

STUDENT CODE OF CONDUCT

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| Code | PL_OP_04 | | | | |
| Title | Student Code of Conduct | | | | |
| P&P Version | Date Approved by Executive Leadership Group | Date Approved by Academic Board | Date Approved by Board of Directors | Effective date | Next review |
| 2.4 | 20/08/2018 | N/A | 27/09/2018 | 20/08/2018 | June 2019 |
| 1. Policy Statement | | | | | |
| Authority | <p>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.</p> <p>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.</p> <p>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 his policy. Breaches falling within the parameters of this policy may result in disciplinary action or other appropriate penalties or sanctions</p> | | | | |
| Application | This policy and procedure applies to Quality Assured (QA) delivery of accredited AIM programs offered at the Sydney and Melbourne campuses. If applicable, this policy and procedure will also apply in future, wherever QA AIM programs are approved for delivery elsewhere in Australia or overseas. | | | | |
| Purpose | The purpose of the <i>Student Code of Conduct</i> is to establish expectations of the student whilst studying at the Institute. The <i>Student Code of Conduct</i> forms the basis for personal behavioural standards and it is therefore vital that every student is familiar with its content. | | | | |
| 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 <i>Student Code of Conduct</i> applies to students participating in learning (such as conferences, field trips and professional placements) or representing the Institute (such as at music events) | | | | |
| Coverage | This policy and procedure applies to all students enrolled in AIM at the Sydney and Melbourne campuses. | | | | |
| Special Conditions or Exceptions | Nil | | | | |
| 2. Procedures | | | | | |

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| <p>Responsibilities of Students</p> | <p>Students have the following responsibilities:</p> <ul style="list-style-type: none"> • Check their enrolment status at census/audit dates in each session, and inform themselves of deadlines for withdrawal/addition of units; • Abide by the policies and practices of the Course and/or of the Academic Unit from which they take units, as explained in the unit outline. Unit outlines are available on Sharepoint/Academic; • Take the initiative and consult with appropriate academic staff when problems arise; • Maintain satisfactory academic progress as set out in the degree/diploma rules; • Meet deadlines for work to be submitted as set out in the unit outline; • 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; • 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, abiding by the AIM's <i>Academic Integrity and Misconduct Policy and Procedure</i> • Treat all AIM staff, other students and visitors of AIM with respect, tolerance and courtesy. This includes staff and students involved in the internship placements and other practicum; • Respect the rights of others to be treated equitable, without discrimination, harassment or bullying; • Respect the rights of others to express political and religious views in a lawful manner; • Do not engage in behaviors that can be perceived to be threatening, or intimidating, or causes any person to fear for their personal safety or well-being; • Do not engage in behavior that disrupts or interferes with any teaching, learning or academic activity of AIM; • Do not engage 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 AIMs policies; • Do not use, possess or supply a prohibited weapon or any prohibited substance (including alcohol) on campus; • Do not participate in any learning activity under the influence of alcohol or a prohibited substance. • To comply with the <i>Student Code of Conduct</i> | | | | | |
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| <p>Breaches of the Student Code of Conduct</p> | <table border="1"> <thead> <tr> <th colspan="2" data-bbox="475 1624 1444 1680">Minor Breaches</th> </tr> </thead> <tbody> <tr> <td data-bbox="475 1680 965 2089"> 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 late to class </td> <td data-bbox="965 1680 1444 2089"> Lack of Communication Regarding Academic or Operational Aspects Misrepresenting the Institute Name Missing appointments Openly disrespectful Possession of hazardous material/implements Removal of Institute property from designated areas without permission Smoking outside designated areas Unacceptable noise Unexcused absence </td> </tr> </tbody> </table> | | Minor Breaches | | 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 late to class | Lack of Communication Regarding Academic or Operational Aspects Misrepresenting the Institute Name Missing appointments Openly disrespectful Possession of hazardous material/implements Removal of Institute property from designated areas without permission Smoking outside designated areas Unacceptable noise Unexcused absence |
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| | Lack of communication in relation to Institute finances | Unprofessional conduct Use of mobile phones in classrooms |
| Major Breaches | | |
| Bringing the Institute into disrepute Cheating or plagiarism Discrimination or harassment of any kind 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 attendance impacting on educational performance Using hazardous material/implements Vandalism Utilising AIM Facilities for personal teaching | |
| <p>Absences Any student missing any class, will immediately fall under the <i>Student Code of Conduct</i> unless they have a doctor's certificate, prior permission from the Head of School or their designate or Student Services Department for Immigration or Visa issues. The same applies for scheduled events where attendance is compulsory, or where an RSVP has been provided by a student.</p> <p>All students who will be absent from any class must email the Head of School, copying their lecturer, and clearly state their name, student number, unit they will be missing and the reason for their absence.</p> <p>AIM Facilities Students are forbidden to use AIM facilities for personal teaching</p> <p>Alcohol Consumption Under no circumstances is alcohol to be consumed on any AIM Campuses.</p> <p>Attendance It is an Institute requirement to attend a minimum of 80% of all scheduled classes. Please refer to the <i>Attendance Policy and Procedure</i>. Non-adherence of this policy is classed as a major breach and could result in your course enrolment being cancelled.</p> <p>Missed classes will be recorded, however, it is the individual's responsibility to approach the lecturer and/or class peers to gather the relevant information covered in the missed session.</p> <p>Attitude and Communication Students must at all times display professional interaction with peers, staff and guests.</p> <p>Breaching Computer Security Please refer to the Institute's <i>Acceptable Use of Information Technology Facilities Policy</i>.</p> <p>Bringing the Institute into disrepute on campus/off campus The Institute will take disciplinary action against any student who brings the Institute into disrepute while on campus, participating in an off campus activity or during industry placement.</p> <p>Campus Community At all times it is imperative to remember that you form part of a community. The management of the Institute has as its priority the protection of the rights and welfare</p> | | |

