Student Code of Conduct

Version	Approved by	Approval date	Effective date	Next full review
4.0	UNSW Council	6 December 2021	6 December 2021	December 2024

Introduction	
Purpose	To outline the University's responsibilities and the standard of conduct expected of all students as members of the UNSW community.
Scope	This Student Code of Conduct (Student Code) applies to: • all enrolled students and their activities undertaken within, or with other members of, the UNSW community • former students, students not currently enrolled, students previously enrolled, and exchange students at UNSW, where the behaviour in question occurred whilst they were a member of the UNSW community • enrolled students where the conduct directly relates to their enrolment or admission to a UNSW program • the University, its staff and its affiliates.
The Student Code of Conduct	

1. About the Student Code

UNSW is committed to providing a fulfilling and rewarding learning and research experience enabling students to achieve their full academic potential. With this commitment is an expectation that all members of the University community conduct themselves in a manner which is consistent with the values and shared goals of excellence in teaching and research, innovation and community engagement.

This Student Code details what students may reasonably expect from a quality education, a safe and fair learning environment and positive student experience. The responsibilities and standards of behaviour which students are expected to meet are also outlined. These responsibilities are underpinned by academic integrity and a shared responsibility to honour and promote a fair, honest, respectful, harmonious and inclusive UNSW community.

2. University Responsibilities

Two primary objectives guide the University's responsibilities:

Objective 1: To provide a learning, teaching and research environment that enables students to achieve their full potential

The University provides students with the opportunity to:

- be considered for selection into courses or programs with selection criteria that are valid, explicit, fair and transparent
- enrol in courses and programs of study that are of a high standard and satisfy relevant professional requirements
- have reasonable access to appropriately qualified academic staff and academic and learning support services, materials, equipment and other resources to enable completion of academic courses
- receive clear and timely information about courses, administrative procedures and feedback on assessment tasks
- provide feedback on the teaching, learning and research environment
- receive appropriate recognition for copyright subsisting in original theses, essays and other submitted work; receive recognition for their contribution to the published work of UNSW staff; and, recognition of their legitimate share of intellectual property rights

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- study and work in a safe, inclusive and productive academic environment.

Objective 2: To provide a University experience for students consistent with the University's values and guiding principles

The University endeavours to ensure that students:

- study in an academic environment which fosters student participation in debate and where students can express alternative points of view in accordance with the principles in the *Academic Freedom and Freedom of Speech Code of Conduct.*
- are treated with courtesy and respect as valued members of the University community
- are provided with the opportunity to participate in the decision-making processes of the University through elected student representatives
- are treated fairly, impartially and consistently in all aspects of University policy, procedures and practice
- are treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment
- have access to reasonable support services if experiencing personal, health, academic and/or disability related challenges
- have reasonable access to the records held about them
- receive respect and lawful protection of their privacy
- can make a complaint about their experience at the University
- can make a complaint 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.

3. UNSW community

Upon enrolment, students join the UNSW community. As members of the UNSW community, students are expected to observe and uphold standards of conduct which are outlined in this code with respect to behaviour:

- on UNSW campuses and facilities, including the live-in accommodation at Australian Defence Force Academy (ADFA) Canberra
- in virtual spaces (including online forums, communities and platforms) arranged or facilitated by UNSW or where the virtual space is connected to UNSW study or the student experience
- while using UNSW information and communication technology resources
- at any premises where research study or work integrated learning is undertaken as part of a UNSW activity including but not limited to placements, internships, exchanges, fieldwork, or other types of practicum
- while students or student affiliates are representing UNSW (e.g. at social and sporting events, cultural activities, competitions, conferences), including within student clubs or whilst on exchange
- between UNSW student and a UNSW staff and affiliates
- at University owned, operated or affiliated accommodation
- at separate legal entities controlled by the University
- at Arc@UNSW and associated UNSW student society and club activities.

4. Principles of open and respectful discussion

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

- UNSW encourages critical thought and open discussion, including of controversial ideas
- UNSW is a dynamic community where ideas can change, and there is a commitment to creating a safe space for exploring and debating changing perspectives

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- Students should demonstrate respectful disagreement or feedback, expecting that they may be asked to explain or give evidence for their perspective or claims
- Students are committed to engaging in respectful and inclusive conversations and debates; turn-taking; and appreciation
- Students accept differences amongst each other – both seen and unseen
- Students must permit others to express disagreement without fear of reprisal.

