

Student Code of Conduct

Purpose

Australia Advance Education Group (AAEG) trading as Sydney International School of Technology and Commerce (SISTC) has a duty of care to its students and is responsible for providing a safe online teaching and learning environment. Both staff and students have rights and responsibilities to ensure mutually respectful behaviours and a responsibility to understand and adopt the principles contained in this code.

The Code:

- (a) describes appropriate student behaviour; and
- (b) sets out expectations and obligations for appropriate behaviour to enable and support a safe learning environment for all.

Scope

Our Student Code of Conduct and other policies have been developed in alignment with our values to ensure that we observe the highest standards of fair dealing, honesty and integrity. It is essential students are familiar with the Code and always act in accordance to these rules. Beyond this Code, there is an expectation that that everyone at SISTC abides by all laws and policies.

The Code applies to all students.

Academic Integrity and Misconduct process:

- a. allegations of a breach of Academic Integrity by coursework students must be dealt with in accord with the Academic Integrity Policy and Procedure.

Allegations of sexual misconduct will be investigated and managed in accordance with our Sexual Assault and Sexual Harassment Policy and Procedure.

Definitions

Unless otherwise defined in this document, all capitalised terms may be in the AAEG glossary of terms.

Principles

The principles that underpin SISTC behaviours are:

- a. acknowledgement that all members of our community have rights;
- b. everyone in our community has a right to feel safe and supported in their learning environment
- c. recognition that with rights come responsibilities;
- d. recognition that all interactions between students, and between staff and students are to be conducted with courtesy and respect;
- e. individuals assume responsibility for their own actions and interactions, and their consequences; and
- f. equitable and fair treatment.

Breaches of the Code

Breaches of the code occur when behaviours:

- a. impinge on the freedom of other persons to pursue their studies, research, or professional duties;
- b. disrupt due process; and
- c. are detrimental to the proper order or good conduct or are inappropriate to our academic standing or reputation.

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Principles of engagement, rights, and responsibilities

Principle	Rights	Responsibilities
Respect between staff and students, and between students.	All students have the right to: <ul style="list-style-type: none"> <input type="checkbox"/> an equal opportunity to learn without disruption or interference <input type="checkbox"/> privacy and confidentiality as aligned with legislative requirements and the Privacy Policy and Procedure <input type="checkbox"/> appropriate complaints procedures <input type="checkbox"/> timely and fair resolution of issues. 	All students have a responsibility to: <ul style="list-style-type: none"> <input type="checkbox"/> treat every person with courtesy, and respect regardless of gender, age, ethnicity, social background, disability, sexual preference, or religious beliefs and customs <input type="checkbox"/> behave appropriately in the learning environment and use respectful dialogue and debate <input type="checkbox"/> cooperate and interact courteously to a level expected of professional conduct <input type="checkbox"/> attempt to resolve issues through informal discussion before taking formal action and where appropriate <input type="checkbox"/> advise of any perceived conflict of interests with respect to any staff relationship during unit enrolment or during research candidacy <input type="checkbox"/> engage in conduct that does not hinder or prevent the use by others of SISTC facilities or the participation by others in SISTC activities.
Respect for the views of others.	All students have the right to feel safe to communicate various perspectives and views in an environment where freedom of expression is respected.	All students have a responsibility to: <ul style="list-style-type: none"> <input type="checkbox"/> respect the rights of others to hold and express a range of viewpoints <input type="checkbox"/> express views with consideration for the feelings of others, and an understanding of ethical and cultural implications.
Respect for the academic requirements of a Unit or Course.	All students have the right to: <ul style="list-style-type: none"> <input type="checkbox"/> accurate and up-to-date information on assessment and other requirements of Units or Courses <input type="checkbox"/> assessment that provides an opportunity to demonstrate their learning outcomes associated with an Unit <input type="checkbox"/> fair, constructive and impartial feedback on assessment within a reasonable timeframe <input type="checkbox"/> effective research management and supervision <input type="checkbox"/> provide legitimate comment and feedback about Course content, teaching staff or their 	All students have a responsibility to: <ul style="list-style-type: none"> <input type="checkbox"/> become familiar with information provided about Units, Courses and assessment <input type="checkbox"/> participate in information sessions (including orientation), and access all relevant electronic information <input type="checkbox"/> complete all required readings and preparatory study tasks <input type="checkbox"/> provide respectful and constructive feedback about teaching and the quality of Units and Courses through our evaluation processes <input type="checkbox"/> express respectful and constructive informal opinions about courses and staff <input type="checkbox"/> refrain from feedback that is abusive, derogatory or that denigrates or discriminates against our community <input type="checkbox"/> ensure that all submitted assessments are their own work and be aware of and adhere

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Principle	Rights	Responsibilities
	student experiences without fear of reprisal.	to the Academic Integrity and Misconduct Policy.

Related documents

Student Code of Conduct Procedure
Academic Freedom and Free Intellectual Inquiry Policy
Academic Integrity and Misconduct Policy and Procedure
Acceptable Use of Information Technology Facilities Policy and Guidelines for Students
Assessment Policy
Critical Incident Policy and Procedure
Academic Excellence Awards Procedure
Evaluation of Unit and Teaching Policy and Procedure
Fees, Charges and Refund Policy and Procedure
Privacy Policy and Procedure
Research and Scholarship Policy
Research Integrity Breach Management Procedure
Sexual Assault and Sexual Harassment Policy and Procedure
Student Equity and Diversity Policy
Student Grievance Handling Policy and Procedure
Student Support Policy and Procedure

External Referencing:

SISTC acknowledges the University of South Australia in the development of this Code.
 University of South Australia, Code of Conduct for Students, viewed 14 March 2019,
<https://i.unisa.edu.au/policies-and-procedures/codes/students/>

Notes

Responsible Officer	CEO Dean
Approval Authority /Authorities	Board of Directors
Date Approved	28 November 2023
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Date for Review	November 2026
Documents Superseded by this Policy	None
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