



## STUDENT CODE OF CONDUCT

### Purpose

The purpose of this Code of Conduct is to provide students with guidance on the standards of conduct expected of them during their time enrolled at Lincoln Education Australia (LEA\*\*).

\*\*The trading name for the Lincoln Institute of Higher Education (LIHE) is Lincoln Education Australia (LEA).

### Scope

This Code of Conduct applies to all persons enrolled in a course at LEA.

### Principles

LEA encourages students to pursue excellence in everything that they do. Respect for self and others both within and outside the LEA community, lies at the heart of our standards of conduct.

All students enrolled at LEA have a responsibility to:

- Respect and uphold the Objects of the LEA
- Treat other students, staff and members of the community with respect, courtesy and without discrimination
- Act honestly and with integrity
- Act responsibly and refrain from conduct that may be detrimental to the reputation of LEA or the orderly and safe functioning of LEA and its activities

### Standard of Conduct

LEA expects the following **personal conduct** from students:

- Treat others with respect regardless of gender, religion, race, sexuality or disability
- Act honestly and ethically in all dealings with LEA and members of its community
- Avoid engaging in any form of bullying, harassment or discriminatory behaviour, including on social media
- Maintain a cooperative and collaborative approach to relationships with staff, affiliates and students
- No conduct in a manner detrimental to the reputation or to the orderly functioning of LEA and its activities, including any conduct that may cause any serious



disturbance of the LEA community or the local community, infringing on the rights and well-being of others

- Conduct yourselves in a safe, orderly and proper manner in any class or library or other LEA facility so as not to affect the working environment of others or cause injury or harm to any other person
- Not use any form of physical violence or any act which may cause serious personal injury to another
- Not use, distribute, consume, sell or possess alcohol or illicit drugs on LEA premises, or be impaired by alcohol or illicit drugs on any LEA premises
- Not to produce, distribute or promote materials or gatherings which harass, intimidate, bully or discriminate other members of the community
- Maintain and observe all safety and health procedures.
- Not wilfully damage, steal or use without authority the property of LEA or any other property belonging to or used by the LEA, its students or employees, and
- Use LEA resources equitably, responsibly and with sensitivity to the needs of others, and without impeding access or use by others

LEA expects the following **academic conduct** from students:

- Comply with applicable policies and procedures, faculty resolutions, award course resolutions and unit of study outlines
- Act honestly and ethically in all academic matters
- Undertake academic studies conscientiously and with honesty and diligence and maintain satisfactory academic progress.
- Attend classes (lectures, tutorials, seminars and practical work) and examinations
- Submit original work and abide by deadlines when submitting work for assessment
- Be familiar with enrolment status and deadlines for withdrawal of subjects and payment and liability for enrolment fees
- Support academic freedom and freedom of speech for themselves and for others
- Contribute to learning and the advancement of knowledge through honest, open and respectful discussion and debate of ideas
- Promote high academic standards
- Commit to a culture of academic integrity
- Work collaboratively and contribute equitably to group work, projects and other learning experiences, and
- Create professional, ethical and respectful relationships with the LEA's learning partners during mobility experiences, extramural placements, projects and practicums



## Breaches

To promote and maintain the standards of conduct expected of the LEA, it is important that any student or employee who has a concern about the conduct of a student is able to raise their concern freely and without fear of intimidation or repercussion.

To encourage students and employees to come forward with any concern LEA shall:

- Consider all complaints seriously
- Investigate, where appropriate, formal complaints immediately
- Take all reasonable steps to ensure any person who makes a complaint in good faith is protected against any disadvantage, victimisation or discrimination because he or she reported a breach of this Code
- Follow the appropriate procedures

If, upon investigation, those responsible for conducting the investigation form the opinion that the allegation was made maliciously or with intent to harm the student to whom the allegation was made against or for some other reason was not made in good faith, the allegation itself may give rise to a breach of this Code by the student who made the allegation.

- LEA may initiate disciplinary action against any student responsible for making a malicious or harmful allegation
- If a student or staff member is unsure about how to commence the process for allegations that a student has breached the *Student Code of Conduct*, he or she should contact the Registrar or the Registrar for assistance

## COMPLIANCE

All staff and students at LEA are required to comply with this policy and its procedures, and with related policies and procedures. Non-compliance may result in disciplinary action.

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|-------------------------------|--|
| <b>File Number</b>            | LEA- GEN-COR-70057-D   |
| <b>Responsible Officer</b>    | Chief Executive Officer  |
| <b>Contact Officer</b>        | Registrar  |
| <b>Legislative Compliance</b> | <ul style="list-style-type: none"><li>• <i>Higher Education Standards Framework (Threshold Standards) 2015</i></li><li>• <i>Tertiary Education Quality and Standards Agency Act 2011</i></li></ul>   |
| <b>Supporting Documents</b>   |  |
| <b>Related Documents</b>      | <ul style="list-style-type: none"><li>• <i>Academic Integrity and Misconduct Policy</i></li><li>• <i>Anti-Discrimination Policy</i></li><li>• <i>Falsification of Documents Policy</i></li><li>• <i>Sexual Harassment and Assault Policy and Procedures</i></li><li>• <i>Student Grievances, Complaints and Appeals Policy</i></li></ul> |
| <b>Superseded Documents</b>   |  |
| <b>Effective Date</b>         | 1 January 2022   |
| <b>Next Review</b>            | 3 years from the effective date  |



## Review Schedule

This Code of Conduct shall be reviewed by the Academic Board every 3 years.

| Version History |                |                |  |
|-----------------|----------------|----------------|--|
| Version number: | Approved by:   | Approval Date: | Revision Notes:                            |
| 1.0             | Academic Board | 17/12/2020     | New policy                                 |
| 1.1             | Academic Board | 22/02/2023     | TEQSA and CRICOS requirements incorporated |
|                 |                |                |  |
|                 |                |                |  |