

STUDENT CODE OF CONDUCT

Responsible Officer	Head of Operations
Approved by	Board of Directors
Approved	27 September 2019
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Relevant Legislation and Policies	Education Services for Overseas Students Act 2000 (ESOS) and Regulations 2019 (ESOS) Higher Education Support Act (HESA) 2003 National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (The National Code) National Standards for Foundation Programs Public Records Act 1973 State Records Act 1998 Tertiary Education Quality and Standards Agency Act 2011 (TEQSA) Smoke-free Environment Act 2000
Responsible Organisational Unit	Operations Department

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1. Policy Statement

1.1 Authority

The Australian Institute of Music Limited (AIM), known as ‘the Institute’, is governed by the Board of Directors (BoD) with academic authority delegated to the Academic Board (AB). The BoD and AB share joint responsibility for ensuring that all general and academic policies and procedures follow ‘best practice’ principles for Higher Education and other sectors of educational delivery, in compliance with relevant Australian legislation and current regulatory requirements.

The Institute has a student-centred approach to teaching, learning, research and scholarship and is committed to the intellectual and personal welfare of its students. The Institute aims to provide a safe, secure and inclusive learning environment that enables students to fulfil their academic potential and graduate to make a positive social, economic and cultural contribution to society.

The Institute actively discourages behaviours and actions that are inconsistent with a safe, equitable and respectful environment in which to work and study. It expects all members of the Institute to comply with this policy. Breaches falling within the parameters of this policy may result in disciplinary action or other appropriate penalties or sanctions.

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1.2 Application

This policy and procedure applies to all students enrolled at AIM.

1.3 Purpose

The purpose of the *Student Code of Conduct* is to define expectations of students while studying at the Institute. The *Student Code of Conduct* forms the basis for personal behavioural standards, and it is therefore vital that every student is familiar with its content.

1.4 Scope

This policy and procedure applies to all students enrolled in the Australian Institute of Music regardless of their location or mode of study. The *Student Code of Conduct* applies to students participating in learning (such as conferences, field trips and professional placements) or representing the Institute (such as at music events). If applicable, this policy and procedure will also apply in future, to students enrolled on QA AIM programs approved for delivery elsewhere in Australia or overseas.

1.5 Coverage

- This policy and procedure applies to all students enrolled in AIM at the Sydney and Melbourne campuses.

1.6 Special Conditions or Exceptions

- Nil.

2. Expected Standards of Conduct

2.1 Absences and Attendance

Students are expected to attend all classes. It is an Institute requirement to attend a minimum of 80% of all scheduled classes. Please refer to the *Attendance Policy and Procedure*. Non-adherence of this policy is classed as a major breach and could result in a student's course enrolment being cancelled.

Missed classes will be recorded. Any student missing any class will immediately fall under the *Student Code of Conduct* unless they have a doctor's certificate or prior permission from the Program Leader, Head of Learning and Teaching (HLT) (or their designate) or Student Experience and Success Department for immigration or visa issues. This also applies for scheduled events where attendance is compulsory.

All students who will be absent from any class must complete the [Application for Approved Absence](#).

2.2 Alcohol Consumption

Under no circumstances is alcohol to be consumed on any AIM Campuses.

2.3 Attitude and Communication

Students must at all times display professional interaction with peers, staff and guests.

2.4 Breaching Computer Security

Please refer to the Institute's *Acceptable Use of Information Technology Facilities Policy*.

2.5 Bringing the Institute into disrepute on campus/off campus

Students must not bring the Institute into disrepute through spoken or written word or their behaviour. The Institute will take disciplinary action against any student who brings the Institute into disrepute while on campus, when participating in an off-campus activity or during industry placement.

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2.6 Campus Community

Students are required to respect the comfort, safety, hygiene, wellbeing and security of all other members of the Institute community.

2.7 Change of Address

All students, both domestic and international, are required to notify any change of address within seven (7) days; for international students, this forms part of their VISA conditions. Failure to do so will result in the Department of Home Affairs (DoHA) being notified. All changes should be notified by completing the [Change of Personal Details Form](#).

2.8 Classrooms

Eating and drinking in classrooms is not allowed. Classrooms are to be left in a clean and tidy manner for the next class. All lights and electronic equipment should be turned off before leaving the room. All borrowed equipment should be returned to from where it was borrowed.

