



University of
South Australia

Code of Conduct for Students

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AMENDMENTS:

- Director: Student and Academic Services – October 2008
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REFERENCE AUTHORITY: Provost and Chief Academic Officer

CROSS REFERENCES:

- Australian Code for the Responsible Conduct of Research
- University Statute No. 7 - Student misconduct
- University By-Law 3 – Trespass on University Grounds
- University By-Law 4 – Damage to University Property
- University By-Law 5 – Vehicles, Traffic and Parking
- University By-Law 7 – Disorderly or offensive behaviour
- University By-Law 8 – Alcoholic Liquor
- University By-Law 9 – Smoking
- University By-Law 10 – General
- University By-Law 12 – Penalties
- University By-Law 14 – Order and Protection of Property
- Code of Ethical Conduct
- Code of good practice: Relationships between staff and students
- Code of good practice: Research degrees management and supervision
- Code of Good Practice: Research in honours programs
- University policy C-1: Inclusive language
- University policy C-2: Equal opportunity
- University policy C-5: Public statements and representation by university staff and students
- University policy C-7: Students with disabilities
- University policy C-12: Sexual harassment
- University policy C-17: Student complaints resolution
- University policy C-21: Anti-racism
- University policy C-22: Acceptable use of Information Technology (IT) facilities
- University Discrimination and Harassment Grievance Procedures (Staff)
- University policy A-46: Confidentiality of students' personal information
- University Academic regulations for Higher Degrees by Research
- University Guidelines for students on use of IT facilities, including email and the internet
- Guidelines on Electronic Communications with Students
- University policy RES-22: Intellectual Property: Ownership and Management Policy
- Assessment Policies and Procedures Manual

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Purpose

The University of South Australia (UniSA) has a duty of care to staff and students and is responsible for providing a safe teaching and learning environment for the university community. One of the ways UniSA does this is by making statutes, by-laws, policies and procedures that regulate behaviour.

As members of the UniSA community, students enter into a partnership with UniSA to enhance their experience as a student and that of all members of UniSA. It is therefore every student's responsibility to understand and adopt the principles contained in this code. Students must behave responsibly to reflect well on themselves and UniSA.

This Code:

- summarises the existing obligations and responsibilities of students under UniSA's statutes, by-laws, policies and procedures
- outlines the consequences of inappropriate behaviour and refers students and staff to the relevant UniSA statutes, by-laws, policies and procedures to address situations described in the Code
- assists students to understand the community of which they have chosen to be a member
- aims to facilitate a cooperative and productive relationship between staff and students, as well as among students. It explains the obligation to observe standards of equity and respect in dealing with all members of the UniSA community.

Scope

This Code applies to the behaviour of all students, whilst enrolled, irrespective of their location or the mode of delivery of the program in which they are enrolled.

This includes:

- any activity related to, or undertaken through the use of, UniSA owned, or privately owned, facilities that affect or could affect another person's ability to pursue studies, research, or activities in relation to UniSA;
- activity on-campus or off-campus, including online activity; and
- any conduct, whether related or unrelated to UniSA activity, that has or is likely to have an effect on UniSA or on any member of the UniSA community.

Principles

The three principles that underpin student behaviour at UniSA are:

- acknowledgement that all members of the UniSA community have *rights*
- *respect* for the rights of others
- recognition that rights come with *responsibilities*

These principles are explored further in the appendix. The appendix also outlines examples of inappropriate behaviour and its consequences.

Inappropriate behaviour and its consequences

Students who do not comply with UniSA's behavioural expectations may infringe on others' rights to participate in university life.

UniSA has a duty of care to ensure a safe learning environment for all members of the UniSA community and is obliged to take immediate action where a student's behaviour is inappropriate or interferes with the freedom of another member of the UniSA community in pursuing their studies, research, academic or professional duties, or university life.

Authorised persons¹ can arrange for the immediate removal of students causing disturbances that hinder or interfere with any lawful activities conducted on UniSA grounds, or which disrupt any teaching activity, examination or official meeting of UniSA. In offshore settings, these arrangements will be implemented through the relevant partner organisation. [See [by-law 7: Disorderly or Offensive Behaviour](#)].

Where a breach of UniSA's policies and procedures also breaches the law, UniSA will report the criminal activity to the police.

