

Policy Name:	Student Code of Conduct
Document Number:	7.5.01
Approved by:	Academic Director
Last Approval Date:	April 2022
Review Date:	April 2024
Audience:	Charlton Brown Staff; Charlton Brown Students
Contact Officer:	Academic Coordinator
Related Documents:	Queensland Government - Behaviour
Legislation:	

1.0 Purpose, Scope and Interpretation

1.1 Purpose

The purpose of this Student Code of Conduct is to record the standards of behaviour expected of students and conduct that is prohibited (misconduct).

These standards of behaviour and prohibition on misconduct are intended to promote and foster the highest standards of honesty and academic integrity, a safe environment for members of the Charlton Brown community and the good order and management of the college.

1.2 Charlton Brown Values

Students are encouraged to explore and be actively involved in the Charlton Brown community, in accordance with the following values of Charlton Brown:

- a. **Truth** - Truth is central to all that we do as a College. We seek truth through the process of participating in respectful, reasoned debate; the sharing of information and facts; and through our contribution to developing new knowledge and insights.
- b. **Excellence** - We strive for excellence in everything that we do. By applying the highest standards to our work, we know that we will achieve the greatest impact for the benefit of communities everywhere.
- c. **Collaboration** - We apply our collaboration as a way of seeking progress. This involves valuing new ideas, seeking fresh perspectives, and pursuing game-changing innovations and opportunities.
- d. **Accountability** - We are accountable in our decision making. It also involves showing moral courage, so that we are always guided by a sense of what is right.
- e. **Integrity** - We always act with integrity. As stewards of the College's resources and reputation, we are honest, ethical and principled.
- f. **Respect & inclusivity** - We are cultivating a caring, inclusive and empowering environment for all. We engage respectfully with one another and promote the value that our diversity brings to our whole community.

Conduct in accordance with the Charlton Brown values across the diverse membership of the college community is important because our campuses are openly accessible, where everybody is expected to take responsibility for their behaviour, and respect other people. It also helps bind members of the college community together by assisting students to respect others, grow and succeed, remain safe, and enjoy a positive experience. Shared values will also assist students to self-reflect, practise reasonable

judgement, self-manage, take responsibility, and contribute to the college community and broader society.

1.3 Principles

This Student Code of Conduct should be interpreted and applied with reference to:

- the purpose of the policy as articulated in subsection 1.1;
- the college values as articulated in subsection 1.2;

The Principles for the Protection of Freedom of Speech and Academic Freedom (**Principles**) enable the College to be a place where everyone is able to participate in the vigorous exchange and critique of ideas. The College considers that it is reasonable and proportionate to expect that students should engage in conduct that is consistent with college standards and that students be prohibited from engaging in misconduct.

1.4 Scope

This Student Code of Conduct applies to the conduct of all students which:

1. occurs on land or property owned, leased or occupied by the College (or entities it controls)
2. occurs using, or is facilitated by, the College's ICT resources or other College equipment;
3. occurs in relation to any academic or work experience or placement program which has a connection to the College;
4. occurs when a person is representing the College in any capacity;
5. relates to another member of the college community; or
6. otherwise has the potential to affect their suitability to continue as a student of the College, having regard to:
 - a. whether they may be trusted to comply with the Student Code of Conduct; or
 - b. the wellbeing and safety of members of the college community,
 - c. regardless of whether the conduct occurs in their capacity or circumstances associated with their status as a student.

1.5 Participation and Engagement

The College will provide Students with the opportunity to provide feedback and opinions in relation to their experience at the College through surveys, student representation on College decision-making bodies, and other consultation mechanisms.

2.0 Standards of conduct

Students are expected to engage in conduct in accordance with Charlton Brown values, which includes that students:

- conduct themselves in a manner that upholds the values of the College;
- accept and demonstrate accountability for their conduct and decisions;
- take reasonable care of the College's physical and digital assets and infrastructure;

- take reasonable care of their own health, safety and wellbeing and that of others;
- refrain from conduct that threatens the health, safety and wellbeing of others and
- demonstrate learning, judgement, academic integrity, academic freedom and ethical sensitivity.

3.0 Misconduct

Students must not engage in misconduct. Misconduct means any conduct, within the scope of section 1.4 that fails to meet the standards of reasonably acceptable conduct which are conventionally observed at the College.

Misconduct is deemed to occur if a student engages in general misconduct or academic misconduct within the specific categories set out below.