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of all the students. You will therefore be required to respect the comfort, safety, hygiene and security of all other members of the Institute community

Change of Address

The Institute requires all students to advise their change of address within seven (7) days. This will assist Student Services in ensuring all important material is sent to the correct address. All international students, as part of their VISA conditions, are required to notify the Institute of their change of address within seven (7) days. Failure to do so will result in the Department of Immigration and Boarder Protection (DIBP) being notified. Please e-mail Student Services – RegistrarDepartment@aim.edu.au

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 where it was borrowed from.

Computers and Institute Network.

Students are forbidden to connect any laptop or electronic device to the institute's network.

Fraud

Students must not engage in, or be party to, 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.

General Safety and Conduct

At no time will the Institute condone any actions or activities that might compromise the safety of yourself, other students, staff or the property of the Institute or local community.

Illegal Substances

Your obligations under the Institute's commitment require you to comply with State and Government legislation. Possession and use of illegal substances is a criminal offence and students who are caught with illegal substances will be reported to the police accordingly. Possession or use of illegal substances on campus will result in instant dismissal.

Inappropriate Language

Your conversations in public areas may be overheard by other students, staff or guests. The Institute requests your awareness of this factor.

Inappropriate use of Social Media

AIM embraces the use of social media and encourages students to express themselves and communicate online. However, as in all communications, students must use good judgment about what material appears online, and in what context. For more information see the *IT Social Media Policy*

Institute Property

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

Lack of Communication Regarding Finances

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The Finance Department, will contact you by email or in person if there is a need to discuss your financial obligations. Do not ignore these contacts. Discuss any financial difficulties pro-actively with the Finance Department.

Lack of Communication Regarding Academic or Operational Aspects

Senior Executives, Heads of School, Deputy Heads of School and Program Leaders will contact you by email or in person if there is a need to discuss academic or operational aspects of your enrolment. Do not ignore these contacts, and seek to communicate/reply in a timely and professional manner.

Missing Appointments

The Institute requests that you make appointments with staff members. If for any reason you are unable to keep the appointment, it is both professional and courteous to inform the staff member and reschedule your appointment.

Misuse of Print Card

Your print card is your own property. This is not to be given to other students.

Misuse of Student Card

Your Student Identification card is your own property. This is not to be given to other students

Non-compliance with Student Visa Conditions

Any allegations of non-compliance will be investigated by the Director Operations (or delegate) and, if verified, the ***Student Discipline Policy and Procedure*** will apply.