5. Student Responsibilities

As members of the UNSW community, students uphold the following six responsibilities:

Responsibility 1: Comply with the University's conditions of enrolment

UNSW students:

- meet the eligibility requirements for admission
- inform themselves of all relevant University policies and procedures
- keep their contact details entered in *myUNSW* current at all times
- read and, if required, respond to all communications sent by UNSW to their UNSW email address or via Moodle, Microsoft Teams or other university recognised forms of communication
- correctly identify themselves and produce to University staff and affiliates their student card or other form of photo identification upon request.

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

UNSW students:

- actively participate in the learning process, including attending scheduled teaching and learning activities
- submit assessment tasks by submission dates and times, unless unforeseen or exceptional circumstances arise
- conduct themselves honestly and according to University policies and procedures
- ensure that they properly and fairly use copyright material
- ensure that their activities and conduct do not place themselves or others at risk of harm or injury

  This includes observing all ethical requirements of their academic and UNSW community activities. If under the influence of alcohol or a prohibited substance, not attending or participating in any learning activity, such as, tutorials, laboratory and classes.
- 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 (e.g. contract cheating or collusion), exam cheating, fabricating and falsifying documents, sources and data and other forms of misconduct.
- conduct themselves in a manner conducive to the proper functioning of the University, recognising that a primary function of the University is the pursuit of academic and research excellence
- are familiar with the programs and resources made available or recommended by the University to assist them to conduct their studies and research, including resources to help students avoid plagiarism and to comply with the ethical requirements of research
- display respect by behaving in a manner that will not unreasonably impair the freedom of others to pursue their studies, work and research and to participate in life at the University.

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

UNSW students:

- treat all members of the UNSW 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.

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This also includes not engaging in sexual misconduct, or behaviour that is perceived by others to be threatening or intimidating, or that causes any person to fear for their personal safety or wellbeing.

- respect University teaching, learning, academic or other activities by not behaving in a way that significantly disrupts or interferes with these activities

  This includes any political, cultural, social or sporting gathering conducted by the University or authorised by the University to be held on any of its campuses.

- comply with any reasonable direction or request from a UNSW staff member or affiliate where the direction or request supports safety, good order and compliance with UNSW policies and procedures.

Responsibility 4: Engage in lawful behaviour

As members of the UNSW community students behave lawfully at all times.

Unlawful behaviour includes but is not limited to possessing, using or supplying prohibited weapon/s or substance/s; engaging in fraud; sexual misconduct; and illegally downloading copyrighted material.

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

UNSW students:

- use and care for all University resources in a responsible and appropriate manner, mindful of the need for resources to be shared by all members of the UNSW community

  This includes buildings, equipment and grounds, the university's art collection, the library (and the University Library collection), UNSW owned and operated residential colleges, information and communication technology resources, and both on-campus and off-campus venues in diverse contexts including online and off-campus activities such as clinical or work placements, fieldwork or practicums.

  This also includes not using the University's resources for private gain or the gain of a third party, or private business or commercial purposes, without prior written permission.

- keep their UNSW student ID (zID) secure and must not disclose their password (zPass) to anyone else.

Responsibility 6: Maintain the University's reputation and good standing

UNSW students:

- as representatives of the University, conduct themselves in a way that maintains and does not diminish the University's reputation or good standing in any way

  This includes behaving in an appropriate manner, complying with relevant academic standards and protocols and not engaging in any unlawful conduct while representing the University in any capacity, including while travelling to and from, and while participating in, a UNSW facilitated exchange program at an overseas University, on a workplace or clinical placement, fieldwork, or other practicum.

- use the University's name, reputation or crest responsibly and only with prior written permission

  This means not using or reproducing the University's name, reputation, crest or similar for private gain, the gain of a third party, private business, or commercial purposes, without prior written permission.

6. Legal & Policy Framework

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

The following may also apply to some students:

- UNSW *Research Code of Conduct*
- UNSW *Staff Code of Conduct* (where students are also staff or affiliates)
- Faculty, School or Department specific standards, procedures or requirements, such as health and safety procedures in laboratories.

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

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7. Implementation

7.1. Breaches of the Student Code

Students who breach the Student Code will be subject to disciplinary action according to the *Student Misconduct Procedure*.

7.2. Other matters

The University 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 Student Code.

It may also take corrective action, issue reasonable directions, and make/issue referrals to support services, as appropriate.

7.3. Student complaints

Student complaints about the University's obligations under this Student Code are handled under the UNSW *Student Complaint Procedure*.

