



Student Code of Conduct

Purpose

1. The Australian International Institute of Higher Education ('the Institute') requires appropriate and acceptable standards of conduct in the workplace and learning environment to ensure the safety and wellbeing of the whole Institute community.
2. This Student Code of Conduct ('the Code') sets out the principles and responsibilities that students should observe while undertaking their studies and conducting their relationships with fellow students, all staff members and the community.

Scope

3. This Code applies to:
 - a) all students;
 - b) all activities engaged in by Institute students no matter where or when they take place. In addition to direct course-related activity, the Policy applies to all functions and places that are education-related, including but not limited to events, off-campus activities, online engagement, religious celebrations, and student functions.
4. More information about expectations of students in relation to particular areas of conduct are outlined in the following policies:
 - a) *Academic Integrity Policy and Procedure;*
 - b) *Sexual Assault and Sexual Harassment Prevention Policy and Procedure;*
 - c) *Student Diversity and Equity Policy and Procedure.*

Definitions

5. **Student** is a person who is enrolled in a course or a subject of study offered at the Institute which is approved as an award course or a subject of study by the Institute.

Code of Conduct

Principles

6. This Code is based on the principles of mutual respect and responsibility. Through the respective staff and student codes of conduct the Institute seeks to provide an open and mutually supportive learning environment that:
 - a) serves the Institute's educational mission;
 - b) promotes academic integrity and achievement;
 - c) supports and protects academic inquiry and freedom of speech;
 - d) is respectful of the rights and welfare of members of the Institute community and others.
7. All students are expected to support these goals by:
 - a) observing standards of equity and respect when dealing with every member of the Institute



- community;
- b) avoiding behaviour that could be perceived as harassment, intimidation, discrimination on any basis, bullying or threatening in any other way including through the use of social networking, websites and Institute webpages;
 - c) not engaging in sexual misconduct of any kind;
 - d) not using offensive language in face-to-face or online communications.
8. Students enrolled at the Institute are also expected to:
- a) comply with all Institute policies and procedures;
 - b) comply with all laws of State and Commonwealth Governments;
 - c) make only truthful statements in regard to their student status, representation as a student and entitlements as a student;
 - d) conduct themselves in a safe, orderly and proper manner in any class or library or other facility on campus so as not to affect the working environment of others or cause injury or harm to any other person;
 - e) not use any form of physical violence or any act which may cause serious personal injury to another;
 - f) use the Institute's facilities, resources and information in a proper manner;
 - g) not wilfully damage, steal or use without authority the property of the Institute or property belonging to or used by the Institute, its students or any staff member;
 - h) not conduct themselves in a manner unfavourable to the reputation or to the orderly functioning of the Institute and its activities, including any conduct that may cause any serious disturbance of the Institute community and/or the local community, infringing on the rights and well-being of others.
9. Standards of conduct in this document apply equally to conduct on campus and, where appropriate, to any actions undertaken online by students that impact on members of the Institute community, using any Institute resources or displaying any affiliation with the Institute.

Specific areas of conduct

Academic integrity

- 10. Students are expected to avail themselves of all training offered by the Institute in relation to good scholarship and proper methods of citation and to practice academic integrity in all their academic work.
- 11. Breaches of academic integrity, including plagiarism and fabrication or falsification of data, are managed under the provisions of the *Student Academic Integrity Policy and Procedure*.

Discrimination

- 12. The Institute endeavours to provide a discrimination-free environment for all staff and students and outlines its commitment and processes to support students through the *Student Equity and Diversity Policy and Procedure*.
- 13. Students are expected in turn to support the Institute's values and processes. Students who are alleged to have engaged in discriminatory behaviour may have a grievance lodged about that behaviour (by another student) through the *Student Grievance Policy and Procedure* or a report lodged by a staff member under the *Student Misconduct Policy and Procedure*.



Sexual misconduct

14. Sexual misconduct is used as a generic term encompassing sexual assault and sexual harassment.
15. Sexual misconduct is not tolerated at the Institute. Expectations of all members of the Institute in relation to sexual misconduct are outlined in the *Sexual Assault and Sexual Harassment Prevention Policy and Procedure*.

Bullying

16. Bullying is repeated and unreasonable behaviour that can be carried out in a variety of ways (including through email and text messaging or social media channels) and is directed towards a person or a group of people potentially creating a risk to health and safety.
17. Bullying is not tolerated at the Institute. Allegations of bullying will be investigated and managed under the provisions of the *Student Misconduct Policy and Procedure*.

Institute responsibilities

18. The institute, for its part has a responsibility to:
 - a) inform students of the standards of behaviour expected of them, in letters of offer, during orientation and through active promotion of standards across campus;
 - b) require staff to model these standards in their interaction with students and each other;
 - c) enforce the standards of behaviour outlined in this Code consistently and fairly.

Compliance with the Code

19. All students are required to comply with this Code.
20. Unless specified under the provisions of other policies any alleged breaches of this Code will be dealt with in accordance with the *Student Misconduct Policy and Procedure*.



Associated information

Approving body	Governing Council
Date approved	23 October 2020
Date of effect	Commencement of operation
Next scheduled review	Two years from when policy commence
Policy owner	Chief Executive Officer
Policy contact	Chief Executive Officer
Related AIIHE Documents	<i>Admissions Policy and Procedure</i> <i>Human Resource Management Policy and Procedure</i> <i>Quality Assurance Framework</i> <i>Student Grievance Policy and Procedure</i>
Higher Education Standards Framework (Threshold Standards) 2015 (Cth)	Standard 2.1, ss 3 Section 2.3 Section 2.4 Standard 6.2, ss 1 Section 7.2
Other related external instruments/documents	Related Legislation <ul style="list-style-type: none">• <i>Tertiary Education Quality and Standards Agency Act 2011 (Cth)</i>• <i>Work Health and Safety Act 2011 (Qld)</i>• <i>Criminal Code Act 1899 (Qld)</i>

Document history

Version	Author	Changes	Approving body
1.0	Not applicable	Original version	23 October 2020

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