



## **STUDENT CODE OF CONDUCT**

Under SCIC's Student Code of Conduct, you **must**:

- provide true and accurate information to SCIC
- follow the reasonable directions of college staff
- always behave in an ethical and responsible manner
- behave respectfully and appropriately, avoiding any conduct that is disrespectful or abusive to others
- not behave in any way that might intimidate, threaten, harass or embarrass other students or staff
- not use or distribute prohibited drugs and alcohol on college premises or during college hours – to do so will result in your immediate expulsion from the school
- be punctual to class, meet attendance requirements and meet all assessment deadlines
- not use a mobile phone during class time unless instructed to do so by your teacher
- not cause willful damage to college and/or other students' property
- not engage in misconduct (either general or academic), or pose/present an unacceptable medical, physical, or moral threat to the well-being of others
- not be convicted of any criminal offence whilst a student with the College
- immediately report any WHS concerns or incidents and follow any WHS related instructions
- Inform SCIC immediately of your change of address or contact number
- Comply with Australian laws, including Anti-Discrimination laws and Health & Safety laws
- not breach your visa conditions.

### **Financial Misconduct**

- You must meet condition 8202 of your student visa, including remaining enrolled in a registered course.
- Your Offer Letter & Written Agreement with SCIC is also a legal document where you agreed to pay certain fees by certain dates.
- If you do not keep up-to-date payments for your course, then you will be in breach of the financial obligations of your agreement with SCIC.
- SCIC may cancel your enrolment and notify DHA that you will no longer be enrolled in a registered course.
- SCIC understands that you might have financial difficulties from time to time. It is critical that you speak to us so that we can help you with a payment plan.
- If you decide not to communicate with SCIC about overdue payments, then we will be reported to DHA for non-payment.



## **Academic misconduct**

Academic integrity means that everyone in the academic community – teachers and students - should act honestly, fairly, responsibly, and with respect and trust.

**Academic misconduct** or **academic dishonesty** are examples of breaches of academic integrity.

Plagiarism or cheating are examples of academic misconduct.

*Plagiarism* is when you copy some or all of someone else's work and pass it off as your work. It is also called 'cheating'.

You must provide original work. You must not copy the work of others.

Plagiarism or cheating can be:

- *Copying*: using someone else's words from a book, website or other electronic source as your own. This includes the use of Generative Artificial Intelligence tools, for example, ChatGPT.
- *Collusion*: Working with other students to finish an assignment, like getting help from a friend to write an essay and turning it in as your own.
- *Cheating*: Activities such as copying from other students, use a mobile phone or other communication device or the unauthorised use of Generative Artificial Intelligence tools, for example, ChatGPT to find information during an examination or bringing notes into an exam.
- Using any form of Generative AI to create assessment answers.
- Not complying with assessment instructions provided in writing or by a teacher, for example, refusal to turn off IT devices during assessment time.
- *Contract cheating*: This is when you pay someone to write part or all of your assignment and submit it as if it was your own work.

**If you breach this Student Code of Conduct, it may result in expulsion from the College.**