



Document ID:	HRM7.2. - Staff and Students Code of Conduct.doc
Responsibility:	Managing Director
Issue date:	13 January, 2006
Version	3

POLICY TITLE: STAFF AND STUDENTS CODE OF CONDUCT

AMENDMENT / VERSION CONTROL HISTORY:

Issue Date:	Summary of Changes
12 January	Final update to Final Draft
23/2/06	Implementation to new, commencing students – no changes to content
23/6/06	UPDATING of title and changing Doc. ID from 7.2.1. to 7.2 as is Policy

PURPOSE:

The following outlines the code of conduct, otherwise known as the rights and responsibilities for students and staff at ACN. This information defines expectations for responsible behaviour for both staff and students.

SCOPE:

All Students and Staff employed or enrolled at ACN.

PROCEDURE:

Students will receive the Code of Conduct as part of their orientation and enrolment materials.

Staff will receive the Code of Conduct as part of their induction materials. As an additional compliance measure, staff will be expected to sign the document as an acknowledgment of their understanding and compliance to the Code of Conduct. A copy will be held on the staff member's Personal/Personnel File.

The document as it is contained within appendix 1 will also be posted to the web page: student resources site and staff intranet.

RESPONSIBILITY/AUTHORITY

Managing Director is responsible for reviewing ACN's vision and values as part of the annual business planning cycle.

General Manager and Academic Director are responsible for ensuring copies of ACN's Vision And Values, and Code of Conduct are on display in staff and student areas on the ACN premises, and that staff within their respective chain of command have a signed copy of the code of conduct on record in their Personnel File.

REFERENCES:

Policy Number:	Policy Title
HRM7.2.2	ACN Harassment and Bullying Policy
STS4.2	Grievance Policy
STS4.3	Non-Academic Student Misconduct Policy
ACD5.1.17	ACN LTU Student Handbook
ACN0.3	Privacy Policy



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POLICY

Australian Campus Network conducts educational programs on behalf of La Trobe University.

ACN recognizes that students who choose our programs are seeking to gain the maximum benefit in their higher education studies and that they have chosen ACN due to its convenience, accessibility, affordability relative to value, our focus on individual relationship and support, and that we represent in Sydney, the opportunity for an education at a "top 10" University in Australia.

We provide a time, place and opportunity for individuals to develop their knowledge and their skills, and to secure a meaningful and promising future in Australia and overseas.

We work with each student as an individual, to enable them to achieve their full potential. We seek to provide a formative experience that contributes to the students' ongoing ability for lifelong learning, personal and professional development.

ACN operates within an environment of multiculturalism and diversity. We do not discriminate on the basis of gender, religion, sexual orientation, age, marital status or disability. We are a community of varied backgrounds, abilities, ethnicities, national origins and experiences. We treat each student fairly and equitably and expect all students to embrace these values and all of us are prohibited from any form of harassment or discrimination on the basis of these criteria.

The ACN Student and Staff Code of Conduct aims to ensure that ACN creates and maintains an environment that is conducive to work, study, and learning.

This Code has been developed to assist ACN to maintain public trust and confidence in the integrity and professionalism of its operations by ensuring that all staff and students maintain appropriate standards of conduct, exhibit principles of fairness and equity including in all our decision making and that all behaviour maintains and enhances the reputation of ACN. In the context of the above it is expected that both staff and students will be bound by the following:

COMPLIANCE WITH AUSTRALIAN LAWS:

- Students and staff must follow all Australian Federal Government and NSW State Government laws, rules and regulations.
- Student visa holders are responsible for maintaining compliance to their visa conditions as determined by the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA).

ATTENDANCE:

- Students are expected to attend all scheduled classes. Refer to separate ACN policy on Attendance and Medical Certificates in the Student Handbook.

GENERAL CONDUCT:

- Students and staff should be courteous to all other students and to all members of ACN staff.
- The personal and professional behaviour of staff must conform to standards that could reasonably be expected for persons by virtue of their positions. Specifically, staff must: perform their duties professionally, with care, skill, fairness and diligence; engage in ethical conduct; treat all others with courtesy and with due regard to their rights in the workplace and in society generally.
- Students and staff must not display conduct which is disorderly, disruptive, lewd or indecent.



