



# Student Code of Conduct Policy

## Scope & Purpose

This policy and procedure applies to all members of the Russo Business School Community

It outlines standards of acceptable behavior required by all Russo Business School students and the expectations that Russo Business School staff and students can have of each other.

## Definitions and Abbreviations

**Academic integrity** means the commitment to act ethically, with honesty, respect, and fairness in creating and/or publishing and/or otherwise communicating information in an academic environment. It is evident in the use, production, and dissemination of information in a respectful and responsible way. Breaching academic integrity is also known as 'academic misconduct' or 'academic dishonesty'.

**Academic misconduct** is conduct that attempts or succeeds to obtain unfair academic advantage through misrepresentation, plagiarism, collusion, falsification, cheating, use of social relationships with academic staff or any other breach of academic integrity for their own gain or the benefit of others.

**Discrimination** has the same meaning as contained in the Anti-Discrimination Act 1991 (Qld), Age Discrimination Act 2004 (Cth), Disability Discrimination Act 1992 (Cth), Racial Discrimination Act 1975 (Cth), and Sex Discrimination Act 1984 (Cth).

Discrimination, including direct and indirect discrimination, occurs when a person is treated less favourably or harassed in certain areas of life including their employment because of a personal characteristic or attribute, whether real or imputed, including the setting of a requirement, condition or practice that is unreasonable and that people with a particular characteristic cannot meet.

**Domestic Student** is an Australian Citizen, Australian permanent resident or a New Zealand citizen.

**Course** is an appropriate suite and sequence of subjects that meets the requirements and specifications of the relevant level of the *Australian Qualifications Framework AQF 2<sup>nd</sup> ed, 2013* and which leads to the conferral of an award. For example, a Diploma of Business.

**Harassment** occurs when a person, or a group of people, is intimidated, insulted or humiliated because of one or more characteristics, or from working in a hostile or intimidating environment that makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances. Harassment can arise as the result of a single incident as well as repeated incidents (for example, hazing).

**International student** means a person (whether within or outside Australia) enrolled at Russo Business School who holds a student visa.

**Misconduct** means conduct by a student that is contrary to accepted standards of behaviour at Russo Business School including conduct that:

1. Endangers the health or safety of any person;

2. Unlawfully assaults, or attempts to assault another member of Russo Business School or campus community;
3. Engages in dishonest behavior; and/or damages or abuses Russo Business School property
4. Breach of IT Protocols.

## **Policy**

### ***Russo Business School Expectations of Students***

5. As members of an academic environment, students of Russo Business School are expected to:
  - a. Treat others with respect and courtesy;
  - b. Treat others equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age or political conviction;
  - c. Respect the opinions and views of others;
  - d. Avoid any conduct that might reasonably be perceived as sexual, racial, or gender-based harassment or otherwise intimidating;
  - e. Attend classes, maintain consistent levels of study, and submit assessment tasks on time;
  - f. Avoid all forms of academic misconduct; Refer to Academic Misconduct section
  - g. Familiarise themselves with, and abide by, Russo Business School's policies and procedures;
  - h. Maintain high standards and a professional approach to their study program;
  - i. Commit to continually improve their English language proficiency and communication skills (relevant to students with English as a second language); and
  - j. Attend campus without being inebriated or under the influence of drugs.

### ***Student Expectations of Russo Business School***

6. As individuals, students of Russo Business School can expect:
  - a. An environment that promotes academic integrity, professional behavior, and ethical standards
  - b. To be treated with courtesy and respect;
  - c. To be treated equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age or political conviction;
  - d. To be able to freely communicate and voice alternative points of view in rational debate;
  - e. To participate in a learning environment free from sexual, racial, gender-based, or other forms of harassment;
  - f. To rely on the protection of personal information;
  - g. To be able to access personal records subject to the provisions of the access to information legislation;
  - h. To be provided with timely and accurate information as it relates to courses, enrolment and all administrative matters;
  - i. To have reasonable access to lecturing staff outside of scheduled contact hours for the purpose of individual student consultation;
  - j. To be assisted in the development of their English language proficiency (relevant to students with English as a second language); and
  - k. That the facilities and equipment they use are safe and comply with occupational health and safety requirements and guidelines.

