



Code and Number	E.1.3b
Title of Document	Student Code of Conduct

Policy Statement

All students are required to read and understand the Student Code of Conduct and agree to abide by it. If there are any queries in relation to this policy, clarification should be sought by contacting ACN.

1. Student's responsibilities

ACN acknowledges and values the previous educational and clinical experience of students. Course coordinators remain aware and responsive to individual differences; however, there is an expectation that as adult learners, students will understand and agree to the specific conditions required for progression in their course.

2. Student Code of Conduct

Students have a responsibility to:

- 2.1. adhere to all student policies;
- 2.2. submit original work free from plagiarism and maintain academic integrity in all coursework;
- 2.3. be familiar with the requirements (including timelines and on-campus requirements) of their course;
- 2.4. be punctual for on-campus timetables, clinical placements (if applicable) and meetings with ACN staff (if applicable);
- 2.5. initiate and maintain regular contact with staff (including tutors) for the duration of the course;
- 2.6. meet deadlines for requirements as set out in course/unit outlines;
- 2.7. conduct themselves in a manner that is collegial in a learning environment, regardless of the learning environment (on-campus, online, or clinical placement);
- 2.8. respect other students and staff at ACN in all modes of communication;
- 2.9. abide by library lending rules and conditions including timely return or renewal of borrowed items;
- 2.10. comply with the uniform, immunisation and serology requirements if on clinical placement as stipulated in the clinical placement policy;
- 2.11. be familiar with the expectations of conduct whilst on clinical placement refer to the [E.1.6 Student Clinical Placements](#) policy;
- 2.12. comply with copyright regulations and legislation relevant to ACN materials, any other published works and when using the online environment. ACN owns any copyright created in pursuit of studies unless there is a signed agreement relinquishing such ownership;
- 2.13. use the password issued for their access only. A student is responsible for protecting any passwords issued. This password provides access to ACN intellectual property but does not permit the unlawful copying, sharing or distribution of material owned by ACN;
- 2.14. not misuse access privileges. The misuse of access privileges will result in access rights being revoked and bring into question a student's ability to continue in the course as a bona fide student. The student may be liable to prosecution;
- 2.15. use CNnect appropriately. CNnect is ACN's electronic learning management system and is provided to students to support their educational experience. The use of CNnect is under the following conditions. Students must:
 - 2.15.1. be enrolled in an ACN course;
 - 2.15.2. be responsible for all activity in CNnect that occurs with their log on;
 - 2.15.3. keep their password confidential and not share this password with others;

- 2.15.4. not allow others to use their account;
 - 2.15.5. respect the privacy of others and keep all discussions confidential;
 - 2.15.6. respect other users and not abuse, harass, threaten or intimidate other users;
 - 2.15.7. not use offensive language or behave in a way that may cause offence to other students;
 - 2.15.8. maintain attendance in CNnect;
 - 2.15.9. log on to CNnect at least twice a week to check for updates and participate in course activities;
 - 2.15.10. not use CNnect for any purpose other than education in an ACN course;
 - 2.15.11. not knowingly create or submit any unwanted emails or transmit any worms; viruses or other code that may be detrimental to ACN's computer system;
 - 2.15.12. maintain confidentiality when people in their care colleagues or workplaces and de-identify any reference to the same when writing assessment items or discussion in the online environment;
- 2.16. Confidentiality and privacy:
ACN requires that students comply with State/Territory and Commonwealth privacy legislation in addition to individual health facility policies relating to confidentiality.
- 2.16.1. When on clinical placement students must gain informed consent from the people in their care or in the case of minors, from a parent or guardian, and always maintain confidentiality.
 - 2.16.2. When students are discussing information in the classroom, online or in assessments they must maintain confidentiality. This includes participants in the discussion group, hospital names, medical record numbers and any reference to health facility staff.
 - 2.16.3. Any student who breaches confidentiality will be referred to the unit or course coordinator for disciplinary action – this may be a fail grade.
 - 2.16.4. Any student who breaches privacy and confidentiality on social media will be referred to the Director of Academic Studies for disciplinary action.
 - 2.16.5. Any breach in privacy and confidentiality could constitute misconduct.