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- Students and staff must behave in a manner which is not discriminatory towards any other student or staff member because of race, colour, religion, ancestry, national origin, gender, marital status, sexual orientation, age, or disability.
- Students and staff are expected to respect the differences (which may be cultural or social) of other students and staff, and to recognise the valuable contributions all individuals can make to the learning environment.
- Students and staff must not exhibit behaviour which may be interpreted as abusive. This includes physical abuse; rape and sexual assault; and verbal abuse (including defamation, threats, intimidation, coercion, extortion, blackmail, use of fighting words, profanity, harassment, bullying). Refer to separate ACN policy on Harassment and Bullying.

ACADEMIC CONDUCT:

- Students must behave in a manner which does not interfere with teaching, learning or ACN administration.
- Students must use their best endeavours to complete all class and home assignments set by their teachers. Students are encouraged to take advantage of the academic services available to them to complement their studies, to seek assistance for academic or personal counselling in order to maximize their learning experience while at ACN.
- Students have the right to access information about their course, for example outlines, assessment procedures, and progressive results, and access to learning as set out in course outlines.
- Students have the responsibility to follow instructions regarding the proper use of copyright.
- Students must not cheat or plagiarise, provide false information, or alter or misuse any ACN or La Trobe University document, record or instrument of identification.
- Staff will engage in the equitable treatment of all students because all university teachers have a professional responsibility to teaching their subjects in such a way that all students, regardless of their background or characteristics, have an equal opportunity to learn and to demonstrate that learning, in accordance with the aims of the subject.

ADMINISTRATIVE CONDUCT:

- The principles of natural justice and procedural fairness should be applied where staff make decisions of a discretionary nature or when resolving grievances. Students have the right to receive equitable treatment.
- Students will have recourse to an appeal of staff decisions made at ACN. Refer to separate ACN Grievance Policy.
- Staff are required to exercise care in their interactions with students, suppliers and other stakeholders of ACN. The appearance or perception of, or real conflict of interest must be avoided and to this end staff are not permitted to accept gifts from students or suppliers. ACN staff must not conduct business or interact with students on behalf of ACN on any other premises but 71 York St, Sydney and 65 York St, Sydney.

ALCOHOL AND ILLEGAL SUBSTANCES:

- Alcohol is not permitted on ACN premises without prior approval from senior management at ACN.
- The use, possession, sale, distribution or production of illegal substances will be reported to the police.

ACN PROPERTY:

- Students and staff must not damage ACN property or litter ACN premises.

HEALTH AND SAFETY:

- Students and staff must conduct themselves in a manner which does not endanger or threaten to endanger the health and safety of oneself or others in ACN community.



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- Students and staff must advise ACN of any reportable or potential infectious diseases to assist in the management of health issues.

PRIVACY:

- ACN complies with relevant privacy laws and regulations and fulfils our requirements for compliance. ACN's practice is guided by the 10 privacy principles. Refer to separate Privacy Policy. In the main, staff and students are entitled to confidentiality, privacy and access with respect to information relating to them. This imposes the clear obligation that staff maintains strict confidentiality, integrity and security over such information of a personal nature as they have access to in the course of their duties.

STEPS TO BE TAKEN WHERE BREACHES OF THE CODE OF CONDUCT OCCUR.

Where the safety and security of any staff or student of ACN is reasonably at risk as a result of the breach of the Code of Conduct by the staff member or the student, steps will be taken to remove the individual(s) from the campus either temporarily or permanently.

Students

Students who are deemed to be in breach of the Code will usually meet with the Academic Director in the first instance. A determination will be made as to whether the breach was academic in nature or non-academic.

Infractions of an academic nature will be guided by the relevant academic policies in place while non-academic infractions will be dealt with under the non-academic student behaviour policy. **See Non-Academic Student Misconduct Policy.**

For students, severe infractions which impact the safety and security of individuals at ACN may result in cancellation of their enrolment. International students should also be aware that cancellation of their enrolment may also put them in breach of their visa and immigration responsibilities and requirements.

Staff

If a staff member breaches the code, informal to formal disciplinary action may be taken (in line with the industrial legislation that applies). Normally, staff members alleged to have been in breach of an aspect of the Code of Conduct will be required to meet with their immediate supervisor and further steps to address the allegations will be discussed and undertaken.

Normal procedures involving natural justice, fairness and equity will apply with the staff member being given an opportunity to respond to the allegations.

For staff, severe infractions which impact the safety and security of individuals at ACN may result in employment termination.

FOR OFFICE USE ONLY:

ACN STAFF MEMBER

SUPERVISOR

DATE:

DATE:

COPY OF SIGNED DOCUMENT GIVEN TO STAFF MEMBER ON:

COPY OF SIGNED DOCUMENT SUBMITTED TO PERSONNEL FILE ON:

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