

## 1. Purpose

The purpose of this Student Code of Conduct (Code) Policy is to set out the minimum standards of behaviour expected of all students at Australian School of Accounting (ASA). It articulates and supports the expectation that all students will behave in a mature, responsible, ethical and respectful manner at all times.

This Code has been developed to ensure that all students are aware of what ASA expects in terms of their behaviour.

## 2. Principles

Australian School of Accounting upholds the following principles with respect to student conduct. Specifically, that:

1. as representatives of ASA, students have an obligation to set an example to others and behave in an appropriate manner;
2. students share the responsibility of maintaining and promoting a safe, harmonious and healthy learning environment;
3. adherence to this Code will foster and support confidence in the integrity and professionalism of ASA; and
4. breaches of conduct will result in penalties or sanctions.

## 3. Scope

This Policy applies to all students of ASA.

## 4. Definitions

Term	Definition
Bullying	Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online and it can be obvious (overt) or hidden (covert). Bullying of any form or for any reason can have long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying. (National definition of bullying for Australian schools)
Discrimination	The act of treating a person or group of people unfairly or less favourably because of their race, gender, colour, nationality, descent, religion,

	ethnicity, ethno-religious background, sexual preference, socio-economic background, disability or other personal characteristics or features.
Harassment	Unwelcome and unreciprocated behaviour that is often repeated over time and causes unease, humiliation and/or intimidation for the person towards whom the behaviour is directed.
Misconduct	Any conduct prohibited under this Code and/or other policies and procedures of ASA.
Sexual Harassment	Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature, which may cause a person to feel humiliated, intimidated or offended. Sexual harassment may occur between people of the opposite gender or of the same gender, may be physical, psychological, visual or verbal, and may be a one-off incident or repeated behaviour.
Student	For the purposes of this document, 'student' includes enrolled students, students who have been accepted for enrolment but who have not yet commenced and students on a period of suspension or exclusion.

## 5. Policy

All students of ASA are responsible for ensuring they are familiar with this Code and the expectations of ASA. Students must endeavour to avoid circumstances and situations which lead to a breach of this Code and must not conspire and/or incite other students to breach the Code.

### 5.1 Interactions

Students are expected to uphold the values of ASA in all their interactions at ASA. This includes:

1. respecting all other students, staff, employees, personnel and members of the public at all times;
2. acting honestly and ethically;
3. not impeding others in their study, research or work at ASA;
4. respecting the privacy of others at ASA;
5. not behaving in a discriminatory way or encouraging discriminatory behaviour;
6. respecting the views and opinions of all other students and staff;
7. not compromising the physical or psychological safety of others at ASA; and
8. complying with all applicable laws, rules and statutes while on the premises of ASA.

## 5.2 Property

Students are to respect the property of ASA, including its facilities, resources and environment. Students must not:

1. damage or destroy property;
2. vandalise any part of the premises, property, resources or facilities of ASA;
3. mount or display obscene or offensive signs or signs designed to incite unlawful behaviours;
4. steal others' possessions or take possessions without permission;
5. hinder or undermine the ability of others to use ASA's property, resources or facilities; or
6. intentionally cause pollution.

## 5.3 Harassment, Bullying and Discrimination

Harassment, bullying or discrimination is not tolerated by ASA under any circumstances. Unacceptable behaviour includes, but is not limited to:

1. physical or verbal abuse;
2. violent, threatening, offensive, intimidating or bullying conduct, language or behaviour;
3. sexual harassment, including unwelcome sexual advances, persistent questions about a person's sexual orientation or sex life and unwelcome requests for sex or sexual favours; please refer to the sexual harassment and sexual assault policy for further information;
4. antagonising or victimising any person or group because of their race, gender, colour, nationality, descent, religion, ethnicity, ethno-religious background, sexual preference, socio-economic background, disability or other personal characteristics or features;
5. inciting or encouraging others to harass, bully or discriminate against another;
6. disclosing the personal and private details (such as sexual orientation, health or religion) to others without authorisation or permission; and
7. making false, trivial or uncorroborated allegations in order to harass another.

Such behaviours are considered to constitute serious misconduct and will incur disciplinary action. Potential consequences include referral of the matter to relevant law enforcement authorities.

## 5.4 Legal and Illegal drugs

1. **Illicit drugs and alcohol:** Under no circumstances are students permitted to have in their possession, consume, distribute or produce any illicit drug or alcoholic substance while on ASA's premises. Such conduct will be subject to disciplinary action and may be reported to external authorities for investigation. Students are not to encourage others to engage in such activities while on the premises of ASA.

2. **Smoking:** Smoking (including the use of electronic cigarettes) is strictly prohibited in all ASA's buildings. Those who wish to smoke must use the designated smoking areas and ensure they are at least five metres from any doorway or window while smoking. When using a smoking area care must be taken not to obstruct or block the access of others. In smoking areas all litter should be disposed of correctly in the bins provided.
3. **Medications:** Medication prescribed by a medical practitioner or available over the counter of a licensed chemist is permitted to be in the possession of students while on ASA's premises. Personal medications should not be shared or given to any other student or staff member.

## 5.5 Weapons and Illegal Activity

It is prohibited for students to possess weapons or any kind of dangerous instruments while on ASA's premises without a permit from Australian law enforcement authorities. If discovered, the relevant authorities will be notified to deal with the matter and to remove both the item and the student/s from the premises.

Any illegal activity, or alleged illegal activity, will be reported to the relevant law enforcement authority for investigation.

## 5.6 Academic Conduct

All students at ASA must:

1. act ethically and honestly in all academic matters, including assessment submission and conduct during examinations;
2. read all official communication from ASA in a timely manner;
3. ensure that their enrolment and progress is consistent with the rules, policies and regulations of Australian School of Accounting; and
4. conduct themselves respectfully and responsibly in class, or leave the classroom. Disruptive behaviour will not be tolerated.

Any behaviour or acts which ASA considers to constitute cheating, collusion, plagiarism, academic dishonesty or other dishonest conduct will not be tolerated and will be subject to disciplinary action and penalties as deemed appropriate.

Students should refer to the Student Academic Conduct Policy for further guidance on Academic conduct.

## 5.7 Conduct during Examinations

The following rules apply to all students undertaking examinations:

1. Students must observe the procedures outlined on the cover sheet for any examination or assessment, as well as the examination rules outlined by examination supervisors.

2. Students found with items in their possession that can be used for cheating at any point during the examination will be subject to disciplinary action.
3. Students disrupting an examination and/or other students sitting an examination may be directed to leave the examination room and risk failing to complete the examination.
4. Student identity cards or another form of photo identification must be brought to all examinations.

## 6. Relevant Documents

*Student Academic Conduct Policy*

*Student Support Framework*

*Student Code of Conduct Procedure*

*Sexual Harassment and Sexual Assault Policy*

## 6. Relevant Legislation

*Higher Education Standards Framework (Threshold Standards) 2021*

## 7. Version Control

Document		Student Code of Conduct			
Approved by		Academic Board		Date: 20 April 2021	
				Next review	2023
Version #	2.1	Replaces Version #	2.0	Update to TEQSA standards	
	2.0		1.4-1.3	Academic Board approval Course accreditation Academic Board review	
	1.3		1.2	Style review	
	1.2		1.1	Project Manager review Next Review	2020
	1.1		1.0	Academic Board review	
	1.0		0.3	Academic Board approval	
	0.3		0.2	Academic Board review	
	0.2		0.1	Policy and procedure separated	
	0.1		00	Generic	