2.9 Computers and Institute Network

Students are granted access only to the Student Wi-Fi. Students are forbidden to connect any laptop or electronic device to any of the Institute's other networks.

2.10 Fraud

Students must not engage in, or be party to, any conduct intended to deceive the Institute, such as providing false or misleading documents or information. International students giving fraudulent information to the Institute are at risk of having their visa cancelled and being asked to leave the Institute.

2.11 General Safety and Conduct

Students must not engage in any actions or activities that might compromise the safety of themselves, other students, staff or the property of the Institute or local community.

2.12 Illegal Substances

Possession and use of illegal substances are a criminal offence and students who are caught with illegal substances will be reported to the police accordingly. All students must comply with State and Federal Government legislation. Possession or use of illegal substances on campus will result in instant dismissal.

2.13 Inappropriate Language

Inappropriate language must not be used on campus; conversations in public areas may be overheard by other students, staff or guests.

2.14 Inappropriate use of Social Media

Students must use good judgement in online communication and in the use of social media, including what material appears online, and in what context. For more information see the *IT Social Media Policy*.

2.15 Institute Property

All Institute property should be used with care and respect. All deliberate damage to Institute property must be paid for.

2.16 Communication Regarding Finances

Students must meet their financial obligations in terms of fees. Any financial difficulties should be pro-actively discussed with the Finance Department. All students should respond promptly to enquiries from the Finance Department.

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2.17 Communication Regarding Academic or Operational Aspects

All students are required to respond promptly to communications from Academic and/or Operational staff.

2.18 Missing Appointments

Students are expected to attend appointments made by or scheduled with staff members. Staff members should be informed if a student is, for any reason, unable to keep the appointment.

2.19 Misuse of Print Card

The print card is the student's own property. This is not to be given to other students or guests to campus.

2.20 Misuse of Student Card

Each student's identification card is their own property. This is not to be given to other students or guests to campus.

2.21 Non-compliance with Student Visa Conditions

Any allegations of non-compliance will be investigated and, if verified, the *Student Discipline Policy and Procedure* will apply.

2.22 Academic Integrity

A breach of Academic Integrity (i.e. Academic dishonesty) is defined as any attempt by a student or group of students to gain an unfair advantage in any assessments (including a practical assessment) by deception or fraudulent means. Please refer to the *Academic Integrity Policy and Procedure*.

2.23 Possession of Hazardous Material/Implements

Students must not possess harmful implements or any hazardous material that would jeopardise the safety and security of staff and students.

2.24 Physical/Verbal Abuse

Students must not engage in physical or verbal abuse; students are responsible for creating a supportive and harmonious environment.

2.25 Smoke-free area

AIM is a Smoke-free Environment and is compliant with the Smoke-free Environment Act 2000 to '*promote public health by reducing exposure to tobacco and other smoke in enclosed public places*'. Smoking is prohibited in all AIM buildings (including carparks, toilets, stairwells, fire exits and lifts) and all areas that have a roof or ceiling structure. Smoke-free zones include an area within four (4) metres of a pedestrian access point to a building (see Section 6A of the Act).

It is an offence to smoke in a smoke-free area. Students caught smoking in smoke-free areas will be in breach of this policy and will be disciplined as per the *Student Discipline Policy and Procedure*.

The only exemption falls under Section 7 (2) of the Act: '*a person who performs in a theatre or other performance space does not commit an offence under this section by smoking during the performance if smoking is a necessary part of the performance.*'

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2.26 Theft

The removal of any items including mechanical and electrical equipment or any other belongings of the Institute from one area to another will be viewed as theft and disciplinary action will be taken. Any student who steals from the Institute or another student will be dismissed from the Institute.

2.27 Usage of Mobiles in Classrooms

All mobile phones should be turned off while students are attending any class.