UniSA reserves the right to administer the relevant statute, by-law, policy or procedure and proceed with the investigation/inquiry even if the student withdraws from UniSA, is no longer enrolled, or subsequently fails to meet the definition of a student while a disciplinary matter is pending.

¹ 'authorised persons' are members of senior management, security staff, campus service managers, site services managers and Directors/Managers of Units with University-wide responsibilities authorised as stipulated by delegated power of the Vice Chancellor, [by-law 7: Disorderly or Offensive Behaviour](#).

Appendix - Principles of student behaviour at the University of South Australia

Principle	Rights	Responsibilities	Consequences
<p>1. Respect between staff and students, and among students</p> <p>Specific expectations of academic staff behaviour are discussed in the following UniSA Codes of Good Practice:</p> <ul style="list-style-type: none"> ▪ Code of Ethics ▪ Code of good practice: Relationships between staff and students ▪ Code of good practice: Research degrees management and supervision ▪ Code of Good Practice: Research in honours programs <p>Specific expectations of student behaviour are outlined in this document, the Code of conduct for students.</p> <p>Expectations of all members of the University community (including staff and students) are covered in the following UniSA instruments:</p> <ul style="list-style-type: none"> ▪ Code of Good Practice: Research in honours programs ▪ University policy C-1: Inclusive language ▪ University policy C-2: Equal opportunity ▪ University policy C-7: Students with disabilities ▪ University policy C-12: Sexual harassment ▪ University policy C-21: Anti-racism 	<p>All students have the right to:</p> <ul style="list-style-type: none"> ▪ An equal opportunity to learn ▪ Privacy and confidentiality ▪ Appropriate complaints procedures that are clearly defined and easily accessible ▪ Timely and fair resolution of issues 	<p>All students have a responsibility to:</p> <ul style="list-style-type: none"> ▪ Treat every person with courtesy, and respect regardless of gender, age, ethnicity, social background, disability, sexual preference, or religious beliefs and customs <p>This also applies to off-campus activities such as workplace or clinical placements, fieldwork or other practicum, and the online environment</p> <ul style="list-style-type: none"> ▪ Behave appropriately in the learning environment (including online), use respectful dialogue and debate; consider others by not disrupting the classroom/learning space/blog; cooperation and courteous interactions at a level expected of beginning professionals ▪ Attempt to resolve issues through informal discussion before taking formal action ▪ Familiarise themselves with the University's procedures for complaints and grievances and use these procedures appropriately <p>[See policy C-17: Student complaints resolution</p> <ul style="list-style-type: none"> ▪ Become familiar with UniSA policies on information use: A-46: Confidentiality of students' personal information 	<ul style="list-style-type: none"> ▪ Behaviour that interferes with class delivery or other students' learning experiences will not be tolerated ▪ Students who are disruptive will be asked to leave the class room, will be removed from the learning environment, or will be removed by Security. Students may also lose privileges such as email or access to learnonline ▪ Students who display disrespectful conduct towards others may be liable to complaint under policy C-17: Student complaints resolution ▪ Penalties range from a caution for minor offences to suspension or expulsion from UniSA for serious offences under University Statute 7: Student Misconduct, and the possibility of legal action

Principle	Rights	Responsibilities	Consequences
<p>2. Respect for UniSA's physical environment.</p> <p>UniSA takes all reasonable steps to provide a safe and secure physical environment that is appropriate for staff, students and the general public</p>	<p>All students have the right to:</p> <p>A safe and secure physical environment</p>	<p>All students have a responsibility to:</p> <ul style="list-style-type: none"> ▪ Behave responsibly and respectfully while on UniSA grounds ▪ Follow safety guidelines in using UniSA facilities and equipment ▪ Observe UniSA's <i>by-laws</i>, which have been established to ensure the safety of the UniSA community and its property (See By laws 3, 4, 5, 7, 8, 9, 10, 12 and 14) ▪ Conform to sound occupational health, safety and welfare principles, including: <ul style="list-style-type: none"> ▪ avoiding risk of injury to self and others ▪ reporting hazards to the relevant staff member ▪ reporting every incident and injury, irrespective of its seriousness, to the relevant staff member 	<ul style="list-style-type: none"> ▪ A student in breach of UniSA's by-laws: <ul style="list-style-type: none"> ○ may be required to pay compensation for damages in accordance with UniSA by-law 12: <i>Penalties</i>, or ○ may be prevented from entering on or remaining in the vicinity of UniSA grounds under UniSA by-law 14: <i>Order and Protection of Property</i>

