



THE UNIVERSITY
of ADELAIDE
COLLEGE

Student Code of Conduct: Policy and Procedures

Published June 2020 | Version 4.3

Table of Contents

Table of Contents	2
Introduction	3
Student Expectations	3
General behaviour and attitude	4
Harassment, sexual assault and sexual harassment and/or bullying	5
Procedures	6
Exam rules and procedures	6
Prior to the start of an exam session:	6
During exam sessions:	7
Actions and consequences in exams:	7
Special consideration	8
Class Attendance/lateness	8
Plagiarism and cheating	8
Major plagiarism	9
Minor plagiarism (small amount of plagiarism, poor referencing):	9
Late submission to <i>Turnitin</i> (if applicable):	9
Sharing of work/collusion:	9
Assignments completed by other person	10
Cheating in tests:	10
Absent for a test (due to medical reasons):	10
Assignments and deadlines	10
Lateness policy for assignments:	11
Information Technology and emails	11
Preferred IT behaviours	11
Non-acceptable IT behaviours	11
Emails	11
eLearning Centre	12
IT Support	12
Mobile Devices:	12
Relevant Legislation	12
Related Policies	13
Version Control and Accountable Officers	14

Introduction

The purpose of the Student Code of Conduct is to inform the University of Adelaide College students of the expectations of the College regarding student conduct. This includes general behaviour as well as following requirements for assignments and examinations. It outlines a process to enable the withdrawal of students for breaches of a code of conduct.

All College students are expected to read, understand and adhere to the Student Code of Conduct and should be aware of the consequences of not following College requirements as set out in this policy. Academic and Student Services staff are expected to be aware of the policy in order to advise students and to implement the policy when appropriate.

Students enrolled at the **Melbourne Campus** in University of Adelaide **Award programs** delivered by the College (e.g. Bachelor of Information Technology / Master of Accounting) are bound by University of Adelaide policies.

As a pathway college, the University of Adelaide College aims to provide students with the skills required for a successful transition to higher education. The College 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. There are a small number of occasions where a student's behaviour may impact negatively on other students and their learning opportunities. This policy outlines provides a platform to of what is acceptable in terms of student conduct and expectations. The Procedures section below outlines the management processes when preferred conduct is breached. This is referred to as misconduct.

Student Expectations

The College expects that students will be committed to their studies, interact in a positive and respectful manner with both staff and students and operate in an ethical fashion. This policy 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 policy details expectations of students in relation to:

- General behaviour and attitude
- Harassment/bullying (including sexual assault and sexual harassment)
- Exam rules and procedures
- Attendance/Lateness
- Plagiarism and Cheating
- Assignments and deadlines
- Information Technology and emails
- Mobile Devices

General behaviour and attitude

The College 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 College 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 staff 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, or by taking advantage of available academic learning support at the College and the University of Adelaide
- have regard for the large number of facilities available to them both within the College campuses and the University of Adelaide and ensure that such property is treated with respect
- ensure that all shared spaces at each campus are clean and tidy.

If any student breaches the Code, particularly with regard to those rules set out below, the student will be issued with one written warning. If the student re-offends, the College reserves the right to expel the student and inform Department of Home Affairs that he/she is no longer studying at the College 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 Australia. If the severity of the incident is considered to be serious, the School may forgo the warning and implement the expulsion.

Misconduct applies not only to disrespectful or harmful behavior but also neglect of studies and inappropriate learning behavior's including the following:

- (i) Students may be placed on an learning contract intervention if they are not achieving, and will be expected to meet the conditions of the contract action plan. Parents of students Under 18 years of age will be notified if such action takes place.
- (ii) Under the ESOS Act, the College is obliged to inform the Australian Government if a student is not attending a minimum of 80% for the duration of each study period and/or if they are not achieving satisfactory academic progress.

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

For further information on circumstances in which enrolment may be cancelled please see the 'Deferral, Suspension and Cancellation of Enrolment Policy' at www.college.adelaide.edu.au.

Harassment, sexual assault and sexual harassment and/or bullying

The University of Adelaide College 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 College 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.

The College 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 College 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.