3. Procedures

3.1 Responsibilities of Students

It is the responsibility of all students to:

- Conduct themselves in an orderly and proper manner in any classroom, the library or any other place where failing to do so might adversely affect the working environment of others
- Attend all lectures, tutorials, seminars and practical work as stipulated in unit outlines for units in which they are enrolled
- Respect the diversity of members of the campus community
- Submit original work for assessment, without plagiarising or cheating and abiding by the AIM's *Academic Integrity Policy and Procedure*
- Treat all AIM staff, other students and visitors of AIM with respect, tolerance and courtesy; this includes staff and students involved in internship placements and other practicum
- Respect the rights of others to be treated equitably, without discrimination, harassment or bullying
- Respect the rights of others to express political and religious views in a lawful manner
- Refrain from engaging in behaviours that can be perceived as threatening, intimidating, or may cause any person to fear for their personal safety or wellbeing
- Refrain from engaging in behaviour that disrupts or interferes with any teaching, learning or academic activity at AIM
- Refrain from engaging in unlawful behavior
- Comply with any reasonable direction or request from an AIM staff member where the direction or request supports safety, good order and compliance with AIM's policies
- Not use, possess or supply a prohibited weapon or any prohibited substance (including alcohol) on campus
- Not participate in any learning activity under the influence of alcohol or a prohibited substance
- Comply with the *Student Code of Conduct*.

3.2 Breaches of the Student Code of Conduct

3.2.1 Minor Breaches

Examples of minor breaches include, but are not limited to:

- Breaching of Institute computer security
- Breaking of Institute security
- Damage to Institute property
- Disadvantaging group assessment by non-attendance
- Evidence of alcohol consumption
- Inappropriate conduct and physical and/or verbal abuse
- Inappropriate use of social media
- Inconsiderate class behaviour, including being late to class
- Lack of communication in relation to Institute finances
- Lack of communication regarding Academic or Operational aspects
- Misrepresenting the Institute name
- Missing appointments

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- Behaving in a manner which is openly disrespectful
- Possession of hazardous material/implements
- Removal of Institute property from designated areas without permission
- Smoking outside designated areas
- Unacceptable noise
- Unexcused absence
- Unprofessional conduct
- Use of mobile phones in classrooms.

3.2.2 Major Breaches

The following actions constitute major breaches of the *Student Code of Conduct* and will result in disciplinary action:

- Bringing the Institute into disrepute
- Cheating or plagiarism
- Discrimination or harassment of any kind (including sexual harassment)
- Fraud
- Illegal acts
- Intentionally causing injury or threatening serious violence against another person Non-compliance with student visa conditions
- Possession/use/sale of drugs
- Theft
- Unacceptable non-attendance impacting on educational performance
- Using hazardous material/implements
- Vandalism.

3.3 Procedures for dealing with breaches of the *Student Code of Conduct*

3.3.1 Discipline

Any staff member may counsel a student for a breach of the *Student Code of Conduct*. Disciplinary action will occur in accordance with the following four-stage process:

3.3.1.1 Oral Warning

The details of any alleged unsatisfactory conduct, attitude, or poor or non-performance (academic) will be discussed with the student. The student will be given the opportunity to respond to each allegation.

- a. If the student's explanations are accepted, no further action will be taken.
- b. If the student's explanations are not accepted, an **Oral Warning** will be given, and the student and staff member will sign the *Student Record of Warning* to acknowledge this, after which the original will be placed on the student's file and a copy issued to the student.

3.3.1.2 First Written Warning

If the behaviour continues following a previous **Oral Warning**, or the alleged unsatisfactory conduct or poor or non-performance (academic) is deemed serious enough to warrant the omission of an **Oral Warning**, the student will normally be called to a meeting, where they will be given the opportunity to respond to the allegations.

- a. If the student's explanations are accepted, no further action will be taken.
- b. If the student's explanations are not accepted, a **Written Warning** will be given, and both student and staff member will sign to acknowledge this on the *Student Record of Warning*, after which the original will be placed on the student's file and a copy issued to the student.

3.3.1.3 Final Written Warning

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This step will occur if previously a **First Written Warning** has been issued, or the alleged unsatisfactory conduct or poor or non-performance (academic) continues, or is deemed serious enough to warrant the issuing of a **Final Written Warning**. The student will normally be called to a meeting and given written details of the allegations, and will be given the opportunity to respond. Reference will be made to the content of any previous disciplinary action.

- a. If the student's explanations are accepted, no further action will be taken.
- b. If the student's explanations are not accepted, the **Final Written Warning** will be issued, and both student and staff member will sign the *Student Record of Warning* to acknowledge this, after which the original will be placed on the student's file and a copy issued to the student.