Principle	Rights	Responsibilities	Consequences
<p>3. Respect for individuality and freedom from bullying.</p> <p>UniSA seeks to ensure that the learning environment is free from any form of bullying. Bullying may take many forms including:</p> <ul style="list-style-type: none"> • <i>racial harassment</i>—unfairly disadvantages people based on negative attitudes about cultural backgrounds and physical characteristics • <i>sexual harassment</i>—verbal or physical acts which refer to a person’s sexuality or gender in an offensive or degrading manner • <i>verbal harassment</i>—can overlap with any of the other forms of harassment, but also includes offensive language, slander, offensive notes or graffiti • <i>cyber-bullying</i>—use of e-technology (including e-mail, chat rooms, discussion groups, instant messaging, webpages, text messaging, and social networking sites) with the intention of harming a member of the UniSA community <p>Cyber-bullying can take place at any time.</p> <p>Examples of cyber-bullying which might constitute a crime are:</p> <ul style="list-style-type: none"> ○ taking an indecent photo of oneself or someone and texting it around ○ sending abusive e-mails from someone else’s e-mail account ○ threatening a person via email, phone or on a public forum 	<p>All students have the right to:</p> <ul style="list-style-type: none"> ▪ a safe environment free of bullying and harassment 	<p>All students have a responsibility to:</p> <ul style="list-style-type: none"> ▪ Refrain from behaviour that threatens the wellbeing of another member of the UniSA community 	<ul style="list-style-type: none"> ▪ Bullying and harassment of any sort are not tolerated at UniSA. UniSA will act on all instances of bullying ▪ Where a student is found to have behaved in a manner that threatens the wellbeing of another member of the UniSA community, UniSA can cancel enrolment, suspend or expel the student from UniSA, even if the behaviour occurred off-campus or out of class hours.[See University policy Discrimination and Harassment Grievance Procedures (Staff) and Statute No. 7 - Student misconduct.] ▪ UniSA will alert on-line social networking sites of any incidents involving a member of the UniSA community to investigate whether there has been any contravention of the site’s code of practice ▪ UniSA will report any incident suspected to be an e-crime to the Police and provide the investigating officer with all available evidence

Principle	Rights	Responsibilities	Consequences
<ul style="list-style-type: none"> ○ creating a website, blog etc about another person and posting information that vilifies them ○ threatening, menacing, harassing or offending someone using the internet or mobile phone • any behaviour that denigrates, excludes, isolates or humiliates another person 			

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<p>4. Respect for the views of others.</p> <p>UniSA's community is diverse in terms of age, gender, language, religious, and cultural backgrounds. This can enrich everyone's experience.</p> <p>Universities are about robust and constructive debate and people should be able to express and defend their views and beliefs.</p>	<p>All students have the right to:</p> <ul style="list-style-type: none"> ▪ Feel safe to communicate various perspectives and views in an environment where freedom of expression is respected 	<p>All students have a responsibility to:</p> <ul style="list-style-type: none"> ▪ Respect the rights of others to hold and express a range of viewpoints ▪ Express views with consideration for the feelings of others, and an understanding of ethical and cultural implications 	<ul style="list-style-type: none"> ▪ Risk that failure to respect the views of others may result into bullying, the consequences of which are described in Principle 3 above ▪ Behaviour towards another person that disrupts the classroom/learning space may result in the consequences described in Principle 1 above

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<p>5. Respect for the rights of others to access UniSA resources.</p> <p>UniSA's resources (including the Information Technology facilities and Library resources) are provided for the benefit of staff and students to support UniSA's teaching and learning, research, administrative and business activities.</p>	<p>All students have the right to:</p> <ul style="list-style-type: none"> ▪ Reasonable access to appropriate facilities such as class rooms, study facilities, IT and library facilities ▪ Resources that a maintained and are in good working order 	<p>All students have a responsibility to:</p> <ul style="list-style-type: none"> ▪ Use UniSA resources in a lawful and appropriate manner, with consideration for the fair access of others ▪ Comply with University policy C-22: <i>Acceptable use of Information Technology (IT) facilities, Guidelines for students on use of IT facilities, including email and the internet</i>, and UniSA's <i>by-laws</i> 	<ul style="list-style-type: none"> ▪ UniSA may suspend user access with or without prior notice in response to suspected misuse of UniSA IT resources [see University policy C-22: <i>Acceptable use of Information Technology (IT) facilities</i>]. In addition, criminal or other penalties imposed by State or Commonwealth legislation may apply. ▪ Student disciplinary procedures will address student misconduct ▪ Penalties may include: <ul style="list-style-type: none"> ○ payment of damages [see University by-laws 12: <i>Penalties</i> and 14: <i>Order and protection of property</i>] or ○ action under the disciplinary procedures for students [see <i>Statute No. 7 - Student misconduct</i>]

