

CODE OF CONDUCT
EXECUTIVE MASTER OF PUBLIC ADMINISTRATION

1. Preamble

This Code of Conduct sets out the standards of individual behaviour required of all students in the Executive Master of Public Administration Program (the **Program**). The Code is designed to ensure that all students of the Program (the **students**) are aware of their professional and personal obligations and responsibilities as part of the program.

The Code is not intended to be exhaustive and cannot anticipate every situation which may arise. In this regard, the Australia and New Zealand School of Government (**ANZSOG**) expects all students to use their common sense and sound judgment. However, compliance with the Code is an obligation owed by all students to each other and to ANZSOG.

2. Personal Conduct

Students are expected to:

- treat other Program students, ANZSOG staff, faculty presenters and service providers with courtesy, tolerance and respect;
- respect the rights of others to be treated equitably, free from all forms of discrimination and harassment, including sexual harassment
- maintain a cooperative and collaborative approach to learning and work in a team environment;
- act honestly and ethically in their dealings with ANZSOG, project teams, students and syndicates;
- ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of other students, ANZSOG staff and faculty presenters to carry out their study, research or work;
- ensure that the consumption of alcohol does not adversely affect their performance in the program;
- participate in all course tasks;
- maintain appropriate confidentiality; and
- at all times, behave in a way that upholds the values, integrity and good reputation of the Program, ANZSOG and their sponsoring government.

3. Academic Conduct

Students are expected to:

- be punctual for all scheduled daytime and evening sessions. Where absence is unavoidable, notification must be made to the Student Coordinator or senior ANZSOG staff on the Program as soon as possible. Students are expected to provide a valid reason for their absence. (Refer to *Attendance requirements* in the EMPA Student Guide)
- provide current contact information to ANZSOG and to the enrolled University;
- familiarise themselves with and adhere to ANZSOG's and the enrolled University's policies and procedures relevant to their enrolment (including those contained in the EMPA Student Guide);
- ensure that their enrolment and progress in their award course is lawful and consistent with the statutes, rules and resolutions of the enrolled University. It is a student's responsibility to maintain current information in the student information system, and observe key dates and deadlines;
- read all correspondence received from ANZSOG and the enrolled University, including emails;
- ensure appropriate security is maintained for ANZSOG's student logins and passwords;
- act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and take home tests. Refer to *Plagiarism and Collusion* in the EMPA Student Guide for further details;
- conform to ANZSOG's Human Research Ethics Committee requirements and
- use ANZSOG resources, including information and communication technology resources, in a lawful and ethical manner.

4. Failure to Comply with this Code of Conduct

Where there has been a breach of this Code of Conduct, ANZSOG may decide to take disciplinary action against the student. This may include:

- counselling by the student's lecturer, the EMPA Academic Director, the Dean or another appropriate person, depending on the nature and severity of the conduct involved;
- verbal or written warnings;
- reporting of the matter to the student's sponsoring agency;
- application of an academic penalty; or
- if the misconduct is serious, or there is repeated misconduct after warnings have been given, the student being withdrawn from the Program. (*Policies for withdrawal and deferral* in the EMPA Student Guide will apply if the student is withdrawn from the Program.)

The handling of a disciplinary matter will depend on the particular circumstances of each case.

However, in circumstances where a complaint or concern is raised about a student's conduct, or a failure to comply with this Code of Conduct, the following process will usually apply:

1. An appropriate ANZSOG staff or faculty member will conduct an informal meeting with the student to discuss the complaint or concern. The student will have the opportunity to respond to the complaint or concern and provide an explanation for his or her behaviour. The ANZSOG representative will then decide how the matter will best be resolved.
2. If the ANZSOG staff or faculty member believes further information is required to decide whether there has been a breach of the Code of Conduct, they may conduct an investigation into the complaint.
3. The ANZSOG staff or faculty member may at any stage choose to involve another ANZSOG representative.
4. If there is an allegation of criminal conduct, ANZSOG will refer the matter to police. This referral will not necessarily preclude ANZSOG from completing its investigation.

The student will be kept informed of the process and will be entitled to have a support person with them at any investigation meetings. At the conclusion of the investigation, the student will be advised of the outcome of the investigation and the decision regarding the disciplinary action that is to be taken, if any.

If the complaint or concern involves conduct that could affect or endanger the safety, wellbeing or health of ANZSOG staff or other students, ANZSOG reserves the right to immediately suspend the student/s involved. In that circumstance, the student/s will not be permitted to return to class until the complaint or matter has been resolved. If the complaint or concern is found to be without merit, the student will be provided with assistance to make up their coursework.

A student who wishes to make a complaint about the conduct of another student should contact the EMPA Academic Director or Program Manager.