



Student Code of Conduct

Policy

Swinburne Open Education (RTO 3059) defines expectations of students with respect to their general behaviour and academic integrity of their course assessments through the publication of the Student Code of Conduct.

Purpose

The purpose of this policy is to ensure that Swinburne Open Education students are fully informed of the expectations of behaviour when enrolled with Swinburne Open Education and possible consequences for breaching the Code of Conduct.

Scope

This policy applies exclusively to students enrolled with Swinburne Open Education (RTO 3059) through UP Education Online in accordance with the established partnership agreement.

Responsible Officer(s)

The Program Manager is responsible for maintaining the Student Code of Conduct and associated processes.

Definitions

Definitions are located in the Glossary of Terms.

Review and Improvement

This policy and associated procedures are subject to regular review and improvement through Continuous Improvement processes as described in the Continuous Improvement Policy and Procedures.

Student Code of Conduct Procedures

1. *Student Code of Conduct*

Students of Swinburne Open Education are expected to:

- Comply with Swinburne Open Education Policies and Procedures,
- Comply with the terms and conditions of the Student Agreement,
- Behave with honesty and integrity,
- Actively participate in the learning process,
- Not engage in Plagiarism or Cheating as defined in the Academic Conduct Guideline,
- Not misuse technology or communications facilities in a manner that is unlawful or detrimental to the rights of others,
- Follow Workplace Health and Safety protocols and ensure that they do not place themselves or others at risk of harm,
- Not behave in any way which impairs the reasonable freedom of other persons,
- Treat all Swinburne Open Education staff, Trainers and Assessors, and other students with courtesy, tolerance and respect,
- Treat all staff and customers in workplaces while undertaking Structured Workplace Learning with courtesy, tolerance and respect,
- Respect the legal rights of others,
- Not engage in behaviour that is:
 - Obscene,
 - Dangerous,
 - Offensive to others,
 - Unlawful,
 - Discriminatory,
 - Bullying/harassing,
 - Perceived to be threatening or intimidating,
- Not engage in behaviour that disrupts or interferes with any teaching, learning or assessment activity of Swinburne Open Education
- Ensure as a student they do not bring Swinburne Open Education into disrepute.

2. Breach of the Code of Conduct

Where an alleged breach of the Code occurs:

- Specific details of the alleged breach and any supporting evidence is to be provided to the Program Manager,
- The Program Manager will review the alleged breach case and inform the student of the allegation in writing,
- The student will be provided the opportunity to respond to the alleged breach,
- In investigating the alleged breach, the Program Manager:
 - Considers the evidence provided,
 - Considers the student response,
 - May consult with relevant internal and/or external stakeholders,
- The Program Manager will advise the student in writing of the outcome of the

investigation. Outcomes of an investigation may include:

- Dismissal of the alleged breach,
- Determining a breach of the Code has occurred.

Where the investigation finds a breach has occurred, the actions taken may include but are not limited to:

- Written warning issued to the student,
- Expulsion from Swinburne Open Education,
- Other disciplinary action deemed appropriate.



Academic Conduct Guideline

Swinburne Open Education is committed to fostering a learning environment that reflects the qualities of self-directed learning and academic integrity.

Swinburne Open Education acknowledges that students will research, study and observe the work of others throughout their studies. It is important that students acknowledge and reference sources of information that they draw on in completing their activities and assessments.

Academic Referencing

Where applicable, Swinburne Open Education adopts the Swinburne University of Technology Harvard Referencing Style Guide. Students can access the Guide via <https://www.swinburne.edu.au/library/search/referencing-guides/harvard-style-guide/>

Expectations for academic referencing are explained in the student assessment instructions for each individual assessment.

Plagiarism/cheating

Students are responsible to appropriately cite reference sources and not to plagiarise or copy other students' assessments. Where students are utilising the Study Buddy system, care must be taken to ensure that each student completes the assessment tasks on an individual basis.

Swinburne Open Education will not condone or tolerate plagiarism or cheating by any students.

Instances where plagiarism/cheating are suspected to have occurred will be investigated as per the Breach of the Code of Conduct process.