

# Student Code of Conduct

## Scope

This policy applies to all students in respect of all actions and activities (including inaction and inactivity) relating to or impacting on the School, its students and staff.

## Purpose

The purpose of the Student Code of Conduct is to inform Murdoch Institute of Technology students of the School's expectations regarding student conduct. This includes general behaviour as well as requirements for assignments and examinations. It forms a framework to enable the withdrawal of students for breaches of the Code of Conduct.

As part of their Enrolment and Admission, all Students must read, understand and follow the Student Code of Conduct. Students should be aware of the consequences of not following School requirements as set out in this code. Academic and Student Services staff are expected to be aware of the Code in order to advise students and to implement the Code when appropriate.

As a pathway School, Murdoch Institute of Technology aims to provide students with the skills required for a successful transition to higher education.

The School has developed a harmonious community environment which promotes positive interaction between staff and students. All staff are caring, committed and dedicated to assisting students. School teaching staff are an established group of dedicated, professional educators.

The School has structures developed to ensure that students are supported and that their welfare is monitored. This provides the best circumstances for students to achieve and meet their career goals.

The majority of our students are responsible and well-mannered and the School is proud of them and their achievements. There are a small number of occasions where a student's behaviour may impact on other students and their learning opportunities.

This Code has been developed to provide guidance for staff and students on the School's expectations and how the School may respond to various acts of misconduct.

Students found to have breached the Code, may be subject to penalties in accordance with the School's policies and procedures.

The Code of Conduct also operates in conjunction with common and statute law and does not exclude or replace the rights and obligations of any individual under common and statute law.

## Principles

Students enrolled at the School must meet following obligations when undertaking academic or other School activities:

### ***Obligation of Personal Responsibility***

Students will:

- read and comply with their enrolment conditions and the School's policies, procedures and ethical requirements;
- read and comply with their program/course requirements;
- take responsibility for their own education and direct their own learning;
- monitor their academic progress; and
- raise issues or concerns with the School in a timely manner.

### ***Obligation to Act with Honesty and Integrity***

Students will:

- uphold Academic Integrity;
- assist the School to comply with all relevant and appropriate legislation and regulations that apply to the School;
- abide by relevant ethical requirements; and
- report a breach of the Code if they reasonably believe that they have observed a breach.

### ***Obligation of Respect and Fairness***

Students will:

- treat other students and staff of the School with respect and fairness;
- avoid discriminatory conduct on grounds such as gender, sexuality, race, ability, cultural background, religion, age or political views;
- not engage in conduct which may objectively be considered as harassment, sexual assault, sexual harassment or bullying, or which is otherwise disruptive or intimidating;
- respect the privacy of others in the collection, use or access of personal information whilst enrolled with the School;
- not disclose confidential information concerning any matter relating to the School;
- avoid disrupting or interfering with any teaching, learning or other academic activity of the School;
- consider their responsibilities and the consequences of their actions when exercising their freedom of expression;
- support legitimate academic debate;
- not impair the rights of others to participate in any legitimate School activity; and
- not encourage, persuade or incite others to engage in conduct or behaviour constituting misconduct in accordance with the School's policies and procedures.

### ***Obligation to Ensure Safety and to Respect Property***

Students will:

- not endanger, or potentially endanger the safety or health of self and others;
- not cause any harm to self or others, including students and staff, whilst on the School's premises;
- not engage in unlawful behaviour;
- not participate in any activity conducted by the School or authorised to be held on the School's premises while under the influence of alcohol or any prohibited substance;
- use the School's property and/or resources, including communication technology resources, cooperatively, legally, ethically, responsibly and appropriately;
- respect the property rights of others, including students and staff, whilst on the School premises;
- comply with any reasonable request or directions from School's staff with regard to safety.

### ***Obligation to Maintain the School's Reputation***

Students are obligated to:

- ensure that the School's reputation is not adversely affected when they undertake academic or other extra-curricular School activities;
- avoid using the School's name, reputation, intellectual property or resources for private or business purposes without appropriate authorisation;
- avoid engaging in fraudulent or corrupt behaviour, including the impersonation of another person or use of forged, false, falsified or incomplete evidence of academic standing or immigration status or any other relevant matter in order to gain or maintain their enrolment with the School;
- declare a matter which may influence decisions in their interest, or declare a matter which could be perceived to influence decisions in their interest.

