

POLICY S2.0

STUDENT CODE OF CONDUCT

1.0 INTRODUCTION

1.1 Context

The AIM Business School (ABS) has a duty-of-care to ensure that learning environments for its students are safe and conducive to learning. In addition, it has a duty-of-care to ensure its staff, visitors, contractors, volunteers, third party partners and their clients are safe from any disruption due to the conduct of its students. This requires a respectful partnership between all members of the ABS community, which includes students, staff and others who may be participating online, on site, or on the premises of our third -party partners.

1.2 Purpose

This policy outlines the expectations and mandatory responsibilities of all students studying at ABS in terms of their conduct and attitude towards others and towards their study, and aims to foster collaborative and respectful behaviour. The policy and its Appendix describe the responsibilities and behavioural expectations of students, and outline what is considered to be inappropriate behaviour, and its consequences.

1.3 Scope

The Student Code of Conduct applies to all ABS students, irrespective of their location, including at the premises of a third-party partner, and irrespective of the student's mode of study. It applies to on-campus, off-campus and online activity and to any conduct that is likely to have a negative effect on the reputation of ABS, its related entities or third-party partner organisation.

1.4 Scope Exceptions

None.

2.0 RESPONSIBILITIES

1. All students are responsible to conduct themselves in a professional, equitable and courteous way as outlined in this policy.
2. All students are responsible to comply with relevant legislation, such as the Racial Discrimination Act, the Student Code of Conduct, and all other policies where they are included in the policy Scope.
3. Staff are required to comply with this policy's procedure as indicated in the procedure document.

3.0 POLICY

3.1 Principles

1. All members of the ABS community have the right to feel and be safe, and to be able to study or conduct their individual roles in relation to teaching, research, or any other activity without unnecessary disruption.
2. Students have the right to engage in the educational process free from disruptive or inappropriate behaviours. Inappropriate behaviour is described in Appendix 1.
3. Rights come with responsibilities. Expected behaviour by students is that students will:
 - acknowledge the rights of others, by treating everyone with respect, dignity and courtesy;
 - treat everyone equitably irrespective of gender, race, cultural and religious background, disability, age and sexual orientation;
 - show consideration for the opinions and views of peers, staff and faculty;
 - avoid all forms of bullying, intimidation and harassment;
 - respect the rights of staff to manage their time;
 - respect intellectual property rights, and ensure the proper use of copyright material;
 - respect the privacy of other students, staff, work placement partners (where relevant) and their clients;
 - ensure academic integrity is maintained in all their academic activity;
 - engage cooperatively and collaboratively in their course of study;
 - become familiar with student policies and procedures, and information about their course, assessments and support services;
 - attend information sessions, including orientation;
 - prepare for classes by completing pre-reading and any other required activity;
 - constructively accept and act on any feedback;
 - avoid behaviour that results in physical damage to people or property;
 - understand their Health and Safety responsibilities and comply with these; and
 - be compliant with any course requirements such as Hepatitis B immunisation.

4. Students can expect:

- to be treated with courtesy and respect;
- to be treated equitably irrespective of gender, race, cultural and religious background, disability, age and sexual orientation;
- to freely voice alternative points of view and perspectives in rational debate;
- to rely on the privacy of their personal information;
- to receive information regarding their study and assessments throughout their enrolment;
- to have access to grievance and appeal processes; and
- to have reasonable access to environments, facilities and equipment which comply with Workplace Health and Safety requirements.

5. A student who engages in inappropriate behaviour - see Definitions and Appendix 1 - may infringe on the rights of others or the safety of themselves and/or others. Therefore, ABS reserves the right to administer any of its applicable policies, or procedures to investigate and deal with the actions of the student, even if the student withdraws from the course and then does not meet the definition of a student while a disciplinary process is ongoing and/or pending.
6. Where inappropriate behaviour is occurring, including where the behaviour is putting at risk the student, other students, staff, and third-party partners and their clients, the student may be required to leave the premises, the online platform/session or the third-party partner campus, or a work placement (where relevant), for a period, as outlined in the Managing Inappropriate Student Behaviour Procedure.
7. Where necessary, ABS may impose a period of Required Medical Leave for a student. Refer to the Managing Inappropriate Student Behaviour Procedure, Appendix 1.
8. If the inappropriate behaviour is unlawful, ABS will report the behaviour to the police.

