Introduction

The Student Code of Conduct (“the Code”) sets out the University’s expectations of students as members of the UNSW community. All students upon enrolment must accept their shared responsibility for maintaining a respectful, safe, harmonious and tolerant UNSW community.

The Code details the University’s responsibilities and what students can reasonably expect during their UNSW student experience.

Student Conduct

The Code emphasises the importance the University places upon academic integrity as well as acceptable student behaviours. It outlines the primary obligations of students and directs staff and students to the Code and related procedures.

Where a student breaches the Code, the University is likely to take disciplinary action. Such matters will be handled in accordance with the Student Misconduct Procedure.

Student Complaints

The Code also provides a framework for the Student Complaint Procedure which outlines guiding principles and processes for resolving student complaints.

Scope

This Code applies to:

- all enrolled students and their activities undertaken within or with members of the UNSW community
- former students, students not currently enrolled and students previously enrolled, where the behaviour occurred whilst they were a member of the UNSW community
- prospective students where the relevant conduct directly relates to their enrolment or admission to a UNSW program
- the University and its staff.

Outside of Scope

Concerns raised about conduct, behaviours, actions or inactions that are outside the Scope of this Code and Related Documents may be investigated by UNSW at its discretion and only when the matter is of a serious nature.

Where the matter is outside of Scope, appropriate corrective action, reasonable directions, support services and referrals may be issued as appropriate by UNSW.

1. Preamble

The University is committed to providing a fulfilling, respectful, rewarding and safe 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 community will conduct themselves in a manner consistent with the University’s values and guiding principles. This Code forms the basis of the relationship between the University and our students.
2. University Responsibilities

Code is underpinned by two primary objectives:

1. To provide an environment that enables students to achieve their full potential; and
2. To provide a University experience for students consistent with the University’s values and guiding principles.

2.1. Learning, teaching and research

The University aims to provide students with the opportunity to:

- Study in a community which fosters student participation in public discourse and debate and in which students can freely express their points of view
- Be considered for selection into courses or programs on the basis of criteria that are valid, transparent, fair and reliable
- Enrol in courses and programs of study that are of a consistently high standard and satisfy relevant professional requirements
- 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 and programs
- Receive timely and clear information in relation to courses and administrative procedures
- Receive timely and clear feedback upon assessment tasks
- Provide feedback on the teaching, learning and research environment
- Retain ownership of copyright in their original work and other subject matter; receive recognition for their contribution to published works of UNSW staff; and recognition of their legitimate share of intellectual property royalties and the like
- Study and work in a respectful, safe, tolerant and productive community.

2.2. The University experience

The University will use best endeavours to ensure that students:

- Are treated with courtesy, tolerance and respect as valued members of the University community
- Are provided with opportunity to 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 misconduct
- Have reasonable access to support services if experiencing personal, academic or disability related difficulties
- Have reasonable access to its records held about them
- Receive respect and protection of their privacy
- Can make a complaint based upon their experience at the University
- 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.
3. Student Responsibilities

There are five primary student responsibilities under this Code:

1. A condition of enrolment that students inform themselves of the University’s rules and policies affecting them
2. An obligation to act with integrity in academic work, to ensure that all academic work is conducted respectfully, ethically and safely
3. An obligation to observe standards of equity and respect in dealing with or communicating with or about a member of the University community
4. An obligation to use and care for University resources, including IT resources in a lawful and appropriate manner
5. An obligation to not diminish the University’s reputation in the carrying out of academic and other associated social or sporting activities.

3.1. Conditions of enrolment

Students must:

• Comply with the eligibility requirements for admission
• Inform themselves of all University rules and policies which apply to them
• Maintain their correct email and phone contact details in myUNSW
• Ensure that they read all emails sent by UNSW to their UNSW provided email address
• Identify themselves truthfully when required to do so by a University staff member, or UNSW Security, and produce their student card upon request to a University staff member, or UNSW Security fulfilling the requirements of their duties.