### **The School's Expectations from Students**

The School expects that students will be committed to their studies, interact in a positive and respectful manner with staff and other students and operate in an ethical fashion. This Code provides details of expectations of student behaviour/conduct as well as providing details of the possible consequences to students if they are in breach of the Code of Conduct. In particular, this Code outlines in detail the School's expectations of students in relation to:

- General Behaviour and Attitude
- Wellbeing, Health and Safety
- Harassment, Sexual Assault and Sexual Harassment and/or Bullying
- Counselling and Support Services
- Diversity, Inclusion and Equity
- Exam Rules and Procedures
- Attendance/Lateness
- Academic Misconduct
- Assignments and Deadlines
- Information Technology
- Smart Devices

## General Behaviour and Attitude

The School maintains high academic standards, which require students to be committed to their studies in order to achieve the highest possible goals. The commitment of students to their studies allows the School to provide them as much help as possible to achieve academic success.

Students are expected to:

- complete all assignments and work allocated to them;
- attend their classes on time;
- be prepared for their classes;
- treat their peers and teachers with respect;
- behave in a manner which does not interfere with the learning rights of others;
- seek help or guidance with any difficulties they may be experiencing by talking to the teaching staff, the Student Services staff;
- have regard for the large number of facilities available to them both within the School and the University and ensure that such property is treated with respect;
- seek support and advice when required;

If any student disobeys the School rules, particularly with regard to those set out below, the student will be issued with one written warning. If the student re-offends, the School reserves the right to expel the student and inform the Department of Home Affairs that he/she is no longer studying at the School and is therefore in breach of his/her visa conditions. If this happens, the student may have their visa cancelled and may not be able to get a further visa to study in Australia. If the severity of the incident is considered to be considerable the School will forgo the warning and implement the expulsion.

Students may be placed on an intervention if they are not achieving, and will be expected to meet the conditions of the action plan. Parents of students who are under 18 years of age will be notified, if such action takes place.

Under the ESOS Act, the School is obliged to inform the Australian Government if a student is not attending a minimum of 80% for the duration of each study period (for ELICOS, MUPC and Foundation Studies) and/or if they are not achieving satisfactory academic progress.

In addition, if the student behaves in a way which the School reasonably believes will bring the School into disrepute, or if a student is found to be engaging in or being party to conduct intended to deceive the School such as providing false or unauthorised documentation or making false or misleading statements or impersonating another, the School is entitled to expel the student without refund.

For further information on circumstances in which students' enrolment may be cancelled please see the *Deferral, Suspension and Cancellation of Enrolment Policy*.

## Wellbeing, Health and Safety

The wellbeing, health and safety of the students is of utmost importance for the School. Policies and procedures are in place to be followed by and guide students when it comes to their wellbeing and safety. The students are obligated to follow these rules to ensure their safety and to know when and where to seek support.

## Harassment, Sexual Assault and Sexual Harassment and/or Bullying

Murdoch Institute of Technology is committed to maintaining a teaching and learning environment that is free of harassment (including sexual assaults and sexual harassment), bullying and discrimination, which values and fosters good working relationships that enable staff and students to be treated with dignity and respect. In some instances, harassment might take place outside the learning and teaching environment, for instance at a student event, or when a student or staff member makes unwelcome social media comments regarding another student or staff member.

Bullying and harassing behaviour is unacceptable at the School and will not be tolerated. Further, any retaliation against an individual who has complained of harassment, or retaliation against individuals for cooperating with an investigation of a complaint, will not be tolerated. A claim of harassment may also form grounds for complaint under relevant anti-discrimination legislation.

Murdoch Institute of Technology takes allegations of bullying and harassment (including sexual assaults and sexual harassment) seriously. Allegations of bullying and harassment involving students will be handled with sensitivity and impartiality and in accordance with the School's complaint process. Where it is determined that harassment has occurred, the School will act promptly to eliminate the improper conduct and take corrective action as is necessary, including disciplinary action where appropriate.

Harassment:

- may be verbal, psychological, written, visual, physical or by electronic means e.g. by email;
- may occur as a single incident or as a series of incidents;
- may be subtle and implicit rather than explicit;
- frequently involves an abuse of power or trust and is often directed at a person who is unable to stop the behaviour.

Readers should take into account that behaviour, words and gestures have different meanings in different cultures. What may be acceptable in one culture may not be in another.

All members of the School community have the right to:

- feel safe and comfortable at all times
- feel secure at all times.

All members of the School community have the responsibility to:

- keep themselves and their environment safe;
- show respect for themselves, for others and for the property of the School.

