

## POLICY: S8.0

# STUDENT CODE OF CONDUCT

## 1.0 INTRODUCTION

### 1.1 Context

The Australian Institute of Management Education and Training (AIM) has a duty-of-care to ensure that the learning environment for its students is safe and conducive to learning. It also has a duty-of-care to ensure its staff, visitors, clients and others are safe from any disruption due to the conduct of its students. This requires a respectful partnership between all members of the AIM community, who may be participating online, on site, or on the premises of our third-party partners or clients.

### 1.2 Purpose

This policy outlines the expectations and responsibilities of all students studying with AIM in terms of their conduct and attitude towards others and towards their study; it aims to foster collaborative and respectful behaviour. The policy and its Appendix describe the responsibilities and behavioural expectations of students, and outline what is considered to be inappropriate behaviour, and its consequences.

### 1.3 Scope

The Student Code of Conduct applies to all AIM students, irrespective of their location and mode of study. It applies to on-campus, off-campus and online activity and to any conduct that is likely to have a negative effect on the reputation of AIM, its related entities or third-party partner organisations.

### 1.4 Scope Exceptions

None.

## 2.0 RESPONSIBILITIES

1. All students are responsible for conducting themselves in a professional, equitable and courteous way.
2. All students are responsible for complying with relevant legislation, such as the Racial Discrimination Act, and all other policies where they are included in the policy Scope.

## 3.0 POLICY

### 3.1 Principles

1. All members of the AIM community have the right to feel and be safe, and to be able to study or conduct their individual roles in relation to teaching, research, or any other activity without unnecessary disruption.
2. Students have the right to engage in the educational process free from disruptive or inappropriate behaviours. (Inappropriate behaviour is described in Appendix 1.)
3. AIM expects that students will:
  - acknowledge the rights of others, by treating everyone with respect, dignity and courtesy;
  - treat everyone equitably irrespective of gender, race, cultural and religious background, disability, age and sexual orientation;
  - show consideration for the opinions and views of peers, staff and faculty;
  - avoid all forms of bullying, intimidation and harassment;
  - respect the rights of staff to manage their time;
  - respect intellectual property rights, and ensure the proper use of copyright material;
  - use appropriately AIM ICT systems and services such as email, the internet, social media and learning management system, myAIM.
  - respect the privacy of other students, staff, work placement partners (where relevant) and their clients;
  - ensure academic integrity is maintained in all their academic activity;
  - engage cooperatively and collaboratively in their course of study;
  - become familiar with student policies and procedures, and information about their course, assessments and support services;
  - attend information sessions, including orientation;
  - prepare for classes by completing pre-reading and any other required activity;
  - constructively accept and act on any feedback;
  - avoid behaviour that results in physical damage to people or property;
  - understand their Health and Safety responsibilities and comply with these; and
  - be compliant with any course requirements
  - understand how online learning is different to learning on a campus and how it can impact on communication and interaction with others in online sessions, chats and forums.

4. Students can expect:
  - to be treated with courtesy and respect;
  - to be treated equitably irrespective of gender, race, cultural and religious background, disability, age and sexual orientation;
  - to freely voice alternative points of view and perspectives in rational debate;
  - to rely on the privacy of their personal information;
  - to receive information regarding their study and assessments throughout their enrolment;
  - to have access to grievance and appeal processes; and
  - to have reasonable access to environments, facilities and equipment which comply with Workplace Health and Safety requirements.

#### Breach of Policy

5. A student who engages in inappropriate behaviour - see Definitions and Appendix 1 - may infringe on the rights of others or the safety of themselves and/or others. Therefore, AIM reserves the right to administer any of its applicable policies, or procedures to investigate and deal with the actions of the student, even if the student withdraws from the course and then does not meet the definition of a student while a disciplinary process is ongoing and/or pending.
6. Where inappropriate behaviour is occurring, including where the behaviour is putting at risk the student, other students, staff, and third-party partners and their clients, the student may be required to leave the premises, the online platform/session or the third-party partner campus, or a work placement (where relevant), for a period.
7. Where a student's medical condition poses harm to the student or others, AIM may impose a period of Required Medical Leave for a student.
8. If the inappropriate behaviour is unlawful, AIM will report the behaviour to the police.