### ***Discrimination and Harassment***

7. Russo Business School is committed to providing access to learning aids and an equitable approach in dealing with all students. Russo Business School recognises the rights 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.
8. Discrimination or harassment of staff or students, by any member of the teaching environment is unacceptable, and contrary to the core educational and employment values that Russo Business School upholds. All members of Russo Business School are expected to maintain an environment where cultural differences are accepted and respected and individuals are able to participate fully

in academic life, free from all discrimination and harassment.

9. Humor based on discrimination and harassment may, in certain circumstances, constitute harassment.
10. Russo Business School will treat all claims of discrimination and/or harassment seriously, and all claims will be thoroughly investigated confidentially to protect complainants and witnesses from further harassment and victimisation.

### ***IT protocols***

11. Russo Business School does not condone the wrongful or inappropriate use of computing and communication facilities as summarized, but not limited to below:
  - i. accessing pornography;
  - ii. unauthorised monitoring of electronic communications;
  - iii. knowingly downloading, storing, distributing or viewing of offensive, obscene, indecent, or menacing material. This could include, but is not limited to, defamatory material, material that could constitute racial or religious vilification, discriminatory material, material that incorporates gratuitous violence or frequent and highlighted bad language;
  - iv. stalking, blackmailing or engaging in otherwise threatening behavior;
  - v. any use which breaches a law, including copyright breaches, fraudulent activity, computer crimes and other computer offences;
  - vi. transmitting spam or other unsolicited communications; or
  - vii. the introduction or distribution of security threats, including a virus or other harmful malware.

### ***Smoking***

12. Russo Business School will ensure that all members of the Russo Business School community can enjoy a clean and smoke free environment. Smoking is only permitted in designated smoking areas. All cigarette butts must be disposed of appropriately in the designated trays.

### ***Complaints and Grievances***

13. Students of Russo Business School who have a complaint about either a decision that affects their studies, 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 or prejudice of inappropriate treatment.
14. The Russo Business School *Student Complaints and Appeals Policy & Procedures* sets out the relevant procedures and policy in relation to complaints.

### ***Misconduct***

15. Students of Russo Business School who breach any of the provisions and guidelines contained in the Student Code of Conduct may be considered to have engaged in misconduct.
16. A student who engages in any of the following activities may also be considered to have engaged in misconduct:
  - a. Endangers the health or safety of any person;
  - b. Unlawfully assaults, or attempts to assault another member of Russo Business School or campus community;
  - c. Engages in dishonest behavior; and/or damages or abuses Russo Business School property
  - d. Breach of IT Protocols.

### ***Penalties for Misconduct***

17. If it is able to be shown that a student has engaged in misconduct, the student will be asked to attend an interview with the Chief Operating Officer, Russo Business School to provide an explanation for their behavior.

18. The Chief Operating Officer, Russo Business School, is permitted to apply any, or a combination, of the following penalties:

- a. Officially reprimand the student;
- b. Exclude the student for a period of time;
- c. Expel the student from Russo Business School.

### **Academic Misconduct**

*Academic misconduct:* covers, but is not limited to, acts of plagiarism, contract cheating, cheating, unauthorised collaboration (e.g. collusion), and falsification of academic qualifications.

