

# Higher Education Student Code of Conduct

## Policy and Procedure

Code and Version Control:	2.2
Policy Owner:	Director of Higher Education
Date Approved by Board of Directors:	23 June 2026
Scheduled Review Date:	June 2029
Related Policies and Documents:	Age Discrimination Act 2004 (Cth); Anti-Discrimination Act 1991 (Qld); APAC Academic Honesty and Misconduct Policy and Procedure; APAC Staff Health, Safety and Wellbeing Policy and Procedure; APAC Student Complaints and Appeals Policy and Procedure; APAC Student Health, Safety and Wellbeing Policy and Procedure; Australian Human Rights Commission Act 1986 (Cth); Disability Discrimination Act 1992 (Cth); Racial Discrimination Act 1975 (Cth); Sex Discrimination Act 1984 (Cth); TEQSA Guidance Note: Wellbeing and Safety.

## Legislative and Regulatory Compliance

The Student Code of Conduct sets clear expectations for student behavior, fostering a respectful, inclusive, and safe learning environment at APAC. All practices and processes align with the Higher Education Standards Framework (2021), the National Code of Practice for Providers of Education and Training to Overseas Students (2018), the Fair Work Act (2009), and relevant Commonwealth and State legislation, including TEQSA’s Wellbeing and Safety guidance and the Human Rights Act (Qld, 2019).

## Purpose

The Student Code of Conduct outlines the behavioural standards expected of all APAC students, fostering a culture of respect, responsibility, and integrity. It clarifies students’ obligations to act ethically and lawfully, supports a safe and inclusive community, and provides a framework for managing misconduct. The policy reflects APAC’s commitment to wellbeing, equity, and professional standards in line with the Higher Education Standards Framework (2021). APAC’s Academic Honesty and Misconduct Policy and Procedure should be referred to for academic misconduct.

## Scope

This Code applies to all students enrolled in APAC higher education courses. It covers all environments in which students represent APAC, including on-campus activities, online learning

spaces, off-site productions, placements, fieldwork, and public or industry-related events associated with APAC. The Code also applies to any form of communication or interaction—verbal, written, or digital—undertaken by students that may affect the wellbeing, safety, or reputation of individuals or of APAC as an institution.

## Policy Statements

APAC aims to foster a harmonious, inclusive, and safe educational environment in which each member of the community respects the rights, dignity, and wellbeing of others. Key policy principles include:

- All members of the APAC community have a right to study and work in an environment free from bullying, harassment, discrimination, intimidation, and threatening behaviour.
- APAC maintains a zero-tolerance stance on victimisation and will take all reasonable measures to protect individuals involved in addressing, managing, or responding to such matters from any form of retaliation or mistreatment.
- Students must act lawfully, respectfully, and in a manner that upholds APAC's reputation.
- APAC will take all reasonable steps to ensure staff and students are informed of their rights and responsibilities under this policy by providing clear guidance through the APAC website, the Student Handbook, orientation and induction programs, and pre-arrival materials for international students.
- Breaches of this Code will be treated seriously and managed in accordance with due process and procedural fairness.
- Privacy, confidentiality, and victim protection are integral to the management of complaints and investigations. De-identified data may be used by APAC for the purposes of reporting on the management of reports of bullying, discrimination, harassment, or threatening behaviour.
- A student-centred approach and ongoing management will be used to support affected individuals and ensure continuity of learning.
- Students must comply with all relevant APAC policies and procedures, as published on the website and identified in the Student Handbook.
- Students dissatisfied with APAC's response to their report may lodge a complaint under the *Student Complaints and Appeals Policy and Procedure*.

## Procedure

### Student Responsibilities and Expected Conduct

The responsibilities and unacceptable behaviour listed in this Student Code of Conduct are intended for behaviours outside of performance classes. In a class or performance context under supervision, some of these behaviours may be considered acceptable. Students are expected to:

- treat others with respect and courtesy, regardless of nationality, identity, age, religion, gender, or belief

- maintain honesty, integrity, and professionalism in all interactions
- contribute to a learning environment free of disruption, intimidation, or harm
- respect APAC property, resources, and facilities
- comply with APAC's smoke-free, alcohol-free, and drug-free environment
- act with care, diligence, and responsibility during all APAC activities
- comply with APAC's policies and procedures
- uphold the reputation of APAC in all public and digital contexts.
- Respect other people's rights to hold different positions and views
- Treat all people in a fair and non-discriminatory way
- Not use offensive language

## **Unacceptable Behaviour**

Unacceptable behaviour includes, but is not limited to:

- Bullying, discrimination, harassment, or physical assault
- Intimidating or threatening behaviour
- Making racist or sexist comments
- Behaving in a disruptive manner such as swearing, yelling or using offensive language including in online interactions and surveys
- Endangering the safety of yourself or others
- Breaching relevant State and Federal Laws, e.g., Work Health and Safety
- Selling, using, distributing or being in possession of drugs while attending classes/work experience, or under the influence of drugs
- Wilful damage to or theft of APAC property
- Non-compliance with relevant laws, including copyright, privacy, and cybercrime legislation
- Accessing, storing, processing or transmitting any information deemed to be threatening, obscene, pornographic or harassing in nature.