## 4.0 DEFINITIONS

- **Academic Integrity** - The application of honesty in all scholarly endeavours.
- **Academic Misconduct** - Academic misconduct involves cheating, collusion, plagiarism, or any other conduct that deliberately or inadvertently claims ownership of an idea or concept without acknowledging the source of the information. This includes any form of activity that negatively impacts the academic integrity of the student or another student and/or their work.  
Academic misconduct also includes disclosing private details of a client; submitting fraudulent material such as medical certificates, transcripts,

parchments or any other required material that is shown to be fraudulent; offering bribes of any sort to gain admission or better grades; and falsifying identity or data.

- **Appropriate Student Behaviour** - Refer to Appendix 1.
- **Cheating** - Acting dishonestly or unfairly in order to gain an unfair advantage in an examination or other assessment, for example, using a cheat sheet in an examination.
- **Collusion** - Collusion is unauthorised collaboration which involves working with others without permission to produce work which is then presented as work completed independently by the student. Collusion is a form of plagiarism. Students should not knowingly allow their work to be copied.
- **Copyright material** - Part of intellectual property. Copyright is a law that gives the owner of a work (for example, an article, a research paper, a book, movie, picture, song or website) the right to say how other people can use it.
- **Inappropriate Student Behaviour** - Refer to Appendix 1.
- **Intellectual Property** - Means and includes all forms of IP rights and includes all rights resulting from intellectual activity across all fields in relation to circuit layouts, copyright, confidential information (including trade secrets and know how), designs, inventions and patents, plant varieties, plant breeder's rights and trademarks.
- **Plagiarism** - Plagiarism means activities where students fail to acknowledge that the ideas of others are being used when writing and presenting their academic work
- **Required Medical Leave**- mandatory medical leave imposed when a student's health condition causes behaviour which results in risk to the student and/or others, and the student is unwilling or unable to request leave.
- **Student** - a person who has been formally admitted to an AIM course.

## 5.0 REFERENCES AND ASSOCIATED INFORMATION

- Academic Integrity Policy
- Appendix 1 - Student Behaviour Defined
- Bullying, Harassment and Discrimination (Staff and Students)
- Complaints and Appeals Policy
- Health, Safety and First Aid in the Workplace Policy (Staff and Students)
- Privacy of Student Information and Records Policy
- Racial Discrimination Act
- Student Diversity and Equity Policy
- Student Progression Policy

- Student Use of ICT Services Policy

## 6.0 POLICY OWNERSHIP

Policy Owner	Executive Director AIM
Status	New
Approval Authority	CEO
Date of Approval	27 January 2023
Effective Date	31 January 2023
Implementation Owner	Head of Academic Delivery VET
Maintenance Owner	VET Compliance and Operations
Review Due	21 December 2025
Content Enquiries	VET Compliance and Operations - Brenda Cleaver Email: <a href="mailto:Brenda.cleaver@aim.com.au">Brenda.cleaver@aim.com.au</a>

## 7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
1.0	27 January 2023	Executive Director AIM	New Policy

## APPENDIX 1: STUDENT BEHAVIOUR DEFINED

### A. APPROPRIATE BEHAVIOUR BY STUDENTS

Appropriate behaviour includes, but is not limited to:

1. Respect for all staff and students;
2. Honest, fair and impartial treatment of all, free from discrimination and harassment;
3. Respect for everyone's confidentiality and privacy;
4. Turning off all mobile devices during class sessions and assessments;
5. Not eating or drinking in any study area, including classrooms and learning spaces;
6. Preparing for each class by undertaking and completing the required preparation;
7. Regularly and punctually attending all scheduled classes, tutorials, and workshops;
8. Participating actively in learning activities and avoiding all forms of academic misconduct;
9. Providing constructive feedback when evaluating subjects and lecturers;
10. Following rules of classroom behaviour as determined by the trainer, assessor or facilitator;
11. Adhering to the AIM policy and procedure for dealing with complaints and appeals; and
12. Appropriate use of the internet, social media, and access to the AIM websites via the student portal/Learning Management System.