4.0 DEFINITIONS

- **Academic Integrity** - The application of honesty in all scholarly endeavours.
- **Academic Misconduct** - Academic misconduct involves cheating, collusion, plagiarism, or any other conduct that deliberately or inadvertently claims ownership of an idea or concept without acknowledging the source of the information. This includes any form of activity that negatively impacts the academic integrity of the student or another student and/or their work.

Academic misconduct also includes disclosing private details of a client; submitting fraudulent material such as medical certificates, transcripts, parchments or any other required material that is shown to be fraudulent; offering bribes of any sort to gain admission or better grades; and falsifying identity or data.

- **Appropriate Student Behaviour** - Refer to Appendix 1.
- **Cheating** - Acting dishonestly or unfairly in order to gain an unfair advantage in an examination or other assessment, for example, using a cheat sheet in an examination.
- **Collusion** - Collusion is unauthorised collaboration which involves working with others without permission to produce work which is then presented as work completed independently by the student. Collusion is a form of plagiarism. Students should not knowingly allow their work to be copied.
- **Copyright material** - Part of intellectual property. Copyright is a law that gives the owner of a work (for example, an article, a research paper, a book, movie, picture, song or website) the right to say how other people can use it.
- **Inappropriate Student Behaviour** - includes such behaviour on premises; during orientation activities; at organised activities such as industry visits, work placements (where relevant) clinics, field trips; activities at a third-party partner's premises; or at any other activities where the student is representing ABS, such as competitions. Refer to Appendix 1 of this policy for detailed definitions.
- **Intellectual Property** - Means and includes all forms of IP rights and includes all rights resulting from intellectual activity across all fields in relation to circuit layouts, copyright, confidential information (including trade secrets and know how), designs, inventions and patents, plant varieties, plant breeder's rights and trademarks.
- **Plagiarism** - Plagiarism means activities where students fail to acknowledge that the ideas of others are being used when writing and presenting their academic work. Plagiarism is a specific and serious form of academic misconduct and includes any of the following, represented as your own work with no attribution to the actual developer of the work: direct copying; close paraphrasing; submitting another student's work as your own; using another person's ideas, work or data; copying computer files, algorithms or code; changing variables in a computer program in order to submit work that has been transformed from another person's work; or in any way appropriating or imitating another's ideas or manner of expressing them, where this is not expressly permitted in the course or unit outline.
- **Required Medical Leave**- mandatory medical leave imposed when a student's health condition causes behaviour which results in risk to the student and/or others, and the student is unwilling or unable to request leave.

- **Student** - a person (domestic or international) who has been formally admitted to an ABS course/unit of studies.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- Academic Integrity and Honesty Policy
- Appendix 1 - Student Behaviour Defined
- Bullying, Harassment and Discrimination (Staff and Students)
- Health, Safety and First Aid in the Workplace Policy
- Managing Inappropriate Student Behaviour Procedure
- Racial Discrimination Act
- Sexual Assault and Sexual Harassment Prevention and Response (Students and Staff)
- Privacy of Staff Information and Records Policy
- Privacy of Student Information and Records Policy
- Student Grievances and Complaints Policy

6.0 POLICY OWNERSHIP

Policy Owner	Director of Education
Status	New
Approval Authority	ABS Corporate Board
Date of Approval	21/10/2021
Effective Date	21/10/2021
Implementation Owner	Head of School, ABS
Maintenance Owner	Senior Policy and Compliance Officer
Review Due	October 2024
Content Enquiries	Ehsan Ahmed - Head of School, ABS Email: ehsan.ahmed@aim.com.au

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
S2.0	21 October 2021	Director of Education	New Policy

APPENDIX 1: STUDENT BEHAVIOUR DEFINED

A. APPROPRIATE BEHAVIOUR BY STUDENTS

Appropriate behaviour includes, but is not limited to:

1. Respect for all staff and students;
2. Honest, fair and impartial treatment of all, free from discrimination and harassment;
3. Respect for each individual's confidentiality and privacy;
4. Turning off all mobile devices during class times and examinations;
5. Not eating or drinking in any study area, including classrooms and learning spaces;
6. Preparing for each class by undertaking and completing the required preparation;
7. Regularly and punctually attending all scheduled classes, lectures, tutorials, clinics and workshops;
8. Participating actively in learning activities and avoiding all forms of academic misconduct;
9. Providing constructive feedback when evaluating subjects and lecturers;
10. Following rules of classroom behaviour as determined by the class lecturer or supervisor;
11. Adhere to the College's policy and procedures for dealing with grievances; and
12. Appropriate use of email, the internet, social media, and access to the ABS websites via the student portal.

