1. Preamble

The University is committed to providing a fulfilling and rewarding learning and research experience that enables students to achieve their full academic potential. This commitment is underpinned by an expectation that all members of the University will conduct themselves in a manner consistent with the University’s values and guiding principles to maintain our strong tradition of excellence, innovation and social justice.

All students at enrolment must accept their shared responsibility for maintaining a safe, harmonious and tolerant environment in which to study and work.

1.1 Purpose

This policy provides a framework for the standard of conduct expected of students of the University with respect to their academic and personal conduct. It outlines the primary obligations of students, and directs staff and students to the code and procedures which specify student obligations and University responsibilities.

This policy promotes integrity and ethical behaviour and guides students’ dealings with fellow students, staff, the University, and the national and international community.

2. Scope

The policy applies to:

- all students of UNSW and UNSW Global. Under certain circumstances it may also apply to a previously enrolled student
- all activities on UNSW premises and all external activities related to study and research
- conduct in online examinations and online academic work, and to examinations and academic work in remote locations
- students representing the University (such as at conferences or sporting and cultural activities or on a University facilitated international exchange)
- students’ conduct in University owned or managed accommodation, in affiliated colleges or resident in home stays related to their UNSW studies.

The Research Code of Conduct also applies to research students. There will also be occasions where local codes or requirements must also be abided by, such as OHS rules in laboratories.
3. Definitions
For the purposes of this policy, ‘students’ means all students of the University. This includes student studying offshore or through UNSW Global.

For other definitions, including definitions of academic misconduct and student misconduct, refer to the Student Misconduct Procedures. A detailed explanation of academic misconduct is located at Annexure A to the Student Misconduct Procedures.

4. Policy Statement
The overarching obligation of all students is to act in the best interests of the University community at all times.

Primary obligations
Students have three primary obligations with respect to their personal and professional conduct:

1. An obligation to act with integrity in academic work, to ensure that all academic work is conducted ethically and safely
2. An obligation to observe standards of equity and respect in dealing with every member of the University community
3. An obligation to use and care for University resources in a lawful and appropriate manner, and to not diminish the University’s reputation in the carrying out of academic and other associated University activities.

To affirm these primary obligations the University will establish a Student Code of Conduct (“Code”). The Code will include specific obligations of students and outline the University’s responsibilities toward students. The Student Code of Conduct is attached as an annexure to this policy.

BREACH OF THE CODE
If a student breaches this policy or the Code, the University may take disciplinary action. Such action will be taken in accordance with the Student Misconduct Procedures. These procedures include provisions for immediate suspension or restriction of a student from the University in urgent circumstances.

UNSW Global Students
Where the conduct involves a UNSW Global student, the relevant UNSW Global procedures shall apply.

Research Students
Where the conduct involves a Research Trainee (as defined under the Research Code of Conduct), and the conduct is also a breach of that Code, action shall be taken under the Procedure for Handling Allegations of Research Misconduct. Where academic misconduct is identified in a thesis examination process, the procedures governing the awarding of the qualification shall apply. Where more than one procedure may apply, the Deputy Vice-Chancellor (Research) shall determine which procedure will be followed. For all non-academic misconduct involving research students the Student Misconduct Procedures will apply.
5. Legal & Policy Framework
This policy operates in addition to the laws which regulate our daily lives and in the context of related University policy and procedure. It is directly linked to the Student Code of Conduct (Annexure A) and relevant misconduct procedures.

6. Implementation
The Student Code of Conduct specifies obligations of students and the University. It is not possible, however, to cover every circumstance and situation in the Code. If a circumstance or situation arises which is not expressly covered in the Code, individuals must apply the principles of the Code and not act in conflict with the Code.

The Student Misconduct Procedures apply to allegations of misconduct, whether academic or non-academic.

6.1 Roles & Responsibilities
The Vice-Chancellor has a responsibility to supervise the discipline of the University with power to impose penalties for breach of discipline or for misconduct or any kind.

The Deputy Vice-Chancellor (Academic) has overall responsibility for the operation of the Student Misconduct Procedure.

Any student or staff member can make a report of an allegation of student misconduct to the Pro-Vice Chancellor (Students) and Registrar. Advice on the procedures can be sought from the Student Conduct and Appeals Officer.

