

Student Code of Conduct

1. Purpose and Scope

- 1.1 The Student Code of Conduct ('The Code') provides a clear statement of AIAT's expectations of students in respect of academic, personal and professional behaviour. It establishes the standards of behaviour that must be met by all students, and outlines what is considered to be inappropriate behaviour and its consequences.
- 1.2 The Code should be read in conjunction with AIAT's policies and procedures.
- 1.3 The Code applies to
 - 1.3.1 all enrolled students and their activities undertaken with other members of the AIAT community, including on-campus activities, and AIAT or student-related activities at other sites (including, but not limited to, placements); and
 - 1.3.2 former students, students not currently enrolled, and students previously enrolled, where the behaviour in question occurred whilst they were a member of the AIAT community.

2. Definitions

Refer to *Glossary of Terms*.

3. Policy Statement

- 3.1 AIAT is committed to promoting and encouraging a safe work environment for its students and staff, where everyone is treated with courtesy and respect and utilising an educative approach. Instances of bullying, harassment and discrimination are actively discouraged, promptly investigated and actions taken to prevent future instances.
- 3.2 AIAT is committed to fostering educational excellence and engaged inquiry through a supportive teaching and learning environment.
- 3.3 AIAT will maintain and comply with processes which ensure it fulfills the responsibilities and obligations under procedural fairness and provide processes to investigate suspected breaches of student conduct and student academic integrity.
- 3.4 AIAT will maintain records of suspected and confirmed breaches of student conduct and student academic integrity to identify and report on such breaches including patterns of behaviour for individual students or across subjects or courses. Access to these records is controlled, privacy maintained and only those who need to know are given access.
- 3.5 The Code is a set of overarching principles to be followed. It is not an exhaustive list of behaviours. The Code cannot address all possible issues and scenarios which may be faced in the course of a student's activities or study at AIAT.

4. Policy Principles

- 4.1 All students have the right to
 - 4.1.1 feel and be safe; and
 - 4.1.2 be able to pursue their studies, duties, community engagement and other lawful AIAT activities without unnecessary disruption.

- 4.2 Students are expected to
 - 4.2.1 take responsibility for their own actions;
 - 4.2.2 treat others with respect regardless of gender, race, cultural and religious background, disability, age and sexual orientation;
 - 4.2.3 act honestly and ethically in all dealings with AIAT and members of its community;
 - 4.2.4 undertake their academic work with integrity and honesty;
 - 4.2.5 become familiar with information about their subjects, assessments and student support services;
 - 4.2.6 prepare for classes by completing pre-reading and any other required activity;
 - 4.2.7 actively and constructively participate in classroom activities;
 - 4.2.8 communicate with courtesy and consideration in person and online;
 - 4.2.9 avoid engaging in bullying, harassment or discriminatory behaviour, including face-to-face and online;
 - 4.2.10 maintain a cooperative and collaborative approach to relationships with staff, students and the AIAT community;
 - 4.2.11 use AIAT resources equitably, responsibly and with sensitivity to the needs of others, and without impeding access or use by others;
 - 4.2.12 support academic freedom and academic freedom of speech for themselves and for others;
 - 4.2.13 uphold the health, safety, wellbeing and privacy of others in the AIAT community;
 - 4.2.14 educate themselves on, and comply with
 - a. all relevant AIAT policies and procedures; and
 - b. practices that apply at a professional level including those of industry partner organisations;
 - 4.2.15 conduct themselves on placements in a manner that reflects appropriate standards of professional behaviour and the placement agreement;
 - 4.2.16 meet the standards of behaviour expected of students in a subject associated with an accrediting body;
 - 4.2.17 ensure that AIAT's reputation is not adversely affected when they undertake academic, extra-curricular AIAT activities or placements;
 - 4.2.18 react positively to any lawful and reasonable directions given by persons who are authorised to give such directions; and
 - 4.2.19 observe and comply with relevant State and Commonwealth of Australia law.