3. Academic Misconduct

- 3.1. Academic integrity is an essential component of teaching, learning and research. The ideas and work of others must be acknowledged rather than claimed as one's own work. Plagiarism occurs when a student or someone uses resources without proper acknowledgement, citation or documentation. Intentional plagiarism is academic misconduct.
- 3.2 A charge of misconduct can be established where a student:
 - 3.2.1 copies or attempts to copy the work of other persons and submits it as their own (this includes online and hard copy);
 - 3.2.2 presents the ideas/thoughts of other author(s) as their own by paraphrasing or summarising without acknowledging the source;
 - 3.2.3 copies segments of a book, article, or any other media resource including the internet and/or non-written material and presents it as their own as evidenced by:
 - the use of direct quotes, paragraphs and sentences, or parts thereof, without the use of quotation marks or other appropriate forms of acknowledgement plus appropriate acknowledgement in the reference list in accordance with ACN referencing style; and/or
 - the changing of another writer's words and/or sentences to a different sequence without appropriate acknowledgement within the body of the assessment item in accordance with ACN referencing style (for example, quotation marks and in text referencing);
 - 3.2.4 colludes with another person or persons to produce work, which is then presented as work completed independently by the student;
 - 3.2.5 engages a third-party, including for example, a friend or family member, fellow student, or an illegal cheating service, to undertake assessed work on their behalf;

- 3.2.6 presents work previously submitted in the same course or as a requirement of another program of study;
- 3.2.7 uses generative artificial intelligence (Gen AI) technology for a specific assessment item where the use of Gen AI is not permitted;
- 3.2.8 failing to reference the use of Gen AI technology correctly.
- 3.3 When a case of academic misconduct occurs, the coordinator will refer to the levels of misconduct table, see Appendix 1, to determine the appropriate penalty.

4 Other student misconduct

Students must not intentionally or recklessly:

- 4.1 interfere with the freedom of other persons to pursue their studies, or carry out their functions or participate in ACN activities;
- 4.2 disrupt or hinder the exercise of the right to freedom of expression of any ACN student or staff member;
- 4.3 engage in disorderly conduct including:
 - 4.3.1 fighting with any person;
 - 4.3.2 disrupting a class, meeting or other ACN activity; or
 - 4.3.3 by doing anything that disturbs the peace;
- 4.4 act dishonestly in relation to an application for admission to ACN;
- 4.5 alter or attempt to alter any document or record of ACN, or cause or attempt to cause any unauthorised alteration of such a document or record;
- 4.6 alter or falsify any document that ACN requires of the student (e.g. medical certificate, professional authority form or other supporting documentation);
- 4.7 knowingly, provide false or misleading information to an ACN member of staff;
- 4.8 refuse to identify themselves when asked lawfully to do so by an ACN staff member;
- 4.9 impersonate another student, or arrange for anyone to impersonate a student, in an examination, assessment task, an assessment requirement or in any other ACN related activity;
- 4.10 publish material which is abusive, offensive, vilifying, harassing, discriminatory or inappropriate about ACN, another student, or an ACN staff member, in any forum or media, including but not limited to print, internet, social media, email, digital or electronic communications and broadcasting forums;
- 4.11 steal destroy or damage ACN property, or any other property of any other person within the ACN premises;
- 4.12 misuse an ACN facility in a manner which is illegal, or which is or will be detrimental to the rights or property of others;
- 4.13 do anything which may endanger the physical or mental health, safety or wellbeing of another person;
- 4.14 engage in violent or threatening behaviour including using threatening or abusive language;
- 4.15 engage in sexual misconduct including sexual assault, sexual harassment, indecent assault or any other conduct of a sexual nature that is non-consensual or has the purpose or effect of threatening, intimidating or coercing a person;
- 4.16 harass or engage in any form of improper or discriminatory behaviour towards another student or staff member; such misconduct may relate to, but is not limited to, another person's race, ethnic or national origin, gender, marital status, sexual preference, disability, age, political conviction or religious belief.

