AUSTRALIAN INSTITUTE OF MUSIC

# Student Code of Conduct

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| **Responsible Officer** | Head of Student Experience and Success |
| **Approved by** | Board of Directors |
| **Approved** | 02 November 2023 |
| **Commenced** | 02 November 2023 |
| **Review by** | November 2026 |
| **Relevant Legislation and Policies** | Education Services for Overseas Students Act 2000 (ESOS) and Regulations 2019 (ESOS)<br>Higher Education Support Act (HESA) 2003<br>National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (The National Code)<br>National Standards for Foundation Programs<br>Public Records Act 1973<br>State Records Act 1998<br>Tertiary Education Quality and Standards Agency Act 2011 (TEQSA)<br>Smoke-free Environment Act 2000 |
| **Responsible Organisational Unit** | Student Experience & Success |

## Table of Contents


**1. Policy Statement** **2**
1.1 Authority 2
1.2 Application 2
1.3 Purpose 2
1.4 Scope 2
1.5 Coverage 2
1.6 Special Conditions or Exceptions 2

**2. Student Responsibilities** **2**
2.1 General Conduct 2
2.2 Academic Conduct 3
2.3 Visa Requirements 3
2.4 Attendance 3
2.5 Communications 3
2.6 Wellbeing and Safety 3

**3. Breaches of the Student Code of Conduct** **3**
3.1 Procedures for dealing with breaches of the Student Code of Conduct 3
3.2 Complaints and Grievance 4
3.3 Amendments to the Code 4

**4. Accountabilities** **4**
4.1 Responsible Officer 4
4.2 Contact Officer 4

**5. Supporting Information** **5**
5.1 Supporting Documents 5
5.2 Related Documents 5
5.3 Superseded Documents 5

**6. Definitions and Acronyms** 5

**7. Revision History** 5

**8. Flowchart – Showing Process and Decision Points** 6

## 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.

### 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 student conduct 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. Student Responsibilities

### 2.1 General Conduct

- Students must comply with any reasonable direction or request from AIM staff.
- Students must comply with all AIM policies and procedures.
- Students must comply with all lawful directions of AIM staff.
- Students must not engage in any actions or activities that are unlawful, dangerous to themselves or others, negatively impact the reputation of the Institution or are discriminatory in word or deed.
- Students must be respectful of the rights of other students and staff in regard to beliefs and lifestyle choices. Abusive or coercive behaviour will result in disciplinary action.
- Students are required to respect the safety, security, and hygiene of the campus community.

- Students must not engage in any activities that are, or can be construed as, fraudulent.
- Appropriate language must be used at all times.
- All Institute property must be used with care and respected. Theft of Institute property will result in disciplinary action.
- Student Cards and Print Cards must only be used for their intended purpose by the authorised owner.

**2.2 Academic Conduct**

Students must comply with all requirements of academic integrity in both practice and assessment tasks. *Refer to the Academic Integrity Policy and Procedure*.

**2.3 Visa Requirements**

All International students must comply with all Student Visa requirements.

**2.4 Attendance**

Students will comply with all attendance requirements; specifically, to maintain a minimum attendance rate of 80%; absences require appropriate documentation or prior permission. *Refer to the Assessment Policy and Procedure.*

**2.5 Communications**

1. Students are responsible for ensuring that all contact details are current.
2. All students are required to respond promptly to any communications from Academic or Operational Staff. All AIM emails must be accessed by the student. An official email, once sent, is considered to have been read by the student.
3. Students must only use the Student Wi-Fi and avoid any breach of computer security.
4. Mobile phones must not be accessed in class.
5. Students are required to exercise good judgment in their use of social medial, particularly in regard to personal security, potential defamation, appropriacy of content, copyright, and fraud prevention.

*Please refer to AIM's IT Policies & Procedures.*

**2.6 Wellbeing and Safety**

1. Students must not engage in any activity that compromises the safety of themselves or other staff and students.
2. AIM is a smoke-free environment.
3. AIM is an alcohol-free learning environment.
4. Students must not use, possess, or distribute illegal substances on any AIM campus or at any AIM event.
5. Students must not possess, acquire, handle, or use any hazardous substances or harmful implements.

**3. Breaches of the Student Code of Conduct**

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

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:

**3.1.1 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.

**3.1.2 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.

**3.1.3 Final Written Warning**

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 or any previous disciplinary action:

a. If the student's explanations are accepted, no further action will be taken.
b. If the student's explanation 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.

**3.1.4 Suspension or Expulsion**

This step will occur if previously a **Final Written Warning** has issued, or the alleged unsatisfactory conduct or poor or non-performance (academic) is deemed serious enough to lead immediate suspension or expulsion, especially if putting others at risk. The student will normally be called to a meeting and given written details or 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 noted 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 be issued to the student stating the conditions under which they may be permitted to return to the Institute. A copy will be placed in the student's file.
    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 (HoSES) (or delegate) will sign the *Student Record of Warning*, stating the reasons for the Suspension or Expulsion.