### B. INAPPROPRIATE BEHAVIOUR BY STUDENTS

The following applies to inappropriate behaviour on-site; during orientation activities; at off-site organised activities such as industry visits, work placements (where relevant); or at any other activities where the student is representing AIM, such as competitions.

Inappropriate behaviour includes, but is not limited to:

1. Academic Misconduct;
2. Drug and alcohol abuse;
3. Violent, offensive, bullying and harassing behaviour;
4. Contravening legislation, published rules, regulations, policies, and procedures;
5. Inappropriate use of information technology (including IT services) owned by AIM and related entities and/or third-party partners;
6. Damaging, defacing, abusing or inappropriately using equipment or property;
7. Not following Workplace Health and Safety requirements;
8. Any other behaviour which has the potential to cause disruption, harm, or offence or which negatively affects the reputation of AIM and related entities or partners.

## C. DESCRIPTIONS OF INAPPROPRIATE BEHAVIOUR

### 1. Academic misconduct includes:

- Cheating, plagiarism or collusion - see this policy's Definitions and the *Academic Integrity Policy*;
- Assessment/exam misconduct, such as bringing in material to an assessment/exam for reference, except where that is specifically authorised;
- Submitting fraudulent material, such as fraudulent transcripts, parchments, and other admission or course transfer documentation, medical certificates, or other documentation;
- Falsifying identity or data;
- Bribery to influence admissions or grades; and
- Impinging on the privacy of others, such as disclosing confidential information about a client.

### 2. Drug and/or alcohol abuse

- Drug and/or alcohol abuse involves use of illegal, non-prescribed drugs and/or the regular imbibing of alcohol, which affects the student's capacity to study and /or affects behaviour and safety and will not be tolerated.

### 3. Violent, harassing or other offensive behaviour includes:

- Violence or threatened violence towards others;
- Stalking, bullying or any form of harassment;
- Using email, social media and the internet to harass, stalk, bully or threaten others, including using the student's own information technology or that of AIM to do so;
- Endangering or threatening to endanger the health or safety of others; and using offensive language.

### 4. Contravening legislation, published rules, regulations, policies, and procedures includes:

- Deliberately contravening these; or
- Contravening these due to the student not making themselves aware of the information, despite advice to do so.

### 5. Inappropriate use of information technology services owned by AIM and its related entities and/or its third-party partners includes

- Accessing inappropriate websites such as pornography.
- Deliberate introduction or dissemination of computer viruses.
- Accessing the private information of others.
- Impersonation of another individual, using their log-in details and password.

- Allowing unauthorised use of the technology by persons without an authorised account.
  - Unauthorised use of data or information gained in the use of the technology.
  - Using the technology to develop, solicit and/or disseminate material that is defamatory, discriminatory, racist, obscene, or otherwise offensive, or infringes copyright or software licences.
  - Using the technology for personal work that has no link to the student's academic requirements.
  - Breaching of Intellectual Property or misuse of AIM course materials.
6. Damaging, defacing, or destroying property of AIM and/or its related entities and third-party partner includes:
- Graffiti or other defacement of property, equipment, notices, or signs;
  - Damaging or destroying property, equipment, notices and signs;
  - Removing property, equipment or anything else owned by AIM and/or a third-party partner;
  - Using property or equipment in such a way as to damage it by not following procedures; and
  - Allowing or facilitating unauthorised people to gain access/entrance to equipment and property.
7. Not following Workplace Health and Safety requirements includes:
- Not respecting responsibilities and mandatory requirements as outlined in the Workplace Health and Safety Policy and relevant legislation noted in that policy;
  - Smoking in Smoke Free Zones;
  - Using property and equipment in such a way as to put themselves and/or others at risk; and
  - Causing damage, injury or death due to not respecting or following policies and procedures related to safety.
8. Any other behaviour which has the potential to cause disruption, harm, or offence or which may negatively affect the reputation of AIM, its related entities and/or its partners and includes:
- Making or publishing misleading or false statements, through any form of communication, about AIM and its related entities and/or partners.
  - Being involved in inappropriate behaviour which becomes public knowledge and where the student is noted to be a student of AIM.