## **Serious Misconduct**

APAC identifies certain examples of student behaviour as serious misconduct. All enrolling students sign against a statement in their Offer letter that they understand and will abide by the Student Code of Conduct. They likewise agree that if an allegation of serious misconduct is substantiated that they must cease study immediately and remove themselves from the premises.

In all serious misconduct cases, subsequent enquiries after an initial interview with the primary party/ies concerned may be conducted with the affected student remotely or off-site if necessary for the safety of all, until the issue is completely resolved including all appeal processes and mediation processes pertaining to the same.

The Chief Executive Officer (CEO) and an appointed panel will determine if an incident of serious misconduct has occurred. Examples of serious misconduct may fall under, but are not limited to, the following categories.

- Bullying/threatening of any kind on or off campus either - physical/verbal/cyber (inc. texting) from any: student to student, staffer to student, or student to staffer.
- Discriminatory behaviour of any kind on or off campus either - physical/verbal/cyber (inc. texting) from any: student to student, staffer to student, student to staffer or staffer to staffer.
- Sexually harassing behaviour of any kind on or off campus either - physical/verbal/cyber (inc. texting) from any: student to student, staffer to student, or student to staffer.
- Theft on campus of any kind.
- Intoxication on campus of any kind (alcohol, drug induced or otherwise. On-campus includes all off-campus sites utilised by APAC in the course of all its commercial delivery and assessment activities. These include live theatre venues; music recording facilities; identified off-campus sites for filming student or APAC projects; and graduation sites.
- On-campus selling or solicitation of sales of any illegal substances or products.
- On-campus selling of legal substances or products without prior written permission from the CEO.
- Public or publicised interactions/declarations of a defaming nature (verbal, texted, web sourced) on or off campus, offered in the presence (cyber or otherwise) of other students, staff members or members of the general public, that are generated by a student that relate to their opinions or grievances toward other students, staff members or any APAC protocols, practices, methods or systems of operation.
- Solicitation for any kind of paid or unpaid work on or off campus either - verbal, texted, web sourced from any: student to student, staff member to student, or student to staff member prior to a student being fully and permanently withdrawn or graduated whether the work is related to performing arts or not. Any student who enters study or employment at APAC knowingly in an existing working relationship of this nature with any student or staff member - who does not declare this conflict prior to entry or employment - is likewise deemed to be in breach of the serious misconduct guidelines.
- Social relationships or solicitations of any kind between any academic or non-academic staff and enrolled students is prohibited. If a student is not 'permanently' withdrawn from APAC or completely graduated, social interactions on or off campus between students and staff members are strictly prohibited – including any kind of cyber or phone (call, texting, email or otherwise) relationship. In the event of accidental social contact at an external function, all staff members are expected to ensure all contact during the function is kept at a minimum and that the contact desists completely at the functions end.
- Receiving the private contact details of a current students without the prior written permission of the CEO and appropriate Head of Discipline is prohibited. Permission can be temporarily

given to enable the collaboration for an identified assessable project. Once this project is complete, student contact details must be immediately erased from the phone and/or computer memory of the staff member and cannot be used by the staff member to contact the student again unless permission is again sought separately.

- Any conduct that would generate disrepute toward any APAC staff member or student or guest or APAC in the greater professional sense.
- Unreported observances of serious misconduct of any kind constitute serious misconduct on behalf of the party who fails to report the same.

## Reporting Breaches

APAC staff and students are responsible for maintaining a harmonious learning environment. Students are encouraged to report any unnecessary pressure, disturbance, or harassment by any member of staff or by any other student. Any potential breaches of this Student Code of Conduct should be reported to Student Administration or a staff member immediately.

Reports of breaches can be submitted in writing or verbally clearly outlining the details to Student Administration, Lecturer, Director of Higher Education or CEO.

If you are uncertain about your rights and responsibilities, please contact the Student Services for clarification. Your rights as a student will always be respected and you are in turn, expected to respect the rights of others. APAC will not tolerate victimisation of anyone who reports potential breaches of this policy.

