following behaviour as unacceptable at all places where a student represents ACU:

- a. Wilful unlawful and/or violent and/or unsafe disruptions of teaching, tutorials, lectures, periods of instruction or other learning-based activities;
- b. Assaulting, harassing, intimidating or displaying aggressive, disruptive or ill-mannered behaviour towards others on campus and on placements;
- c. Interfering with, or causing wilful or negligent damage or defacing to any ACU property;
- d. Theft of ACU property or any personal property;
- e. Attending classes and placements under the influence, or in possession of alcohol, drugs or any prohibited substance;
- f. Attending classes and placements with weapons or items likely to cause harm or intimidation to others at any time;

- g. Smoking in the campus;
- h. Discriminating against anyone on the grounds of gender identity, sexual orientation, lawful sexual activity, marital, parental or carer status, pregnancy, breastfeeding, age, physical features, impairment, race, ethnicity, political or religious belief or activity, or industrial activity;
- i. Bullying including but not limited to intimidation, physical harm, emotional distress, threat, name calling, derogatory comments regarding age, gender, race, religion or sexual orientation;
- j. Emotional hurt to another person/student/staff through electronic devices such as email, phone, text message and social media.

6. Privacy and Confidentiality

- 6.1 Confidentiality will be maintained throughout the process of making and resolving complaints/grievances and any disciplinary issues.
- 6.2 ACU seeks to protect the rights and privacy of all involved and to facilitate the return to a comfortable and productive learning environment.

7. Breaches of the Code of Conduct

- 7.1 Students who breach this policy and procedure may be subject to disciplinary action. ACU retains the right to exclude a student pending investigation.
- 7.2 Where there has been a breach (or suspected breach) of the law or ACU policies, ACU may report the incident to the appropriate authorities (AHPRA/ANMAC, ASQA, DET QLD, DET VIC and Commonwealth Government bodies) according to the mandatory reporting guidelines for education providers.
- 7.3 In the event of serious misconduct or an action by a student that can affect the safety of themselves, or other students, staff or visitors, ACU may immediately suspend a student for up to 10 working days pending investigation.
- 7.4 The disciplinary action may include but not limited to
 - a. Formal warning
 - b. A third party investigation
 - c. Referral to relevant external agencies
 - d. Immediate suspension pending enquiry
 - e. To be reported to the relevant regulatory body
 - f. Breach of Student Contract.
 - g. Cancellation of enrolment

Procedure

Any breach of this policy must be reported in accordance with Policy 3: Complaints and Appeals Policy and Procedures.

Other relevant policies

- Policy 1 Access and Equity Policy and Procedure
- Policy 4 Pre-training Review Policy and Procedure
- Policy 5 Enrolment Policy and Procedure
- Policy 10 Academic Integrity and Progress Policy and Procedure

Version History	Detail of update
Version 1.5	Rebranded to ACU College