Summary document for students of the

1. Introduction

It is important for students to follow the rules of the University and to behave in a manner which provides a safe and supportive environment for students and staff. You should speak with English Language Centre (ELC) staff about behaviour and rules in Australia that are unclear or new to you. Please speak to your teachers or seek advice from the staff at the ELC Reception Desk.

Breaches of conduct (breaking the rules) can result in serious consequences for students; for example, reduction of a student’s mark for assessment, demand for a compensation payment for damages, suspension, termination or exclusion of a student.

The full policy can be accessed on-line at


Breach of conduct

Two types of prohibited conduct are outlined in the University’s policy (Part 2 – Breach of conduct), (1) academic misconduct and (2) non-academic misconduct:

(1) Academic misconduct

- Students must not act dishonestly in relation to their study and assessment. The following behaviour is regarded as misconduct:
  - cheating
  - plagiarism
  - submitting for assessment the work of other person
  - assisting another person to act dishonestly in relation to assessment
  - failing to comply with the University’s instructions to students in relation to an assessment
  - any other form of academic dishonesty.

(2) Non-academic misconduct

- Students must not behave in a manner which damages University property, misleads the University, or disrupts other students or staff members. It includes:
  - Damaging or unlawfully removing University property, or the property of another student or staff member
  - Fraud, including providing false and misleading information or documentation to the University
  - Preventing a staff member from carrying out his/her duties
  - Behaving in a manner which threatens, harms or causes distress to another student or staff member
Engaging in offensive behaviour, such as bullying, sexual harassment, or threatening behaviour

2. What happens if there is a breach of conduct?

Students should first try to resolve problems informally with their classmates, teachers, Director of Studies. You can email the Director of Studies via: uccelc@canberra.edu.au.

If a serious breach of conduct has occurred, or the problem cannot be resolved informally, the matter will be referred to the Chief Executive Officer and Academic Director of the University of Canberra College (CEO)

The CEO of UCC, who is the prescribed authority for UC College, will conduct a Summary Inquiry to investigate the breach. The student will be asked to attend the meeting and will be given notification about the outcome of the Inquiry.

3. Where can I find assistance?

If you have been accused of a breach of conduct, are concerned about possible breaches of conduct or have experienced unacceptable behaviour from another student, you can receive assistance by talking with:

- Staff at the Reception, Level B Building 5. They can help you to make appointments with relevant staff.
- Your teachers. They will help you to learn how to avoid plagiarism and follow the University’s requirements for assessment
- International Student Adviser, Student Central, Building 1, Tel. 6201 5021
- UC Health and Counselling Service, Student Central, Southern End Building 1, Tel. 6201 2351
- Student Welfare Officer, Student Central Reception, Building 1, Tel. 6206 3857

Details about the processes and support available, whether you are accused of misconduct or are a victim of misconduct, can be found at: http://www.canberra.edu.au/seasu/conduct

If a student is involved in a breach of conduct incident, it is important to seek help to read and understand the document relating to the UC Student Conduct Rules 2012. Refer to the webpage link in the Introduction to this document.

4. Appeal against outcome of Summary Inquiry

If there are sufficient grounds, a student may appeal against the outcome of a Summary Inquiry by writing to the Secretary, Student Conduct Committee, University of Canberra, ACT 2601 or via email to sccsecretary@canberra.edu.au. Please contact the International Student Adviser in Student Central, Building 1, for advice and assistance.

AD(2012)//CH (2014)/UC Student Conduct Rules 2012

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