

Russo Business School Student Code of Conduct Policy

Scope & Purpose

This policy and procedure applies to all staff and students of Russo Business School Pty Ltd ABN 34 601 105 319 trading as Russo Business School (RBS) (CRICOS Provider Code – 03441F).

It outlines standards of acceptable behavior required by all Russo Business School students and the expectations that Russo Business School staff and students can have of each other.

Definitions and Abbreviations

Australian Applicant is an Australian citizen, a permanent resident or the holder of a permanent humanitarian visa.

Course is an appropriate suite and sequence of subjects that meets the requirements and specifications of the relevant level of the *Australian Qualifications Framework AQF 2nd ed*, 2013 and which leads to the conferral of an award. For example, a Diploma of Business.

International Applicant is an applicant who does not hold citizenship of Australia or New Zealand, Australian permanent residence status or a permanent visa. The language of instruction at Russo Business School is English. International students must demonstrate a suitable level of English language proficiency before being admitted to a Russo Business School course.

AQF – Australian Qualification Framework

ASTAS - Australian Student Tuition Assurance Scheme

CRICOS – Commonwealth Register of Institutions and Courses for Overseas Students

DHA – Department of Home Affairs

ELP - English Language Proficiency

ESOS - Education Services for Overseas Students

PRISMS – Provider Registration and International Student Management System

TPS – Tuition Protection Service

Policy

Russo Business School Expectations of Students

1. As members of an academic environment, students of Russo Business School are expected to:
 - a. Treat others with respect and courtesy;
 - b. Treat others equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age or political conviction;
 - c. Respect the opinions and views of others;
 - d. Avoid any conduct that might reasonably be perceived as sexual, racial, or gender-based harassment or otherwise intimidating;
 - e. Attend classes, maintain consistent levels of study, and submit assessment tasks on time;
 - f. Avoid all forms of academic misconduct;
 - g. Familiarise themselves with, and abide by, Russo Business School's policies and procedures;
 - h. Maintain high standards and a professional approach to their study program;
 - i. Commit to continually improve their English language proficiency and communication skills (relevant to students with English as a second language); and
 - j. Attend campus without being inebriated or under the influence of drugs.

Student Expectations of Russo Business School

2. As individuals, students of Russo Business School can expect:
 - a. To be treated with courtesy and respect;
 - b. To be treated equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age or political conviction;
 - c. To be able to freely communicate and voice alternative points of view in rational debate;
 - d. To participate in a learning environment free from sexual, racial, gender-based, or other forms of harassment;
 - e. To rely on the protection of personal information;
 - f. To be able to access personal records subject to the provisions of the access to information legislation;
 - g. To be provided with timely and accurate information as it relates to courses, enrolment and all administrative matters;
 - h. To have reasonable access to lecturing staff in private consultation outside normal contact hours;
 - i. To be assisted in the development of their English language proficiency (relevant to students with English as a second language); and
 - j. That the facilities and equipment they use are safe and comply with occupational health and safety requirements and guidelines.

Discrimination and Harassment

3. Russo Business School is committed to providing access to learning aids and an equitable approach in dealing with all students. Russo Business School recognises the rights of all students and staff to work and study in an environment free from discrimination and harassment based on gender, age, sexual preference, impairment, religion, race, colour, national or ethnic origin or language.
4. Discrimination or harassment of staff or students, by any member of the teaching environment is unacceptable, and contrary to the core educational and employment values that Russo Business School upholds. All members of Russo Business School are expected to maintain an environment where cultural differences are accepted and respected and individuals are able to participate fully in academic life, free from all discrimination and harassment.
5. Humor based on discrimination and harassment may, in certain circumstances, constitute harassment.
6. Russo Business School will treat all claims of discrimination and/or harassment seriously, and all claims will be thoroughly investigated confidentially to protect complainants and witnesses from further harassment and victimisation.