Harassment may take many forms including:

- racial harassment—unfairly disadvantages people based on negative attitudes about cultural backgrounds and physical characteristics
- sexual harassment—verbal or physical acts which refer to a person's sexuality or gender in an offensive or degrading manner

- verbal harassment—can overlap with any of the other forms of harassment, but also includes offensive language, slander, offensive notes or graffiti or telephone messages, SMS, email or messages on blogs or on social networking websites about others.

All members of the College community have the right to:

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

All members of the College community have the responsibility to:

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

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 College and the National Campus Director will deal with all incidents of harassment. The College 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 National Campus Director and further action will be taken. Policies relating to sexual assault and sexual harassment are located on the college website: college.adelaide.edu.au/policies

Procedures

Exam rules and procedures

Examination rules and procedures can be found on the student portal and in student handbooks. DT students and PMP (University Semesters) students are subject to the examinations rules administered by the University of Adelaide. Some general rules are set out below.

Prior to the start of an exam session:

- Arrive at the examination venue at least 15 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 (not including reading time). No admittance to the examination room after the first 30 minutes (not including reading time). Students may leave the examination room (and not return) after the first 30 minutes, but they are not permitted to leave in the last 10 minutes of the examination.
- Place all notes and materials in your bag—except those authorised for the examination. You will not be allowed to access to 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 at exam desks by the College.
- 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:

- Adhere to all written instructions
- Conduct yourself in accordance with the instructions of the invigilator at all times
- Do not talk in the exam room when it is prohibited
- Raise your hand if you need to speak to an invigilator or exam supervisor
- During reading time you may only make notes on the paper provided. After the exam start is announced, you may then mark the examination booklets.
- Penalties for misconduct in the examination may result in no grade being awarded for the student's examination paper. Misconduct includes: speaking during a formal examination; using unauthorised notes in the examination; using unauthorised electronic devices in the examination. See the section above *Actions and consequences in exams*.

Actions and consequences in exams:

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

- unauthorised notes in an exam—not related to the subject: automatic 25% off final exam mark and notes will be confiscated immediately
- 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 in the event that they are successful on appeal
- unauthorised electronic devices should be switched off and put away prior to the start of the exam. Use of an unauthorised electronic device in an exam: automatic 0 mark for the exam. Device will be confiscated immediately.
- any electronic device sounding during an exam: automatic 5% off the exam mark
- talking or gesturing to another student, reaching into their bag or any other unusual act: automatic 5% off final exam mark for each act
- student details, time and duration of bathroom visits to be recorded. If excessive, frequency and duration of bathroom visits to be noted in 'Exam Incidents' paperwork and penalties may apply. Exceptions (such as in the case of the sudden onset of an illness) to be made at invigilator's discretion.

In all cases, the student will receive an official warning letter. Note: students who receive two formal written warnings from the College will have their enrolment cancelled.

In all cases, the student has the right to appeal within 20 days, as per the College's complaints and appeals process. The student must be made aware that there may be consequences for their university offer because of the delay in finalising their results. It will be the student's responsibility to negotiate with the university if this is the case.

Special consideration

- There are special arrangements for students who have an illness which affects their exam performance. Students must phone the relevant Student Services staff for their program on the day of the exam to notify them that they are ill. A University of Adelaide College Medical Certificate for Examinations, available from the College eLearning site, must be completed by a medical practitioner for each exam affected (on the day of the first exam for which the student is ill) and returned within 7 days to Student Services staff. Students who become ill during the examination should collect a Medical Certificate for Examinations from the invigilator and go to the doctor on the same day.
- Extra time for completion of an examination may be granted to students at the discretion of the Assessment Committee for reasons such as poor eyesight or medical conditions. Arrangements 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.

Class Attendance/lateness

Students are required to attend a minimum of 80% of their classes each study period. International students who do not meet this requirement are in breach of their student visa conditions and the College is obligated to notify the Australian Government of their unsatisfactory attendance via the Department of Education and Training (DET) PRISMS reporting system.

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

The College expects each student to arrive on time for every class, to ensure maximum learning outcomes for each individual. Lateness is recorded and calculated, and students may be asked to make the time up at a later stage. Recurring lateness is dealt with by the Student Services staff.