3.2. Integrity in academic work

Students are expected to:

• Conduct themselves honestly and in compliance with University policies
• Not engage in Plagiarism, Contract cheating, Exam cheating or other academic misconduct
• Conduct themselves in a manner conducive to the proper functioning of the University, recognising that a primary function of the University is the pursuit of academic excellence
• Actively participate in the learning process
• Attend scheduled course teaching and learning activities
• Submit assessment tasks by required dates and times, unless unforeseen or exceptional circumstances arise
• Behave ethically, avoiding any action or behaviour that would unfairly advantage or disadvantage either themselves or another student, such as the submission of falsified documentation to obtain academic advantage
• Comply with the conventions of academic scholarship and ensure the lawful use of copyright material
• Ensure that their academic activities are conducted safely and do not place others at risk of harm, including abiding by all ethical, safety, and other requirements in relation to that academic activity
• Be familiar with the programs and resources made available or recommended by the University to assist them in conducting their studies and research appropriately, including resources to help students avoid plagiarism and to comply with the ethical requirements of research
• 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.

3.3. Equity, respect and safety

Students are expected to:

• Treat all University staff, students and others with courtesy, tolerance and respect.
• Respect the rights of others to be treated equitably, free from all forms of unlawful discrimination, harassment and bullying, including sexual misconduct
• Respect the rights of others to express political and religious views
• Express political and religious views in a lawful manner which do not risk the safety of individuals and/or unreasonably impinge on university business or the reasonable use of university resources
• Not engage in behaviour that is perceived to be threatening or intimidating or causes any person to fear for their safety or wellbeing
• Not engage in behaviour that poses a potential risk to the health or safety of others
• Not behave in a way that disrupts or interferes with any teaching, learning 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 or facility of the University
• Not engage in or threaten unlawful behaviour
• Comply with any reasonable direction or request from a UNSW staff member or contractor where the direction or request supports safety, good order and compliance with UNSW policy
• Not use, possess or supply a prohibited weapon or any prohibited substance
• Not participate in any learning activity, such as, tutorials, laboratory class or online portal, under the influence of alcohol or a prohibited substance.

3.4. University resources
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, ethical and responsible manner, mindful of the need for resources to be shared by all members of the UNSW community
• Use and care for resources, such as buildings, equipment and grounds, library, information and communication technology resources, in a lawful, ethical and responsible manner in venues off-campus and online, or whilst on workplace or clinical placements, fieldwork or other practicum
• Use and care for resources provided by third parties in a lawful, ethical and responsible manner
• Not engage in behaviour that is detrimental to University property, including the University Library collection
• Not misuse library, computing or communications or other facilities in a manner which is unlawful, unethical or irresponsible, or which will be detrimental to others.

3.5. University reputation
Students are expected to:
• Conduct themselves in an appropriate manner while participating in a UNSW facilitated exchange program at an overseas university, including complying with relevant academic standards and protocols
• Conduct themselves in an appropriate manner while participating in a workplace or clinical placements, fieldwork or other practicum
• Conduct themselves in an appropriate manner online, consistent with the University’s values
• Ensure their actions or inactions as a student do not harm, or bring into disrepute, the University’s reputation or good standing
• 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 a definition about what constitutes fraud and corruption, see the University’s Fraud and Corruption Prevention Policy).

4. Legal & Policy Framework
This Code operates within the context of, and subject to, State and Commonwealth anti-discrimination and harassment legislation and within the context of other University policies.
In addition to this Code, the following may also apply to some students:

- UNSW Research Code of Conduct
- UNSW Staff Code of Conduct (where students are also employees or affiliates)
- Individual Faculty, School or Department policies or guidelines such as Health and Safety rules in laboratories.

It is not possible to cover every circumstance and situation in the Code. If a circumstance or situation arises which is not expressly covered in the Code, individuals are expected to act in accordance with the principles of the Code.

This Code over-rides any other Policy, Procedure or Guideline that is inconsistent.

5. Implementation

Student complaints and allegations of breaches of the University’s obligations under the Code are to be dealt with pursuant to the Student Complaint Procedure.

Allegations of student breaches of the Code or complaints of student misconduct, whether academic or non-academic, are dealt with pursuant to the Student Misconduct Procedure.

5.1. Roles, Responsibilities and Rights

The responsibilities of the University and students are set out in this Code.

The President and Vice-Chancellor has overall responsibility for supervision of the discipline of the University and has the power to impose penalties for breach of discipline or for misconduct or any kind. This power may be delegated.

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

Any student or staff member may make a complaint about an aspect of the University’s responsibilities or make a report of an allegation of student misconduct to the Deputy Vice-Chancellor Academic or the Director, UNSW Conduct & Integrity, pursuant to the Procedures.