IT protocols

7. Russo Business School does not condone the wrongful or inappropriate use of computing and communication facilities as summarized, but not limited to below:
 - i. accessing pornography;
 - ii. unauthorised monitoring of electronic communications;
 - iii. knowingly downloading, storing, distributing or viewing of offensive, obscene, indecent, or menacing material. This could include, but is not limited to, defamatory material, material that could constitute racial or religious vilification, discriminatory material, material that incorporates gratuitous violence or frequent and highlighted bad language;
 - iv. stalking, blackmailing or engaging in otherwise threatening behavior;
 - v. any use which breaches a law, including copyright breaches, fraudulent activity, computer crimes and other computer offences;
 - vi. transmitting spam or other unsolicited communications; or
 - vii. the introduction or distribution of security threats, including a virus or other harmful malware.

Smoking

8. Russo Business School will ensure that all members of the Russo Business School community can enjoy a clean and smoke free environment. Smoking is only permitted in designated smoking areas. All cigarette butts must be disposed of appropriately in the designated trays.

Complaints and Grievances

9. Students of Russo Business School who have a complaint about either a decision that affects their studies, or a particular situation in which they have been involved or witnessed, have a right to raise their complaint. All complaints are considered with courtesy, in a timely fashion, and without fear or prejudice of inappropriate treatment.
10. The Russo Business School *Student Complaints and Appeals Policy & Procedures* sets out the relevant procedures and policy in relation to complaints.

Misconduct

11. Students of Russo Business School who breach any of the provisions and guidelines contained in the Student Code of Conduct may be considered to have engaged in official misconduct.
12. A student who engages in any of the following activities may also be considered to have engaged in misconduct:
 - a. Endangers the health or safety of any person at Russo Business School or on the campus;
 - b. Unlawfully assaults, or attempts to assault another member of Russo Business School or campus community;
 - c. Engages in dishonest behavior; and/or
 - d. Damages or abuses Russo Business School property
 - e. Breach of IT Protocols.

Penalties for Misconduct

13. If it is able to be shown that a student has engaged in misconduct, the student will be asked to attend an interview with the Executive Dean, Russo Business School to provide an explanation for their behavior.
14. The Executive Dean, Russo Business School, is permitted to apply any, or a combination, of the following penalties:
 - a. Officially reprimand the student;
 - b. Exclude the student for a period of time;
 - c. Expel the student from Russo Business School.

Academic Misconduct

Academic misconduct: covers, but is not limited to, acts of plagiarism, cheating, unauthorised collaboration (e.g. collusion), and falsification of academic qualifications.

- *Plagiarism:* is the act of representing the ideas or work of another person(s) as one's own original work, by copying or reproducing that work without acknowledgement of the source.
- *Collusion:* is the presentation by a student of work as his or her own which is in fact the result, in whole or in part, of unauthorised collaboration with another person or persons. Both the student presenting the assignment and the student(s) willingly supplying unauthorised material (colluders) are considered participants in the act of collusion.
- *Cheating:* is any dishonest conduct in assessment.

Penalties for Academic Misconduct

Students who are found guilty of academic misconduct will be subject to one of the following penalties:

- A formal warning to the student.
- Requirement to attend compulsory academic skills workshops prior to resubmission of the assessment in which the academic misconduct occurred.
- A mark reduction or a mark of zero awarded for the assessment piece in which the academic misconduct occurred.
- A fail grade for the subject in which the academic misconduct occurred.
- A fail grade for the subject in which the academic misconduct occurred and not permitted to enrol in the course for a defined period of time.
- The student's enrolment at the institution is cancelled and the student not be permitted to re-enrol for a defined period of time.
- The student's enrolment at the institution is cancelled and the student be excluded permanently from enrolment at the institution.
- Any other penalty recommended by the Executive Dean.

Appeal

15. A student, who has had a penalty imposed as a result of misconduct or academic misconduct, may appeal against the penalty imposed.
16. The Russo Business School *Student Complaints and Appeals Policy* sets out the relevant procedures and policy in relation to appeals.