

Student Code of Conduct

Intent

This Student Code of Conduct provides a clear statement of the University's expectations of students in respect of academic, personal and professional behaviour. All students must meet these standards of behaviour as they participate in University activities and when they interact with other students, staff, and other members of the University Community. This Code provides a structure for the development and management of student conduct in order to promote high levels of professional behaviour and ethical standards within the University and to resolve breaches of the Student Code of Conduct fairly, promptly and efficiently.

Scope

All students undertaking study or research with James Cook University in respect of all actions and activities (including inaction or inactivity) relating to, or impacting on, the University or its students and staff, affiliates, volunteers, contractors or visitors. This includes on or off-campus activities, University or student-related activities at other sites (including, e.g. during placements, field trips, placements and internships, conferences, student campus, inter-university events, parties and other social functions, or online).

Definitions

The "student" is defined as any person who is admitted, enrolled, or registered for study at James Cook University Singapore for any academic period.

The "Affiliate" is a person (other than a Staff member or Student, including HDR candidates) who is affiliated with James Cook University by letter of appointment or invitation to work, research or study at the University for a particular activity and typically for a prescribed timeframe and who is bound to comply with the University's policies during that period (for example, visiting scholars and adjunct appointees).

Principles

Students studying at James Cook University are expected to:

- Allow others to pursue their studies, research, duties, community engagement and other lawful University activities, in an environment of intellectual freedom, critical and open inquiry and social responsibility;
- Act in a manner where tolerance, honesty, inclusivity and respect are the basis of the University community;
- Uphold high academic standards, intellectual rigor and ethical behavior to maintain the University's academic integrity;
- Act in a reasonable and sustainable manner to ensure that University facilities, property and services are used appropriately and available to other students to share and utilize and which minimizes environmental impact; and ensure that the reputation of the University is upheld.

Obligation & Expectations

Obligation to Personal Responsibility

Students will:

- Read and comply with their admission conditions and the University's policies, procedures, guidelines and ethical requirements;
- Read and comply with their subject and course requirements (including their Student Contract); take responsibility for their own education and direct their own learning;
- Monitor their academic progress;
- Act with professional integrity when undertaking placement and other work integrated learning/experience and/or engagement activities associated with their course;
- Raise issues or concerns with the University in a timely manner; and
- Take responsibility for seeking support and/or assistance from JCU academics and / or support services when required.

Obligation to act with honesty and integrity

Students will:

- Uphold academic and research integrity;
- Conduct themselves appropriately when representing the University within the community; abide by relevant ethical requirements;
- Share responsibility for the success of the University and take a proactive role in its endeavors and activities;
- Not do anything which may bring the University into disrepute including by making or publishing false or misleading statements relating to the University;
- Avoid using the University's name, intellectual property, crest or resources for private or business purposes without appropriate authorization;
- Not engage in fraudulent or corrupt behavior, including the impersonation of another person or use of forged, false, falsified or incomplete evidence of academic standing or immigration status or any other relevant matter in order to gain or maintain admission;
- Declare conflict of interest matters or a matter which has the potential to influence decisions in their interest, or declare a matter which could be perceived to influence decisions in their interest;
- Report a breach of the Code if they reasonably believe that they have observed a breach and
- Not engage in unlawful behavior.

Obligation of respect and fairness

Students will:

- Treat other students, staff, affiliates and volunteers with respect and fairness;
- Avoid discriminatory conduct on grounds such as gender, sexuality, race, ability, cultural and social background, religion, age or political conviction;
- Be responsible for what they write and disseminate through all forms of social media maintaining respect for their audience and respect for copyright;
- Not engage in conduct which may objectively be considered as harassment or bullying, or which is otherwise disruptive or intimidating;

- Respect the privacy of others in the collection, use or access of personal information whilst undertaking studies; not disclose information identified as confidential concerning any matter relating to the University;
- Avoid disrupting or interfering with any teaching, learning, research or other academic activity of the University;
- Consider their responsibilities and the consequences of their actions when exercising their freedom of expression;
- Support legitimate academic debate;
- Not impair the rights of others to participate in any legitimate University activity; and
- Not encourage, persuade or incite others to engage in conduct or behavior constituting misconduct in accordance with University policies and procedures.

Obligation to ensure safety and to respect property

Students will:

- Not endanger, or potentially endanger, the safety or health of others;
- Not cause harm to others, including students, staff, affiliates and volunteers whilst on University premises or University authorised activities;
- Conform to the University's requirements for working with humans, animals and biohazards;
- Not participate in any learning, research or engagement activity conducted by the University (including placements and field trips) or authorized to be held on any University premises while under the influence of alcohol or any prohibited substance;
- Not use, possess or supply a prohibited weapon or any prohibited substance at University premises;
- Use University property and resources, including communication technology resources, cooperatively, legally, sustainably, ethically and appropriately;
- Respect the property rights of others, including students, staff, affiliates, volunteers and visitors whilst on University premises; and
- Comply with any reasonable request or directions from University staff with regard to safety or compliance with policy, procedure or ethical requirements, or to provide name or age or show proof of identity or age or student identity card.