- 4.3 Students can expect:
 - 4.3.1 to be treated with courtesy and respect;

- 4.3.2 to be treated equitably irrespective of gender, race, cultural and religious background, disability, age and sexual orientation;
 - 4.3.3 to freely voice alternative points of view and perspectives in rational debate;
 - 4.3.4 to rely on the privacy of their personal information;
 - 4.3.5 to receive information regarding their study and assessments throughout their enrolment;
 - 4.3.6 to have access to a complaints and appeals process; and
 - 4.3.7 to have reasonable access to environments, facilities and equipment which comply with the Workplace Health and Safety requirements.
- 4.4 Breaches of Student Code of Conduct will be managed through the AIAT Policy Framework.
- 4.4.1 The Responding to Sexual Assault Policy applies to students as part of the Student Code of Conduct.
 - 4.4.2 Breaches of student responsibilities under the Student Code of Conduct are managed as follows:
 - a. Student Academic Misconduct Procedure for academic issues; and
 - b. Student General Misconduct Procedure for all other issues.
 - 4.4.3 Students who breach the responsibilities under the Student Code of Conduct are expected to acknowledge responsibility and participate, in good faith, in restorative activities to put things right when required.
- 4.5 Students are encouraged to report any incidents of misconduct they have witnessed, and to intervene where it is safe to do so. AIAT supports the safety of those who report.
- 4.6 AIAT safeguards privacy according to AIAT policies and relevant legislation and ensures all reports are treated confidentially, except where there are mandatory reporting requirements.
- 4.7 AIAT ensures all parties are treated with dignity and respect and are afforded procedural fairness once a report has been made. AIAT communicates with directly affected parties.
- 4.8 AIAT responds promptly to reports and takes timely action within its authority to ensure student welfare and safety.

5. Roles and responsibilities

- 5.1 Students are required to
 - 5.1.1 be familiar with and comply with the terms of this Code at all times;
 - 5.1.2 comply with any relevant legislative, industrial or administrative requirements; and
 - 5.1.3 seek clarification from Student Services Office if they have doubts on any aspect of the Student Code of Conduct.
- 5.2 The Academic Board and Learning and Teaching Committee are responsible for exhibiting a high level of commitment to the Student Code of Conduct.

5.3 All staff are

5.3.1 expected to be familiar with this policy; and

5.3.2 responsible for exhibiting a high level of commitment to the Student Code of Conduct.

6. Policy Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Policy name	Student Code of Conduct
Policy Reference No.	POL – 31
Policy Approval	Board of Directors in consultation with Academic Board regarding academic matters
Policy Authority	Executive Management Group
Responsible Officer	CEO
Governance Reference Threshold Standards	HESF 2021: 5.2, 6.2.1.j, 7.2.2.c, 7.3.3.c
Related Documents	<p>Academic Inquiry and Academic Freedom of Speech Policy</p> <p>Academic Integrity Policy</p> <p>Acceptable Use of ICT Policy</p> <p>Discrimination, Bullying and Harassment Prevention Policy</p> <p>Health and Safety Policy</p> <p>Intellectual Property Policy</p> <p>Privacy Policy</p> <p>Responding to Sexual Assault Policy</p> <p>Staff Code of Conduct</p> <p>Student Access and Equity Policy</p> <p>Student Complaints and Appeals Policy</p> <p>Student Academic Misconduct Procedure</p> <p>Student General Misconduct Procedure</p>
Related Legislation	<p>Age Discrimination Act (2004)</p> <p>Australian Human Rights Commission Act (1986)</p> <p>Disability Discrimination Act (1992)</p> <p>Racial Discrimination Act (1975)</p> <p>Sex Discrimination Act 1984</p> <p>Fair Work Act (2009)</p> <p>Racial Vilification Act 1996 (SA)</p> <p>Commonwealth Education Services for Overseas Students Act 2000 (ESOS)</p> <p>Higher Education Standards Framework (Threshold Standards) 2021 (HESF)</p>

	National Code of Practice for Providers of Education and Training to Overseas Students 2018
References	AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy: ANU (2020) Student Code of Conduct Deakin University (2021) Student Code of Conduct James Cook University (2021) Student Code of Conduct RMIT (2020) Student Charter The University of Sydney (2020) Student Charter UNSW (2020) Student Code of Conduct University of the Sunshine Coast (2021) Student Conduct – Governing Policy
Date of approval	31 March 2022
Review date	December 2024
Policy Category	Academic

6. Document Version Control

Document No	POL - 31	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
	1.01	31/3/2022	Fixing typos; adding legislation; modifying policy number
Created Date	Feb 2022		