



Title	AHE Student Code of Conduct
Code	APo2
Approving Body	Academic Board
TEQSA Provider ID	PRV14320
CRICOS Registration No:	TBA
Developer	CEO/ Executive Dean
Date Approved	26 March 2018
Commencement Date	26 March 2018
Date of Review	26 March 2022
Distribution	Internal: Governance and Executive Management
Purpose	Apex Higher Education (AHE) has developed a Student Code of Conduct to ensure a safe learning environment at AHE.
Scope	Applies to all academic governance and activities of AHE

1. Rationale for an AHE Student Code of Conduct

AHE is committed to ensuring that there are clearly defined standards of behaviour and conduct for all enrolled students so that AHE students engage in the educational process free from disruptive or inappropriate behaviours. By adhering to this **AHE Student Code of Conduct**, students can help to create a safe and productive environment.

2. Principles of the AHE Student Code of Conduct

AHE expects that all members of the broader AHE community will behave professionally and with respect for others. Therefore, students must not behave in a manner that is disruptive and/or inappropriate by any reasonable standard.

2.1 Students are entitled to:

- Be treated fairly, professionally and with respect;
- Learn in a safe environment;
- Pursue their educational goals in a safe and supportive environment;
- Expect that their privacy is respected, and that their personal information will be kept confidential.

2.2 Students will refrain from any behaviour that creates an unsafe environment at AHE, including but not limited to:

- Any behaviour that creates or will create unfair treatment, discrimination, any form of harassment (including sexual harassment) or bullying as defined in the **AHE Table of Acronyms and Definitions**,
- Any form of harm or potential harm to others at AHE, including any behaviours that can be interpreted as intimidation, ridicule, creating anxiety or disrespect for others,
- Disobeying AHE policies and procedures, Australian laws or common standards of safety,

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- **Academic misconduct**, which involves illegal activities, cheating, collusion, plagiarism or any other conduct that deliberately or inadvertently claims ownership of an idea or concept without acknowledging the source of the information. This includes any form of activity that negates the academic integrity of the student, another student or their work,
- Damaging, defacing, stealing or destroying AHE's property.

2.3 Students are expected to:

- Attend all their scheduled classes punctually and for the whole duration of the class.
- Refrain from using any devices to perform actions which disrupt classes e.g. mobile phones or laptops.
- Comply with reasonable direction from AHE's staff and/or authorised AHE representatives;
- Conduct themselves in a safe, professional and WHS compliant manner. This includes identifying and reporting to AHE any possible hazards from equipment, facilities and the environment;
- Refrain from smoking anywhere on AHE's premises or within 4 metres;
- Refrain from drinking and/or eating in any AHE area except where specifically permitted;
- Refrain from the use of offensive language, alcohol and illegal drugs;
- Report any discriminatory, harassment (including sexual harassment) or bullying behaviour to any AHE staff.

3. Breach of the Student Code of Conduct

Refer to **Appendix 1: Flow Chart of a Breach of the Student Code of Conduct**

3.1 A Complainant and a Respondent are defined in the **AHE Table of Acronyms and Definitions**.

- If the Complainant is an AHE staff member, and the Respondent is an AHE student, the **AHE Student Code of Conduct** applies.
- If the Complainant is an AHE student, and the Respondent is a staff, the student should refer to the **AHE Student Grievance, Complaint and Appeal Procedure**. The **AHE Staff Code of Conduct** applies to the Respondent.
- If the Complainant is an AHE student, and the Respondent is a student, the **AHE Student Code of Conduct** applies.

3.2 The following Steps for dealing with inappropriate behaviour by AHE students are intended as recommended consecutive steps. Based on the judgment of AHE Senior Staff dealing with claims of inappropriate behaviour, if the situation warrants immediate action, the initial Steps may be omitted, and the necessary action taken to remove the student.

Step 1: The Respondent student will be asked by an authorised representative of AHE to cease the alleged inappropriate behaviour.

Step 2: Where the Respondent student does not cease the alleged inappropriate behaviour, the Respondent will be asked to leave that environment. Where the Respondent does not leave, a member of the AHE Senior Staff or security may be called to remove the Respondent from the environment where the inappropriate behaviour has occurred (e.g. classroom, library, common area and so on).

Step 3: In all cases of alleged inappropriate behaviour, the CEO/ Executive Dean will be notified, and the details of the incident noted on the Respondent student's file.

Step 4: Where the alleged inappropriate behaviour is notified by a Complainant and no intervention (as described above) occurred at that time, the Complainant should consult with the CEO/ Executive Dean. The CEO/ Executive Dean will follow-up on such allegations in a timely manner and will then meet with the Complainant and the Respondent to facilitate resolution. Where the CEO/ Executive Dean cannot resolve the issue, the Complainant may submit a formal grievance under the **AHE Student Grievance, Complaint and Appeal Procedure**.