3.1 General misconduct

- a) General misconduct occurs when a student engages in, or attempts to engage in, any of the following behaviours, acts or omissions via any means (including by use of digital media or communication technologies):
 - a. pursue their studies, duties or other lawful activities in the College, including (without limitation) by disrupting the operations or activities of the College; or
 - b. participate in the life of the College;
- c) conduct which may or does endanger the safety, health or wellbeing of a member of the college community (or a member of the public where the student is engaged in an activity organised by or in connection with the College), including (without limitation) engaging in conduct that objectively:
 - a. constitutes discrimination, harassment, bullying, vilification or victimisation as those terms are defined and used in the Prevention of Discrimination and Harassment Policy; or
 - b. constitutes Sexual Misconduct as that term is defined in the Sexual Misconduct Prevention and Response Policy;
- d) failing to comply with a reasonable direction, order or request of a staff member, including to not engage in specific misconduct;
- e) obstructing or attempting to interfere with the lawful performance by a staff member of any of their duties;
- f) unreasonably disrupting members of the college community from undertaking normal or legitimate activities at the College or organised by or in connection with the College;
- g) entering any place on College land that the student is not authorised to enter;
- h) deliberately, recklessly or negligently damaging, wrongfully dealing with, interfering with or causing damage or loss to any property belonging to the College or a member of the college community;

- i) altering or falsifying an academic transcript or other physical or digital document produced by the College, or purported to be produced by the College;
- j) submitting any altered or falsified physical or digital documentation to the College (e.g. a medical certificate or other supporting documentation);
- k) making a false representation regarding a matter affecting them as a student of the College;
- l) using the College's name, logo, trade mark or seal without written permission of the College;
- m) deliberately, recklessly or negligently breaching any College policy or procedure;
- n) breaching any law of the Commonwealth or of the State of Queensland, including being found guilty of any offence under the criminal law;
- o) engaging in conduct contrary to any agreement, policy or procedure governing the student's conduct during a work experience or placement program which has a connection to the College;
- p) divulging confidential or personal information relating to any College matter, staff member or student (e.g. employment records or discussions in confidential disciplinary proceedings) in circumstances where there is no reasonable or lawful excuse for doing so;
- q) refusing or being unable to identify themselves (and to produce a Student ID card within a reasonable time of being requested) when asked to do so by a College staff member;
- r) using the information technology facilities (including software) or communication facilities of the College for an unauthorised purpose or in a way that threatens the health, safety or wellbeing of others;
- s) using taped, recorded or videotaped lectures, tutorials or other classes for unauthorised purposes or in a way that threatens the health, safety or wellbeing of others; or
- t) failing to comply with any direction, instruction, decision, order or penalty made under the Student Integrity and Misconduct Policy or Procedure.

3.2 Academic misconduct

Academic misconduct occurs when a student engages in, or attempts to engage in, behaviour, acts or omissions involving:

- a) the misrepresentation of academic achievement;
- b) gaining unfair academic advantage for the student or any other person;
- c) undermining or breaching of the principles of academic integrity; or
- d) a failure to meet the principles and responsibilities of the Australian Code for the Responsible Conduct of Research and/or provisions in the Responsible Research Management Framework Policy, including research misconduct,

and includes:

1. cheating;
2. the falsification or fabrication of results;
3. misrepresentations;
4. plagiarism;
5. solicitation (including contract cheating);
6. aiding or abetting, including by providing materials to, a person who provides a contract cheating service;
7. failing to abide by reasonable directions of a staff member in relation to academic matters, including directions regarding individual responsibility for the submission of assessable work, directions by staff relating to the undertaking of courses or assessment at the College and directions to cease engaging in specific academic misconduct;
8. acquiring, possessing or distributing assessment materials or information without approval;
9. altering group assessment work of participating students without the collaborating students' consent;
10. failing to comply with any direction, instruction, decision, order or penalty imposed under the Student Integrity and Misconduct Policy with respect to academic misconduct;
11. giving to the College a document that the College requires of the student (e.g. medical certificate or other supporting documentation) which is false.

3.3 Consequences for engaging in misconduct

Charlton Brown acknowledges that the majority of students will display and engage in conduct that is consistent with college standards. If an allegation is made that a student has engaged in misconduct, the College may take action under the Student Integrity and Misconduct Policy and Procedure.

4.0 Definitions

In this Student Code of Conduct:

Academic integrity is the moral code or ethical policy of academia. It requires the demonstration of honesty, responsibility, transparency, respect and trust; avoidance of cheating or plagiarism; maintenance of academic standards; honesty and rigor. Academic integrity forms a central part of students' intellectual and personal development. Students share responsibility with staff for learning, which includes understanding and meeting requirements of courses and programs of study and upholding all expectations on academic integrity.

