

QAF080 STUDENT CODE OF CONDUCT

Policy Category	Corporate		
Document Owner	CEO		
Responsible Officer	CEO		
Review Date	20 June 2027		
References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; Migration Act 1958 (Cth); The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code); The Higher Education Support Act 2003 (Cth); and Privacy Act 1988 (Cth)		
Related Documents	Staff Code of Conduct; Academic Integrity Policy and Procedure; Assessment and Moderation Policy; Sexual Harassment and Sexual Assault Policy and Procedures; Student Academic and Non-Academic Grievances and Appeals Policy and Procedure; Graduation and Awards Policy and Procedure		
Version	Change Description	Approved	Effective Date
1.0	Document creation and initial approval	EMC: 8 July 2016	
1.1	Minor changes to align student rights to Diversity and Equity Policy	CEO: 14 February 2018	
1.2	Minor changes	EMC: 1 March 2019	
1.3	Minor changes	EMC: 22 February 2021	
1.4	CEO reviewed the policy and extended the review date to 7 July 2024.	CEO: 7 July 2023	
1.5	CEO reviewed the policy, minor job title changes and extended the review date to 7 December 2025	CEO: 30 January 2025	
2.0	Harmonised Policy with IHE. This policy replaces the Student Code of Conduct and Disciplinary Procedures	BOD: 20 June 2025	20 June 2025

1. Purpose

The Student Code of Conduct (Code) forms the basis of the relationship between Higher Education Leadership Institute (HELI) and its students. HELI is committed to providing a fulfilling learning environment, and this commitment is underpinned by an expectation that students (and staff, via the ECA Staff Code of Conduct) will conduct themselves in a manner consistent with the HELI's values.

The purpose of this Code is to define the standards of behaviour by which all HELI students agree to be bound as a condition of their enrolment.

This Code operates within the context of broader Australian State and Commonwealth laws about anti-discrimination and anti-harassment legislation, and the meaning of other HELI policies and procedures.

The overarching principle of this Code is that students act in a way that is consistent with a safe work/study environment.

2. Scope

This Code applies to all enrolled students participating in coursework units in all courses of study at HELI. This document should be read in conjunction with other related policies (see Related Documents).

3. Context

This Code provides a framework for the standard of conduct expected of students concerning their behaviour in both academic and non-academic matters.

3.1 HELI provides:

- a learning environment that is conducive to student success;
- the opportunity for students to have a voice via student representation on its governance committees, and through internal and external student surveys;
- professional standards in the delivery of all higher education programs;
- entry requirements that are non-discriminatory and support inclusive practices;
- clear course structures and progression rules which identify the completion requirements for all awards;
- English language support to all students;
- academic and research integrity processes and practices;
- adequate and appropriate learning and teaching resources;
- valid, reliable, flexible, authentic and fair assessments, and;
- courses that are constructed to align learning outcomes, assessments, and graduate attributes with employability skills.

3.2 HELI expects students to behave in accordance with this Code of Conduct. Breaches of the Code of Conduct may result in disciplinary action.

The Student Code of Conduct refers to all interactions of HELI students:

1. with other students; HELI staff; and all other persons who engage with HELI (for example, people who attend meetings, provide maintenance services, give guest lectures; or who otherwise are involved with HELI);
2. whether in verbal, written, visual or any other form of communication, and whether in physical or virtual behaviours, comments and actions;
3. In all academic and non-academic activities, either at HELI campuses or in any activities reasonably understood to be associated with HELI, including when representing HELI at events, conferences, or other activities or when attending social events arranged by HELI.

4. Student Expectations

4.1 Ethical Standards

Students are expected to:

- act with integrity and honesty;
- observe standards of respect, equity, and cultural sensitivity;
- use HELI resources only for the purpose for which they are provided and take care of those resources;
- refrain from behaviour that diminishes HELI's reputation by contravening professional, ethical, legal or social expectations; and
- respect the excellent name of HELI both on- and off-campus and in virtual environments.

4.2 Mutual Respect

Students are expected to:

- interact courteously and respectfully;
- respect the views and beliefs of others;

- respect the personal space and privacy of others
- refrain from handling the personal belongings of another person without the owner's permission;
- refrain from behaviour that intentionally or unintentionally defaces or causes damage or destruction to physical or virtual property owned by HELI, HELI's staff or students, or any other person or entity associated with HELI;
- resolve conflicts without recourse to verbal or physical aggression; and
- refrain from participation in any form of discrimination or harassment, whether direct or indirect, in the physical world or the virtual environment.