5 Penalties for misconduct

- 5.1 Allegations of misconduct will be referred to the Coordinator and or the Manager of Education Development (MED) for investigation and or disciplinary action.
- 5.2 The Coordinator or the MED following an investigation and determination (see [APPENDIX 2 - Process for Investigating Allegations of Academic Misconduct](#)) may impose one or more of the following penalties on a student found guilty of misconduct:
 - 5.2.1 a formal reprimand;
 - 5.2.2 a fail grade and result of zero for a unit of study;
 - 5.2.3 exclusion from ACN for a period of 12 months;

- 5.2.4 permanent exclusion from ACN;
- 5.2.5 rescission of an academic award conferred by ACN where the award is as a result or partly as a result of fraud or serious misconduct committed by the student before the award was conferred.
- 5.3 ACN will inform the student in writing of the decision. Where a decision is made to withdraw a student from a course of study ACN will follow the Student admission and progression procedure.

6. Misconduct Appeals

- 6.1 A student has a right of appeal in response to misconduct findings or to the penalty or penalties imposed. See [E.1.3a Academic Appeals procedure](#) or [E.1.13 Non-academic Grievance Policy](#) for further information.

APPENDICIES

[APPENDIX 1 - Levels of Academic Misconduct](#)

[APPENDIX 2 - Process for Investigating Allegations of Academic Misconduct](#)

RELATED POLICIES AND PROCEDURES (List code/number and title)

[E.1.3 Student Management](#)

[E.1.3a. Student admission and progression procedure](#)

[E.1.13a Academic Appeals procedure](#)

[E.1.1.5 Clinical Training Room](#)

[E.1.7 Student Sexual Assault and Sexual Harassment](#)

[E.1.6 Student Clinical Placements](#)

[E.1.12 Student Privacy and Personal Information](#)

[E.1.13 Student Grievance handling - Academic and Non-Academic](#)

RELATED FORMS

[Request for an Appeal of an Academic Decision – HE](#)

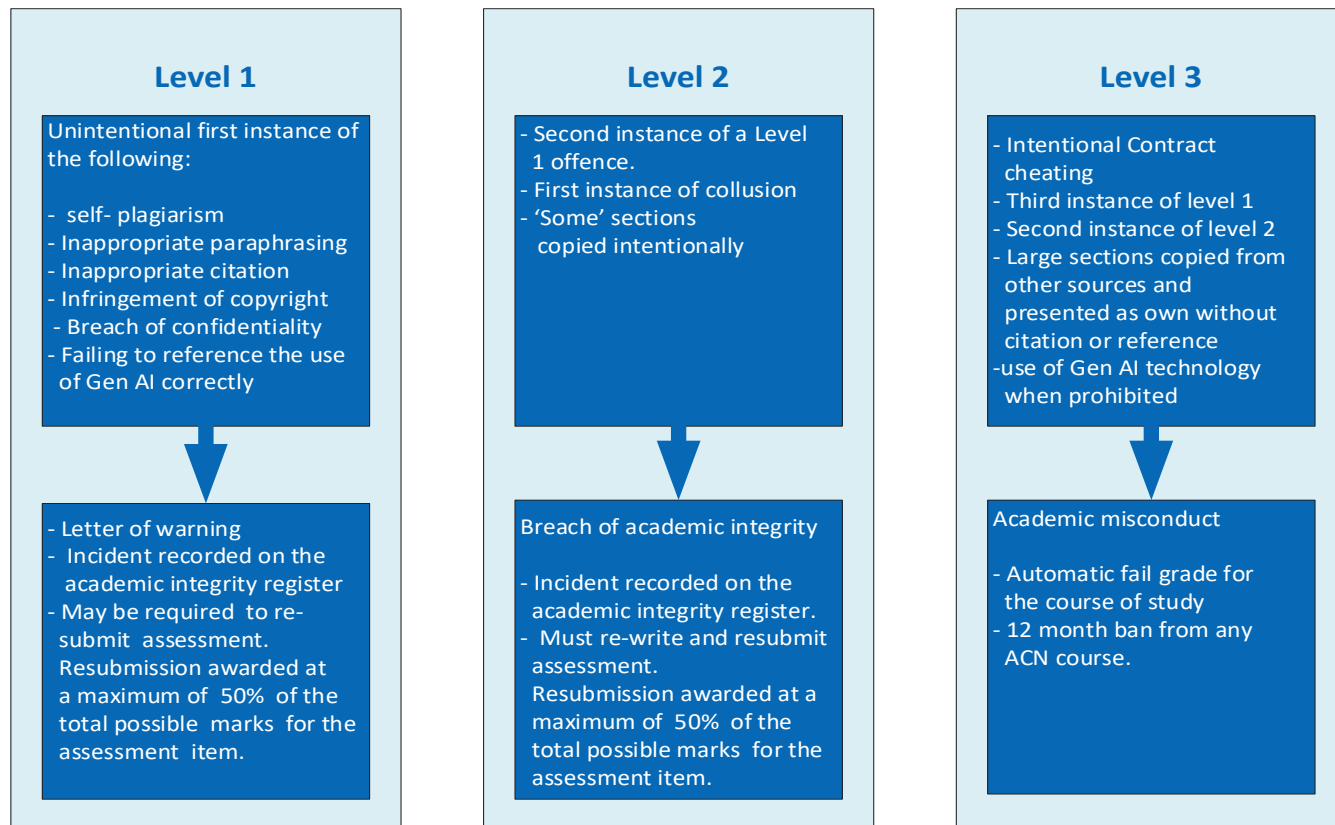
[Request for an Appeal of an Academic Decision –Immunisation](#)