6.2 Support & Advice
If an individual is unsure about their obligations in any circumstance or situation, they should seek guidance prior to taking any action from the relevant academic or from their Faculty Student Centre. There are additional resources and assistance listed at the end of the Code of Conduct at Annexure A.

Advice on this Policy and the Student Misconduct Procedures can be obtained from the Student Conduct and Appeals Officer in the Office of the Pro Vice-Chancellor (Students) and Registrar.

6.3 Complaints
Sometimes it will be more appropriate to handle a matter as a complaint rather than an allegation of misconduct. Any student can seek advice on how to make a complaint about a fellow student, a staff member or a University decision from their Faculty Student Centre or the Student Conduct and Appeals Officer.

The Student Complaint Procedure sets out the framework for investigating complaints made by students. The Staff Complaint Procedure sets out the framework for investigating complaints made by staff.

7. Review
This policy is due for review three years from the date of effect.

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<td>11 November 2009</td>
<td>1 December 2009</td>
<td>New policy replacing the Student Misconduct Rules</td>
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This Policy and associated Student Misconduct Procedure replace the Student Misconduct Rules:
Historical version (1.2) 21 February 2008 to 30 November 2009
Historical version (1.1) 31 October 1994 to 20 February 2008
Annexure A

Student Code of Conduct

The University is committed to the pursuit of excellence in learning, teaching and research, and to community engagement. This Code sets out the University’s expectations of students with respect to their academic and personal conduct and outlines the University’s responsibilities to students.

This Code extends the three primary obligations which are stated in the Student Conduct Policy:

1. An obligation to act with integrity in academic work, to ensure that all academic work is conducted ethically and safely
2. An obligation to observe standards of equity and respect in dealing with every member of the University community
3. An obligation to use and care for University resources in a lawful and appropriate manner, and to not diminish the University’s reputation in the carrying out of academic and other associated University activities.

The Code applies to:

- all students of UNSW and UNSW Global. Under certain circumstances it may also apply to a previously enrolled student
- all activities on UNSW premises and all external activities related to study and research
- conduct in online examinations and online academic work, and to examinations and academic work in remote locations
- students representing the University (such as at conferences or sporting and cultural activities or on a University facilitated international exchange)
- students’ conduct in University owned or managed accommodation, in affiliated colleges or resident in home stays related to their UNSW studies.

The Research Code of Conduct also applies to research students. There will also be occasions where local codes or requirements must also be abided by, such as OHS rules in laboratories.

PART A: STUDENT OBLIGATIONS

Students have an obligation to inform themselves of the University’s rules and policies affecting them.

Students must ensure their contact details in MyUNSW are up to date and that they regularly read all emails sent to their UNSW provided email address.

Students must identify themselves truthfully when required to do so by a University staff member and produce their student card on request to a University staff member fulfilling the requirements of their duties.
Annexure A

Integrity in academic work

Students are expected to:

- Conduct themselves honestly and in compliance with University policy
- Not engage in plagiarism or other academic misconduct
- Conduct themselves in a manner conducive to the proper functioning of the University, which is dedicated to the pursuit of academic excellence
- Actively participate in the learning process
- Attend scheduled course teaching activities and submit assessment tasks on time, unless unforeseen or exceptional circumstances arise
- Behave ethically, avoiding any action or behaviour that would unfairly disadvantage or advantage either themselves or another student
- Comply with the conventions of academic scholarship and ensure the proper use of copyright material
- Ensure their academic activities are conducted safely and do not place others at risk of harm, including abiding by all ethics requirements in relation to that research
- Be familiar with the programs and resources available to assist them in conducting their studies and research appropriately, including resources to help students avoid plagiarism and to comply with the ethics requirements of research
- Be familiar with Annexure 1 to the Student Misconduct Procedures, which provides guidance and examples in relation to academic misconduct
- Not behave in any way which impairs the reasonable freedom of other persons to pursue their studies, work or research or to participate in the life of the University.

