



Student Code of Conduct

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1. PURPOSE

This policy articulates and provides guidance on the standards of conduct expected of Barton Business School's ("BBS") students with regard to their personal and academic behaviour. Its primary objectives are to outline the responsibilities and rights of students and to encourage high levels of ethical and professional behaviour.

2. SCOPE

This policy applies to all students undertaking their study with BBS, all aspects of students' experience at BBS, and all activities at BBS premises.

3. DEFINITIONS

Refer to BBS's *Glossary of Terms*.

4. POLICY

BBS is committed to nurturing a safe, supportive, and welcoming environment for student's personal and academic growth. This policy provides guidelines for appropriate standards of behaviour and forms the basis for BBS's relationship with the students.

The primary principles that underpin this policy are:

- a. BBS must inform its students of appropriate behaviour to promote an environment of mutual respect and positive wellbeing.
- b. Students must read this code of conduct and agree in writing to the terms of the code.
- c. Breaches of this code must be addressed in accordance with the *Non-Academic Misconduct Policy and Procedures*.
- d. Students must have the right to appeal against the penalties imposed in accordance with the *Student Complaints and Appeals Policy and Procedures*.

5. PERSONAL CONDUCT

- a. Students must
 - i. show courtesy and respect to others.

- ii. treat other students and staff without discrimination.
 - iii. refrain from conduct perceived as bullying, intimidation, or harassment.
 - iv. avoid behaviour detrimental to the reputation of BBS.
 - v. act in a safe and proper manner on BBS premises so as not to affect the working environment of others or cause injury or harm to others.
 - vi. ensure that BBS property, facilities, and services are used appropriately.
 - vii. respect the privacy of others and not disclose confidential information.
 - viii. minimise the environmental impact of any actions they take as BBS students.
- b. Instructions given by BBS staff must be observed.
 - c. Students must not use offensive language or display abusive behaviour.
 - d. Students must read and comply with BBS policies and procedures.
 - e. All official correspondence from BBS, including emails, must be read and assistance sought if the content is not understood.
 - f. BBS computers/laptops available to students must be used for course purposes only. For instance, playing computer games, using computer chat, and listening to music that is not related to BBS courses is prohibited.
 - g. Using staff computers, other students' computers/laptops, and others' computer login credentials is prohibited.
 - h. Internet use must be limited to course/study purposes only. For instance, viewing harmful/offensive material, racist material, and pornography is prohibited.
 - i. Students must not install unauthorised software or files on BBS computers/laptops.

6. ACADEMIC CONDUCT

- a. Students must act with integrity, dignity, and respect.
- b. Students must contribute to the creation of a positive, supportive learning environment.
- c. Students must read and comply with unit and course requirements.
- d. Students must monitor their academic progress and seek assistance if needed.
- e. Students must be aware of their enrolment status, enrolment fees, and payments.
- f. Unless there are good reasons (e.g., illness), students must attend scheduled classes.
- g. During class, using a laptop computer, tablet, mobile phone, or smart watch for non-class purposes is prohibited.
- h. Students must comply with all instructions given in relation to items of assessment.
- i. Unless exceptional circumstances arise, assessment tasks must be submitted on time.
- j. Students must refrain from behaviour that may unfairly disadvantage other students.
- k. Plagiarism, collusion, cheating, contract cheating, or falsifying information is prohibited. Students must produce original work and seek assistance if needed.
- l. Disrupting a learning environment is prohibited.
- m. Students must provide feedback on their learning experience through a student survey conducted every semester.

7. GENERAL CONDUCT

- a. Students must comply with all relevant Local, State, and Federal laws, prescribed requirements, and statutes.
- b. Use of alcohol or drugs is prohibited on BBS premises.
- c. Smoking or vaping on BBS premises is prohibited.
- d. Possession or use of a weapon on BBS premises is prohibited.
- e. In addition to the obligations arising from this code of conduct, students must comply with all other BBS policies, procedures, rules, and regulations.

8. COMPLIANCE WITH THE CODE OF CONDUCT

- a. BBS encourages students to pursue excellence in everything they do.
- b. BBS encourages respect and integrity in relation to self and others within and outside BBS premises.
- c. BBS encourages students to contact BBS staff if they are unsure about interpreting or applying this code of conduct.
- d. Failure to comply with this code of conduct will be addressed as misconduct. Students may be subject to disciplinary action according to the Non-Academic Misconduct Policy and Procedures.
- e. Students have the right to access assistance and support services in case of student misconduct.
- f. This code of conduct may not address all possible matters regarding student conduct. It provides students with guidelines in terms of their relationships with BBS staff and other students while undertaking their studies.

9. ROLES AND RESPONSIBILITIES

- a. The Academic Board ("AB") must promote the practices embodied in the code of conduct in this policy and oversee the implementation of this policy.
- b. BBS staff must provide appropriate instruction and direction to students if they believe misconduct has occurred. Staff must report student misconduct to their manager.
- c. The Dean must ensure that all academic staff reinforce student understanding of this code of conduct.

10. VERSION CONTROL

Document title	Student Code of Conduct	
Approved By	Board of Directors (BoD) and Academic Board (AB)	
Date of Review	This document is to be reviewed every two years at a minimum from the date of final approval.	
Related Documents	<ul style="list-style-type: none"> • Student Academic Integrity Policy and Procedures • Academic Progression and Student-at-Risk Policy and Procedures • Admission Policy and Procedures • Assessment Policy and Procedures • Discrimination, Bullying, Harassment, and Sexual Misconduct Policy • Diversity, Equity, and Inclusion Policy • Enrolment Policy and Procedures • Student Orientation Policy and Procedures • Library Policy • Non-Academic Misconduct Policy and Procedures • Student Complaints and Appeals Policy and Procedures • Student Fees and Refund Policy and Procedures • Student Handbook • Student Wellbeing and Support Policy and Procedures 	
Related Legislation and References	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2021 • Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 • TEQSA Guidance Note: Scholarship • Higher Education Support Act 2003 • Higher Education Provider Guidelines 2023 	
Version	Notes	Date Approved
1.0	<ul style="list-style-type: none"> • Document approved subject to minor changes in sections 6.j and 7.c. 	13/12/2022
1.1	<ul style="list-style-type: none"> • Document approved subject to minor changes in sections 7.c to include vaping along with smoking. 	28/04/2023
2.0	<ul style="list-style-type: none"> • Document approved subject to minor change in sections 6.h in relation to assessment instructions. 	10/07/2023