## Disciplinary Procedures

APAC treats all breaches of the Student Code of Conduct seriously. Reports of breaches will be acknowledged and investigated as soon as possible. Involved parties will be informed in writing by the CEO. Reports of breaches are investigated by a panel that will be convened by the CEO. The panel includes the CEO, a member of Student Services, and, where deemed necessary, the Director of Higher Education, relevant students and staff.

The panel will decide on whether disciplinary action should be taken based on evidence and any documented compassionate or compelling circumstances. This could include cancellation of enrolment. Serious misconduct in relation to academic matters will be managed in accordance with the *Academic Honesty and Misconduct Policy and Procedure*.

Potential outcomes for substantiated breaches are, but not limited to:

- Written Warning
- Suspension from Class
- Request for Apology
- Referral to Counselling
- Student Monitoring
- Mediation

- Removal from class with supervision from another APAC staff member, other than the lecturer
- Cancellation of Enrolment

Where the breach is perceived as being an immediate risk to the wellbeing of students, staff or the general public, APAC will report the breach to relevant authorities, including the Police.

## **Cancellation of Enrolment**

In cases where APAC intends to cancel a student's enrolment because of a breach of the Student Code of Conduct, students will be notified in writing of APAC's intention to cancel their enrolment and the detailed reasons for this decision.

Students are advised in writing of their right to appeal this decision through the internal complaints and appeals process, in accordance with the Student Complaints and Appeals Policy and Procedure. Students have twenty (20) working days to appeal from the date of intention to cancel their enrolment has been received.

International students are advised to seek advice from the Department of Home Affairs on the potential impact on their visa of their cancellation of enrolment.

The cancellation of the international student's enrolment cannot take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is at risk.

## **Appeals Process**

If a student enrolled at APAC is dissatisfied with any aspect of the response to their bullying, discrimination, harassment or threatening behaviour report by APAC staff, they may lodge a complaint through the process outlined in the *Student Complaints and Appeals Policy and Procedure*.

## **Responsibilities**

### **The Board of Directors**

The Board of Directors will;

- Ensure compliance with relevant legislation and regulatory requirements through the oversight of APAC activities and the development, monitoring and review of policies and practices and initiating prompt action where compliance is deemed to have lapsed
- Monitor and oversee the assessment and management of risks, ensuring APAC is equipped with sufficient strategies to mitigate risks that may eventuate
- Monitor and oversee formal complaints, allegations of misconduct, appeals processes for non-academic matters, breaches of academic or research integrity and critical incidents.

### **Chief Executive Officer (CEO)**

The CEO is responsible for investigating reports of breaches and decision making around disciplinary action.

## Director of Higher Education

The Director of Higher Education is responsible for monitoring student behaviour and taking action, where necessary, to ensure that others can enjoy a harmonious learning environment.

## Staff and Students

All APAC staff and students are responsible for maintaining a harmonious learning environment. Students are encouraged to report any undue pressure, disturbance, or harassment by any member of staff or by any other student.

## Definitions

- **Bullying** is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons.
- **Discrimination** is any distinction, exclusion or preference made on the basis of race, colour, age, medical or criminal record, sex, religion, marital status, sexual preference, impairment, mental or physical disability, political opinion, national extraction or social origin that has the effect of nullifying or impairing equality of opportunity or treatment.
- **Harassment** is repeated behaviour directed at an individual or group of students or staff, which is offensive, humiliating, intimidating or threatening. Harassment occurs in circumstances where a reasonable person would have expected that the behaviour is going to be offensive, humiliating or intimidating and is sexual in nature or is based on gender, race, disability, sexual orientation.
- **Harmonious** in the context of this policy means a campus where staff and students are treated with dignity and respect to enable high levels of collaboration and academic success
- **Offensive** means conduct or language that any reasonable person would consider insulting or humiliating

## Version Control and Document Owner

<b>Policy Category</b>	Operational	<b>Approval Date</b>	19 October 2022	
<b>Document Owner</b>	Director of Higher Education	<b>Approval Authority</b>	The Board of Directors	
<b>Audience</b>	Staff and Students	<b>Review Date</b>	October 2025	
Revision History				
Version	Author	Change Summary	Date Approved	Date Effective
1	APAC	New document.	19 December 2016	
1.1	APAC	Current.	9 June 2017	
2.0	DVE Business Solutions Pty Ltd	Review and update of the policy and procedure.	19 October 2022	
2.1	DVE Business Solutions Pty Ltd	Minor administrative changes. Updated the scope to include current and prospective students.		06/09/2023
2.2	APAC	Update to formatting. Rework of Purpose and Scope sections. Inclusion of a Legislative and Regulatory Compliance section; redefining of some of the identified staff e.g. Student Support Officer		