3.3.1.4 Suspension or Expulsion

This step will occur if previously a **Final Written Warning** has been issued, or the alleged unsatisfactory conduct or poor or non-performance (academic) is deemed serious enough to lead to immediate suspension or expulsion, especially if putting others at risk. The student will normally be called to a meeting and given written details of the allegations, and will be given the opportunity to respond. Reference will be made to the content of any previous disciplinary action.

- a. If the student's explanations are accepted, the suspension may be lifted, with a note placed on the student file.
- b. If the student's explanations are not accepted the **Suspension/Expulsion** will be actioned:
 - I. In the case of **suspension**, a letter will state the conditions under which the student may be permitted to return to the Institute. One copy will be placed on the student's file and another issued to the student.
 - II. In the case of expulsion, AIM's Appeals Panel will be convened to review the decision and the student will be given the opportunity to present evidence in accordance with AIM's *Appeals Policy and Procedure*.
- c. Both the student and the Head of Student Experience and Success (HSES) (or delegate) will sign the *Student Record of Warning*, stating the reasons for the Suspension or Expulsion.

3.3.2 Complaints and Grievance

The Institute's *Grievances and Complaints Policy and Procedure* may be used if a student feels they have been unfairly treated in regard to the *Student Code of Conduct*.

3.3.3 Amendments to the Code

The Institute reserves the right to make changes to the *Student Code of Conduct* without prior notice. The most current version of the *Student Code of Conduct* is available on the Sharepoint/Quality/Policies and Procedures and it is the student's responsibility to familiarise themselves with any changes to the *Code*.

4. Accountabilities

4.1 Responsible Officer

- a. **Head of Operations:** overall responsibility for this policy

3.2 Contact Officer

- a. All staff are responsible for enforcing the *Student Code of Conduct*
- b. All students are responsible for adhering to the *Student Code of Conduct*
- c. **Head of Student Experience and Success:** responsible for signing off on suspensions/expulsions

5. Supporting Information

5.1 Legislative Compliance

This Policy & Procedure supports AIM's compliance with the following legislation:

- [Smoke-free Environment Act 2000](#)

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5.2 Supporting Documents

- *Commitment Agreement*

5.3 Related Documents

- *Academic Integrity Policy and Procedure*
- *Acceptable Use of Information Technology Facilities Policy*
- *Appeals Policy and Procedure*
- *IT Social Media Policy*
- *Student Grievances and Complaints Policy and Procedure*

5.4 Superseded Documents

- *Code of Conduct Student Agreement*

6. Definitions and Acronyms

Term/acronym	Definition
AIM referred to as the 'Institute'	The Australian Institute of Music Limited ABN: 89 003 261 112; PRV: 12050; CRICOS 00665C.
Academic	Learning, teaching, assessment and research related matters including (but not limited to) eligibility for entry to a program of study, course design and delivery, student participation and attainment, attrition, retention, progression, completion, grade distribution, curriculum content and awards in a course of study.
Staff	Any person currently employed by the Institute.
Student	Any person currently enrolled by the Institute, noting that grievances or complaints from former students must be made within 30 days of their leaving the Institute.

7. Revision History

Version	Date Approved by Leadership Group	Date Approval Academic Board	Date Approved by Board of Directors	Amendment Details
2.2		N/A	15/03/2018	Removed <i>Commitment Agreement</i> , referred to stand-alone policies (where applicable); included additional breaches Inclusion under Minor Breach 'Disadvantaging group assessment by non-attendance'
2.3	CEO (Interim approval granted) 21/03/2018	N/A		Include ' <i>Lack of Communication Regarding Academic or Operational Aspects</i> '
2.4	20/08/2018	N/A	27/09/2018	Include: ' <i>no students can utilise AIM Facilities for personal teaching</i> ' under Major Breach

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3.0		N/A	27/09/2019	<ul style="list-style-type: none"> • Change of ordering of material • Reference to 'sexual harassment' • Addition of discipline procedures • Updated responsibilities
3.1	N/A	N/A	N/A	<ul style="list-style-type: none"> • Updated to new format • Addition of flowchart

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8. Flowchart – Showing Process and Decision Points