Allegations of student breaches of this Student Code or complaints of student misconduct, whether academic or non-academic, are to be dealt with according to the UNSW *Student Misconduct Procedure*.

7.4. Roles, responsibilities and rights

Details of the responsibilities of the University and students are found in this Student Code.

The President and Vice-Chancellor has overall responsibility for this Student Code and the authority to impose penalties for breaches of the Student Code. This authority is delegated to the Executive Review Officer, to the Responsible Officer and to the Designated Officer in the UNSW *Student Misconduct Procedure*. Decision on suspension or exclusion of a student will be in accordance with the Council Delegations of Authority.

The Deputy Vice-Chancellor Equity Diversity and Inclusion has responsibility for the operation of the UNSW *Student Misconduct Procedure.*

Any student or staff member may make a complaint about any aspect of the University's responsibilities or make an allegation of a breach of the Student Code, to the Deputy Vice-Chancellor Equity Diversity Inclusion, or to the Director, UNSW Conduct & Integrity according to the UNSW *Student Complaint Procedure* or UNSW *Staff Complaint Procedure*.

Accountabilities	
Responsible Officer	President and Vice-Chancellor
Contact Officer	Director, UNSW Conduct and Integrity
Supporting Information	
Legislative Compliance	This Student Code supports the University's compliance with the: *University of New South Wales Act 1989* (NSW) This Student Code operates within the context of, and is subject to, State and Commonwealth anti-discrimination and harassment legislation and within the context of other University policies.
Supporting Documents	Student Misconduct Procedure Student Complaint Procedure Plagiarism Policy Plagiarism Management Procedure

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Related Documents	Academic Freedom and Freedom of Speech code of Conduct Code of Conduct Research Code of Conduct Equity, Diversity and Inclusion Policy Research Misconduct Procedure Sexual Misconduct Prevention and Response Policy Health and Safety Policy Acceptable use of UNSW Information and Communication Technology Resources Policy Acceptable use of UNSW Information and Communication Technology Resources Procedures
Superseded Documents	Student Code of Conduct, v3.0
File Number	2019/07373

Definitions and Acronyms

Affiliates	Means conjoint and visiting appointees; consultants and contractors; agency staff; emeriti; members of University committees; and any other person appointed or engaged by the University to perform duties or functions.
Staff	Means all employees of the University, including casual employees.
University	University of New South Wales
UNSW community	Comprises University students, staff members and affiliates: • on UNSW campuses and facilities, including the live-in accommodation at Australian Defence Force Academy (ADFA) Canberra • in virtual spaces (including online forums, communities and platforms) arranged or facilitated by UNSW or where the virtual space is connected to UNSW study or the student experience • while using UNSW information and communication technology resources • at any premises where research study or work integrated learning is undertaken as part of a UNSW activity including but not limited to placements, internships, exchanges, fieldwork, or other types of practicum • while students or student affiliates are representing UNSW (e.g. at social and sporting events, cultural activities, competitions, conferences), including within student clubs or whilst on exchange • between UNSW student and a UNSW staff and affiliates • at University owned, operated or affiliated accommodation • at separate legal entities controlled by the University • at Arc@UNSW and associated UNSW student society and club activities.

Revision History

Version	Approved by	Approval date	Effective date	Sections modified
In 2009 the Student Conduct Policy and associated Student Misconduct Procedure replaced the Student Misconduct Rules: Historical version (1.2) 21 February 2008 to 30 November 2009 Historical version (1.1) 31 October 1994 to 20 February 2008				
1.0	Vice-Chancellor	11 November 2009	1 December 2009	New policy replacing the Student Misconduct Rules
2.0	President and Vice-Chancellor	6 December 2012	6 December 2012	
2.1	Administrative update authorised by Acting Head of Governance	18 February 2016	29 February 2016	Administrative updates reflecting changes in senior leadership positions.

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2.2	Administrative update by the Director of Governance	20 September 2016	20 September 2016	Duplicate Section 2 numbering fixed and template refresh
2.3	UNSW Council	14 August 2017	14 August 2017	Changed name to Student Code of Conduct. Administrative updates to senior position titles.
2.4	UNSW Council	8 April 2019	8 April 2019	Amendments to Purpose; Scope; Section 3.1 and 3.2 and administrative updates in Section 4 and 5.1.
3.0	UNSW Council	9 December 2019	1 January 2020	Full review of the Student Code of Conduct
4.0	UNSW Council	6 December 2021	6 December 2021	Revised to reference the *Academic Freedom and Freedom of Speech Code of Conduct* and update to senior position titles in section 7.4.

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