Compliance to the Student Code of Conduct

The University is committed to providing students with access to education and training in relation to the requirements of this Code. Where uncertain about the Code's application or interpretation, students should consult the Student Affairs.

Failure to comply with the Code may lead to disciplinary action, and in serious cases may lead to termination of Candidature and/or criminal prosecution.

Breaches of the Code of Conduct

Students are expected to uphold the Student Code of Conduct or they will be subject to relevant policy and procedures for breaches of the Code. Where a breach of the University's policies and procedures also breaches the law, JCU may also report the criminal activity to the police.

JCU has a duty of care to ensure a safe learning environment for all members of the University community and is obliged to take immediate action where a student's behaviour is inappropriate. Authorised persons can arrange for the immediate removal of students causing disturbances that hinder or interfere with any lawful activities conducted on the University grounds, or which disrupt any teaching activity, examination or official meeting of the University.

The University may, to prevent breaches of this Code, issue directions to a student regarding their future behaviour consistent with the requirements of this Code.

JCU reserves the right to administer the relevant policy or procedure and proceed with the investigation/inquiry even if the student withdraws from the University, is no longer enrolled, or subsequently fails to meet the definition of a student while a disciplinary matter is pending.

The University may also provide early intervention, assessment, and management advice to relevant decision makers regarding matters relating to inappropriate, concerning, or threatening behaviours. Where evidence of misconduct is found, or a pattern of behaviour becomes evident, the student will be referred to the appropriate Officer for decision under the requisite conduct policies; and/or to an external organisation or agency.

Decision making

Matters relating to student conduct will be determined by the appropriate Delegation as defined in the Academic and Student Delegations Register, where the Delegation is conflicted the 'one up rule' will be applied. In most cases, delegation on matters of misconduct are held by the Chief Operating Officer and Director, Admissions, Academic Services and Progression, Campus Dean respectively.

Reporting Misconduct

A report on student misconduct may be made through a variety of mechanisms including directly to the Chief Operating Officer, a report to JCU Security or by formal complaint through the Student Feedback Management Policy and Procedures.

The report of misconduct must:

- provide sufficient details of the alleged misconduct; and
- describe clearly the obligations that are alleged to have been breached.

Other Policies of the University also set out expectations of behaviour (e.g. the Bullying, Discrimination, Harassment and Sexual Misconduct Policy, ICT Acceptable Use Policy, amongst others). Any breach of the conduct aspects of those Policies are managed through the academic, professional or general misconduct procedures stipulated. The nature of the alleged misconduct determines the procedure to be used.

Any person make an allegation of misconduct which is frivolous, false, or has malicious purposes in raising the alleged misconduct may themselves be subject to misconduct procedures.

Procedural Fairness

Students responding to an allegation of misconduct can expect:

- a copy of, all relevant documents relating to the alleged misconduct;
- to have a reasonable opportunity to appear before the person considering the matter to answer the allegations;
- to be accompanied by a Representative or Support Person in any meetings with the person considering the matter; and
- support such as counselling/ or advocacy, this may include academic and other support.

Appeals

Where a student has identified appropriate grounds for an appeal in terms of procedural fairness, an appeals committee will be constituted.

Timeframes

All allegations of breaches of the Student Code of Conduct will be managed under the relevant Misconduct Procedure which includes timeframes for allegations, response by student, notification of decision by the person considering the matter, and appeal processes.

Confidentiality

Matters relating to allegations and hearings associated with breaches of the Student Code of Conduct will be treated as confidential in the strictest privacy as applicable noting the University may have notification obligations to external agencies. Outcomes of appeal hearings will be recorded on the academic record of the student and held confidentially on file in the Student Management System.

Where students are required to meet professional requirements, only the outcomes of relevant breaches to the Student Code of Conduct will be reported to Government Authorities. If breaches of the Student Code of Conduct are also breaches of the law, JCU may also report the criminal activity to the police.

Related Policy Instruments

Student Dispute Resolution Policy

Student aged under 18 Policy

Student Attendance Policy

Related Documents and Legislation

Student Handbook

Procedure to handle Academic Misconduct

Handling of Student Disciplinary Procedure Non-Academic

Private Education Act (Chapter 247A)

Personal Data Protection Act

Administration

Approval Details

Policy Sponsor:	Chief Operating Officer
Approval date:	01/10/2020
Version no:	V2.0
Date for next review:	31/12/2022

Revision History

Version	Revision date	Description of changes	Author
1.0	27/04/2017	Established	Savaran Kor Swan
1.1	15/04/2019	1. Added the Para on Disciplinary Issue 2. Introduced a continuous numbering system for easy referencing	Kelvin Ng
2.0	01/10/2020	3. Revised the policy to mirror the COC in JCUA and contextualized it to Singapore.	Kelvin Ng

Contact Person/Unit

Contact Person/Unit:	Student Ambassador / Student Affairs
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Keywords

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