[Request for an Appeal of an Academic Decision – PEC <https://www.acn.edu.au/wp-content/uploads/FM-E.1.13A-ED095-request-for-an-appeal-of-an-academic-decision.pdf>](#)

Responsibility for Review	Director Education Operations
Ratification	Education Management Committee
Date of Issue	December 2020
Date Last Reviewed	December 2023

APPENDIX 1

Levels of Academic Misconduct



Level 1

ACN recognises that sometimes students are unfamiliar with academic writing. This can be evident in poor paraphrasing, incorrect citation, inappropriate referencing, and unintentional self-plagiarism. If the student is new to ACN or this is their first misconduct occurrence, then this is seen as a 'Level 1' occurrence.

A Level 1 occurrence is not considered a breach of academic integrity and is seen as a learning opportunity.

Actions may include:

- feedback and resubmission of the assessment item. Re-submissions are awarded a maximum of 50% of the total possible marks for the assessment item.
- the student may also be requested to complete the referencing and paraphrasing sections and academic integrity quiz within the writing and referencing centre on CNnect prior to any future submissions.
- the student may also be deemed as a student at risk by their Coordinator.

The occurrence will be recorded on the academic integrity register.

Students who fail to correct and resubmit their work will receive in a fail grade of 0% for that assessment and may be failed from the unit of study.

Level 2 occurrence

If inappropriate examples listed under level 1 are found within subsequent assessment submissions', the student may face a case of more severe misconduct.

A Level 2 occurrence is a breach of academic integrity.

Penalties may include one or more of the following:

- The student will be asked to resubmit the assessment and an academic penalty will be applied. Resubmissions are awarded a maximum of 50% of the total possible marks for the assessment item.
- The student may also be requested to complete the referencing and paraphrasing sections and academic integrity quiz within the writing and referencing centre on CNnect prior to any future submissions.
- The student will be deemed as a student at risk and will be asked to sign a learning contract which will be formulated by their coordinator.

A further record will be added to the academic integrity register.

Level 3 occurrence

This is the most serious breach of academic integrity.

If the student has deliberately intended to defraud ACN by, directly copying large sections from other sources such as Gen AI and presented as their own without citation or reference contract copying, or repeated level 1 or 2 offences, they are likely to face a case of Level 3 plagiarism.

