

# Student Code of Conduct

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## 1 Purpose and scope

This document outlines the standards of behaviour that are expected of higher education students at AIE Institute, and the penalties that may be imposed for misbehaviour. The purpose of this policy is to ensure that students conduct themselves in an appropriately respectful and ethical manner. AIE Institute does not tolerate bullying, discrimination, harassment, sexual harassment, victimisation or vilification through any means or medium. It also has legal responsibilities to students regarding behaviour, work practices, policies or processes that may constitute unlawful discrimination, harassment, sexual harassment, victimisation or vilification. This policy applies to all members of AIE Institute's higher education community.

## 2 Objectives

AIE Institute aims to offer a harmonious learning environment in which each person respects others and their property. Students, clients and staff at AIE Institute have a right to work and study in an environment free from:

- a. Harassment and abuse of any kind (physical, verbal or sexual)
- b. Discrimination, victimisation or vilification (discriminate on the basis of sex, race, sexuality, disability, cultural background, religion, marital status or age)
- c. Threatening behaviour and bullying of any kind (physical, verbal, social, emotional or cyber).

## 3 Implementation

The Campus Manager is responsible for monitoring student behaviour and taking action by notifying the CEO, where necessary, to ensure that others can enjoy a pleasant environment. By enrolling at AIE Institute, students have agreed to adhere to the *Student Code of Conduct*.

## 4 Procedure

As part of their agreement upon enrolment, students are expected to comply with the *Student Code of Conduct*.

### 4.1 Responsibilities and expectations

Students are expected to:

- a. Respect the privacy and rights of others, including those who hold different positions and views
- b. Respect other people's beliefs, nationality, religion, age, associations and gender
- c. Treat all people in a fair and non-discriminatory way
- d. Be honest and act ethically and with integrity, including academic integrity
- e. Not use offensive language
- f. Not engage in unlawful behaviour
- g. Act with care and diligence on campus and at work-based training venues to not endanger the safety or health of others
- h. Not harm others, and not use, possess or supply a prohibited weapon to others at AIE Institute
- i. Not cheat or plagiarise
- j. Maintain satisfactory academic progress and attend classes as required
- k. Keep their personal information up to date

- l. Raise any issues or concerns in a timely manner
- m. Maintain payment of course fees and other fees
- n. Respect and use resources of AIE Institute in a considerate manner
- o. Respect that AIE Institute is a smoke free, alcohol free, and drug free environment
- p. Uphold the reputation of AIE Institute
- q. Read and comply with AIE Institute policies and procedures as stipulated in the *Student Handbook*, and comply with course requirements
- r. Comply with reasonable requests or directions from staff of AIE Institute with regard to safety or any matter of compliance with this *Code*
- s. Report breaches of potential breaches of this *Code*.

## 4.2 Unacceptable behaviour

Unacceptable behaviour includes, but is not limited to, the following:

- a. Discrimination, harassment, abuse or physical assault, intimidating or threatening behaviour, making racist or sexist comments
- b. Behaving in a disruptive manner such as swearing, yelling or using offensive language, including in online interactions and surveys
- c. Endangering the safety of yourself or others
- d. Breaching relevant State and Federal Laws, e.g. Work, Health and Safety
- e. Selling, using, distributing or being in possession of drugs while attending classes/work experience
- f. Wilful damage to or theft of AIE Institute property
- g. Accessing, storing, processing or transmitting any information deemed to be threatening, obscene, pornographic or harassing in nature.

## 4.3 Breaches

All AIE Institute staff and students are responsible for monitoring students' behaviour and reporting any potential breaches to the Campus Manager.

### 4.3.1 Reporting breaches

AIE Institute staff and students are responsible for maintaining a harmonious learning environment. Therefore, students are encouraged to report any undue pressure, disturbance, or harassment by any member of staff or by any other student. Any potential breaches of this *Student Code of Conduct* should be reported to Student Administration or a staff member immediately.