Plagiarism and cheating

Plagiarism is defined as using the words or ideas of another person as if they were his or her own. Degree Transfer students and Pre-Master's (University Semesters) students are subject to the Plagiarism rules issued by the University of Adelaide. The University of Adelaide College provides students with the

opportunity to appropriately use academic conventions and considers plagiarism a serious offence. Add link to academic integrity policy

Major plagiarism

First offence:

Zero marks with the opportunity for a re-submit (within one week) and a 25% penalty on the re-submitted assignment

Incident to be reported to Academic Manager and Student Services staff, and noted on the 'Students at Risk' spreadsheet where applicable.

Second offence:

Zero marks

Incident to be reported to Academic Manager and Student Services staff, and noted on the 'Students at Risk' spreadsheet where applicable.

Minor plagiarism (small amount of plagiarism, poor referencing):

No penalty, discussion with student about problem and a warning issued.

Late submission to *Turnitin* (if applicable):

10% deducted per day (for up to 5 days or when solutions provided) unless extension granted or medical certificate provided for the relevant period.

Sharing of work/collusion:

First offence:

When it has been established that work has been shared, all assignments are to be marked, the higher mark is then to be divided by the number of students and this grade allocated to all students.

Incident to be reported to Academic Manager and Student Services staff, and noted on the 'Students at Risk' spreadsheet where applicable.

Second offence:

Zero marks.

Incident to be reported to Academic Manager and Student Services staff, and noted on the 'Students at Risk' spreadsheet where applicable.

Assignments completed by other person

Zero marks.

Incident to be reported to Academic Manager and Student Services staff and noted on the 'Students at Risk' spreadsheet.

Cheating in tests:

If a student is found to be cheating in a test the following consequences will apply:

- unauthorised notes in a test—not related to the subject: automatic 25% off final test mark and notes will be confiscated immediately
- unauthorised notes in a test—subject related: automatic 0 mark for the exam. Notes will be confiscated immediately.
- unauthorised electronic devices should be switched off and put away prior to the start of the test. Use of unauthorised electronic device in a test: automatic 0 mark for the test. Device will be confiscated immediately.
- any electronic devices sounding during test: automatic 5% off the test mark
- talking or gesturing to another student, reaching into their bag or any other unusual act: automatic 5% off final test mark for each act

Incident to be reported to Academic Manager and Student Services staff and noted on the 'Students at Risk' spreadsheet.

Absent for a test (due to medical reasons):

A medical certificate covering the test date must be completed by a registered medical practitioner (provider number included) stating that the student is unfit for study on the relevant date. This certificate is to be provided to the relevant teacher and the Student Services staff. The student may be required to complete a replacement test at a later date. A student missing multiple tests (even with a certificate) is to be reviewed and assessed by the teacher and the Coordinator or Academic Manager. Incident to be noted on the 'Students at Risk' spreadsheet.

Assignments and deadlines

Due dates for assignments are made available by subject teachers in advance in the subject assessment plan. Students must meet the deadlines or may be penalised. Students are required to submit assignments in the assignment box in the designated area, normally located in the Reception area of the College on Level 2, 132 Grenfell Street, or via electronic assignment submission. The appropriate cover page must accompany all submitted assignments. The assignment box is cleared at 4pm every day. Pre-Master's Program (University Semesters) students will need to submit their assignments as per their lecturer's instructions at the University of Adelaide.

Lateness policy for assignments:

10% deducted per day (for up to 5 days or when solutions provided) unless extension granted or doctor/counsellor certificate.

Information Technology and emails

The University of Adelaide oversees Information Technology for the College. It is therefore the College's policy that all students follow the University's *IT Acceptable Use and Security Policy*. This policy can be obtained from www.adelaide.edu.au/policies/2783

For detailed information, students should consult the IT Handbook that is provided during course orientation. Some general rules are set out below.

Preferred IT behaviours

- Log out of computer systems when you have finished using them.
- Only use College IT systems for purposes relating to your study, research or work at the College.
- Remember that all use of IT facilities is logged and monitored.

