



AIM.PL.02

AUSTRALIAN INSTITUTE OF MUSIC

Code of Conduct - Students

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Teaching at AIM involves the active participation of students who share with staff the responsibility to ensure that teaching is conducted efficiently and effectively, enabling students to achieve their maximum potential. A separate *Code of Practice - Teaching and Assessment* sets out the responsibilities of staff to the students they teach and covers every aspect of the presentation, delivery and assessment of subjects.

1. Responsibilities of Students:

- i. become familiar with the rules governing the degree in which they are enrolled as set out in the AIM [Course Handbook](#);
- ii. check their enrolment status at census/audit dates in each session, and inform themselves of deadlines for withdrawal/addition of subjects;
- iii. abide by the policies and practices of the Course and/or of the Academic Unit from which they take subjects, as explained in the subject outline handed out by the end of the first week of lectures for every subject;
- iv. take the initiative and consult with appropriate academic staff when problems arise (see below [Reviewing Assessment Marks and Grades](#) and [Late Submission of Work](#));
- v. maintain satisfactory academic progress as set out in the degree/diploma rules;
- vi. meet deadlines for work to be submitted as set out in the subject outline;
- vii. to conduct themselves in an orderly and proper manner in any class or in the library or in any other place where such activity will adversely affect the working environment of others;
- viii. attend all lectures, tutorials, seminars and practical work as stipulated in subject outlines for subjects in which they are enrolled;
- ix. submit original work for assessment, without plagiarising or cheating, abiding by the AIM's policies on [Plagiarism](#) (see below) as set out in AIM Policies, and in the AIM handbooks and subject guides;

- x. abide by the [Student Conduct Rules](#), [Campus Access & Order Rules](#), [Rules for Governing the Use of AIM Computing Facilities](#), [Code of Conduct - Library](#) and the [Code of Practice - Practical Placements](#); and
- xi. respect the diversity of members of the campus community.

2. Responsibilities of Staff

Teaching staff of the AIM have responsibilities towards the students they teach, including

- preparing and presenting material at an appropriate standard within the resources available;
- informing students, by the end of the first week of formal contact for each subject, of the requirements for the subject and of the method(s) of assessment to be used for the subject;
- being available for reasonable periods of time during most weekdays of session, the study weeks and the examination periods so that students may discuss aspects of the subject with them;
- assessing students' work fairly, objectively and consistently across the candidature for the subject;
- being available to students after marked material has been returned and after the final results have been released so that any student who seeks it can be shown how his/her result was determined.

3. Plagiarism

Plagiarism is the use of another person's work or idea as if it is your own.

The other person may be an author, critic, lecturer or another student. When it is desirable or necessary to use other people's material, take care to include appropriate references and attribution - do not pretend the ideas are your own. Be sure not to plagiarise unintentionally. Plagiarism can lead to expulsion from the AIM.

4. Subject Information

In the first week of lectures for every subject, students will receive written information about the subject which will provide details of the requirements of the subject, the method of assessment and all other relevant information about the subject.

5. Required Reading

The information sheet referred to above will also contain information about the text books for the subject, the reference books and any other required reading. As academic staff are constantly keeping up to date with new developments in their areas of interest, students should be aware that other relevant material that becomes available during the period in which the subject is taught may also be introduced as required reading.

6. Student Academic Grievances

A student who is concerned about a decision, act or omission of a member of the AIM staff which affects their academic experience may follow the grievance resolution procedures set out in the [Student Academic Grievance Policies](#)

7. Late Submission of Work

Extensions of time to submit material for assessment can only be granted in exceptional circumstances such as illness or misadventure. Written notice is given at the beginning of lectures for each subject of the requirements for the subject and this information includes the dates for the

submission of work for assessment. "Pressure of work", either from employment or from other subjects, is not an acceptable reason for seeking an extension of time.