3.3 Disciplinary Action: If a breach of this **Student Code of Conduct** has occurred, the CEO/ Executive Dean will determine the disciplinary actions that will be taken. These may include (but are not limited to):

- A verbal warning and counselling regarding the incident of inappropriate behaviour;
- A written warning that clearly states that the behaviour is inappropriate and outlines/identifies possible consequences including disciplinary action up to and including a suspension of study or cancellation of enrolment in the event of continuation of the inappropriate behaviour;
- Where the breach of this **Student Code of Conduct** is deemed serious based on a "reasonable person" standard, immediate disciplinary action up to and including suspension of study or cancellation of enrolment. In the case that an AHE-initiated suspension of study or cancellation of enrolment due to inappropriate behaviour relates to an international student, the *Deferment, Suspension and Cancellation of Study During Enrolment* will apply as per the ESOS Act.

3.4 Appeals

- A Respondent student may appeal against a decision made under this **Student Code of Conduct**. The grounds for appeal are that the decision is inconsistent with this **Student Code of Conduct**.
- Appeals must be made in writing and lodged with the CEO/ Executive Dean within twenty working days of the student receiving written notification of any disciplinary action taken under this policy. The CEO/ Executive Dean will respond in writing to the appeal within twenty working days of receipt of the appeal, and may confirm or vary the decision.
- If a student remains dissatisfied with the outcome of their appeal, they may appeal under the **AHE Student Grievance, Complaint and Appeal Procedure**.

4. Dissemination

4.1 Training on the **AHE Student Code of Conduct** is provided to all staff members at their staff induction.

4.2 Students will be informed of the **AHE Student Code of Conduct** at orientation, and in each **AHE Unit Student Study Guide**. The **AHE Student Code of Conduct** will also be published on AHE's website (temporary AHE website: <https://apex-h.pagecloud.com/>)

4.3 Students who are impacted by inappropriate behaviour will have access to support services through Student Support personnel as outlined in the **AHE Student Academic and Non-Academic Support Policy and Procedure**.

4.4 Information on any incident involving inappropriate behaviour will be provided to the Registrar. The Registrar will note all incidents on the student's file. The Registrar will include reports of breaches of the **AHE Student Code of Conduct** that result in disciplinary action as part of their report to the Executive Management Committee.

5. Benchmarking Documents

- TEQSA Guidance Note: Academic Integrity
- <https://www.universitiesaustralia.edu.au/Media-and-Events/media-releases/University-action-to-prevent-and-address-sexual-assault-and-sexual-harassment#>

6. Legislation

- Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) <https://cricos.education.gov.au/>
- Department of Home Affairs <https://www.homeaffairs.gov.au/> (Previously Department of Immigration and Border Protection (DIBP))
- Education Services for Overseas Students 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>
- TEQSA National Register <https://www.teqsa.gov.au/national-register/provider/apex-institute-higher-education-pty-ltd>
- Higher Education Standards Framework (Threshold Standards) 2021 (Refer to Higher Education Standards Panel) <https://www.dese.gov.au/higher-education-standards-panel-hesp/higher-education-standards-framework>

6. Related Documents

- Bachelor of Business Course Guide
- AHE Letter of Offer and Student Written Agreement
- AHE Student Handbook
- AHE Website (Please refer to the temporary AHE Website <https://apex-h.pagecloud.com/>)
- AHE Student Grievance, Complaint and Appeal Procedure
- AHE Staff Employment, Review and Professional Development Procedure
- AHE Student Academic Progression Policy and Procedure

7. Definitions

Refer to the **AHE Table of Acronyms and Definitions**

Version Control and Approval

Version	Person Responsible and Action Taken	Date	Approved by
2021.1	CEO/ Executive Dean. Updated document for CRICOS and PRV Code TBA; ESOS related legislation	14 Sep 2021	CEO/Executive Dean
2019.1	CEO/ Executive Dean. Expanded academic misconduct to include any form of cheating affecting academic integrity	20 Sep 2019	Academic Board
2018.2.3	CEO/Executive Dean: Reformatted document	16 Nov 2018	CEO/Executive Dean
2018.2.2	CEO/Executive Dean: Amended document to reflect changes in documents, roles and titles	15 Oct 2018	CEO/Executive Dean
2018.2.1	CEO/Executive Dean: Minor changes to class duration, appeals and TEQSA Guidance Note. CEO/ Executive Dean included.	31 May 2018	Minutes of the Academic Board
2018.2	CEO/Executive Dean: Section 2.1 amended to be more encompassing and not limiting; staff are to be inducted in	31 May 2018	Minutes of the Academic Board

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	the Student Code of Conduct; flowchart is added for a breach; student expectations are combined.		
2018.1.3	CEO/Executive Dean: Code now includes references to bullying, discrimination and harassment. The process for complaints consider who the Complainant and Respondent is. Changed jointly with the AHE Staff Code of Conduct .	2 May 2018	(requested by the) Board of Directors
2018.1.2	CEO/Executive Dean: Students to refrain from actual behaviours including sexual harassment; Student Complaint and Grievance Procedure referred to	30 April 2018	Academic Board
2018.1.1	CEO/Executive Dean: Changed title to Code of Conduct; clarified the role of the Higher Education Standards Framework	26 March 2018	Academic Board
2018.1	CEO/Executive Dean: Created Document	7 March 2018	

Appendix 1: Flow Chart of a Breach of the Student Code of Conduct

