
STUDENT CODE OF CONDUCT POLICY

1. Purpose

This policy aligns to the [ANZSOG Code of Conduct Policy](#) and expands on the ethical standards and expectations for students enrolled in the Executive Master of Public Administration (EMPA) program, particularly in relation to the requirements of the **Higher Education Standards Framework 2015**.

2. Scope

The policy applies to student conduct and behaviour while undertaking EMPA program core subjects, assessments and associated activities and is also linked to the [ANZSOG Code of Conduct Policy](#) and other relevant EMPA policies outlined in section 4 below.

EMPA students' professional conduct is also governed by their responsibility to meet the professional and academic standards set by their own government's sponsoring agency and conferring university respectively.

3. Guiding Principles

- 3.1 EMPA students have been admitted to the program in recognition of their workplace leadership capabilities that includes demonstrating awareness of and commitment to the highest ethical and professional standards in public administration.
- 3.2 ANZSOG policy encourages ethical behaviour in line with the student's workplace roles and agreements, and the academic standards of their conferring university.
- 3.3 EMPA Students' sponsoring agencies and conferring universities will provide advice regarding their own codes of conduct and expectations, and students will have responsibility for complying with these.
- 3.4 The main party responsible for ensuring EMPA students meet their ethical obligations and for addressing serious breaches of these standards is the student's sponsoring agency.
- 3.5 The EMPA Code of Conduct policy outlines a set of ethical principles to guide student conduct while undertaking EMPA core subjects and associated activities and identifies when these apply.
- 3.6 EMPA students should act with integrity and high ethical standards being mindful of the impact of their decisions and behaviour on their fellow students and others with whom they interact through their program activities as well as on the reputation of the EMPA program, ANZSOG and their sponsoring agency.
- 3.7 Unless advised otherwise, all ANZSOG core subject teaching and class-based student discussion occurs within the context of Chatham House rules and no recording or wider distribution of confidential discussions should occur by students or teaching faculty.

4. Policy Statement

- 4.1 In addition to the standards and expectations outlined for all ANZSOG staff and stakeholders in the [ANZSOG Code of Conduct](#), EMPA students are required to:
 - i. be responsible for their decisions, behaviour and actions undertaking EMPA activities in line with their sponsoring agency commitments and legal obligations

- ii. uphold ANZSOG’s values of trust, respect, collegiality and integrity in all interactions with subject leaders, fellow EMPA students and ANZSOG staff and respect diversity and inclusiveness in line with the **EMPA Diversity, Equity and Inclusion Policy**
- iii. ensure internal communications and use of ICT platforms for EMPA purposes are lawful and professional in line with the **EMPA ICT Policy** and **Information Management Policy**
- iv. be mindful of their own and others’ safety in line with the **EMPA Wellbeing and Safety Policy**
- v. make truthful statements and submit academic assessment work in line with the EMPA **Academic Integrity policy**
- vi. undertake scholarly research in line with ethical standards and only undertake formal research work that has been reviewed and approved by the ANZSOG HREC Committee (see the **Research Ethics Policy**)
- vii. report any unethical, improper or illegal behaviour that you become aware of in your program activities and interactions in line with the EMPA **Student Complaints and Grievances procedures**

4.2 Dissemination and Awareness

- i. ANZSOG must make these expectations clear to students at orientation and have this policy accessible to students on the Learning Management System.
- ii. EMPA students are expected to read and familiarise themselves with the [ANZSOG Code of Conduct Policy](#) and the EMPA **Student Code of Conduct Policy** and other relevant policies and procedures, understand their program commitments and legal responsibilities and to seek clarification where required.

4.3 Application

- i. This Code applies whenever students are involved in EMPA core subject activities and interactions with subject leaders, fellow students, ANZSOG staff and members of the wider community during:
 - o internal and external class activities, workshops and seminars
 - o individual and group assessment activities, including research
 - o program functions, special events or activities
 - o social activities related to the program and program participants
 - o seminars, training courses and conferences (online or face to face)

4.4 Breach of this Policy

- i. Breaches of this policy by students will be addressed through procedures for breaches of the **Academic Integrity Policy** or with referral to the student’s sponsoring agency or conferring university depending on the circumstances.

5. Definition of Terms

Term	Definition
Academic integrity	the academic integrity principle is that a student’s work is genuine and original, completed only with the assistance allowed according to the policies and principles of ANZSOG.
Academic misconduct	is any action or attempted action that may result in an unfair academic advantage to one or more students.
Allegation of academic misconduct	a claim or assertion arising that there are reasonable grounds to believe that a breach of academic integrity has occurred.
Breach of conduct	when a student has been found to have breached the Code of Conduct policy.
Bullying	repeated behaviour that a reasonable person, having regard to all the circumstances, would anticipate as humiliating, intimidating, undermining or threatening and which causes a risk to health and safety. Bullying does not include reasonable management action.

Diversity	means people with a diverse range of backgrounds. This includes but is not limited to students of different ages, gender, ethnicity, physical ability, sexual orientation, religious beliefs, work experience, and educational background.
Inclusion	organisational practice and culture that makes people feel respected and valued for who they are as an individual or group
Student	any person enrolled in ANZSOG's EMPA program.

6. Related Policies and Procedures

- ANZSOG Code of Conduct
- Academic Integrity
- Admission
- Diversity, Equity and Inclusion
- Research Ethics
- Student Grievances and Complaints
- Wellbeing and Safety

7. Version History

Version Number	Audience	Responsibility	Approved By	Date Approved	Last Reviewed
1	Current Students Subject Leaders	EMPA Academic Director	Associate Dean, UR and CEO	2020	July 2020