



## STUDENT CODE OF CONDUCT

### Purpose

AIB has a duty of care to its students and is responsible for providing a safe online teaching and learning environment. Both staff and students have rights and responsibilities to ensure mutually respectful behaviours and a responsibility to understand and adopt the principles contained in this Code.

The code:

- describes the student behaviour which AIB considers inappropriate;
- sets out the expectations and obligations for appropriate behaviour, the associated rights, responsibilities and the consequences of inappropriate behaviour.

### Scope

The Code applies to all coursework and research students.

### Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

### Policy

#### 1. Principles

The principles that underpin behaviors at AIB are:

- a) acknowledgement that all members of the AIB community have rights;
- b) recognition that with rights come responsibilities;
- c) recognition that all interactions between students, and between staff and students are to be conducted with courtesy and respect;
- d) individuals assume responsibility for their own actions and interactions, and their consequences;
- e) equitable and fair treatment.

#### 2. Breaches of the Code

Breaches of the Code occur when behaviours:

- a) impinge on the freedom of other persons to pursue their studies, research or professional duties;
- b) disrupt the due processes of AIB;
- c) are detrimental to the proper order or good conduct of AIB or is adverse to AIB's academic standing or reputation.

### 3. Principles of engagement, rights and responsibilities

Principle	Rights	Responsibilities
<p>Respect between staff and students, and between students</p>	<p>All students have the right to:</p> <ul style="list-style-type: none"> <li>• An equal opportunity to learn without disruption or interference</li> <li>• Privacy and confidentiality as aligned with legislative requirements</li> <li>• Appropriate complaints procedures</li> <li>• Timely and fair resolution of issues</li> </ul>	<p>All students have a responsibility to:</p> <ul style="list-style-type: none"> <li>• Treat every person with courtesy, and respect regardless of gender, age, ethnicity, social background, disability, sexual preference, or religious beliefs and customs</li> <li>• Behave appropriately in the learning environment and use respectful dialogue and debate</li> <li>• Consider others by not disrupting the learning space</li> <li>• Cooperate and interact courteously to a level expected of professional conduct</li> <li>• Attempt to resolve issues through informal discussion before taking formal action</li> </ul>
<p>AIB seeks to ensure that the learning environment is free from any form of bullying. Bullying may take many forms including:</p> <ul style="list-style-type: none"> <li>• racial harassment—unfairly disadvantages people based on negative attitudes about cultural backgrounds and physical characteristics</li> <li>• sexual harassment—verbal or physical acts which refer to a person’s sexuality or gender in an offensive or degrading manner</li> <li>• offensive language, slander</li> <li>• cyber-bullying—use of e-technology (including e-mail, chat rooms, discussion groups, instant messaging, webpages, text messaging, and social networking sites) with the intention of hurt or harm</li> </ul>	<p>All students have the right to a safe environment free of bullying and harassment.</p>	<p>All students have a responsibility to refrain from behaviour that threatens the wellbeing of another member of the AIB community.</p>

<p>Examples of cyber-bullying are:</p> <ul style="list-style-type: none"> <li>• taking an indecent photo of oneself or someone and texting it to others</li> <li>• sending abusive e-mails from one's own or someone else's e-mail account</li> <li>• threatening a person via email, phone or on a public forum</li> </ul>		
<p>Respect for the views of others.</p>	<p>All students have the right to feel safe to communicate various perspectives and views in an environment where freedom of expression is respected.</p>	<p>All students have a responsibility to:</p> <ul style="list-style-type: none"> <li>• Respect the rights of others to hold and express a range of viewpoints</li> <li>• Express views with consideration for the feelings of others, and an understanding of ethical and cultural implications</li> </ul>
<p>Respect for the academic requirements of a Subject or Course.</p>	<p>All students have the right to:</p> <ul style="list-style-type: none"> <li>• Accurate and up-to-date information on assessment and other requirements of Subjects or Courses</li> <li>• Assessment that provides an opportunity to demonstrate their learning outcomes associated with a Subject</li> <li>• Fair, constructive and impartial feedback on assessment within a reasonable timeframe</li> <li>• Effective research management and supervision</li> <li>• Provide legitimate comment and feedback about course content, teaching staff or their student experiences without fear of reprisal.</li> </ul>	<p>All students have a responsibility to:</p> <ul style="list-style-type: none"> <li>• Become familiar with information provided about Subjects, Courses and assessment</li> <li>• Participate in information sessions (including orientation), and access all relevant electronic information</li> <li>• Complete all required readings and preparatory study tasks</li> <li>• Provide respectful and constructive feedback about teaching and the quality of Subjects and Courses through AIB's evaluation processes</li> <li>• Express respectful and constructive informal opinions about courses and staff</li> <li>• Refrain from feedback that is abusive, derogatory or that denigrates or discriminates against the AIB community</li> <li>• Ensure that all submitted assessments are their own work and be aware of and adhere to the Academic Integrity Policy</li> </ul>

Respect for the roles and responsibilities of academic staff.	All students have the right to: <ul style="list-style-type: none"> <li>Reasonable access to staff for individual consultation</li> <li>Information about when staff will be available for individual consultation</li> </ul>	All students have a responsibility to: <ul style="list-style-type: none"> <li>Respect the rights of academic staff to manage their time, and balance competing responsibilities</li> <li>Observe reasonable norms of behaviour for contacting academic out of class</li> </ul>
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**Related Policies and Procedures:**

- Student Code of Conduct Procedure
- Academic and Non-Academic Grievance Policy
- Academic Freedom and Free Intellectual Inquiry Policy
- Academic Integrity Policy
- Acceptable Use of Information Technology Facilities Policy and Guidelines for Students
- Assessment Policy
- Critical Incident Policy
- Diversity and Equity Policy
- Evaluation of Teaching Policy
- Higher Degrees by Research Policy
- Privacy Policy
- Student Support Policy
- Student Refund Policy

**External Referencing:**

AIB acknowledges the University of South Australia in the development of this Code. University of South Australia, *Code of Conduct for Students*, viewed 14 March 2019, <https://i.unisa.edu.au/contentassets/1161abaf730142b5add389e5a1281a50/code-of-conduct-for-students.pdf?1553650272828>

**Responsibility**

Academic Dean

<b>Current status:</b>	Version 1
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