

Student Code of Conduct Policy

1. Purpose

UniSmarter's Code of Conduct outlines standards of acceptable behaviour required by all students. By ensuring appropriate standards of conduct, the reputation and integrity of UniSmarter is maintained.

Within the UniSmarter environment, staff and students have both expectations and responsibilities. These expectations and responsibilities are intended to assist UniSmarter in providing students with access to educational resources that will enable them to successfully complete their study.

2. Application

This policy applies to all UniSmarter students in the online learning environment.

3. UniSmarter Expectations

As members of an academic environment at UniSmarter, students are expected to:

- treat all others with respect and courtesy;
- treat others equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction;
- respect the opinions and views of others;
- avoid any conduct that might reasonably be perceived as sexual, racial, or gender-based harassment or otherwise intimidating;
- participate in all learning activities (asynchronous and synchronous) and submit assessment pieces on time;
- heed and utilise academic performance feedback from teaching staff. Please note this feedback cannot be defined as bullying, harassment or discriminative;
- familiarise themselves with, and abide by, UniSmarter's policies and procedures;
- maintain high standards and a professional approach to their study program.

4. Student Expectations

As individuals, students of UniSmarter can expect:

- to be treated with courtesy and respect;
- to be treated equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction;
- to be able to freely communicate and voice alternative points of view in rational debate;
- to participate in a learning environment free from sexual, racial, gender-based, or other forms of harassment;
- to rely on the protection of personal information;
- to be able to access personal records, subject to the provisions UniSmarter Privacy Policy;

- to be provided with timely and accurate information as it pertains to course[s], enrolment, and all administrative matters;
- to have reasonable access to lecturing staff through different modes of interaction including webinars, telephone calls, emails, texts and discussion forums;
- that assessment within course[s] will be equitably and appropriately implemented;
- to be assisted in the development of their English language proficiency;
- UniSmarter virtual learning environment and associated systems provide safe and secure access to the UniSmarter services;
- that in the event of involvement in a relationship with a staff member, particularly where it is a family-based, close / intimate or an exclusive one, the member of staff must inform the Program Manager. When UniSmarter has been informed of a relationship it will consider appropriate action in a manner that protects the integrity of all parties.

5. Behaviours Appropriate to a Learning Environment

To comply with the Student Code of Conduct, and therefore maintain current enrolment at UniSmarter, students are expected, at a minimum, to adhere to the following behavioural guidelines:

- adhere to all UniSmarter policies;
- demonstrate mutual respect for UniSmarter staff, and fellow students;
- prepare for each class by undertaking the required reading, and completing all necessary tutorial activities;
- attend all webinars, tutorials, and all other learning activities regularly;
- attempt and submit assessment as specified in course outlines, course websites and on exam timetables;
- arrive for all learning activities at the scheduled time;
- work to the best of their ability;
- endeavour to use the English language as a communication medium at all times for all UniSmarter-related matters;
- avoid all forms of academic misconduct;
- provide constructive feedback when evaluating courses and members of teaching staff;
- refrain from activities that might negatively impact on other members of UniSmarter via face to face and on any forms of digital or social media;
- keep away all mobile and other non-required electronic devices during learning activities and examinations;
- not smoke, eat or drink during the learning activities;
- be aware of their responsibilities within their courses and program of study, and
- any other rules of examination behaviour as determined by, and/or negotiated with, their teacher.

6. Discrimination and Harassment

UniSmarter is committed to providing access to learning aids and an equitable approach in dealing with all students. UniSmarter recognises the right of all students and staff to work and study in an environment free from discrimination and harassment based on gender, age, sexual preference, impairment, religion, race, colour, national or ethnic origin, or language.

Please refer to the *Discrimination, Harassment, Victimisation and Bullying Policy* for all provisions.

7. Misconduct

UniSmarter students who breach any of the expectations, behaviours, or guidelines outlined in this Code of Conduct may be considered to have engaged in official misconduct.

In addition, a student who engages in any of the following activities may also be considered to have engaged in misconduct:

- endangers the health or safety of any person at UniSmarter;
- unlawfully assaults, or attempt to assault another member of UniSmarter;
- engages in dishonest behaviour;
- damages or abuses UniSmarter systems and technology.

8. Reporting Misconduct

A person may report possible student misconduct to a relevant senior staff member. Any such report should be made as soon as possible after the person reporting becomes aware of the misconduct in question and should be confirmed in writing.

Students who have a complaint about the conduct of a staff member, or a particular situation in which they have been involved or witnessed, have a right to raise their complaint. All complaints are considered with courtesy, in a timely fashion, and without fear of prejudice or inappropriate treatment.

For further information, refer to the *Student Complaints and Appeals Policy*.

9. Responding to Allegations of Misconduct

Upon receipt of an allegation of misconduct the responsible staff member may take any immediate action necessary to ensure the ongoing safe operation of UniSmarter. This may include the exclusion or removal of a student from UniSmarter modules, provided that this exclusion does not exceed 24 hours and a report of this action is provided to the Program Manager.

A relevant senior staff member will undertake to investigate any allegation of misconduct in a timely manner and may refer the allegation of misconduct, upon preliminary investigation, onto the Program Manager or Student Success Advisor, or an appropriate external authority.

Where an allegation of student misconduct is made a student will be informed, where appropriate, in writing of this allegation and will be given an opportunity to respond to the allegation of misconduct. The written notification of the allegation will prescribe the date by which a response should be submitted (providing that such date be no less than seven working days after the date of the notification), and the methods by which a student is able to respond.

A student must respond within the prescribed time frame. Where a student fails to respond within such time frame the relevant senior staff member may proceed to a final determination of the matter, including implementation of any penalty.

10. Penalties for Misconduct

If it is determined that a student has engaged in official misconduct, they may be subject to any, or a combination, of the following penalties:

- Official reprimand (note made on student’s record);
- Exclusion for a specified period of time;
- Exclusion from UniSmarter indefinitely if there have been more than one incidence recorded.

11. Appeal

A student who has had a penalty imposed as a result of misconduct may appeal, through the *Student Complaints and Appeals Policy*, against the penalty imposed.

Refer to the *Student Complaints and Appeals Policy* for details on the appeals process, including timeframes.

12. Related Documents

- Student Complaints and Appeals Policy
- Discrimination, Harassment, Victimisation and Bullying Policy

Amendment History

Department:	Academic Affairs	
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