Actions which take the form of harassment or assault or which are coercive, including those that are seemingly justified on the basis of being an initiation into, or punishment within a group, are unacceptable. Harassment is not tolerated at the School and the Student Services Manager will deal with all incidents of harassment. The School will provide assistance for anyone who feels that they are being harassed and will try to resolve the issue with both parties. If the problem persists, a formal complaint should be made to the School Director and further action will be taken.

## **Counselling and Support Services**

The School offers various support services such as counselling, disability and reasonable adjustments requirements, should students require these.

Students are informed of these services at the time of their enrolment with the School. It is the students' responsibility to inform the School if they require any support with their studies or wellbeing.

## **Diversity, Inclusion and Equity**

Murdoch Institute of Technology values diversity of knowledge, thought and experience and believes that a collaborative and inclusive culture is important for learning, teaching and research, and facilitates a positive staff and student experience.

Equity in regard to representation of socio-economic status, gender, cultural diversity, Indigenous Australians, disability and sexual orientation are important to a fair and just School community and a broader just society.

Australian law prohibits harassment on the basis of race, national or ethnic origin, gender, disability (i.e. physical, intellectual, psychiatric, sensory, neurological or learning disabilities and illnesses such as HIV/AIDS), sexual orientation, religious background, marital status, pregnancy or potential pregnancy, political belief, family status, criminal record and age. While the definition of sexual harassment is described in detail, this policy applies to all forms of harassment.

Murdoch Institute of Technology expects its students to act in a courteous manner that involves treating others with respect and dignity in interpersonal dealings. All students are also expected to raise issues of concern, where they are apparent.

## **Attendance/Lateness to Classes**

Students are required to attend a minimum of 80% of their classes each study period (ELICOS, MUPC and Foundation Studies). Students on an Overseas Student Visa who do not meet this requirement are in breach of their student visa conditions and the School is obligated to notify the Australian Government of their unsatisfactory attendance via the Department of Education PRISMS reporting system.

## **Academic Misconduct**

Students are subject to the School's *Academic Integrity and Conduct Policy* which requires students to appropriately use academic conventions. Murdoch Institute of Technology considers plagiarism a serious offence.

## Major Academic Misconduct

| VIOLATION   | POSSIBLE PENALTIES*     |                         |                         |
|---|-------------------------|-------------------------|-------------------------|
|   | 1 <sup>st</sup> Offense | 2 <sup>nd</sup> Offense | 3 <sup>rd</sup> Offense |
| <b>Cheating Offenses</b>  |                         |                         |                         |
| Unauthorised assistance with academic work.   | LOW                     | MEDIUM                  | MEDIUM                  |
| Copying from another student's work or allowing another student to copy one's work.   | LOW                     | MEDIUM                  | HIGH                    |
| The use or possession of unauthorised materials such as textbooks, notebooks, electronic devices etc. during an assessment.   | MEDIUM                  | HIGH                    | EXTREME                 |
| Collaborating with another person to complete academic work, e.g. a formal assessment.  | LOW                     | MEDIUM                  | HIGH                    |
| Obtaining by any means, possessing, or soliciting in whole or in part, items such as the contents of an un-administered assessment or solutions without permission. | MEDIUM                  | HIGH                    | EXTREME                 |
| Substituting for another person, or permitting another person to substitute for oneself in a formal assessment, including contract cheating.                        | HIGH                    | EXTREME                 | EXTREME                 |
| Altering initial answers/responses and then claiming the assessor inappropriately graded the examination or assessment.   | MEDIUM                  | HIGH                    | EXTREME                 |
| <b>Plagiarism Offenses</b>  |                         |                         |                         |
| Referencing or attribution of work is not clear or adequate, or has numerous errors. Fabrication of sources in a bibliography.                                      | LOW                     | MEDIUM                  | MEDIUM                  |
| Inappropriate paraphrasing, or miss-representation of work which appears accidental, unintentional or due to lack of knowledge.                                     | LOW                     | MEDIUM                  | MEDIUM                  |
| Significant appropriation of work which appears deliberate and planned.   | MEDIUM                  | HIGH                    | EXTREME                 |
| Unauthorised submission of the same written assignment and/or failure to cite previous work by the same student.  | LOW                     | MEDIUM                  | HIGH                    |

\*In determining the applicable penalty, regard should be taken to the type and nature of the misconduct and to the educational experience of the student.