Non-acceptable IT behaviours

- 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 have an email address generated for them by the University. Students will be able to log into computers on and off-campus using their login name and password, provided at the start of their program. Students must check their university email account on a regular basis as this is the main way in which the College will contact them with important information. All students are expected to learn how to email if they are not able to do so currently. Students are discouraged from abusing the electronic mail system including:

- 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. All students must obey the email usage rules stipulated by the University of Adelaide.

eLearning Centre

The eLearning Centre is used for Foundation Studies, Degree Transfer and Pre-Master's Bridging and English Language programs to deliver course content. More information is sent to student's University email approximately one week into classes with their login details. Until then a student will not be able to login.

If a student has login problems after this, please see Level 2 Reception at 132 Grenfell Street. If the password is forgotten, it can be reset by clicking "Lost password?"

IT Support

For password resets and other computer access problems, please visit Ask Adelaide at the Hub Central at Adelaide University. They can also help with general usage questions. If they are unable to resolve an issue, please inform the staff at Level 2 Reception at 132 Grenfell Street.

For printing issues, please see Level 2 Reception at 132 Grenfell Street.

For eLearning Center login issues and other problems, please see Level 2 Reception at 132 Grenfell Street

Mobile Devices:

The use of mobile devices (phones, tablets, laptops etc.) during class is at the discretion of the teacher. If a student uses a device in class without permission from the teacher, the student will be warned and the device may be confiscated for the remainder of the lesson.

If a student is uncooperative regarding the use of mobile devices in class, they may be asked to meet with Student Services staff to discuss the matter and may be referred to the National Campus Director.

If you have any queries regarding the College Code of Conduct, please make an appointment to see the National Campus Director at Level 2 Reception, 132 Grenfell Street, Adelaide.

Relevant Legislation

As a registered education provider, the College 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

The following policies must be read in conjunction with the Student Code of Conduct, to be found on the College's website, currently at following link <https://college.adelaide.edu.au/about/policies-and-procedures/>:

- [Academic Honesty and Assignment Submission](#)
- [Attendance Policy](#)
- [Course Progress Policy and Procedures](#)
- [Deferral, Suspension and Cancellation of Enrolment Policy](#) (International Students)
- [Electronic Media Policy](#)
- [Complaints and Appeals Policy](#)
- [Prevention of Harassment SASH Bullying Policy](#)
- [Sexual Harassment Prevention and Response Policy](#)
- [Privacy Policy](#)

Version Control and Accountable Officers

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

Policy Category	Academic			
Responsible Officers	Vice President, Academic			
Implementation Officer	National Campus Director, The University of Adelaide College			
Review Date	November 2022			
Approved by:				
KHE Academic Board (for GAE and EAP courses)				
Joint Academic Board (for all non GAE and EAP courses)				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0		New document introduced	01/06/2006	01/06/2006
1.1		Additions to Exam section	04/07/2008	04/07/2008
2.0	Wendy Teasdale-Smith	Policy reviewed and updated	28/04/2009	28/04/2009
2.1	Andrew Foley	Policy reviewed and updated. New template introduced. Revisions to plagiarism and cheating section.	06/05/2013	06/05/2013
2.2	Lloyd Powell	Updated and expanded IT information	08/05/2013	08/05/2013
2.3	Elizabeth Walker	Updated DIAC to DIBP	23/04/2014	23/04/2014
3.0	Elizabeth Walker	Addition to 5.3, 6.0, 7.5, 7.6 and addition of mobile devices policy (10.0)	17/02/2015	17/02/2015
4.0	Elizabeth Walker	Rebrand document, remove internet data quota, update Student Services staff terminology	03/02/2017	03/02/2017
4.1	Elizabeth Walker	Include details of submitting fraudulent documents	31/07/2017	31/07/2017
4.2	Mona Umapathy	Name change – DIBP to HA. Update of job titles. Inclusion of PMP. Addition of electronic assignment submission.	28/02/2018	28/02/2018
4.3	Elizabeth Stuart	Updated to include sexual assault and sexual harassment, amendments to exam rules and procedures and other minor amendments throughout.	KHE: 12/06/2020	KHE: 12/06/2020



The University of Adelaide College
132 Grenfell St
Adelaide SA 5000 AUSTRALIA
Tel: +61 (0)8 8313 3430
Tel: +61 (0)8 8313 3877
college@adelaide.edu.au