



CHRISTIAN HERITAGE COLLEGE

POLICY: Code of Conduct

Policy Group(s):	Group C: Administration – 3: Students (Ref: C3/0807.1) Related Groups: Group B: Academic – 1: Students		
Related Policy:	Cancellation of Enrolment for Overseas Students Grievance Policy and Procedures for Domestic Students – Academic Grievances Grievance Policy and Procedures for Domestic Students – Non-Academic Grievances Grievance Policy for Overseas Students Refund Policy for Overseas Students Review of Academic Progress for Overseas Students Review of Enrolment Process for Overseas Students		
Commencement Date:	July 2007	Review Date:	July 2008; January 2013

POLICY STATEMENT

Intent:

In accordance with its foundation on Christian principles as informed by Scripture, Christian Heritage College (CHC) is concerned to maintain the highest levels of personal and professional, moral and ethical conduct. The basis for dealings among members of the CHC community should be one of mutual respect. It is the intent of this policy to engender a commitment to these values.

Scope: All students who undertake study at CHC.

Restrictions: Nil

Exclusions: Nil

Objectives:

1. To encourage students to behave in a way that:
 - 1.1 encourages the recognition of the potential of each individual for personal growth and transformation;
 - 1.2 acknowledges with grace, the varied life journeys of individuals;
 - 1.3 allows reasonable freedom for themselves and others to pursue study and research;
 - 1.4 allows reasonable freedom for themselves and others participate in community life at CHC;
 - 1.5 promotes academic integrity; and
 - 1.6 respects the property of CHC, the wider COC campus and members of the CHC community.
2. To provide students with guiding principles of behaviour which reflect the Christian foundations of CHC and encourage mutual respect;

3. To provide clear guidelines regarding the grounds on which any suspension or cancellation of enrolment at CHC may occur.
4. To implement fair and just procedures for dealing with possible cases of misconduct.
5. To provide for the imposition and enforcement of penalties for proven misconduct.
6. To maintain compliance with any relevant legislation, regulations, guidelines or codes.

Policy Provisions:

1. General

- 1.1 CHC aims to create a positive environment for academic achievement, for Christian community and for personal growth.
- 1.2 The Scriptures establish principles of behaviour and respect for others and CHC expects all students to maintain high standards of Christian conduct.

2. Misconduct

Misconduct is any conduct on the part of a student that:

- 2.1 engages in any unlawful or criminal activity;
- 2.2 impairs the reasonable freedom of others to pursue study, research, academic freedom, scholarly integrity or any other lawful activity at CHC;
- 2.3 breaches the conventions of scholarly integrity;
- 2.4 impairs the reasonable freedom of others to engage in community life at CHC;
- 2.5 commits a breach of the research code of ethics;
- 2.6 hinders the pursuit of academic excellence and integrity by circumvention of proper procedures in relation to student assessment or research;
- 2.6 intentionally provides incorrect or misleading information of any kind;
- 2.7 makes improper or unauthorised use of or causes damage to any CHC, Citipointe or COC facilities, information or representation or improper use of the property of others on the campus;
- 2.8 intentionally contravenes any CHC policy including, but not limited to, those concerning harassment, intellectual property, occupational health and safety or the use of computers and information technology;
- 2.9 intentionally disobeys any reasonable or lawful direction by CHC or any CHC, Citipointe or COC employee.

3. Penalties

- 3.1 There are various penalties for misconduct which include but are not restricted to:
 - 3.1.1 failure of an assessment item(s);
 - 3.1.2 failure of a unit(s);
 - 3.1.3 suspension of enrolment;
 - 3.1.4 cancellation of enrolment.
- 3.2 Decision-makers will endeavour to ensure that the severity of the penalty is commensurate with the severity of the offence.

3.3 Engagement in any illegal or criminal activity will result in the cancellation of enrolment.

4. Formal Hearings

4.1 It is important to CHC that the course of natural justice be facilitated.

4.2 If the student against whom any allegation of misconduct is made is an overseas student, the Academic Registrar must be notified prior to any action being taken to ensure compliance with all the relevant legislation, guidelines, regulations and codes.

4.3 Cases of academic misconduct may be heard and determined by the relevant schools.

4.4 Upon the notification of an instance of academic misconduct, the Dean or their delegate such as the Course Coordinator may conduct an initial interview with the student. The matter can be settled at this point.