4.3 HELI's Guidelines, Policies, and Procedures

Students are expected to take responsibility for:

- informing themselves about and complying with HELI policies and procedures;
- ensuring that their contact details held by HELI are correct and up-to-date;
- carrying student identification that authorises them as HELI students whilst on campus;
- regularly checking their HELI student email account, reading all emails from HELI and responding as appropriate; and
- ensuring that any smartphone, laptop, or other personal computing devices that are used in class or to connect to any HELI system has updated software and anti-virus apps.

4.4 Enrolment, Learning, and Assessment

Students are expected to:

- refrain from plagiarism, cheating or other forms of academic dishonesty; (see the Academic Integrity Policy and Procedure)
- actively participate in the learning process;
- maintain a collaborative relationship with staff and other students;
- attend scheduled teaching and learning activities;
- submit assessment tasks by the required dates and time and not behave in a way that impairs the reasonable freedom of others to study, learn or work at HELI;
- pay all student tuition fees as they fall due; and
- maintain the appropriate study load to meet all international student visa conditions (applies only to onshore international students).

4.5 Classroom Conduct

Students are expected to:

- arrive to class prepared and on time;
- attend classes and refrain from disrupting the class. Academic teaching staff are empowered to eject students who disrupt class activity;
- only use mobile phones and other electronic devices in class for educational activities, such as note-taking or group work, and to ensure that these devices do not distract other students;
- always behave appropriately and respectfully;
- communicate during classes in the language of instruction (i.e., English); and
- Dress appropriately and professionally always, including when participating in video-enabled online activities.

4.6 Online Conduct

Students are expected to:

- Log on to each session prepared and on time;
- During sessions, refrain from disrupting activities. Academic teaching staff are empowered to eject students who disrupt class activity;

- Ensure that their video camera and microphones are on unless authorised by the academic staff member in charge of the session;
- always behave appropriately and respectfully to all attendees;
- communicate during classes in the language of instruction (i.e., English); and
- Dress appropriately and professionally always, including when participating in video-enabled online activities.

4.7 Legal Behaviour and Conduct

Students are expected to comply with federal, state, and local government laws and regulations always, this includes, but is not limited to:

- Refraining from any behaviour or activity that is unlawful, harmful or that endangers any person;
- Refraining from any behaviour that violates the privacy of any person;
- Refrain from behaviour which constitutes or may constitute sexual harassment and/or sexual assault
- Refraining from attending the HELI whilst under the influence of alcohol or any illicit substance;
- Refraining from theft;
- Refraining from using the HELI name, logo, intellectual property or assets for gain or the benefit of a third party; or
- Refraining from any fraudulent or corrupt activity.

5. Procedure

Any student found to be in breach of this Code may be liable to disciplinary action, in accordance with the Academic Integrity Policy and Procedure, Sexual Harassment and Sexual Assault Prevention Policy and Procedure or Student Academic and Non-Academic Grievances and Appeals Policy and Procedure as appropriate. If a student's breach of this Code involves evidence of unlawful conduct, the matter will be referred to the proper State or Commonwealth authorities for further investigation.

6. Sanctions

The sanction, if applied for misconduct, will be determined by the type and severity of the misconduct.

The sanction which may be applied may include (but is not limited to) one or more of the following:

- revocation of an academic award conferred by HELI where the award is the result, or partly the result, of non-academic fraud or serious non-academic misconduct committed by the student before the award, was conferred
- withholding of graduation entitlement for non-academic misconduct matters
- withdrawal of a recommendation to the Board of Directors that a student has satisfied the requirements for an award
- discontinuation of enrolment from HELI for either a specified period or permanently
- suspension of enrolment from a unit, course or HELI for a specified period
- suspension or discontinuation of enrolment in student placement
- withholding of academic results or official academic records
- imposing conditions on enrolment and/or participation in specified units for a specified period
- exclusion from attendance at specified classes for a specified period
- exclusion from and prohibition from use of specified facilities and / or resources of HELI for a specified period
- a formal warning
- a reprimand.

