

## APPENDIX 7 – Student Code of Conduct

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### Purpose

The College of Law recognises the importance of an educational environment which actively promotes best practice and optimal student outcomes. The purpose of this Student Code of Conduct (the Code) is to describe the standards of behaviour and conduct expected from students in their dealings with College staff, external participants in College programs, courses, seminars or events, and other students.

The College expects all students to observe the standards set out in this Code. Compliance with this Code is mandatory and non-compliance may result in disciplinary action.

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### Applicability

This Code applies to all persons, wherever located, enrolled in a College program, course, seminar or event of any kind, referred to in this Code as 'students'.

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### The Code

All students of the College are expected to observe the highest standards of ethics, integrity and behaviour during the course of their enrolment with the College. This Code provides an overview of the College's fundamental values. It is by no means exhaustive and should be read in conjunction with relevant program manuals and College policies and procedures.

All students are expected to conduct themselves in a professional and courteous manner and observe the following standards of behaviour:

1. Comply with all relevant laws, policies, procedures, rules and regulations.
  2. Comply with all lawful and reasonable directions from the College.
  3. Be honest and fair in dealings with College staff, external participants in College programs, courses, seminars or events, and other students.
  4. Display appropriate professionalism and respect for others in appearance, dress and use of language.
  5. Treat College staff, external participants in College programs, courses, seminars or events, and other students in a non-discriminatory manner with proper regard for their rights and dignity. In this regard, discrimination, victimisation or harassment based on a person's race, colour, creed, religion, national origin, citizenship, age, sex, sexual orientation, marital status, union membership or non-membership, mental or physical disability, or any other classification protected by law will not be tolerated.
  6. Maintain punctuality. If a student is late or unable to attend a scheduled event they should contact the lecturer or event organiser and let them know as soon as possible.
  7. If a student is required to leave a scheduled event for any reason they should advise the lecturer, presenter or event organiser in advance.
  8. Observe health and safety policies and obligations, and co-operate with all procedures and initiatives taken by The College in the interests of workplace health and safety.
  9. Be honest in all dealings.
  10. Refrain from any form of conduct (including sexual assault or harassment) which may cause any reasonable person unwarranted offence or embarrassment or give rise to the reasonable suspicion or appearance of improper conduct or bias.
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11. Respect The College's ownership of all of its funds, equipment, supplies, books, records and property.
  12. Maintain during enrolment with The College and after the termination of enrolment, the confidentiality of any confidential information, records or other materials acquired during enrolment with The College.
  13. The College prohibits bribes, kickbacks or any other form of improper payment or inducement, direct or indirect, to any College staff member or external participant in a College program, course, seminar or event.
  14. All communications, whether written or oral, with College staff, external participants in College programs, courses, seminars or events, or other students must be conducted professionally, respectfully and courteously. Students must only communicate with College staff and other students through the Learning Portal for the purpose for which the Learning Portal is provided.
  15. Failure to adhere to paragraph 14 may result in disciplinary action and the College having to file a reportable data breach notification to the relevant Commonwealth ministry.
  16. Any disagreement with College staff, external participants in College programs, courses, seminars or events, or other students must be conducted professionally and courteously with respect and consideration for the other person and without resort to violence, intimidation, threat or harassment of any kind and in compliance with relevant College complaints procedures.
  17. Students must participate in College programs, courses, seminars or events with integrity and without resort to plagiarism, collusion or cheating in any coursework or assessment.
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