Principle	Rights	Responsibilities	Consequences
<p>6. Respect for the academic requirements of programs.</p> <p>UniSA delivers academic programs whose objectives and requirements are clearly stated and communicated to help students achieve their academic goals.</p>	<p>All students have the right to:</p> <ul style="list-style-type: none"> ▪ Accurate and up-to-date information on assessment and other aspects of courses or programs ▪ Assessment that provides an opportunity to demonstrate their learning outcomes associated with their programs ▪ Fair, constructive and impartial feedback on assessment within a reasonable timeframe <p>[See Assessment Policies and Procedures Manual, Section 1: Assessment Principles and Requirements]</p> <ul style="list-style-type: none"> ▪ Effective research management and supervision (Higher Degree by Research students) ▪ Communicate freely and provide legitimate comment and feedback about course content, teaching staff or their student experiences without fear of reprisal. Feedback may be provided through membership of UniSA committees, individual school or division forums and student surveys 	<p>All students have a responsibility to:</p> <ul style="list-style-type: none"> ▪ Become familiar with information provided about courses, programs and assessment ▪ Attend information sessions, lectures, tutorials, workshops and practical sessions as required, and access all relevant electronic information ▪ Prepare for classes by completing required readings and preparatory tasks ▪ Submit assessment tasks within required timeframes ▪ Regularly use the UniSA student portal and email account (students should check their email at least weekly) ▪ Constructively use feedback that is provided ▪ Raise issues through a course coordinator, program director, student ombud or trusted staff member ▪ Provide respectful and constructive feedback about teaching and the quality of courses and programs through UniSA's evaluation processes ▪ Express respectful and constructive informal opinions about courses and staff 	<ul style="list-style-type: none"> ▪ Where a student does not take responsibility for ensuring they are aware of and understand the assessment requirements for the course(s) in which they are enrolled, they risk failing that course/program ▪ Critical commentary is part of the life of any effective organisation. However, feedback from students that is abusive, derogatory or that denigrates or discriminates against UniSA community members is inappropriate and could result in a complaint under UniSA's policy - Discrimination and Harassment Grievance Procedures (Staff) ▪ Disciplinary action against students can be undertaken in accordance with University Statute No. 7 - Student misconduct. Penalties range from a caution for minor offences to suspension or expulsion from UniSA for serious offences and the possibility of further legal action

Principle	Rights	Responsibilities	Consequences
		<ul style="list-style-type: none"> Plan and execute a research project and maintain progress according to agreed milestones (Higher Degree by Research students), in accordance with UniSA's <i>Code of good practice: research degrees management and supervision</i> 	

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<p>7. Respect for the roles and responsibilities of academic staff.</p> <p>Academic staff have multiple roles, including teaching, research and administration</p>	<p>All students have the right to:</p> <ul style="list-style-type: none"> Reasonable access to staff for individual consultation outside of class times (either in person, via phone or email) Information about when staff will be available for individual consultation outside of class time 	<p>All students have a responsibility to:</p> <ul style="list-style-type: none"> Respect the rights of academic staff to manage their time, and balance competing responsibilities Observe reasonable norms of behaviour for contacting academic out of class 	<ul style="list-style-type: none"> Excessive contact by a student with an academic may result in a letter from the Head of School advising the student that their behaviour is inappropriate Excessive contact may be viewed as harassment and may be dealt with under UniSA's <i>Discrimination and Harassment Grievance Procedures (Staff)</i>