| KEY     |   |
|---------|---|
| LOW     | <ul style="list-style-type: none"> <li>Learning Intervention</li> <li>Re-Submission (for Possible full points)</li> </ul>                 |
| MEDIUM  | <ul style="list-style-type: none"> <li>Re-Submission (penalty to points applied)</li> <li>Automatic Zero Applied to Assessment</li> </ul> |
| HIGH    | <ul style="list-style-type: none"> <li>Failure of Course</li> <li>Removal from Course</li> </ul>  |
| EXTREME | <ul style="list-style-type: none"> <li>Exclusion</li> </ul>   |

## Test and Exam Rules and Procedures

Students are subject to the examinations rules that are administered by Murdoch Institute of Technology and as outlined in the *School's Assessment Policy*. Some general rules are set out below.

### *Prior to the start of an exam session:*

Arrive at the examination venue at least 10 minutes before the commencement of reading time, as all examinations will begin on time. No extra time will be given to students who are late, regardless of the reason and there will be no admittance to the examination room after the first 30 minutes.

- Place all notes and materials in your bag—except those authorised for the examination. You will not be allowed to access your bag once you are in the examination room.
- No electronic devices are permitted, with the exception of calculators authorised for an examination. Clear the memory of graphics calculators.
- Switch off alarms, mobile phones, smart watches and any unauthorised electronic device, and place in your bag. Switch off alarms before switching off devices.
- Students are not permitted to bring electronic or paper dictionaries into the exam room. English-English dictionaries are provided by the School.
- There is to be no lending or sharing of equipment among students.
- On entering the examination room, students must show at the door all materials that they will use during the exam.
- If you have no bag, you must place any unauthorised items at the front of the examination room.
- Students are required to show their student ID cards at the door to the examination room, then place them on the upper corner of their desks.

### ***During exam sessions:***

- Follow all written and verbal instructions provided by the School's staff and/or teachers.
- Behave in accordance with the instructions of the invigilator at all times.
- Do not talk in the exam room.
- Raise your hand if you need to speak to an invigilator.

### ***Actions and consequences in exams and tests:***

If a student is found to be cheating in an exam, the following consequences will apply:

- unauthorised notes in an exam—subject related: automatic 0 mark for the exam. Notes will be confiscated immediately. The student will be allowed to finish the exam. An investigation will be conducted at the end of the exam and depending of the outcome, the exam results will be accepted or not, in which case the student will have the right to lodge a formal complaint.
- unauthorised electronic devices must be switched off and put away prior to the start of the exam. Use of an unauthorised electronic device in an exam will result to an automatic 0 mark for that exam. The device will be confiscated immediately.
- any electronic device sounding during an exam will result to an automatic 0 mark for the exam.
- talking or gesturing to another student, reaching into their bag will result to an automatic 0 mark for the exam in all cases, the student has the right to lodge a complaint within 10 working days, as per the School's complaints and appeals process.

Should the above ever happen, students must note that there may be consequences for their University offer as the delay in finalising their results may affect the course

### ***General Information for Exams and Tests***

Provision is made for students who miss the examination to re-sit the examination, under special consideration.

Penalties for misconduct in the examination may result in no grade being awarded for the student's examination paper, as outlined in the sections above.

Extra time for completion of an examination may be granted to students following an approved "Reasonable Adjustment Application".

Applications must be made at least one month before the exam day. Students should notify Student Services staff or the Academic Manager if they require special arrangements.

If a student has unsatisfactory attendance and is reported through PRISMS, they may have their visa cancelled by the Department of Home Affairs.

The School expects each student to arrive on time for every class, to ensure maximum learning outcomes. Recurring lateness is dealt with by the Student Services staff.

## ***Assignments and "Deadlines"***

Due dates for assignments are made available by unit teachers in advance, in the subject assessment plan. Students must meet the deadlines or will be penalised 5% for each 24-hour period. Students need to submit assignments as directed by their teacher.



## Information Technology

Students must remember that all use of IT facilities is logged and monitored by the School. The School's *Electronic Media Policy* provides more details on what is acceptable and what isn't.

Some general rules are set out below.

### Do's

- Log out of computer systems when you have finished using them.
- Only use School IT systems for purposes relating to your study, research or work at the School.

### Don'ts

- Don't access pornographic or obscene material or material that could offend others.
- Don't let anyone else use any of your accounts or tell anyone your password.
- Don't download videos or music that's copyrighted by other people.
- Don't use IT facilities to bully or harass other people.
- Don't install unlicensed or malicious software.
- Don't use IT facilities to advertise goods or services.
- Don't use IT facilities to play computer games. This includes games via the internet, CD or USB etc. This is disruptive to other students.
- Don't eat or drink in computer labs.

