



Document ID:	HRM 7.2.1 – Staff and Student
Responsibility:	Principal
Version:	4.0
Issue date:	21/08/08

## STAFF AND STUDENT CODE OF CONDUCT

### AMENDMENT / VERSION CONTROL HISTORY:

Issue Date:	Summary of Changes
12/01/06	First version
23/02/06	Implementation to new, commencing students – no changes to content
23/06/06	UPDATING of title and changing Doc. ID from 7.2.1. to 7.2 as is Policy
21/08/28	Changing to Navitas branded logo, changing of responsibility from MD to Principal

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## **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:**

This policy applies to all staff members employed and all students enrolled at ACN.

## **RESPONSIBILITY AND AUTHORITY**

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

The Managers 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.

## **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 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:

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### **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 Citizenship (DIAC)

### **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.
- 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 policy HRM 7.2.3 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.
- Academic Misconduct is dealt with under policy reference ACD 5.6 Academic Misconduct

### **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.
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- Students will have recourse to an appeal of staff decisions made at ACN. Refer to policy STS 4.2 Complaint and Grievance.
- 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 outside ACN's premise.

### 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.
- 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 policy ACN 0.3 Privacy. 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.

In the event that breaches of the Code of Conduct occur, specific actions will be taken by ACN to address the breaches. Refer to policy reference HRM 7.2.2 General Misconduct.

#### REFERENCES:

Policy Number:	Policy Title
HRM 7.2.2	General Misconduct
HRM 7.2.3	Harassment and Bullying
STS 4.2	Complaint and Grievance
ACN 0.3	Privacy
ACD 5.6	Academic Misconduct