Online University English Entry Course Student Code of Conduct

1. Purpose

The Online University English Entry Course (OUEEC) Student Code of Conduct outlines the UNSW College (College) responsibilities and the standard of conduct expected of OUEEC students.

2. Scope

The OUEEC Student Code of Conduct applies to:

(a)   all Enrolled OUEEC students and their activities undertaken within or with, other members of the College community;

(b)   former OUEEC students, where the behaviour in question occurred whilst a member of the College community;

(c)   Prospective Students of the OUEEC, where the conduct directly relates to their enrolment or admission to the program;

(d)   the College, its staff and affiliates.

3. Policy statement

All OUEEC students are expected to conduct themselves in a way that:

(a)   supports freedom for others to pursue their College studies, duties, activities and engagement in College life;

(b)   respects the College commitment to providing a quality education, a safe and fair learning environment and positive student experience;

(c)   accepts a shared responsibility between the College and its students to honour and promote a fair, honest, respectful, harmonious and inclusive community; and

(d)   upholds the reputation of the College.

4. College responsibilities

Two primary objectives guide the College's responsibilities:

4.1 Objective 1: Provide a learning and teaching environment that enables students to achieve their full potential

The College provides students with the opportunity to:

(a)   be considered for entry into programs with selection criteria that are valid, explicit, fair and transparent;

(b)   enrol in courses and programs of study that are of a high standard;

(c)   have Reasonable Access to appropriately qualified academic staff and academic and learning support services, materials, equipment and other resources to enable completion of the programs in which students are Enrolled;

(d)   receive clear and Timely Information about programs, courses, administrative procedures and feedback on assessment tasks;

(e)   provide feedback on the teaching and learning environment; including support services and facilities;

(f)   receive appropriate recognition for copyright subsisting in original assignments and other submitted work;

(g)   study and work in a safe, inclusive and productive academic environment.

4.2   Objective 2: Provide a College community for students consistent with the College's values and guiding principles

The College endeavours to ensure that students:

(a)   study in an academic environment that fosters student participation in debate and where students can express alternative points of view;

(b)   are treated with courtesy and respect as valued members of the College community;

(c)   are provided with the opportunity to participate in the decision-making processes of the College through elected student representatives;

(d)   are treated fairly, impartially and consistently in all aspects of College Policy, Procedures and practice;

(e)   are treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment;

(f)   have access to reasonable support services if experiencing personal, health, academic and / or disability related challenges;

(g)   have Reasonable Access to the records held about them;

(h)   receive respect and lawful protection of their privacy;

(i)   can make a complaint about their experience at the College or exercise a right of appeal without fear of victimisation and with the assurance that the matter will be treated seriously, expeditiously and sensitively, having due regard to Procedural Fairness and confidentiality.

5.   College community

On enrolment, students join the College community. As members of the College community, students are expected to observe and uphold standards of conduct outlined in this Code, with respect to behaviour:

(a)   on College and the University of New South Wales (UNSW) campuses and facilities;

(b)   in virtual spaces arranged or facilitated by the College or where the virtual space is connected to the College or UNSW study or the student experience;

(c)   while using College or UNSW information and communication technology resources;

(d)   at any location where College activities are undertaken;

(e)   while students are representing the College (e.g. at excursions, social and sporting events, cultural activities, competitions), including within student clubs;

(f)   between College students and College staff;

(g)   at College affiliated accommodation;

(h)   at College, Arc@UNSW and associated UNSW student society and club activities.

6.   Principles of open and respectful discussion

The following principles of open and respectful discussion are key to fostering and preserving a safe, inclusive and fair learning environment and a positive student experience at the College:

(a)   the College encourages critical thought and open discussion, including controversial ideas;

(b)   the College is a dynamic community where ideas can change and there is a commitment to creating a safe space for exploring and debating changing perspectives;

(c)   students should demonstrate respectful disagreement or feedback, expecting that they may be asked to explain or give evidence for their perspective or claims;

(d)   students are committed to engaging in inclusive conversations and debates and respect the rights of others to offer their opinion without being talked over or ridiculed;

(e)   students accept differences amongst each other – both seen and unseen;

(f)   students must permit others to express disagreement without fear of reprisal.

7.   Student responsibilities

As members of the College community, students uphold the following six responsibilities.

7.1   Responsibility 1: Comply with the College's conditions of enrolment

College students:

(a)   meet the eligibility requirements for admission;

(b)   inform themselves of all relevant College Policies and Procedures;

(c)   maintain current contact details with the College at all times;

(d)   read and, when required, respond to all communications sent by the College to their College email address or via Moodle, Teams or other College recognised forms of communication;

(e)   correctly identify themselves and produce, to College staff and affiliates, their student card or other form of photo identification upon request.

7.2 Responsibility 2: Act responsibly, ethically, safely and with integrity

College students:

(a) actively participate in the learning process, including attending scheduled teaching and learning activities;

(b) submit assessment tasks by submission dates and times, unless otherwise approved;

(c) conduct themselves honestly and according to College Policies and Procedures;

(d) ensure that they properly and fairly use copyright material;

(e) ensure that their activities and conduct do not place themselves or others at risk of harm or injury;

(f) behave ethically and with integrity, avoiding any action or behaviour that would unfairly advantage or disadvantage either themselves or another student. This includes engaging in or facilitating plagiarism, contract cheating, collusion, exam cheating, fabricating and falsifying documents, sources and data and other forms of misconduct;

(g) conduct themselves in a manner conducive to the proper functioning of the College, recognising that a primary function of the College is the pursuit of academic excellence;

(h) are familiar with the programs and resources made available or recommended by the College to assist them to conduct their studies, including resources to help students avoid plagiarism;

(i) display respect by behaving in a manner that will not unreasonably impair the freedom of others to pursue their studies or work and to participate in life at the College.

