

## STUDENT CODE OF CONDUCT POLICY

### 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:

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

### Scope

AIB's Code of Conduct and other policies have been developed in alignment with our values to ensure that we observe the highest standards of fair dealing, honesty and integrity. It is essential students are familiar with the code and always act in accordance to these rules. Beyond this Code, there is an expectation that that everyone at AIB abides by all laws and AIB policies.

The code applies to all students, and therefore for the purposes of this policy, the term 'student' includes Candidates.

Academic Integrity and Research Misconduct process:

- (a) allegations of a breach of Academic Integrity by coursework students must be dealt with in accord with the Academic Integrity Policy and Procedure.
- (b) allegations of a breach of Academic Integrity relating to Higher Degrees by Research (HDR) non-coursework components and Research conducted by AIB Staff and Candidates are further covered by the Responsible Research Code of Conduct Policy and Procedure.

Allegations of sexual misconduct will be investigated and managed in accordance with AIB's Sexual Assault and Sexual Harassment Policy and Procedure.

### Definitions

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

## 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 are adverse to AIB's academic standing or reputation.

## 3. Principles of engagement, rights and responsibilities

Principle	Rights	Responsibilities
Respect between staff and students, and between students.	All students have the right to: <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 and the Privacy Policy and Procedure</li><li>• appropriate complaints procedures</li><li>• timely and fair resolution of issues.</li></ul>	All students have a responsibility to: <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>• cooperate and interact courteously to a level expected of professional conduct</li><li>• attempt to resolve issues through informal discussion before taking formal action and where appropriate</li><li>• advise of any perceived conflict of interests with respect to any staff relationship during subject enrolment or</li></ul>

Principle	Rights	Responsibilities
		during research candidacy <ul style="list-style-type: none"> <li>• * engage in conduct that does not hinder or prevent the use by others of AIB facilities or the participation by others in AIB activities.</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 assault and sexual harassment — verbal or physical acts which refer to a person’s sexuality or gender in an offensive or degrading manner, or acts that may be used to intimidate or abuse positions of power</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>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> </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 safety and/or wellbeing of another member of the AIB community.</p>

Principle	Rights	Responsibilities
<ul style="list-style-type: none"> <li>threatening a person via email, phone or on a public forum.</li> </ul>		
Respect for the views of others.	All students have the right to feel safe to communicate various perspectives and views in an environment where freedom of expression is respected.	All students have a responsibility to: <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>
Respect for the academic requirements of a Subject or Course.	All students have the right to: <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>	All students have a responsibility to: <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</li> </ul>

Principle	Rights	Responsibilities
		be aware of and adhere to the Academic Integrity Policy.
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>

### Related Policies and Procedures:

Student Code of Conduct Procedure  
 Academic Freedom and Free Intellectual Inquiry Policy  
 Academic Integrity Policy  
 Academic Integrity Procedure  
 Acceptable Use of Information Technology Facilities Policy and Guidelines for Students  
 Assessment Policy  
 Critical Incident Policy  
 Critical Incident Procedure  
 Dean's Merit List and Valedictorian Award Policy  
 Dean's Merit List and Valedictorian Award Procedure  
 Evaluation of Subject and Teaching Policy  
 Evaluation of Subject and Teaching Procedure  
 Higher Degrees by Research Policy  
 Higher Degrees by Research Procedure  
 Privacy Policy  
 Privacy Procedure  
 Research and Scholarship Policy  
 Research Integrity Breach Management Procedure  
 Sexual Assault and Sexual Harassment Policy  
 Sexual Assault and Sexual Harassment Procedure  
 Student Equity and Diversity Policy  
 Student Grievance Handling Policy  
 Student Grievance Handling Procedure  
 Student Refund Policy  
 Student Refund Procedure  
 Student Support Policy  
 Student Support Procedure

### 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

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