- *Plagiarism:* is the act of representing the ideas or work of another person(s) as one's own original work, by copying or reproducing that work without acknowledgement of the source.
- *Collusion:* is the presentation by a student of work as his or her own which is in fact the result, in whole or in part, of unauthorised collaboration with another person or persons. Both the student presenting the assignment and the student(s) willingly supplying unauthorised material (colluders) are considered participants in the act of collusion. *Contract Cheating:* means a form of academic misconduct which occurs when a student employs or uses a third party to undertake all, or part of, an assessment task, and then submits it as their own work for example, using illegal cheating services, to buy an essay, study notes or have someone impersonate them in an exam. Under Australia's anti-cheating laws, the promotion or sale of academic cheating services is illegal and subject to penalties of up to two years' imprisonment or fines.
- *Cheating:* is any dishonest conduct in assessment.
- *Falsification:* manipulating research material, equipment or processes, or changing or omitting/suppressing data or results without scientific or statistical justification, such that the research is not accurately represented in the research record. This would include the 'misrepresentation of uncertainty' during statistical analysis of the data. plagiarism or deception in proposing, carrying out or reporting the results of research.

### **Penalties for Academic Misconduct**

Students who are found guilty of academic misconduct will be subject to one of the following penalties:

- A formal warning to the student.
- Requirement to attend compulsory academic skills workshops prior to resubmission of the assessment in which the academic misconduct occurred.
- A mark reduction or a mark of zero awarded for the assessment piece in which the academic misconduct occurred.
- A fail grade for the subject in which the academic misconduct occurred.
- A fail grade for the subject in which the academic misconduct occurred and not permitted to enroll in the course for a defined period of time.
- The student's enrolment at the institution is cancelled and the student not be permitted to re-enroll for a defined period of time.
- The student's enrolment at the institution is cancelled and the student be excluded permanently from enrolment at the institution.
- Any other penalty recommended by the Dean of Studies.

### **Appeal**

19. A student, who has had a penalty imposed as a result of misconduct or academic misconduct, may appeal against the penalty imposed.
20. The Russo Business School *Student Complaints and Appeals Policy* sets out the relevant procedures and policy in relation to appeals.

## Procedures

*There are no related procedures*

## Related Legislation and Standards

[Commonwealth Register of Institutions and Courses for Overseas Students \(CRICOS\) Educational Services for Overseas Students Act 2000 \(ESOS Act\)](#)  
[Higher Education Standards Framework \(Threshold Standards\) 2021](#)  
[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)  
[Tertiary Education Quality and Standards Agency Act 2011 \(TEQSA Act 2011\)](#)  
[Australian Qualifications Framework \(2<sup>nd</sup> ed, January 2013\)](#)

## Related Documents

*Critical Incident Policy and Procedures*  
*Cyberbullying Policy*  
*Information Security Policy*  
[Sarina Russo Group Electronic Use Policy](#)  
[Sarina Russo Group Policies, and Standards related to Information Security](#)  
[Sarina Russo Group Info Byte Series](#)  
*Student Complaints & Appeals Policy and Procedures*  
*Student Feedback and Evaluation Policy and Procedures*

## Related Legislation and standards to be read in conjunction with

Delegated Authority	Delegation
<b>Governance</b>	
Learning and Teaching Committee	Refer to the Terms of Reference
Academic Board	Refer to the Terms of Reference
<b>Executives</b>	
Chief Executive Office	Relevant to Accountability Statement
Executive Dean	Relevant to Accountability Statement
<b>Management</b>	
Chief Operating Officer	Relevant to Accountability Statement
Dean of Studies	Relevant to Accountability Statement

## Version Control

Policy & Procedure Version No	Policy & Procedure Sponsor	Approval Authority	Date of Approval	Date for next review
1/2014	Kathleen Newcombe	Academic Board	9/10/14	9/10/15
2/2015	Dr. Elizabeth O'Brien, Executive Dean	Academic Board	23/11/15	23/11/16
3/2016	Dr. Elizabeth O'Brien, Executive Dean	Academic Board	7/10/2016	7/10/2017

4/2018	Dr Paul Greenfield Executive Dean	Academic Board	25/06/2018	25/06/2019
5/2020	Ms Kathleen Newcombe CEO (Education Group)	Academic Board (Minor amendment)	9/6/2020	9/6/2021
6/2022	Chief Operating Officer	Board of Directors	13/6/2022	13/6/2024