



# Student Code of Conduct Policy

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Authorised	Anne Field June 2006
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## Purpose

The Code of Conduct Policy is to inform the students of Bradford College of the expectations of the College regarding student conduct. This includes general behaviour as well as following requirements for assignments and examinations. It forms a framework to enable the withdrawal of students for breaches of a code of conduct

## Version Control

Version Date	Version Number	Reference sections	Description of the change
01/06/2006	1.0	Not applicable	New document introduced
04/07/2008	1.1	Exam section	Additions to Exam section

## Scope and Responsibilities

All Bradford College students are expected to read, understand and follow the Student Code of Conduct Policy. Students should be aware of the consequences of not following Bradford College requirements as set out in this policy.

## Student Expectations

The College maintains high academic standards, which require students to be committed to their studies in order to achieve the highest possible goals. You are expected to do all assignments and work allocated to you. If you are committed to your studies, the College will be devoted to helping you achieve academic success. If any student disobeys College rules, particularly with regard to those set out below, the student will be issued with two warnings. If the student re-offends, the College reserves the right to expel the student and inform DIAC that he/she is no longer studying at the College and is therefore in breach of his/her visa conditions. If this happens, the student will have their visa cancelled and may not be able to get a further visa to Australia.

Students may be placed on a learning contract if they are not achieving, and will be expected to meet the conditions of the contract. Parents will be notified if such action takes place. Under the ESOS Act, the College is obliged to inform the Australian Government if a student is not attending and/or achieving. In addition, if the student behaves in a way which the College reasonably believes will bring the College into disrepute, the College is entitled to expel the student without refund. For further information on circumstances in which your enrolment may be cancelled please see the 'Deferral, Suspension and Cancellation of Enrolment Policy' at [www.bradford.adelaide.edu.au](http://www.bradford.adelaide.edu.au).

## Harassment

Bradford College believes that the learning environment should be comfortable for all staff and students and free from any form of harassment. Harassment may take many forms including:

- racial harassment—unfairly disadvantages people based on negative attitudes about cultural backgrounds and physical characteristics
- sexual harassment—verbal or physical acts which refer to a person's sexuality or gender in an offensive or degrading manner
- verbal harassment—can overlap with any of the other forms of harassment, but also includes offensive language, slander, offensive notes or graffiti or telephone messages, SMS, email or messages on blogs or on social networking websites about others.

All members of the College community have the right to:

- feel safe and comfortable at all times
- feel secure at all times.

All members of the College community have the responsibility to:

- keep themselves and their environment safe
- show respect for themselves, for others and for the property of Bradford College.

Actions which take the form of harassment or assault or which are coercive, including those that are seemingly justified on the basis of being an initiation into, or punishment within a group, are unacceptable. Harassment is not tolerated at the College and the Principal will deal with all incidents of harassment. The College will provide for anyone who feels that they are being harassed and will try to resolve the issue with both parties. If the problem persists, a formal complaint should be made to the Principal and further action will be taken.

## Lateness

The College expects each student to arrive on time for every class, to ensure maximum learning outcomes for each individual. Lateness is recorded and calculated, and students may be asked to make the time up at a later stage. If a student is more than 10 minutes late to any lesson (without valid reason), the teacher

will record the student as absent and inform the College Management should it happen again. Recurring lateness is dealt with by the Manager of Student Learning.

## Plagiarism and Cheating

Plagiarism consists of a person using the words or ideas of another person as if they were his or her own. It is expressly forbidden. Bradford College regards plagiarism as a very serious offence. At the very least, it is a misuse of academic conventions. Where it is deliberate and systematic, plagiarism is cheating and based on false pretences. The College keeps a register of cases of student plagiarism to assist the detection of students committing multiple offences in different subjects.

### Expectations:

1. Plagiarism is regarded as a very serious offence and will not be tolerated. Plagiarism includes: collusion (working with another student when the teacher has stated that this is not permitted or copying another student's work); handing up work that someone else did for you; using other people's words or ideas without referencing them; and re-submitting an assignment for a different assessment or subject.
2. Cheating involves: using calculators and/or dictionaries in tests/exams where you are not allowed to; using your own notes in tests/exams where you are not allowed to; copying another student's work; and communicating with another student in any way during a test or exam.

### Actions and consequences in exams:

If a student is found to be cheating in an exam the following consequences will apply:

- notes in an exam—not related to the subject: automatic 25% off final exam mark and notes (if in a dictionary, the dictionary confiscated).
- notes in an exam—subject related: automatic 0 mark for the exam. The student will be allowed to finish the exam in case they are successful on appeal.
- phone going off in an exam: automatic 5% off the exam mark.
- talking or gesturing to another student, reaching into their bag or any other unusual act: automatic 5% off final exam mark for each act.
- more than 5 minutes in the toilet: automatic 5% off final exam mark for each act. This does not apply in exceptional circumstances i.e. sudden onset of illness.

