

CHARLTON BROWN

HSP STUDENT RULES

Policy Name:	HSP College Student Rules
Document Number:	HSP 13.11.01
Approved by:	Academic Director
Last Approval Date:	April 2022
Review Date:	April 2024
Audience:	Charlton Brown Staff; Charlton Brown Students
Contact Officer:	HSP Coordinator
Related Documents:	Behaviour Management - RTP Framework Process
Legislation:	Queensland Government - Behaviour

1.0 Purpose

The purpose of the HSP Student Rules is to record the standards of behaviour expected of students and conduct that is prohibited (misconduct).

These standards of behaviour and prohibition on misconduct are intended to promote and foster the highest standards of honesty and academic integrity, a safe environment for members of the Charlton Brown community and the good order and management of the college.

1.2 Charlton Brown Values

Students are encouraged to explore and be actively involved in the Charlton Brown community, in accordance with the following values of Charlton Brown:

- a. **Truth** - Truth is central to all that we do as a college. We seek truth through the process of participating in respectful, reasoned debate; the sharing of information and facts; and through our contribution to developing new knowledge and insights.
- b. **Excellence** - We strive for excellence in everything that we do. By applying the highest standards to our work, we know that we will achieve the greatest impact for the benefit of communities everywhere.
- c. **Collaboration** - We apply our collaboration as a way of seeking progress. This involves valuing new ideas, seeking fresh perspectives, and pursuing game-changing innovations and opportunities.
- d. **Accountability** - We are accountable in our decision making. It also involves showing moral courage, so that we are always guided by a sense of what is right.
- e. **Integrity** - We always act with integrity. As stewards of the College's resources and reputation, we are honest, ethical and principled.
- f. **Respect & inclusivity** - We are cultivating a caring, inclusive and empowering environment for all. We engage respectfully with one another and promote the value that our diversity brings to our whole community.

CHARLTON BROWN HSP STUDENT RULES

Conduct in accordance with the Charlton Brown values across the diverse membership of the college community is important because our campuses are openly accessible, where everybody is expected to take responsibility for their behaviour, and respect other people.

It also helps bind members of the college community together by assisting students to respect others, grow and succeed, remain safe, and enjoy a positive experience.

Shared values will also assist students to self-reflect, practise reasonable judgement, self-manage, take responsibility, and contribute to the college community and broader society.

1.3 Principles of Student Rules

This Student Rules should be interpreted and applied with reference to:

- the purpose of the policy as articulated in subsection 1.1.
- the college values as articulated in subsection 1.2.

The Principles for the Protection of Freedom of Speech and Academic Freedom (**Principles**) enable the College to be a place where everyone is able to participate in the vigorous exchange and critique of ideas. The College considers that it is reasonable and proportionate to expect that students should engage in conduct that is consistent with college standards and that students be prohibited from engaging in misconduct.

1.4 Scope

This Student Rules applies to the conduct of all students which:

1. occurs on land or property owned, leased, or occupied by the College (or entities it controls)
2. occurs using, or is facilitated by, the College's ICT resources or other College equipment.
3. occurs in relation to any academic or work experience or placement program which has a connection to the College.
4. occurs when a person is representing the College in any capacity.
5. relates to another member of the college community; or
6. otherwise has the potential to affect their suitability to continue as a student at the College, having regard to:
 - a. whether they may be trusted to comply with the Student Code of Conduct; or
 - b. the wellbeing and safety of members of the college community,
 - c. regardless of whether the conduct occurs in their capacity or circumstances associated with their status as a student.

CHARLTON BROWN HSP STUDENT RULES

2.0 Standards

Students are expected to engage in accordance with Charlton Brown values, which includes that students:

- conduct themselves in a manner that upholds the values of the College.
- accept and demonstrate accountability for their conduct and decisions.
- take reasonable care of the College's physical and digital assets and infrastructure.
- take reasonable care of their own health, safety, and wellbeing and that of others.
- refrain from conduct that threatens the health, safety, and wellbeing of others and
- demonstrate learning, judgement, academic integrity, academic freedom, and ethical sensitivity.

3.0 Misconduct

Students must not engage in misconduct. Misconduct means any conduct, within the scope of section 1.4 that fails to meet the standards of reasonably acceptable conduct which are conventionally observed at the College.

Misconduct is deemed to occur if a student engages in general misconduct or academic misconduct within the specific categories set out below.