6. Acknowledgements

- NSW Ombudsman Complaint Handling at Universities: Best Practice Guidelines 2006
- Overseas Students Ombudsman: Better Practice Complaint Handling for Education Providers 2011
- UK Office of the Independent Adjudicator, Guidance notes for Higher Education providers
- Complaints policies and procedures from a range of Australian universities were reviewed as part of the revision of the UNSW Student Conduct and Student Complaints Policies. Related policy documents from the following universities are gratefully acknowledged: Australian National University, Macquarie University, Monash University, Queensland University of Technology, University of Melbourne, University of Newcastle, University of Sydney, University of Technology Sydney, University of Queensland, University of Western Australia.
### Accountabilities

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<th>Responsible Officer</th>
<th>President and Vice-Chancellor</th>
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<td>Contact Officer</td>
<td>Director, UNSW Conduct &amp; Integrity</td>
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### Supporting Information

#### Legislative Compliance

This Code supports the University’s compliance with the following legislation:

*University of New South Wales Act 1989 (NSW)*

This Code operates within the context of, and subject to, State and Commonwealth anti-discrimination and harassment legislation and within the context of other University policies.

### Supporting Documents

Nil

### Related Documents

- Sexual Misconduct Prevention and Response Policy
- Student Complaint Procedure
- Student Misconduct Procedure
- Managing Plagiarism for Students Enrolled in Coursework Programs - Procedure
- Research Code of Conduct
- Health and Safety Policy
- Acceptable use of UNSW Information and Communication Technology Resources Policy
- Acceptable use of UNSW Information and Communication Technology Resources Procedures
- Handling Allegations of Research Misconduct Procedure

### Superseded Documents

Student Code Policy, version 2.3

### File Number

2010/02710

#### Definitions and Acronyms

**Academic Misconduct:** This term includes cheating, copying and using another person’s work without appropriate acknowledgement or citation practices. It covers misconduct during examinations and concerning academic works (see also plagiarism).

**Admissions Fraud:** Submitting or relying upon falsified or misleading documentation to obtain or seek to obtain entry into the University.

**Allegation:** A formal complaint or accusation.

**Affiliated Accommodation:** Means Shalom College, New College, New College Village. The University reserves the right to add to this list from time to time without further notice.

**Bullying:** Repeated unreasonable or less favourable treatment of a person by another in order to intentionally hurt, offend, intimidate, threaten or gain power over another person. Bullying behaviour may be physical or psychological. Bullying can be carried out by one person or a group and may be done privately, openly or via social media. Any staff member or student who is found to have been bullying a person will be subject to misconduct proceedings under appropriate University policies and procedures. If you are concerned about any form of bullying, information about services which offer advice and support is available at www.studentlifelearning.unsw.edu.au.

**Complaint:** A complaint is any type of problem, concern or grievance about the University or the University environment or an individual or group.

**Contract cheating:** See ‘plagiarism’.

**Exam cheating:** Any behaviour concerning a UNSW examination (whether internally or externally invigilated) engaged in to obtain academic advantage over others (or to assist another obtain academic advantage over others).
Falsified documents: Submission of documents that have been fabricated to obtain or seek to obtain academic advantage or admission. Examples include falsified medical certificates in support of applications for special consideration.

Harassment: Unwelcome behaviour that is offensive, belittling or abusive to another person or group of people. Any staff member or student who is found to have been harassing a person will be subject to misconduct proceedings under appropriate University policies and procedures. If you are concerned about any form of harassment information about services which offer advice and support is available at www.studentlifelearning.unsw.edu.au.

Plagiarism: Using or reproducing the words or ideas of others and passing them off as their own. Below are examples of plagiarism including self-plagiarism. This list is not intended to be exhaustive:

- **Copying:** Using the same or very similar text or idea to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment, without appropriate acknowledgement. This can also include combining cited and non-cited (copied) passages.

- **Inappropriate paraphrasing:** Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and information without acknowledgement. This also applies in presentations where a student paraphrases another’s ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.