In all cases, the student will receive an official warning letter. Note: students who receive two formal written warnings from the College will have their enrolment cancelled.

In all cases, the student has a right of appeal. The usual appeal timelines exist. The student must be made aware that there may be consequences for their university offer because of the delay in finalising their results. It will be up to the student to negotiate with the university if this is the case.

### Actions and consequences for class work and tests:

1. If you plagiarise or cheat, you may have to rewrite and resubmit the assignment or you may receive zero marks for the assignment/test.
2. If you plagiarise and/or cheat again the following actions will be taken:
  - (a) you will receive zero for the class work or test and have to report to the Manager of Student Learning for a formal written warning. Your parents will also be notified of the situation by the Manager of Student Learning.
  - (b) if you continue to plagiarise or cheat, you will have to report to the Program Manager or Deputy Principal for a final written warning and your enrolment at the College will be cancelled.

## Exams

Examination rules and procedures can be found on the student portal and in student diaries. Some general rules are set out below.

### Prior to the start of an exam session

- Arrive at the examination venue at least 10 minutes before the commencement of reading time, as all examinations will begin on time. No extra time will be given to students who are late, regardless of the reason and there will be no admittance to the examination room after the first 30 minutes (not including reading time).
- Remove all notes and materials—except those needed for the exam.
- Switch off mobile phones and alarm watches.
- Leave electronic dictionaries and specialist dictionaries in your bag. If dictionaries are permitted, only English paper dictionaries are allowed.
- No unauthorised calculators or electronic devices are permitted. Clear the memory from graphics calculators.

### During exam sessions

- Obey all written instructions.
- Behave in accordance with the instructions of the invigilator at all times.
- Do not talk in the exam room.
- Raise your hand if you need to speak to an invigilator.
- Make notes on the scribble paper provided during reading time but do NOT mark the answer paper or question booklet.

### General information

- No provision made for students who miss the examination to re-sit the examination.
- Penalties for misconduct in the examination may result in no grade being awarded for the student's examination paper. Misconduct includes: speaking during the examination; using unauthorised notes in the examination; using a mobile phone in the examination. See the section above *Actions and consequences in exams*.
- No admittance to the examination room after the first 30 minutes (not including reading time). Students may leave the examination room (and not return) after the first 30 minutes, but they are not permitted to leave in the last 10 minutes of the examination.
- There are special arrangements for students who have an illness which affects their exam performance. Students must phone the Manager of Student Learning on the day of the exam to notify them that they are ill. A Bradford College Medical Form, available from the College web site, must be completed by a medical practitioner for each exam affected (on the day of the first exam for which the student is ill) and returned within 7 days to the Manager of Student Learning. Students who become ill during the examination should collect a medical form from the invigilator and go to the doctor on the same day.



assignments through the assignment box, located in the office area of the College on Level 5, 10 Pulteney Street. The appropriate cover page must accompany all submitted assignments.

## Information Technology (IT)

The University of Adelaide oversees Information Technology for Bradford College. It is therefore Bradford College's policy that all students follow the University's *IT Acceptable Use and Security Policy*. This policy can be obtained from [www.adelaide.edu.au/policies/2783](http://www.adelaide.edu.au/policies/2783)

## Cleanliness

Students must ensure that the College is kept clean at all times. This includes being responsible for cleaning up any mess made, including food and drink scraps.

## University Buildings and Property

Bradford College is situated on the University of Adelaide's main city campus. Students are invited to utilise the campus facilities but must treat University property with respect.

## Emails

All students have an email address generated for them by the University. Students will be able to log into computers on and off-campus using their login name and password, provided at the start of their program. Students must check their university email account on a regular basis as this is the main way in which the College will contact them with important information. All students are expected to learn how to email if they are not able to do so currently. Students are discouraged from abusing the electronic mail system including:

- forwarding spam mail
- sending inappropriate advertising material.

For student's own security, passwords must be kept secure. Students will also be prompted to change their password regularly. Large amounts of data must not be downloaded—including films, CDs, etc. All students must obey the email usage rules stipulated by the University of Adelaide. For any questions regarding any of the above please see the Office Manager on Level 8, 195 North Terrace.

If you have any queries regarding the College Code of Conduct, please see the Deputy Principal on Level 8, 195 North Terrace, Adelaide.