4.5 A hearing by a panel can be requested either by the student or staff. The relevant Board of Studies will appoint a panel which can consist of members of school and/or other staff members as determined appropriate such as the Academic Registrar or the Pastoral Care Coordinator.

4.6 Cases of academic misconduct of a serious or complex nature should be referred to the Academic Board which may determine the penalty or convene a panel.

4.7 In the instance of a panel being convened the student will receive written notification (known as "the notice"). Please refer to Section 2 in the Supporting Procedures and Guidelines below.

4.8 Cases of other types of misconduct are to be heard initially by an appointee(s) of the CHC Executive.

4.9 The standard of proof will be the balance of probabilities.

4.10 The Pastoral Care Coordinator will be available to accompany students throughout the hearings process.

5. Appeals

5.1 Should a student become aggrieved by a decision regarding a case of misconduct, the student has the right of appeal. CHC's appeals processes are outlined in the *Grievance Procedures for Domestic Students* and the *Grievance Procedures for Overseas Students*.

5.2 These arrangements do not negate the right of any overseas student to pursue any other legal remedies under the Australian Consumer Protection laws.

6. Communication

6.1 After a decision is made the person or panel who has made the decision will communicate the outcome of the decision in writing.

6.2 The original together with one copy will be forwarded to the Academic Registrar's office for dispatch. The Academic Registrar will mail the original to the student.

6.3 CHC will retain confidential records relating to any misconduct for a period of at least five years, and allow parties to the complaint appropriate access to these records.

6.4 Should the penalty of any misconduct have implications for enrolment or course progression, the Academic Registrar will inform the appropriate staff and assist the student to take the appropriate action regarding their enrolment at CHC.

Section 1: Examples of Misconduct

The following examples are not exclusive and in no way limit the effect of Section 2 of the policy.

1. Student Integrity

1.1 Cheating or assisting any other person to cheat.

Example 1: Knowingly plagiarise the work of another by adapting or incorporating it in a piece of assessment without due acknowledgement (sham plagiarism).

Example 2: Knowingly plagiarise the ideas of an author of a text by incorporating them in a piece of assessment without due acknowledgement (illicit plagiarism).

Example 3: Knowingly plagiarise the exact words of an author of a text in a piece of assessment without due acknowledgement (verbatim copying).

Example 4: Knowingly submit work previously prepared for another assessment piece (self-plagiarism).

Example 5: Knowingly submit the work of another (ghost writing).

Example 6: Submit the work of another student with or without their knowledge (purloining).

Example 7: Collaborating with another student about or on a piece of assessment and representing that work as individual.

Example 8: Providing work to another student to submit as their own.

Example 9: Intentionally fabricating, falsifying or misstating results which are reported in, or relied on for the purpose of, a piece of assessment.

Example 10: Intentionally sabotaging or inhibiting group assignments through non-participation or failing to complete the allotted share of the workload.

Example 11: Bringing unauthorised material into an examination room.

Example 12: Accessing unauthorised material in an examination room.

1.2 Making false representation as to a matter affecting the student as a student.

Example 1: Making a false statement to receive a student loan or scholarship.

Example 2: Making a false statement or falsifying documentation to gain admission to a course of study.

2. Dealings with Others

2.1 Disrupting CHC activities.

Example 1: Behaviour which disrupts a lecture, tutorial or official meeting.

2.2 Harassment on CHC, Citipointe or COC campus or at any CHC activity which contravenes the Anti-Discrimination Act 1991.

Example 1: Sexual Harassment as defined by the terms of the Anti-Discrimination Act 1991.

Example 2: Harassment based on the race of the person harassed.

Example 3: Harassment based on the religious beliefs of the person being harassed.

2.3 Engagement in any activity or omission which endangers the safety or health of another person whether that be physical or psychological.

3. Dealing with Property or Information

3.1 Intentionally causes damage to or makes incorrect, inappropriate or unauthorised use of the property of CHC, Citipointe, or COC.

Example 1: Defacing a building or notice.

Example 2: Lighting a fire.

Example 3: Damaging a CHC resource.

Example 4: Failing to return an overdue library resource.