Plagiarism

Academic dishonesty may be defined as any attempt by a student or students (a group) to gain an unfair advantage in any assessments (including an assessment in practice) by deception or fraudulent means. Please refer to the *Academic Integrity and Misconduct Policy and Procedure*

Possession of Hazardous Material/Implements

At no stage should any student possess harmful implements or any hazardous material that would jeopardise the safety and security of staff and students.

Physical/Verbal Abuse

There is no place in the Institute environment for either physical or verbal abuse. Students should be responsible for creating a supportive and harmonious environment.

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 4 metres of a pedestrian access point to a building**. (Section 6A of the Act).

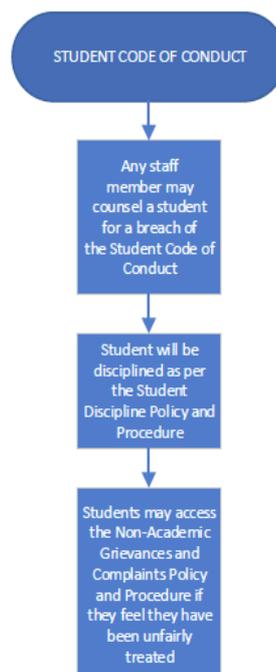
It is an offence to smoke in a Smoke-free area. Students caught smoking in Smoke-free areas will be in breach of this policy and will be disciplined as per the *Student Discipline Policy and Procedure*.

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***

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| | <p><i>by smoking during the performance if smoking is a necessary part of the performance.'</i></p> <p>Theft The removal of any items of equipment, mechanical, electrical or other belonging to the Institute from one area to another will be viewed as theft and disciplinary action will follow. Any student who steals from the Institute or another student will be dismissed from the Institute.</p> <p>Usage of Mobiles in Classrooms All mobile phones should be turned off whilst you are attending any class.</p> |
| Procedures | <p>Discipline The Institute represented by any staff member, may counsel a student for a breach of the <i>Student Code of Conduct</i>. Disciplinary action will follow in accordance with the <i>Student Discipline Policy and Procedure</i>. If a student is in major breach of one or more of the major breaches, expulsion may occur immediately.</p> <p>Complaints and Grievance The Institute's <i>Non-Academic Grievances and Complaints Policy and Procedure</i> may be used if you feel you have been unfairly treated in regard to the <i>Student Code of Conduct</i>.</p> <p>Amendments to the Code The Institute reserves the right to make changes to the <i>Student Code of Conduct</i> without prior notice. The most current version of the <i>Student Code of Conduct</i> is available on the Sharepoint/Quality/Policies and Procedures and it is the student's responsibility to familiarise themselves with any changes to this <i>Code</i>.</p> |

3. Flowchart – Showing process and decision points



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| 4. Accountabilities | |
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| Responsible Officer | Director of Operations – Policy Owner |
| Contact Officer | All Staff are responsible for enforcing the <i>Student Code of Conduct</i> All Students are responsible for adhering to the <i>Student Code of Conduct</i> |

| 5. Supporting Information | |
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| Legislative Compliance | <ul style="list-style-type: none"> Smoke-free Environment Act 2000 |
| Supporting Documents | <ul style="list-style-type: none"> Commitment Agreement |
| Related Documents | <ul style="list-style-type: none"> Academic Integrity and Misconduct Policy and Procedure <i>Acceptable Use of Information Technology Facilities Policy</i> <i>IT Social Media Policy</i> <i>Non-Academic Grievances and Complaints Policy and Procedure</i> <i>Student Discipline Policy and Procedure</i> |
| Superseded Documents | <i>Code of Conduct Student Agreement</i> |
| File Location | SharePoint/Quality/Policy and Procedures |
| 6. Definitions and Acronyms | |
| AIM referred to as the 'Institute' | The Australian Institute of Music Limited ABN: 89 003 261 112; PRV: 12050; CRICOS 00665C. |
| 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 Executive Leadership Group | Date Approval Academic Board | Date Approved by Board of Directors | Sections modified |
| 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 |