**3.2 Complaints and Grievance**

The Institute's *Student 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 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 via 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 Student Experience and Success :** overall responsibility for this policy

**4.2 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 Supporting Documents

- *Commitment Agreement*

### 5.2 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*

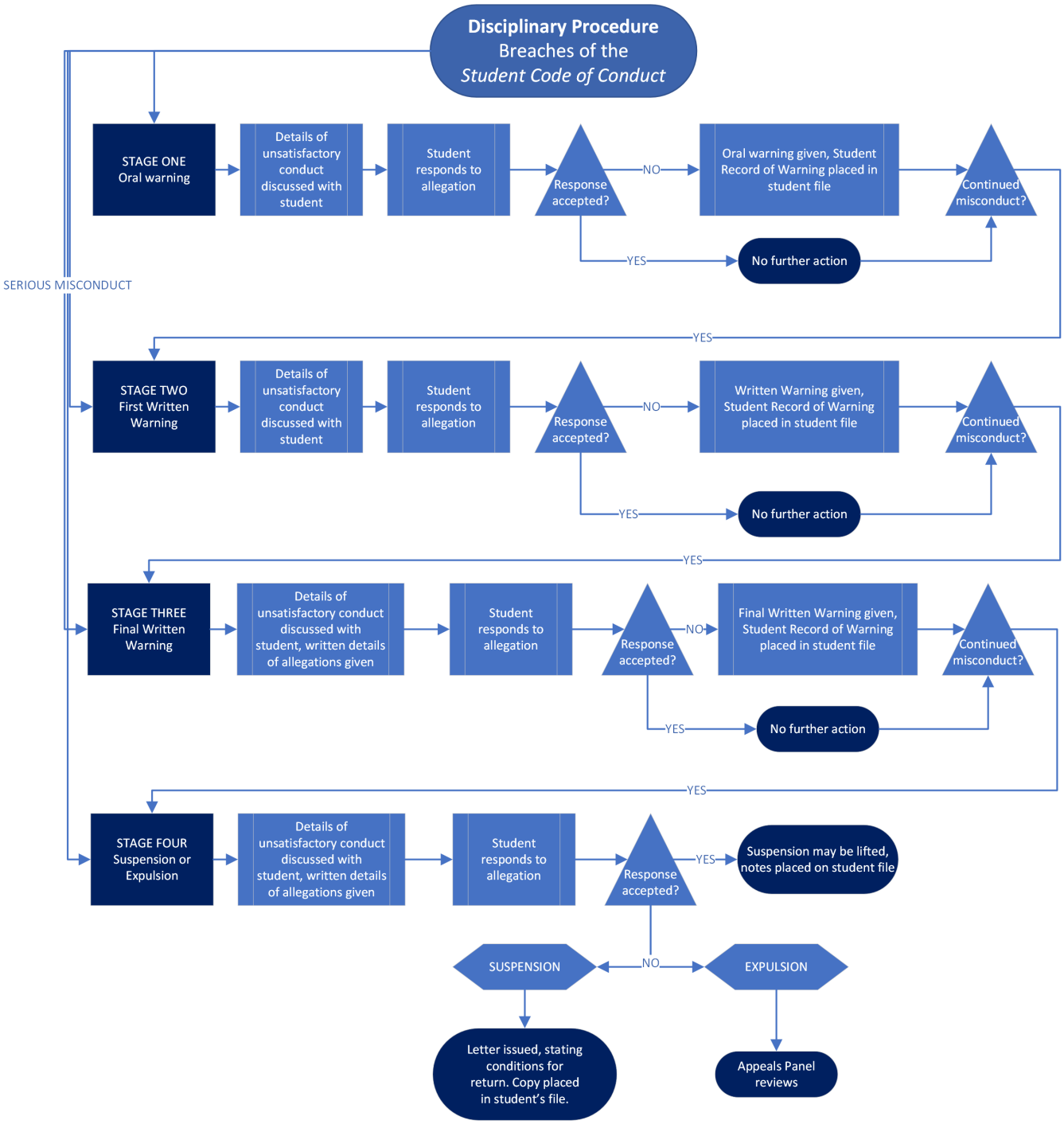
### 5.3 Superseded Documents

- *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 Board of Directors | Amendment Details |
|---|---|---|
| 2.2 | 15 March 2018 | Removed *Commitment Agreement*, referred to stand-alone policies (where applicable); included additional breaches Inclusion under Minor Breach 'Disadvantaging group assessment by non-attendance' |
| 2.3 | | Include '*Lack of Communication Regarding Academic or Operational Aspects*' |
| 2.4 | 27/09/2018 | Include: *'no students can utilise AIM Facilities for personal teaching'* under Major Breach |
| 3.0 | 27/09/2019 | • Change of ordering of material<br>• Reference to 'sexual harassment'<br>• Addition of discipline procedures<br>• Updated responsibilities |
| 3.1 | N/A | • Updated to new format<br>• Addition of flowchart |
| 3.2 | N/A | • Slight amendment to format<br>• Removed Program Leader and replaced with Associate Head of Learning & Teaching |
| 4.0 | 02 November 2023 | Review on expiry:<br>• Amended to simplify policy<br>• Updated institutional and legislative compliance |

## 8. Flowchart – Showing Process and Decision Points