Appendix: STUDENT CHARTER

Policy Category	Corporate		
Document Owner	GMO		
Responsible Officer	GMO		
Review Date	20 June 2027		
References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011; Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 ; Education Services for Overseas Students Regulations 2001; Migration Act 1958; The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code); The Higher Education Support Act 2003; and Privacy Act 1988		
Related Documents	Student Code of Conduct, Academic Integrity Policy, Our Guarantee to You (Student Guarantee)		
Version	Change Description	Approved	Effective Date
V1.0	Document Creation	20 June 2025	20 June 2025

1. Purpose

This **Student Charter** serves as a foundational document articulating the mutual responsibilities and expectations between ECA-PHE providers (APIC, CHS and HELI), and their respective student bodies. It reflects institutional values and aligns with regulatory and quality standards, including the Higher Education Standards Framework (Threshold Standards) 2021 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

The Charter supplements the Student Code of Conduct by translating policy into a values-based, outcomes-oriented framework that reinforces student agency, institutional accountability, and community welfare, and supports student wellbeing.

2. Scope

This Charter applies to all ECA-PHE providers' (APIC, CHS and HELI) students, across all campuses, delivery modes (face-to-face and online), and award and non-award programs delivered by the providers, or their affiliated entities. It informs student orientation, student services, and ongoing academic engagement.

3. Institutional Commitments

Guided by our Student Guarantee and ECA-PHE providers (APIC, CHS and HELI) Teaching and Learning Strategies, we commit to:

3.1 Academic Quality and Learning Support

- Provision of academically rigorous and industry-relevant programs taught by qualified, engaged academics with relevant working experience in their field.
- Inclusive learning environments, underpinned by valid assessment design and clear progression rules and policies, and supported by enrolment rules and student services and student engagement of the highest calibre.
- Ongoing review and improvement of academic and digital literacies, with tailored support such as writing assistance, academic workshops, and access to scholarly databases.

3.2 Employability and Graduate Outcomes

- Curriculum designed around real-world application and aligned to ECA-PHE providers (APIC, CHS and HELI) Graduate Attributes and national employability frameworks.
- Co-curricular support including resume reviews, interview coaching, and access to networking events and industry guest speakers as part of academic delivery.

3.3 Holistic Student Wellbeing

- Structured support for mental health, social inclusion and diversity, and wellbeing, including referral pathways and access to trained student counsellors.
- Responsive services tailored to the diverse needs of a multicultural and predominantly international student cohorts.

3.4 Governance and Voice

- Transparent student representation in institutional governance processes and regular consultation through surveys and forums such as Voice or Pulse.
- Assurance that feedback is used to enhance academic and student service delivery.

4. Student Responsibilities

All students are expected to uphold the values of integrity, respect, engagement, and professionalism. These responsibilities are legally and ethically enforced by both internal policies and external standards (TEQSA Act 2011; Privacy Act 1988; Migration Act 1958).

4.1 Academic Integrity and Ethical Conduct

- Engage honestly in all academic activities, submitting original work and adhering to scholarly conventions.
- Avoid behaviours that undermine assessment integrity (e.g. collusion, contract cheating, impersonation).

4.2 Respectful Engagement

- Interact courteously with peers, staff, and external stakeholders.
- Refrain from any conduct (including harassment, bullying, or discriminatory language) that threatens the wellbeing or dignity of others.

4.3 Learning Participation

- Maintain satisfactory academic progress, attend scheduled learning activities, and participate constructively in group and individual work.
- Submit assessments on time and seek assistance when needed.

4.4 Online and Digital Conduct

- Maintain professional etiquette in digital spaces, including video-enabled classes, forums, and emails.
- Use institutional systems ethically, ensuring devices are secure and used appropriately during sessions.

4.5 Institutional Responsibility

- Remain informed of updates to academic policies, program requirements, and procedural changes.
- Comply with institutional policies and procedures, maintain accurate personal information, and check student correspondence regularly via various channels (email, Canvas, Student Management Systems, SMS, Student Hubs).

4.6 Legal and Civic Obligations

- Comply with Commonwealth and State legislation relevant to your enrolment and visa conditions.
- Avoid unlawful behaviour including data misuse, property damage, theft, fraud, or substance abuse.

5. Breaches and Sanctions

Breaches of this Charter are subject to the procedures outlined in the Student Code of Conduct, Academic Integrity Policy, Sexual Harassment and Assault Policy, and other relevant frameworks.

Disciplinary outcomes may include:

- Formal warnings
- Suspension or discontinuation of enrolment
- Exclusion from academic activities, facilities, or provider events
- Revocation of academic awards in cases involving fraudulent conduct
- Referral to external authorities in cases of unlawful activity

Sanctions will be proportional to the severity and nature of the breach, following procedural fairness and natural justice principles.

6. Acknowledgment

By enrolling at ECA-PHE providers (APIC, CHS and HELI), students acknowledge and agree to comply with this Charter. The Charter will be introduced during orientation and reaffirmed through digital platforms and student portals.