

# Student Code of Conduct

## CPL020

### 1. Overview

Just as Shafston International College has a responsibility to meet the expectations of students, legislation, and regulation, so too do students have obligations they are expected to meet. Shafston expects all students to behave in an honest, respectful manner appropriate for a learning environment, and in a way that upholds the integrity of Shafston as a registered training organisation.

Consequences for student misconduct vary, and may include expulsion from the course and/or reporting to the Department of Home Affairs (DHA). This Code of Conduct applies to all Shafston campuses: Brisbane (188 Shafston Avenue, Kangaroo Point), Gold Coast (72 Nerang Street, Southport), and Sydney (L2/72 Mary Street, Surry Hills).

### 2. Student Obligations

Students are expected to:

- Participate with commitment in their studies and regularly submit assessment items;
- Behave in a manner that does not contravene workplace health and safety principles or the principle of respect for others;
- Attend classes as required and notify Shafston of any absence;
- Maintain accurate contact details and notify Shafston of any change of address (Student Visa condition);
- Meet financial obligations as set out in their written agreement;
- Use digital tools and artificial intelligence (AI) responsibly and ethically as set out in Section 4 below.

### 3. Examples of Student Misconduct

Misconduct includes, but is not limited to:

- Academic misconduct including plagiarism, cheating, collusion, and unauthorised use of AI tools (see Section 4);
- Harassment, bullying, and/or discrimination based on race, gender, age, sexual orientation, disability, religion, national origin, or any other protected attribute;
- Falsifying information submitted to Shafston;
- Any behaviour or act that is against the law;
- Any behaviour that endangers the health, safety, and wellbeing of others;
- Intentionally damaging equipment or materials belonging to Shafston or a partner organisation;
- Cyberbullying — using digital platforms, social media, or messaging to threaten, humiliate, or harm others.

### 4. Use of Artificial Intelligence (AI) and Digital Tools

Shafston is committed to developing students' digital literacy and responsible use of technology. Students must observe the following rules regarding AI and digital tools:

# Student Code of Conduct

## CPL020



**SHAFSTON**  
www.shafston.edu

- AI tools including ChatGPT, Google Gemini, Microsoft Copilot, and similar platforms must not be used to generate or substantially produce assessable work and submit it as your own without explicit authorisation from your trainer;
- Authorised use of AI tools in designated assessments will be clearly stated in the assessment instructions;
- Students must not use AI tools to translate or paraphrase work from another source and present it as original;
- Sharing Shafston assessment questions or materials with AI platforms in a manner that compromises assessment integrity is prohibited;
- When in doubt about whether AI use is permitted in an assessment, students must ask their trainer before submitting.

Appropriate and responsible digital literacy — including the ethical use of AI tools — is a valued graduate attribute. Shafston will provide guidance to students on responsible AI use as part of its digital literacy support.

### 5. Anti-Discrimination and Inclusion

Shafston is committed to providing an inclusive learning environment free from discrimination, harassment, and vilification. All students have the right to study without being treated less favourably on the basis of:

- Race, colour, ethnicity, or national origin;
- Gender, gender identity, or sexual orientation;
- Age or disability;
- Religion, political belief, or any other protected attribute under applicable legislation.

Students who experience or witness discriminatory or harassing behaviour are encouraged to report it via the Complaints and Appeals process (OPOL009). Refer to Shafston's Anti-Discrimination, Vilification and Inclusion Policy for full details.

### 6. Consequences of Misconduct

Consequences for misconduct depend on the severity and frequency of the breach and include, but are not limited to:

- Formal reprimand (written warning);
- Requirement to reimburse costs for any damage caused;
- Suspension from classes;
- Cancellation of the course without refund or credit;
- Matter referred to the police.

### 7. Academic Misconduct

Plagiarism, cheating, and unauthorised use of AI tools are serious offences. Students engaging in these behaviours will face disciplinary action under the Academic and General Misconduct Policy and Procedure. Students found to have engaged in academic misconduct have the right to lodge an appeal via the Complaints and Appeals process (OPOL009).

# Student Code of Conduct CPL020



**SHAFSTON**  
www.shafston.edu

## 8. Workplace Health and Safety

Workplace health and safety legislation applies to all persons at Shafston International College. All staff, students, and visitors have a responsibility to ensure the workplace is safe and that their actions do not put the health and safety of others at risk.

## 9. Complaints and Appeals

Students who consider that they have been treated unfairly or who wish to report misconduct by another student or by a staff member may access Shafston's Complaints and Appeals process at any time. Refer to the Complaints and Appeals Policy and Procedure (OPOL009) and the Complaint and Appeal Form (FRM-CA01).

## Document Control

Field	Details
Document Number	CPL020
Document Title	Student Code of Conduct
Version	2.0
Status	Approved
Approval Date	March 2026
Review Date	March 2027
Approved By	Principal Executive Officer
Applies To	All campuses: Brisbane, Gold Coast, Sydney
Standards Reference	Standards for RTOs 2025; National Code 2018; Anti-Discrimination Act 1991 (QLD)
Supersedes	Student Code of Conduct CPL020 Feb 2023 v1.0

\*\*\*END OF POLICY\*\*\*

AMICITIA ET DOCTRINA