Reports of breaches can be submitted in writing or verbally, clearly outlining the details, to the Campus Manager.

If you are uncertain about your rights and responsibilities, please contact the Student Support Office for clarification. Your rights as a student are always respected. You are, in turn, expected to respect the rights of others. AIE Institute does not tolerate any retribution against persons who report potential breaches of this *Code*.

### 4.3.2 Disciplinary procedures

AIE Institute treats all breaches of the *Student Code of Conduct* seriously. Breaches are processed as soon as possible and involved parties are informed in writing. Breaches are dealt with by a committee formed by the CEO to deal with the breach.

The repercussion options for breaches are as follows:

- a. Written warning
- b. Suspension from class
- c. Request for apology

- d. Counselling
- e. Student monitoring
- f. Mediation
- g. Temporary removal from campus
- h. Cancellation of enrolment.

Where the breach is perceived as being an immediate risk to the wellbeing of students, staff or the general public, AIE Institute reports the breach to relevant authorities, including the police.

The Committee makes a decision on whether disciplinary action should be taken based on evidence and any documented compassionate or compelling circumstances. This could include cancellation of enrolment.

#### 4.3.3 Cancellation of enrolment

In cases where AIE Institute intends to cancel a student's enrolment because of a breach of the *Student Code of Conduct*, students are notified in writing.

#### 4.3.4 Record keeping

The CEO must keep a record in the student's file of all alleged *Code* breaches and any penalties imposed. Reports on breaches of the *Code* will be tabled at meetings of the Academic Board and Board of Directors annually.

### 4.4 Appeals process

If students are not satisfied with the outcome of any decision, they may lodge an appeal using the *Complaints Form* on the website or obtain one from reception. Refer to *Student Grievance Policy and Procedure* for further details.

## 5 Definitions

**Academic Integrity** refers to the values of honesty, trust, fairness, respect and responsibility in all academic endeavours, including preparing and presenting work for assessment as part of coursework or research.

**Appeal** is an application made by a student to have a decision reviewed where that decision relates to a matter affecting their studies or life as a student.

**Bullying** is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening. Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records). Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

Source: [Bullying. No Way!](#)

**Direct discrimination** happens when a person, or a group of people, is treated less favourably than another person or group because of their background or certain personal characteristics.

Direct discrimination is unlawful under federal discrimination laws if the discrimination is based on protected characteristics, such as a person's race, sex, pregnancy, marital status, family responsibilities, breastfeeding, age, disability, sexual orientation, gender identity or intersex status. Source: [Australian Human Rights Commission](#).

**Ethical and ethics** refers to the guiding values, principles and standards that enable people to determine how things should be done and how they should act. Ethics refers to the judgements that people make and

the process that determines those judgements. It is the process by which people make value-based decisions which ultimately guides their actions and behaviours.

**Harassment** can be against the law when a person is treated less favourably on the basis of certain personal characteristics, such as race, sex, pregnancy, marital status, breastfeeding, age, disability, sexual orientation, gender identity or intersex status. Some limited exemptions and exceptions apply. Source: [Australian Human Rights Commission](#).

**Illegal drug** is the possession, use or distribution of a plant, drug or substance, which is unlawful, or for which the student does not have a prescription.

**Offensive** means conduct or language that any reasonable person would regard as offensive in the circumstances and includes, conduct or language directed at any person that a reasonable person would consider insulting or humiliating.

## 6 Related documents

The following policies and procedures are related to this policy:

- a. Academic Honesty and Misconduct Policy and Procedure
- b. Admissions Policy and Procedure
- c. Assessment, Moderation and Progress Policy and Procedure
- d. Diversity, Equity and Fair Treatment Policy
- e. Health and Wellbeing Policy
- f. Safety, Emergency and Critical Incident Policy
- g. Staff Code of Conduct
- h. Student Agreement
- i. Student Application Form
- j. Student Grievance Policy and Procedure.

## 7 Review

Three years from commencement.

## 8 Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and AIE Institute's higher education community via the website and other publications.