

Student Code of Conduct

Policy Category	Management		
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Responsible Officer	Dean		
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Related Documents	<i>Academic Freedom and Free Intellectual Enquiry Policy</i> <i>Academic Integrity Policy</i> <i>Academic Integrity Procedure</i> <i>Acceptable Use of ICT Policy</i> <i>Discrimination, Bullying and Harassment Prevention Policy</i> <i>Equity and Diversity Framework</i> <i>Fraud and Corruption Control Policy</i> <i>Fraud and Corruption Control Procedure</i> <i>Health and Safety Policy</i> <i>Health and Safety Procedure</i> <i>Learning Technologies Policy</i> <i>Legislative and Regulatory Compliance</i> <i>National Code Compliance</i> <i>Privacy Policy</i> <i>Student Misconduct Procedure</i> <i>Student Support Framework</i>		
Version	Authorised by	Approved	Effective Date
1.3	Executive Management Committee	13/08/2019	13/08/2019

1. Purpose

This Code of Conduct sets out the Australian Institute of Business Intelligence’s (the ‘Institute’) expected standards with regards to student conduct.

The Institute is committed to the intellectual and personal welfare of its students, staff, and members of the broader community. It aims to provide a safe, secure, respectful and inclusive academic environment and student conduct is a crucial factor to such an environment.

Students are accountable for their conduct on campus and online and it is their responsibility to be familiar with this Code and other behaviour standards published by the Institute. Academic integrity is specifically covered by the Institute’s *Academic Integrity Policy*, which can be accessed from the Institute’s website.

2. Scope

This Code applies to all Institute students.

3. Definitions

Breach: a failure to comply with the Institute’s Student Code of Conduct and related policies, procedures, directions or instructions – intentionally or unintentionally.

Bullying: ongoing acts of intimidation or aggression through physical, verbal and/or social behaviour. It is usually repeated and habitual and may cause physical and/or psychological harm.

Discrimination: treating someone unfairly, less favourably, or differently based on their race, colour, nationality, descent, ethnicity, religion, ethno-religious background, sexual preference, socio-economic background, disability, or other personal characteristics.

Harassment: any form of unwelcome, unreciprocated and often repeated behaviour which makes a person feel uncomfortable or intimidated, including unwanted or uninvited sexual behaviour that is offensive, intimidating or humiliating.

4. Student Code of Conduct

4.1. General

Students are expected to:

- conduct themselves in a respectful, fair and ethical manner towards students and staff on campus and online;
- not engage in any behaviour which may be unwelcome or may victimise, offend, humiliate, vilify, or intimidate others regardless of intent, whether this occurs face-to-face, in writing, via email or social media;
- respect the rights, obligations and privacy of students and staff;
- not engage in behaviour that is unlawful in New South Wales;
- be familiar, and comply, with the Institute's student policies and procedures; and
- follow reasonable directions as given by the Institute's staff.

4.2. Academic

Students are expected to:

- maintain the highest possible ethical standards in their academic undertakings;
- respect views expressed by others while engaging in academic debate;
- respect the intellectual and professional leadership of staff;
- contribute to the continuous improvement of the Institute's ways of working;
- use their right to academic freedom in a manner consistent with a responsible and honest search for, and dissemination of, knowledge and truth;
- participate in maintaining a healthy and productive learning and teaching environment; and
- proactively engage in learning, including attending classes and submitting assessments.

4.3. Fraud and corruption

Students are expected to:

- avoid behaviour that amounts to, or could be perceived as, trying to gain an unfair advantage from the Institute's staff;
- avoid behaviour that amounts to, or could be perceived as, trying to deceive someone for private gain and resulting in a diversion of the Institute's resources; and
- report any suspected fraud, corrupt, criminal, unethical conduct, maladministration or waste of the Institute's resources to Student Services or relevant Lecturer.

4.4. Health, safety and wellbeing

Students are expected to:

- take reasonable care for the health, safety and wellbeing of themselves and others;
- not engage in any behaviour which could impact on the health, safety or wellbeing of others;
- not enter the Institute's premises under the influence of alcohol or illegal drugs; and
- report any hazard, incident, including breaches of this Code, promptly to Student Services or the appropriate Institute staff member.

4.5. Equity and diversity

Students are expected to:

- participate in maintaining a culture of equity and diversity; and
- report any occurrence of discrimination, bullying or harassment to the relevant Lecturer or Student Services.

4.6. Resources and infrastructure

Students are expected to:

- be considerate when using the Institute resources, property, and facilities;
- use Institute resources in a proper and efficient manner;
- not use Institute resources for commercial business; and
- use information and technology devices appropriately and for learning purposes.

4.7. Smoking, alcohol, drugs, prohibited substances and items

Students are not permitted to:

- smoke on the Institute's premises;
- have in their possession, distribute, produce or consume any illegal drug while on the Institute's premises;
- have in their possession, distribute, produce or consume alcohol while on the Institute's premises; or
- have in their possession any weapon or item which may be used as a weapon while on the Institute's premises.

5. Breaches

If a student is found to be in breach of this Code, she or he may be subject to penalties and/or disciplinary action in accordance with the *Student Misconduct Procedure*.

Illegal activity, or suspicion of illegal activity, will be reported to relevant law enforcement authorities.

6. Appeals

Appeals or disputes concerning any decision taken in relation to this Code should be made under the *Student Complaints and Appeals Procedure*. Overseas students may lodge an appeal with the Overseas Students Ombudsman.

7. References

Anti-Discrimination Act 1977 (NSW)

Summary Offences Act 1988 (NSW)

Drug Misuse and Trafficking Act 1985 (NSW)

Crimes Act 1914 (Cth)

Criminal Code Act 1995 (Cth)

Crimes Act 1900 (NSW)

Disability Discrimination Act 1992 (Cth)

Work Health and Safety Act 2011 (NSW)

Sex Discrimination Act 1984 (Cth)

Age Discrimination Act 2004 (Cth)

Racial Discrimination Act 1975 (Cth)

Privacy and Personal Information Protection Act 1998 (NSW)

Transgender (Anti-Discrimination and other Acts Amendment) Act 1996 (NSW)

Universities Australia, Respect. Now. Always.

National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standards 8, 9

8. Acknowledgements

In developing this Policy, the Institute acknowledges:

- University of NSW’s *Code of Conduct*;
- Macquarie University’s *Student Code of Conduct*;
- Think Colleges’ *Student Code of Conduct*;
- Western Sydney University’s *Student Code of Conduct*;
- *Australian Human Rights Commission, Guide: Ending workplace sexual harassment: A resource for small, medium and large employers.*

Document History:

Version	Date	Author	Reason	Sections
0.1	29/06/2018	Julien Marechal	Amended as per the Academic Board’s comments at its 25/06/18 meeting	2., 4.4
1.0	11/07/2018	Julien Marechal	Amended as per the Executive Management Committee’s comments at 3/07/18 meeting	4.4
1.1	13/08/2019	Julien Marechal	Revised in response to TEQSA feedback and approved by Executive Management Committee 13/8/19.	1, 4.1
1.2	06/01/2020	Philippa Ryan	Amended to reflect new trading name ‘Waratah Institute’.	All
1.3	24/01/2022	Zoe Williams	Amended to reflect new corporate name Australian Institute of Business Intelligence; abbreviated to the Institute and new logo.	All