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<p>8. Respect for students with individual needs.</p> <p>UniSA recognises its social and legal obligations to provide an accessible and inclusive environment for all students, including students with individual needs, whether they arise from cultural differences, religious beliefs, disability, personal circumstances or otherwise</p>	<p>All students have the right to:</p> <ul style="list-style-type: none"> ▪ A learning environment in which they are equally valued and treated fairly ▪ Equitable access to courses, programs, services, activities and facilities through UniSA ▪ Reasonable and appropriate adjustments and/or additional services ▪ Confidentiality of information pertaining to a disability ▪ Accessible information ▪ Be treated with dignity and respect. <p>[See the University's:</p> <ul style="list-style-type: none"> • C-7: Students with disabilities policy • Assessment Policies and Procedures Manual • Disability Services] 	<p>All students have a responsibility to:</p> <ul style="list-style-type: none"> ▪ Familiarise themselves with services that are available ▪ Communicate with the Student Engagement Unit and/or academic staff, in a timely manner, about any special circumstances that may affect academic performance, including disability and English language needs ▪ Understand that it will be reasonable to accommodate requests for differential treatment based on individual needs 	<ul style="list-style-type: none"> ▪ If a student feels they have been discriminated against on the basis of their disability they should make contact with a student Advocate through USASA or the Student Ombud <p>[See Disability Services.]</p> <ul style="list-style-type: none"> ▪ If a student feels they have been discriminated against on the basis of specific individual needs they should make contact with their relevant Program Director, or relevant Manager: Academic Services in the Division Office, or Student Engagement Unit, or UniSA International

Principle	Rights	Responsibilities	Consequences
<p>9. Respect for intellectual property and academic integrity.</p> <p>UniSA values honesty, trust, fairness, respect and responsibility in relation to academic work and expects this from staff and students</p>	<p>All students have the right to:</p> <ul style="list-style-type: none"> ▪ Information about principles of academic integrity and the consequences of non-compliance ▪ Information about the moral and proprietary rights in the works they create ▪ Have intellectual property rights recognised and respected 	<p>All students have a responsibility to:</p> <ul style="list-style-type: none"> ▪ Conduct their work without cheating, plagiarism and fabrication or falsification of data ▪ Appropriately acknowledge the contribution of others in all academic work ▪ Comply with the academic integrity policy and procedures ▪ Ensure the proper use of copyright material <p>[See the University's:</p> <ul style="list-style-type: none"> • Assessment Policies and Procedures Manual Section 9: Academic Integrity • Academic regulations for Higher Degrees by Research, App 5 	<ul style="list-style-type: none"> ▪ Breaches of academic integrity will be dealt with under the Academic Integrity provisions in the Assessment Policies and Procedures Manual and Academic regulations for Higher Degrees by Research ▪ Unauthorised reproduction or communication of copyright content is dealt with under the <i>Copyright Act</i> which contains a number of civil and criminal offence provisions. Penalties can be high ▪ The owner of the copyright may obtain an injunction to restrain an infringement of copyright occurring or continuing and is entitled to damages as compensation for infringement ▪ Disputes resulting from intellectual property issues are subject to RES-22: Intellectual Property: Ownership and Management Policy

Principle	Rights	Responsibilities	Consequences
<p>10. Responsible comment on the finding of research projects</p> <p>This section only applies to students conducting research. It incorporates requirements of the Australian Code for the Responsible Conduct of Research and UniSA policy C-5: Public statements and representation by university staff and students policy</p>	<p>All students conducting research have the right to:</p> <ul style="list-style-type: none"> ▪ Participate in public discussion in areas where their expertise has been established through the process of peer review 	<p>All students conducting research have a responsibility to:</p> <ul style="list-style-type: none"> ▪ Only act as expert spokespersons in areas where their expertise has been established through peer-reviewed outcomes ▪ Not disseminate research findings to the general public until tested through peer review (unless immediate publication serves a clear public interest) ▪ Immediately inform anyone directly affected by a research project before making a public statement ▪ Adhere to any restrictions on communications that have been agreed with the sponsor of a research activity <p>[See University policy C-5: Public statements and representation by university staff and students</p>	<ul style="list-style-type: none"> ▪ It is a requirement of the Australian Code for the Responsible Conduct of Research that all researchers responsibly communicate research findings in public, including the media ▪ When communicating in public or with the media, there is a greater risk for misunderstanding, and little opportunity to correct what has been said ▪ A breach of the Australian Code for the Responsible Conduct of Research will be addressed under UniSA's Academic regulations for Higher Degrees by Research ▪ Any unauthorised public comment which UniSA is satisfied is unjustified which has an adverse or negative impact on UniSA is an example of misconduct under University Statute No. 7 - Student misconduct