

HE-AP13 STUDENT CODE OF CONDUCT

Abbreviations:

AHE	Apex Australia Higher Education
CEO	Chief Executive Officer
HESF	Higher Education Standard Framework
ESOS	Education Services for Overseas Students
WHS	Work Health Safety
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students

1. Purpose

- 1.1 The purpose of this policy and procedure ensures a safe learning environment for all students at Apex Australia Higher Education (AHE).

2. Scope

- 2.1 Applies to all academic governance and activities of AHE.

3. Rationale for an Student Code of Conduct

- 3.1 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 behaviour.
- 3.2 By adhering to this **Student Code of Conduct**, students can help to create a safe and productive environment.

4. Principles of the 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.

4.1 Students are entitled to:

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

- 4.2 Students will refrain from any behaviour that creates an unsafe environment at AHE, including but not limited to:
- 4.2.1 Any behaviour that creates or will create unfair treatment, discrimination, any form of harassment (including sexual harassment) or bullying as defined in the Table of Acronyms and Definitions,
 - 4.2.2 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.
 - 4.2.3 Any behaviour constituting gender-based violence, sexual harassment, sexual assault, stalking, coercive or controlling behaviour, image-based abuse, or any conduct that threatens or undermines the safety, dignity or wellbeing of another person, whether occurring on campus, online, during placement, at AHE activities or in connection with AHE.
 - 4.2.4 Disobeying AHE policies and procedures, Australian laws, or common standards of safety.
 - 4.2.5 Providing fraudulent or falsified information or documents to AHE, including but not limited to fraudulent medical certificates, academic transcripts, qualifications, identification documents, visa-related documents, declarations or any other document intended to obtain an academic or administrative advantage.
 - 4.2.6 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,
 - 4.2.7 Damaging, defacing, stealing, or destroying AHE's property.
- 4.3 Students are expected to:
- 4.3.1 Attend all their scheduled classes punctually and for the whole duration of the class.
 - 4.3.2 Refrain from using any devices to perform actions which disrupt classes e.g., mobile phones or laptops.
 - 4.3.3 Comply with reasonable direction from AHE's staff and/or authorised AHE representatives.
 - 4.3.4 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.
 - 4.3.5 Conduct themselves in an honest and ethical manner.
 - 4.3.6 Not engage in unlawful behaviour.
 - 4.3.7 Refrain from smoking anywhere on AHE's premises or within four (4) metres.

- 4.3.8 Refrain from drinking and/or eating in any AHE area except where specifically permitted.
- 4.3.9 Report, or where appropriate seek support in relation to, any incident of discrimination, bullying, harassment (including sexual harassment), sexual assault, gender-based violence or other behaviour that threatens the safety or wellbeing of members of the AHE community. Students may access support and reporting options in accordance with the Sexual Harassment Prevention Policy and Procedure and other relevant AHE policies.
- 4.3.10 Refrain from the use of offensive language, alcohol, and illegal drugs.
- 4.3.11 Report any discriminatory, harassment (including sexual harassment) or bullying behaviour to any AHE staff. Refer to the AHE Sexual Harassment Prevention Policy and Procedure.

5. Breach of the Student Code of Conduct

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

- 5.1 A Complainant and a Respondent are defined in the Table of Acronyms and Definitions.
 - 5.1.1 If the Complainant is an AHE staff member, and the Respondent is an AHE student, the Student Code of Conduct applies.
 - 5.1.2 If the Complainant is an AHE student, and the Respondent is a staff, the student should refer to the Student Grievance, Complaint and Appeal Procedure. The Staff Code of Conduct applies to the Respondent.
 - 5.1.3 If the Complainant is an AHE student, and the Respondent is a student, the Student Code of Conduct applies.
- 5.2 Any potential breaches should be reported to Student Administration or a staff member immediately. Students can seek help from Student Support Services.
- 5.3 The following Steps for dealing with inappropriate behaviour by AHE students are intended as recommended consecutive steps.
- 5.4 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 or 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 or Dean.

The CEO or 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 or Dean cannot resolve the issue, the Complainant may submit a formal grievance under the **Student Grievance, Complaint and Appeal Procedure**.

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

- 5.5.1 A verbal warning, mediation, and counselling regarding the incident of inappropriate behaviour.
- 5.5.2 Suspension from class.
- 5.5.3 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.
- 5.5.4 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 may be taken and/or reporting the breach to relevant authorities such as the police.
- 5.5.5 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 HE-BP12 INTERNATIONAL STUDENTS DEFERRAL, WITHDRAWAL, SUSPENSION & CANCELLATION POLICY AND PROCEDURE and ESOS Act.
- 5.5.6 AHE will not tolerate any retribution against persons who report potential breaches of this policy.

5.6 Appeals

- 5.6.1 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.
- 5.6.2 Appeals must be made in writing and lodged with the CEO or Dean within twenty working days of the student receiving written notification of any disciplinary action taken under this policy.
- 5.6.3 The CEO or Dean will respond in writing to the appeal within twenty working days of receipt of the appeal and may confirm or vary the decision.
- 5.6.4 If a student remains dissatisfied with the outcome of their appeal, they may appeal under the Student Grievance, Complaint and Appeal Procedure.

6. Dissemination

- 6.1 Training on the **Student Code of Conduct** is provided to all staff members at their staff induction.
- 6.2 Students will be informed of the **Student Code of Conduct** at orientation, and in each **Unit Outline**. The **AHE Student Code of Conduct** will also be published on AHE's [website](#).
- 6.3 Students who are impacted by inappropriate behaviour will have access to support services through Student Support personnel as outlined in the **Student Academic and Non-Academic Support Policy and Procedure**.
- 6.4 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 **Student Code of Conduct** that result in disciplinary action as part of their report to the Executive Management Committee.

7. Relevant Legislation, Benchmarking Documents and Relevant Websites:

Legislation

- [Education Services for International Students Act 2000](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2021](#) – Standard 2, 6 & 7 (specifically 2.3.1, 2.3.2, 2.3.3, 2.3.4, 6.2.1j & 7.2.2c)
- [National Code of Practice for Providers of Education and Training to International Students 2018](#)
- [National Higher Education Code to Prevent and Respond to Gender-based Violence 2025](#)

Benchmarking Documents

- [TEQSA Guidance Note: Academic Integrity](#)
- [University action to prevent and address sexual assault and sexual harassment](#)

Relevant Websites

- [Commonwealth Register of Institutions and Courses for International Students \(CRICOS\)](#)
- [Department of Home Affairs](#)
- [TEQSA National Register](#)

8. Related Documents

- Health, Safety and Security Policy and Procedure
- International Students Deferral, Suspension and Cancellation Policy and Procedure
- Letter of Offer and Student Written Agreement
- Sexual Harassment Prevention Policy and Procedure
- Staff Code of Conduct
- Staff Employment, Review and Professional Development Procedure
- Student Academic Misconduct Policy and Procedure Diversity
- Student Academic Progression Policy and Procedure
- Student Assessment Policy and Procedure
- Student Grievance, Complaint and Appeal Procedure
- Student Handbook
- TABLE OF ACRONYMS AND DEFINITIONS

APPENDICES

Appendix 1

Flow Chart of a Breach of the Student Code of Conduct