Penalties may include:

- An automatic Fail grade for the course.
- A ban from any ACN course of study for 12 months

APPENDIX 2

Process for Investigating Allegations of Academic Misconduct

- Alleged incidents of academic misconduct, including allegations of level one and level two plagiarism, will be investigated by the coordinator under the supervision of the MED.
- Students will be asked to provide the following evidence to their coordinator:
 - 1. Database research undertaken for the assessment
 - 2. Any drafts of their work
 - 3. PDF copies of references used in the development of their assessments
- Alleged incidents of level three plagiarism or other serious incidents of academic misconduct will be referred to ACN's Academic Integrity Officer, the (MED).

1. Reporting an allegation of academic misconduct

- A student or staff member can report an incident of suspected academic misconduct to the Academic Integrity Officer by email to: academic.appeals@acn.edu.au
- Any suspicion of academic misconduct must be raised by the Tutor / Marker to the Coordinator.
- Notifications of academic misconduct will be reported by the Coordinator to the Academic Integrity officer and recorded on the register
- Notifications will be made in writing and will outline details of the academic misconduct and will include supporting evidence (where applicable).

2. Investigating an allegation of academic misconduct

- The Coordinator or the Academic Integrity Officer will review details of the incident and will determine if grounds exist to proceed with an investigation.
- The student/s will be notified of the investigation and will be provided an opportunity to respond and / or submit relevant evidence).

The student/s may be invited to attend an interview (videoconference) with the coordinator or the Academic Integrity Officer. Students attending an interview may be accompanied by a support person if they wish.

Any evidence or replies received as part of the investigation will be included as supporting documentation for consideration.

- ACN will refer to online resources and guidelines published by Australia's independent national quality assurance and regulatory agency for higher education (TEQSA) as part of its investigation into a suspected breach of academic misconduct.

Immunisation

- An academic matrix table has been implemented for the purpose of identifying low, medium or high risk of academic misconduct of students enrolled in an Immunisation course.
- Medium or high risks identified in any row of the matrix table will initiate an investigation and the full matrix will be completed.
- If only 1 row is identified in the matrix as medium or high risk, then the student will be cleared of any allegation of academic misconduct and the certificate of completion will be released.
- If 2 or more rows are identified as medium or high risk, then a further investigation will be undertaken.

3. Outcome of an investigation

- The outcome of an investigation into a suspected breach of academic misconduct will be determined by the findings of any investigation and the seriousness of the allegation.
- Any penalty for breaches of academic misconduct will be issued in line with this policy.

4. Recording determinations of academic misconduct

- To ensure transparency and accountability, decisions about academic misconduct will be recorded on the academic integrity register.
- To assist a student in understanding how ACN made the decision, students are notified of decisions in writing. A summary outlining the reasons for the decision will be provided to the student/s.

5. Handling of allegation of academic misconduct and student privacy

- The process for managing allegations of misconduct will be administered in accordance with the principles of natural justice and fairness to all parties. All investigations are conducted in confidence, and all persons participating in the investigation will be required to maintain confidentiality. Records relating to academic misconduct will be treated as confidential and will be covered by the [E.1.12 Student Privacy and Personal Information policy](#).

6. Appealing a determination of academic misconduct

- A student has a right to appeal a determination of or penalty imposed for academic misconduct.
- An appeal in relation to a determination of academic misconduct for students enrolled into higher education a course of study will be reviewed by the Academic Appeals Committee. For further details see [E.1.3a Academic Appeals procedure](#).
- An appeal in relation to a determination of academic misconduct for students enrolled into an Immunisation, PEC or any other non-award courses will be reviewed by the Education Management Committee. Further details see [E.1.13 Non-academic Grievance Policy](#).

References

Australian Government, Tertiary Education Quality and Standards Agency (TEQSA). Academic Integrity Toolkit 2022. [Academic integrity toolkit | Tertiary Education Quality and Standards Agency \(teqsa.gov.au\)](#)

Australian Government, Tertiary Education Quality and Standards Agency (TEQSA). Substantiating contract cheating: A guide for investigators. <https://www.teqsa.gov.au/sites/default/files/substantiating-contract-cheating-guide-investigators.pdf>