- **Collusion:** Presenting work as independent work when it has been produced in whole or part in collusion with other people. Collusion includes providing work to another student before the due date for the purpose of them plagiarising at any time, obtaining the help of paying another person to perform an academic task (including online quizzes) and passing off the work as the student’s own, stealing or acquiring another person’s academic work and copying it, offering to complete another person’s work or seeking payment for completing academic work. This should not be confused with academic collaboration where there has been general group discussion about a project or question but where each student writes his/her own answer.

- **Contract cheating:** A form of collusion, where a student obtains the help of another person to perform all or part of an academic task (including non-assessable learning contributions such as blog posts/discussion boards) that the student subsequently submits as their own work, whether or not they have paid for this service. This includes circumstances where a student:
  - submits work they edited which was substantially the work of another person;
  - submits work based on a draft they prepared that is substantially modified by another, that goes beyond minor editing;
  - has a proxy complete an exam on their behalf (both physical and virtual examinations);
  - submits materials for misconduct investigations that were prepared by another person.

- **Inappropriate citation:** Citing sources which have not been read, without appropriately acknowledging the ‘secondary’ source from which knowledge of them has been obtained.

- **Self-plagiarism:** Republishing work previously written by the student and presenting it as new findings without referencing the earlier work, either in its entirety or partially. Self-plagiarism is also referred to as ‘recycling’ or ‘duplication’ without disclosure. Self-plagiarism includes re-using parts of, or all of, a body of work that has already been submitted for assessment without proper citation.

Procedural Fairness: Refers to the guiding principles of good administrative decision making including:

- Students are informed, with adequate notice, of allegations and proceedings against them;
- Students are provided with opportunity to respond and be heard;
- Decision makers are without conflict of interest or prior involvement in the matter;
- Proceedings are carried out and determinations made without bias.

Property: Includes material, personal, intellectual and shared property in any (including digital) form.

Sexual Misconduct: Sexual misconduct concerns behaviours that is in breach of the UNSW Sexual Misconduct Prevention and Response Policy.

Staff: Includes casuals, affiliates, conjoints, and contractors.
Student Conduct & Integrity Unit: Designated for the oversight of the Student Complaints Procedures and Conduct Procedures for the University. Undertakes and co-ordinates investigations and provides advice and guidance to students and staff.

UNSW Community: Students become members of the UNSW community upon enrolment and their behaviour is governed by this Code in respect of behaviour occurring:

- on UNSW campuses or other facilities, including the live-in accommodation at ADFA
- in virtual spaces (including online forums, communities and platforms) arranged or facilitated by UNSW or where the virtual space is connected to study or student experience
- whilst using UNSW information and communication technology (ICT) resources
- at premises in which research study or work integrated learning is undertaken as part of a UNSW activity including but not limited to placements, internships, fieldwork, or other type of practicum
- whilst staff, students or affiliates are representing UNSW (e.g. at sporting events, cultural activities, competitions, conferences), student clubs or whilst on exchange or sabbatical
- between a UNSW staff members or affiliates and a UNSW student
- in University owned, operated or Affiliated Accommodation

Victimisation: To be treated badly or unfairly because of being the subject of an allegation, investigation or finding of student misconduct. To be treated badly or unfairly because of making, intending to make or helping someone make a complaint or allegation of student misconduct. Any student or staff member or student who is found to have victimised a person will be subject to misconduct proceedings under appropriate University policies and procedures. Any party involved in a misconduct investigation fearing or experiencing victimisation should immediately discuss the matter with the Student Conduct & Integrity Unit.

Revision History

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<th>Approval date</th>
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<td>1.0</td>
<td>Vice-Chancellor</td>
<td>11 November 2009</td>
<td>1 December 2009</td>
<td>New policy replacing the Student Misconduct Rules</td>
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<td>6 December 2012</td>
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<td>18 February 2016</td>
<td>29 February 2016</td>
<td>Administrative updates reflecting changes in senior leadership positions.</td>
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<td>Administrative update</td>
<td>20 September 2016</td>
<td>20 September 2016</td>
<td>Duplicate Section 2 numbering fixed and template refresh</td>
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<td>2.3</td>
<td>UNSW Council</td>
<td>14 August 2017</td>
<td>14 August 2017</td>
<td>Changed name to Student Code of Conduct. Administrative updates to senior position titles.</td>
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<td>XX Month Year</td>
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<td>Minor amendment to align with UNSW 3+ and the Sexual Misconduct and Prevention Policy and address audit requirements.</td>
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