B. INAPPROPRIATE BEHAVIOUR BY STUDENTS

The following applies to inappropriate behaviour on-site; during orientation activities; at off-site organised activities such as industry visits, work placements (where relevant), clinics and field trips; activities at a third-party partner's premises; or at any other activities where the student is representing ABS, such as competitions.

Inappropriate behaviour includes, but is not limited to:

1. Academic Misconduct;
2. Drug and alcohol abuse;
3. Violent, offensive, bullying and harassing behaviour;
4. Contravening legislation, published rules, regulations, policies, and procedures;
5. Inappropriate use of information technology (including IT facilities, software and systems) owned by ABS and related entities and/or third-party partners;

6. Damaging, defacing, abusing or inappropriately using equipment or property;
7. Not following Workplace Health and Safety requirements;
8. Any other behaviour which has the potential to cause disruption, harm, or offence or which negatively affects the reputation of ABS and related entities and/or its third-party partners.

C. DESCRIPTIONS OF INAPPROPRIATE BEHAVIOUR

1. Academic misconduct includes:

- Cheating, plagiarism or collusion - see this policy's Definitions and the Academic Integrity Policy;
- Exam misconduct, such as bringing in material to an exam for reference, except where that is specifically authorised;
- Submitting fraudulent material, such as fraudulent transcripts, parchments, and other admission or course transfer documentation, medical certificates, or other documentation;
- Falsifying identity or data;
- Bribery to influence admissions or grades; and
- Impinging on the privacy of others, such as disclosing confidential information about a client.

2. Drug and/or alcohol abuse

- Drug and/or alcohol abuse involves use of illegal, non-prescribed drugs and/or the regular imbibing of alcohol, which affects the student's capacity to study and /or affects behaviour and safety and will not be tolerated.

3. Violent, harassing or other offensive behaviour includes:

- Violence or threatened violence towards others;
- Stalking, bullying or any form of harassment;
- Using email, social media and the internet to harass, stalk, bully or threaten others, including using the student's own information technology or that of ABS to do so;
- Endangering or threatening to endanger the health or safety of others; and
- Using offensive language.

4. Contravening legislation, published rules, regulations, policies, and procedures includes:

- Deliberately contravening these; or

- Contravening these due to the student not making themselves aware of the information, despite advice to do so.
5. Inappropriate use of information technology (including IT facilities, software and systems) owned by ABS and its related entities and/or its third-party partners includes.
- Accessing inappropriate websites such as pornography.
 - Deliberate introduction or dissemination of computer viruses.
 - Accessing the private information of others.
 - Impersonation of another individual, using their log-in details and password.
 - Allowing unauthorised use of the technology by persons without an authorised account.
 - Unauthorised use of data or information gained in the use of the technology.
 - Using the technology to develop, solicit and/or disseminate material that is defamatory, discriminatory, racist, obscene, or otherwise offensive, or infringes copyright or software licences.
 - Using the technology for personal work that has no link to the student's academic requirements.
 - Breaching of Intellectual Property or misuse of ABS course materials.
6. Damaging, defacing, or destroying property of ABS and/or its related entities and third-party partner includes:
- Graffiti or other defacement of property, equipment, notices, or signs;
 - Damaging or destroying property, equipment, notices and signs;
 - Removing property, equipment or anything else owned by ABS and/or a third-party partner;
 - Using property or equipment in such a way as to damage it by not following procedures; and
 - Allowing or facilitating unauthorised people to gain access/entrance to equipment and property.
7. Not following Workplace Health and Safety requirements includes
- Not respecting responsibilities and mandatory requirements as outlined in the Workplace Health and Safety Policy and relevant legislation noted in that policy;
 - Smoking in Smoke Free Zones;
 - Using property and equipment in such a way as to put themselves and/or others at risk; and

- Causing damage, injury or death due to not respecting or following policies and procedures related to safety.
8. Any other behaviour which has the potential to cause disruption, harm, or offence or which may negatively affect the reputation of ABS, its related entities and/or its third-party partners. includes
- Making or publishing misleading or false statements, through any form of communication, about ABS and its related entities and/or its third-party partners.
 - Being involved in inappropriate behaviour which becomes public knowledge and where the student is noted to be a student of ABS.