Cheating means when a student acts before, during or after an assessment or examination in such a way as to seek to gain unfair advantage or assist another student to do so and includes (without limitation):

- a) failing to comply with the requirements, conditions and instructions specified by the College to gain an unfair advantage or assist another student to do so;
- b) plagiarising the work of another person and presenting that work as if it is the student's own work, without appropriate acknowledgement;
- c) colluding with other students on individual assessment items;

- d) fabricating data or inventing references;
- e) bringing unauthorised material into an examination without the permission of the supervisor;
- f) submitting the same work or recycling work without prior permission of the course coordinator;
- g) violating policies and procedures and rules governing administration of examinations;
- h) communicating, or attempting to communicate, with a fellow student or individual who is not a member of staff during an examination to gain an unfair advantage or assist another student to do so;
- i) copying the work product, ideas, or assessment items of a fellow student;
- j) introduce or consult during an examination, any unauthorised printed or written material, electronic calculating or information storage device, mobile phone or other communication device;
- k) recording, transmitting or disseminating questions and/or answers to themselves or another person;
- l) impersonating another student or arranging for anyone to impersonate a student in an examination or other assessment task;
- m) sourcing answers to assessment items from crowdsourcing websites; or
- n) failing to comply with an instruction by a person appointed by the College to supervise an examination.

Conduct that is consistent with college standards means conduct as described in section 2 of this Student Code of Conduct.

Contract cheating is a form of solicitation, and covers paid or unpaid arrangements made by a student with a third party to complete their assessment task/s for them.

Contract cheating service is a service provided by a person to facilitate contract cheating, including an academic cheating service.

Falsification or fabrication of results occurs when:

- a) a student claims to have carried out tests, experiments or observations that have not taken place, makes up results or presents results that are not supported by relevant evidence; or
- b) a student tampers with, or attempts to tamper with, examination scripts, class work, grades or class records.

Misconduct is defined in section 3 of this Student Code of Conduct.

Misrepresentation includes (without limitation):

- a) situations where a student presents an untrue statement about attendance or participation in practical or performance learning activities;
- b) the failure to disclose any information or matter where there is a duty to disclose such information or matter.

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Plagiarism means the act of misrepresenting as one's own original work the ideas, interpretations, words or creative works of another either intentionally or unintentionally. These include published and unpublished documents, designs, music, sounds, images, photographs, computer codes and ideas gained through working in a group. These ideas, interpretations, words or works may be found in print and/or electronic media. Plagiarism includes (without limitation):

- a) collusion, where a piece of work prepared by working closely with one or more individuals or in a group is represented as if it were the student's own work. This includes:
 - a. producing the piece of work together;
 - b. determining the method or approach to a question or assessment task together; or
 - c. sharing answers or giving access to questions and answers, completed assessment tasks or partially completed assessment tasks;
- b) acquiring or commissioning a piece of work, which is not their own and representing it as if it were their own, by:
 - a. purchasing the assessment task from a commercial service, including from internet sites, whether the work is pre-written or specially prepared for the student;
 - b. submitting an assessment task or part thereof produced by a third party, including a friend, family member, fellow student or a staff member of the College; or
 - c. duplicating the same or almost identical work for more than one assessment item without permission;
- c) copying ideas, concepts, data, images, sounds or text without appropriate acknowledgment, including piecing together work of others and representing them as original work;
- d) paraphrasing a paper from a source text, whether in manuscript, printed or electronic form without appropriate acknowledgement;
- e) submitting as one's own work all or part of another student's work, even with the student's knowledge or consent.

Solicitation occurs when a student requests, offers, encourages, induces or advertises for another individual/student to contract, commission, pay, procure, or complete on their behalf, an assessment task or part thereof and items (e.g. examination papers, model examination answers, examination questions, examination scripts, on-line quizzes, or any other types of assessment) that are likely to, or result in their being used for the purpose of cheating, misrepresentation and/or plagiarism.

Student means a person enrolled as a student in the College or undertaking courses or programs at the College.

College community means any current college student, graduate, staff member, (or other governance body of the College), contractor, volunteer, official visitor, academic and support position holder, or supplier of academic placements or academic related services, or a representative group thereof.

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Version History				
Review Period:		2 years from date of last approval		
Version Number:	Approved by:	Approval Date:	Effective Date:	Sections Modified:
D1				New policy developed April 2022
1.0	Academic Director	April 2022	April 2022	Updated template