Equity and respect

Students are expected to:

- Treat all University staff, other students, and visitors to the University with courtesy, tolerance and respect. This extends to teaching staff in venues off-campus and online, and supervisors and others involved in workplace or clinical placements, fieldwork or other practicum
- Respect the rights of others to be treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment
- Respect the rights of others to express political and religious views and not engage in behaviour that is obscene, dangerous or could reasonably be considered to be offensive to others
- Not engage in behaviour that is unlawful, discriminatory, harassing, or bullying.
Annexure A

- Not engage in behaviour that is perceived to be threatening or intimidating or causes any person to fear for their personal safety or well-being

- Not behave in a way that disrupts or interferes with any teaching or academic activity of the University or any political, cultural, social or sporting gathering conducted by the University or authorised to be held on a campus of the University.

University resources and reputation

Students are expected to:

- Use and care for all University resources, such as buildings, equipment and grounds, library, information and communication technology resources, in a lawful and ethical manner, mindful of the need for resources to be shared by all members of the University community

- Conduct themselves in an appropriate and manner while on a UNSW facilitated exchange program at an overseas university, including complying with relevant academic standards and protocols

- Ensure their actions or inactions as a student do not harm, or bring into disrepute, the University’s reputation or good standing

- Not engage in behaviour that is detrimental to University property, including the University Library collection.

- Not participate in any learning activity, such as, tutorials, laboratory class, while under the influence of alcohol or other drugs

- Not use, possess or supply any prohibited drug, substance or weapon on campus

- Not misuse library, computing or communications facilities in a manner which is unlawful or which will be detrimental to the rights and properties of others

- Not use the University’s name, reputation or crest for private gain or the gain of a third party, or private business or commercial purposes, without prior permission

- Not use University resources for private gain or the gain of a third party, or private business or commercial purposes, without prior permission

- Not engage in any fraudulent or corrupt conduct (for information about what constitutes fraud and corruption, see the University’s Fraud and Corruption Prevention Policy).
PART B: UNIVERSITY RESPONSIBILITIES

Learning, teaching and research

The University has responsibilities to ensure that students:

- Study in an academic environment which fosters student participation in rational debate and in which students can freely express alternative points of view
- Are considered for selection into courses or programs on the basis of criteria that are valid, explicit, fair and reliable
- Enrol in courses and programs of study that are of high standard, satisfy relevant professional requirements, are up-to-date and based on research, study and discourse in the discipline
- Have reasonable access to appropriately qualified academic staff and academic and learning support services
- Have reasonable access to materials, equipment and other resources to enable completion of academic courses
- Receive timely, complete, clear and accurate information in relation to the content, objectives, cost and assessment tasks of courses; timely and appropriate feedback on assessment tasks; timely and appropriate information in relation to administrative procedures that apply to them
- Can provide feedback on the teaching, learning and research environment
- Receive recognition of their copyright in relation to theses, essays and other submitted work; receive recognition for their contribution to published work of UNSW staff; and protection of their legitimate share of intellectual property rights
- Study and work in a safe, harmonious, tolerant and productive academic environment.

The university experience

The University has responsibilities to ensure that students:

- Are treated with courtesy, tolerance and respect as valued members of the University community
- Participate in the decision-making processes of the University through elected student representatives
- Are treated fairly, impartially and consistently in all aspects of University policy, procedures and practice
- Are treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment
Annexure A

- Have reasonable access to support services if experiencing personal, academic or disability related difficulties
- Have reasonable access to records held about them
- Receive respect and protection of their privacy
- Can complain about an academic or administrative decision that affects them if there are grounds for believing that the decision may have been made on inappropriate criteria
- Can lodge a complaint or appeal without fear of victimisation and with assurance that the matter will be treated seriously, expeditiously and sensitively having due regard to procedural fairness and confidentiality.
PART C: RESOURCES AND ASSISTANCE

Students can access resources about good academic practice, academic integrity and academic misconduct from the Learning Centre at UNSW. Their contact details are available on their website. They also provide an interactive plagiarism and academic integrity website.

There is information about UNSW policies and procedures on MyUNSW. The A-Z Guide can be a useful place to find information.

Advice on the Student Conduct Framework and the relevant procedures can be sought from the Student Conduct and Appeals Officer on (02) 9385 8515.

All UNSW students and UNSW Global students who are accused of misconduct can seek the assistance of a student support officer of the UNSW Student Association Arc@UNSW on (02) 9385 7700 or email advice@arc.unsw.edu.au.