For more information on Student Misconduct refer to the Behaviour Management RTP Framework Process

4.0 Definitions of Standards

In these Student Rules:

Academic integrity is the moral code or ethical policy of academia. It requires the demonstration of honesty, responsibility, transparency, respect and trust; avoidance of cheating or plagiarism; maintenance of academic standards; honesty and rigor. Academic integrity forms a central part of students' intellectual and personal development. Students share responsibility with staff for learning, which includes understanding and meeting requirements of courses and programs of study and upholding all expectations on academic integrity.

Cheating means when a student acts before, during or after an assessment or examination in such a way as to seek to gain unfair advantage or assist another student to do so and includes (without limitation):

- a) failing to comply with the requirements, conditions and instructions specified by the College to gain an unfair advantage or assist another student to do so.
- b) plagiarising the work of another person and presenting that work as if it is the student's own work, without appropriate acknowledgement.
- c) colluding with other students on individual assessment items.
- d) fabricating data or inventing references.
- e) bringing unauthorised material into an examination without the permission of the supervisor.
- f) submitting the same work or recycling work without prior permission of the course coordinator.
- g) violating policies and procedures and rules governing administration of examinations;

CHARLTON BROWN HSP STUDENT RULES

- h) communicating, or attempting to communicate, with a fellow student or individual who is not a member of staff during an examination to gain an unfair advantage or assist another student to do so.
- i) copying the work product, ideas, or assessment items of a fellow student.
- j) introduce or consult during an examination, any unauthorised printed or written material, electronic calculating or information storage device, mobile phone or other communication device.
- k) recording, transmitting, or disseminating questions and/or answers to themselves or another person.
- l) impersonating another student or arranging for anyone to impersonate a student in an examination or other assessment task.
- m) sourcing answers to assessment items from crowdsourcing websites; or
- n) failing to comply with an instruction by a person appointed by the College to supervise an examination.

Misconduct is defined in section 3 of this Student Code of Conduct.

Misrepresentation includes (without limitation):

- a) situations where a student presents an untrue statement about attendance or participation in practical or performance learning activities.
- b) the failure to disclose any information or matter where there is a duty to disclose such information or matter.

Plagiarism means the act of misrepresenting as one's own original work the ideas, interpretations, words or creative works of another either intentionally or unintentionally. These include published and unpublished documents, designs, music, sounds, images, photographs, computer codes and ideas gained through working in a group. These ideas, interpretations, words or works may be found in print and/or electronic media. Plagiarism includes (without limitation):

- a) collusion, where a piece of work prepared by working closely with one or more individuals or in a group is represented as if it were the student's own work. This includes:
 - a. producing the piece of work together.
 - b. determining the method or approach to a question or assessment task together; or
 - c. sharing answers or giving access to questions and answers, completed assessment tasks or partially completed assessment tasks.
- b) acquiring or commissioning a piece of work, which is not their own and representing it as if it were their own, by:
 - a. purchasing the assessment task from a commercial service, including from internet sites, whether the work is pre-written or specially prepared for the student.

CHARLTON BROWN HSP STUDENT RULES

- b. submitting an assessment task or part thereof produced by a third party, including a friend, family member, fellow student, or a staff member of the College; or
- c. duplicating the same or almost identical work for more than one assessment item without permission.
- c) copying ideas, concepts, data, images, sounds or text without appropriate acknowledgment, including piecing together work of others and representing them as original work.
- d) paraphrasing a paper from a source text, whether in manuscript, printed or electronic form without appropriate acknowledgement.
- e) submitting as one's own work all or part of another student's work, even with the student's knowledge or consent.

Solicitation occurs when a student requests, offers, encourages, induces or advertises for another individual/student to contract, commission, pay, procure, or complete on their behalf, an assessment task or part thereof and items (e.g. examination papers, model examination answers, examination questions, examination scripts, on-line quizzes, or any other types of assessment) that are likely to, or result in their being used for the purpose of cheating, misrepresentation and/or plagiarism.

Student means a person enrolled as a student in the College or undertaking courses or programs at the College.

College community means any current college student, graduate, staff member, (or other governance body of the College), contractor, volunteer, official visitor, academic and support position holder, or supplier of academic placements or academic related services, or a representative group thereof.

Version History				
Review Period:		2 years from date of last approval		
Version Number:	Approved by:	Approval Date:	Effective Date:	Sections Modified:
D1				New policy developed April 2022
1.0	Academic Director	April 2022	April 2022	Updated template