7.3 Responsibility 3: Observe standards of equity and respect in dealing with every member of the College community

College students:

(a) treat all members of the College community with courtesy and respect. This includes respecting the rights of others to be treated equitably, free from all forms of unlawful discrimination, harassment, bullying and vilification; and the rights of others to express political and religious views;

(b) respect College teaching, learning, academic or other activities by not behaving in a way that disrupts or interferes with these activities;

(c) comply with any reasonable direction or request from a College staff member or affiliate where the direction or request supports safety, good order and compliance with College Policies and Procedures.

7.4 Responsibility 4: Engage in lawful behaviour

As members of the College community, students must behave lawfully at all times.

7.5 Responsibility 5: Use and care for College resources in a responsible and appropriate manner

College students:

(a) use and care for all College resources in a responsible and appropriate manner, mindful of the need for resources to be shared by all members of the College community. This includes buildings, equipment and grounds, the College and the UNSW libraries, information and communication technology resources, both on-campus and off-campus venues including online and off-campus activities;

(b) keep their College student ID and passwords secure. Student ID cards and/or passwords must not be given to others.

7.6 Responsibility 6: Maintain the College's reputation and good standing

College students:

(a) as representatives of the College, must conduct themselves in a way that maintains and does not diminish the College's reputation or good standing in any way;

(b) must use the College's name, reputation, or brand responsibly and only with prior written permission.

8. Legal and Policy Framework

This OUEEC Student Code of Conduct operates within the context of, and subject to, State and Commonwealth legislation, including anti-discrimination and harassment legislation.

It is not possible to mention every circumstance or applicable policy in this OUEEC Student Code of Conduct. If a circumstance or situation arises which is not expressly mentioned, individuals are expected to act in accordance with the underlying principles of this OUEEC Student Code of Conduct.

9. Breaches of the OUEEC Student Code of Conduct

(a) Students who breach the OUEEC Student Code of Conduct will be subject to disciplinary action according to the OUEEC Student Misconduct Policy.

(b) If the breach is one of Academic Misconduct, students will be subject to disciplinary action according to the OUEEC Academic Integrity Policy. If the breach is considered a serious breach of Academic Misconduct, students will be subject to disciplinary action according to the OUEEC Student Misconduct Policy.

10. Other matters

The College reserves the right to investigate any alleged conduct, behaviour, action or inaction that it considers to be of a serious nature, notwithstanding that it may be outside the scope of this OUEEC Student Code of Conduct.

11. Roles, responsibilities and delegations

Role	Responsibility
College Board of Directors	Overall responsibility for the OUEEC Student Code of Conduct.
Student Misconduct Committee	Authority to impose penalties for breaches of the OUEEC Student Code of Conduct.
College Staff	Educate and advise students regarding the OUEEC Student Code of Conduct and its application across all College activities.
Students	Understand the requirements of the OUEEC Student Code of Conduct and avoid breaches.

12. Definitions

Definitions and Acronyms	
Academic Integrity	Acting in academic and scholarly contexts with honesty, truthfulness, trustworthiness, openness, transparency, fairness and respect.
Academic Misconduct	Various types of student violations of Academic Integrity including plagiarism and exam cheating.
Affiliates	Conjoint and visiting staff, consultants and contractors, agency staff, members of the College committees and any other person appointed or engaged by the College to perform duties or functions.
Conflict of Interest	Interest, involvement or information that may influence or be reasonably perceived to influence a person's ability to make objective recommendations or decisions.
Enrolled	A status where a student has already accepted the College conditions of enrolment and paid the required amount to secure their place in the OUEEC.
Procedural Fairness	A principle of law that is concerned with the procedures used by a decision-maker, rather than the actual outcome reached. Key requirements of procedural fairness include: (a) ensuring respondents are provided with all necessary details of the allegations that have been made against them; (b) ensuring respondents are given a proper opportunity to respond to the allegations in an appropriate way before a decision is made (including as to any mitigating circumstances); (c) that persons involved in deciding an outcome do not have any bias or Conflict of Interest; (d) that a decision is based only on relevant evidence.
Prospective Student	A person who intends to become or has taken any steps towards enrolling in the OUEEC.

Reasonable Access	Access granted at a time and by a process which is reasonable and practicable to meet.
Timely Information	Information distributed sufficiently far in advance, so the interested parties have enough time to review relevant material and make informed decisions.

13. Related Policies and Supporting Documents

Related Policy Documents and Supporting Documents	
Legislation	• Education Services for Overseas Students (ESOS) Act 2000 (Cth) • Higher Education Standards Framework (Threshold Standards) 2021 (Cth) • Higher Education Support Act 2003 (Cth) • National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth) • TEQSA Guidance Note: Academic Integrity, Version 1.2
Policy	• OUEEC Student Misconduct Policy • OUEEC Academic Integrity Policy • OUEEC Student Grievances and Complaints Policy • OUEEC Student Appeal Policy

14. Policy Governance

OUEEC Student Code of Conduct	
Category/Business Group	Student Experience
Published Externally (Yes/No)	Yes
Approver	Chief Executive Officer
Responsible Officer	Executive Director, Students
Contact Officer	Head of Student Experience
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1.0	Chief Executive Officer –	23 July 2024	23 July 2024	N/A

	Sarah Lightfoot			

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