### Emails

All students are expected to learn how to email if they are not able to do so currently. Students are discouraged from:

- forwarding spam mail;
- sending inappropriate advertising material;

For student's own security, passwords must be kept secure. Students will also be prompted to change their password regularly.

Students must inform the School of any changes to their email address (or any other contact details, such as phone number, residential address, etc) within 7 days from the date the change has occurred.

### Smart Devices

The use of smart devices (phones, tablets, laptops etc.) during class is permitted when it's part of the curriculum. If a student uses a device in class without permission from the teacher, the student will be warned, and reminded the use of the device is not permitted.

If a student is uncooperative regarding the use of smart devices in class, they may be asked to meet with the Academic Manager to discuss the matter. They may also be referred to the School Director, should the issue require to be escalated.

## Compliance

Compliance with the Student's Code of Conduct forms part of the students' conditions of Admission and Enrolment.

Where a student is aware of or suspects a breach of the Code, they must immediately report the breach to Student Support Services.

Breaches in relation to Academic Integrity are to be reported and managed in accordance with the Academic Integrity and Conduct Policy.

Breaches in relation to a student's non-academic conduct are to be reported and managed in accordance with the Enrolment Terms and Conditions as outlined in the Application Form.

Breaches in relation to Harassment, Sexual Assaults and Sexual Harassment, as well as Bullying or any Discrimination, are to be reported and managed in accordance with the respective policies.

All breaches specified above may also be reported via the School's "Grievances, Complaints and Appeals Policy".

Students who are found to have breached this Code of Conduct, may be subject to penalties, including exclusion from the School and/or cancellation of the enrolment, in accordance with the above mentioned policies.

Some breaches of this Code may also have separate consequences for students under criminal or civil jurisdictions.

## Relevant Legislation

As a registered education provider, the School operates under strict laws and regulations. Policies and procedures are in place to ensure compliance with such laws.

Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)

<https://www.legislation.gov.au/Details/C2017C00271>

Higher Education Standards Framework (Threshold Standards) 2015

<https://www.legislation.gov.au/Details/F2015L01639>

Higher Education Support Act 2003

<https://www.legislation.gov.au/Details/C2019C00201>

Education Services for Overseas Students Act 2000 (ESOS Act 2000)

<https://www.legislation.gov.au/Details/C2017C00292>

National Code of Practice for Providers of Education and Training to Overseas Students 2018

<https://www.legislation.gov.au/Details/F2017L01182>

## Related Policies

Following policies must be read in conjunction with the Student Code of Conduct, to be found on the School's website, currently at following link <https://www.murdochinstitute.wa.edu.au/policies/>:

- Academic Integrity and Conduct Policy
- Assessment Policy
- Progression Policy
- Admission Requirements Policy
- Changes to Enrolment Policy (currently under review)
- Attendance Policy
- Grievances, Complaints and Appeals Policy
- Diversity, Inclusion and Equity Policy
- Reasonable Adjustment Policy
- Prevention of Harassment and Bullying Policy
- Sexual Misconduct Prevention and Response Policy
- Privacy Policy

### Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer(s) to ensure compliance with this policy.

| <b>Policy Category</b>   | Academic  |   |                       |                        |
|--|---|---|-----------------------|------------------------|
| <b>Responsible Officer</b>   | Vice President, Academic  |   |                       |                        |
| <b>Implementation Officer</b>  | College/School Director   |   |                       |                        |
| <b>Review Date</b>   | October 2020  |   |                       |                        |
| <b>Approved by</b>   |   |   |                       |                        |
| Vice President, Academic under a standing delegation from the Academic Board |   |   |                       |                        |
| <b>Version</b>   | <b>Authored by</b>  | <b>Brief Description of the changes</b>   | <b>Date Approved:</b> | <b>Effective Date:</b> |
| 2.0  | Quality, Regulations and Standards Team in collaboration with the Murdoch Institute of Technology | Review of Student Code of Conduct. Included new sections on Scope and Principles of the Code of Conduct, Compliance with the Code, relevant legislation and related policies.<br>Included information on wellbeing/health and safety, diversity, harassment, sexual assault and harassment, bullying, counselling and support services and how to use electronic media when using the School's IT facilities. | 05.12.2019            | 20.01.2020             |