- 3.2 Knowingly discloses any information of a confidential nature in relation to any matter, student or staff member of CHC, Citipointe or COC which the student has no right to disclose.

Example 1: Discloses the results of a research project which may have been undertaken for an external body.

- 3.3 Misuse of information technology facilities or property of CHC (including software) or communications of CHC.

Example 1: Misusing information technology facilities for any unlawful purpose.

Example 2: Misusing information technology resources to illegally obtain information.

Example 3: Unauthorised modification, transfer or deletion of any CHC data, software or hardware.

Example 4: Unlawful copying of software using CHC information technology resources or installing unauthorised software on any CHC information technology resources or in any CHC information technology facility.

- 3.4 Disobeying a notice.

- 3.5 Making unauthorised use or provision of the CHC name, crest, logo, stamp or Common Seal or any symbol or names of common seal so nearly that of CHC as to be likely to deceive.

4. Behaviour at CHC

- 4.1 Creating a disturbance or being disorderly on the property of CHC, Citipointe or COC.

Example 1: Using insulting, threatening or obscene language at CHC.

Example 2: Frightening or injuring wildlife at CHC (e.g. birds)

Example 3: Being on the property while under the influence of alcohol or drugs.

5. Dealings with Staff and Officers of CHC, Citipointe or COC

- 5.1 Failure to obey any reasonable or lawful direction of any CHC, Citipointe, or COC employee.

Example 1: Failure to obey the directions of parking attendants.

Example 2: Failure to obey road signs including speed limits.

Example 3: Failure to comply with the regulations concerning the COCB property in relation to minors.

Example 4: Failure to leave a building when so directed.

Example 5: Failure to switch off a mobile phone in lectures, tutorials and examinations.

Example 6: Failure to cease recording a lecture or tutorial when requested to do so.

- 5.2 Failing to supply name and address when required to do so when required by a staff member of CHC, Citipointe or COC who reasonably requires the information for the performance of their duties.

- 5.3 Failing to supply a student card or other form of identification when required to do so by a staff member of CHC, Citipointe or COC who reasonably requires proof of identity, unless the student had reasonable cause not to supply it and does so to the Academic Registrar within 48 hours of the time it was required by the staff member.

Section 2: The Notice

Where a panel is convened by either a Board of Studies, the Academic Board or the Committee of

Management to hear a case of misconduct the student against whom the allegation is made will be notified in writing. The notice will:

- 2.1 describe the nature of the allegation;
- 2.2 state the time, date and place for the hearing, which must not be earlier than 10 days or more than six weeks after the date of the notice;
- 2.3 inform the student of their right to be accompanied by a third party or representative;
- 2.4 inform the student whether or not they may call witnesses. The student or their representative and the panel may question any witnesses although they may not be compelled to answer any questions;
- 2.5 inform the student they may provide any written or oral submission. Such a submission is due on the date, time and at the location of the hearing; and
- 2.6 enclose a copy of this policy and the Student Grievance Procedures for the student's information and copies of all relevant statements or submissions that the panel proposes to take into account in its decision.

POLICY FURTHER INFORMATION

Relevant Commonwealth/State Legislation	ESOS Act 2000 ESOS Regulations 2001 National Code 2007 Education (Overseas Students) Act 1996 Education (Overseas Students) Regulation 1998
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ACCOUNTABILITIES

Implementation:	Academic Registrar
Compliance:	Director of Quality and Standards
Monitoring and Evaluation:	Director of Quality and Standards
Development/Review:	Director of Quality and Standards
Approval Authority:	CEO CHC
Interpretation & Advice:	Academic Registrar's Office

WHO SHOULD KNOW THIS POLICY?

Students
Deans
Academic Staff
Academic Administration Staff

EFFECTIVENESS OF THIS POLICY

- Performance Indicators:**
- The number of formal hearings
 - The number of appeals

Other Nil

Definitions and Acronyms:

CHC – Christian Heritage College

CoE – Confirmation of Enrolment (accessed through PRISMS)

RAP – Review of Academic Progress

REP – Review of Enrolment Process

APPROVAL – section maintained by the Director of Quality and Standards

Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
C3/0807.1	Yes	30/08/2007	Committee of Management	4.1

REVISION HISTORY – section maintained by the Director of Quality and Standards

Revision Reference No.	Approved/Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
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