



Australian Institute of Public Safety

STUDENT CODE OF CONDUCT

***This Code applies to all students
enrolled in any course offered by
AIPS or our related entity Melbourne
Education Group (MEG)***

(61 + 3) 8327 2600

www.aips.edu.au

www.meg.edu.au

Introduction

This *Student Code of Conduct* was an initiative of students enrolled at the Institute in 1999 and has been enhanced since that time. It formalises behaviour expectations of students whilst undertaking their studies.

This Code cannot encompass all possible situations. Where direction is required beyond the provisions of the Code advice must be sought from a member of the Student Staff Consultative Committee or an appropriate staff member.

The principles of conduct have been founded upon our collective (students and staff) expectations of:

- Friendliness, honest communication, cooperation and respect;
- A spirit of inquiry, originality, innovation and excellence; and
- Mutual obligation, accountability and transparency.

Elements of the Code

1. Student responsibilities – this section addresses Institute rules, punctuality and individual rights.
2. Standards of behaviour – outlines issues regarding directions from staff, academic conduct and appropriate behaviour.
3. Breaches of the Code of Conduct – provides advice about action available should there be a failure by a student, staff member or the Institute to comply with this Code.

1 Responsibilities

The student group collectively expects students to align with the following responsibilities:

1.1 Institute Rules

- To be aware of all rules concerning the terms and conditions of their enrolment and use of Institute facilities. This means students are to obey the rules, policies and procedures of the Institute as published from time to time in either hard or soft copy.
- To respect all Institute property and facilities including the library, computing and laboratory resources and to respect the rights of others to use these facilities.
- To maintain academic integrity and to respect and comply with the conventions of academic scholarship.
- Not to engage in frivolous complaints or grievances where there are no demonstrable or substantiated grounds for complaint.

1.2 Punctuality and Time Commitments

- To attend classes as required and submit work in a timely manner.
- To supply accurate personal and other information to the Institute according to deadlines set.

1.3 Educational activities

- To be well informed about courses and course requirements and to plan appropriately.
- To take responsibility for learning and to accept responsibility for moving towards intellectual independence.
- To monitor their own progress in the teaching and learning environment and academic program.

- To prepare for and actively participate in learning experiences such as discussion and debate.
- To incorporate feedback into their learning experience and be aware of the specific rules and course requirements applying to their course of study.
- To conduct themselves in a professional manner while undertaking professional placement and fieldwork and respect the confidentiality of client or commercial information made available to them as part of their placement.

1.4 Participation and feedback

- To provide honest constructive feedback to the Institute and its staff on the quality of teaching and services.
- To participate actively in and contribute to the committees on which they are representatives or members.
- To work with representatives of the student body and their representatives to improve the overall experience of learning and development at the Institute.

1.5 Individual rights

- To treat staff and other students with respect and courtesy.
- To treat other members of the Institute community equitably irrespective of cultural background, disability, gender, sexual orientation, marital status, age or political preference.
- To respect the rights of other members of the Institute community to express dissent or different political or religious views, subject to those actions or views complying with the laws of Australia

- Not endangering the safety of other members of the community.
- To show awareness of and sensitivity towards other cultures.
- To respect the opinions of others and to engage in rational debate in areas of disagreement.

2.0 Standards of Behaviour

This Code of Conduct establishes the following standards of behaviour as requirements of all students throughout the learning experience. At all times students must:

- 2.1 abide by all rules and requirements of the Institute and respond to all lawful and reasonable directions from staff;
- 2.2 be aware that all forms of academic dishonesty or misconduct are unacceptable and that the Institute may take measures to test compliance;
- 2.3 use all equipment and resources appropriately, legitimately and safely following all relevant health and safety requirements;
- 2.4 follow the recognised policy and procedures for grievances complaints and resolutions.

This Code of Conduct also establishes any of the following behaviour as unacceptable:

- 2.5 wilful unlawful and/or violent and/or unsafe disruptions of teaching, tutorials, lectures, periods of instruction or other learning-based activities;
- 2.6 bullying, assaulting, harassing, intimidating or displaying aggressive, disruptive or ill mannered behaviour towards others;
- 2.7 interfering with, or causing wilful or negligent damage or defacing to any Institute property;

- 2.8 theft of Institute property or any personal property;
- 2.9 attending under the influence, or in possession, of alcohol, drugs or any prohibited substance;
- 2.10 attending with weapons or items likely to cause harm or intimidation to others at any time;
- 2.11 smoking within the building or within 5 metres of building openings, or upon any external stairways or balcony;
- 2.12 discriminating against anyone on the grounds of gender identity, sexual orientation, lawful sexual activity, marital, parental or carer status, pregnancy, breastfeeding, age, physical features, impairment, race, ethnicity, political or religious belief or activity, or industrial activity.

3.0 Breaches of the Code of Conduct

Students who breach the standards of this Policy may be subject to disciplinary action through the Institute's Student Discipline Policy which for serious breaches may involve permanent expulsion from the Institute and, in cases of suspected criminal activity, may involve referral of the matter to the relevant law enforcement authority(s).

Letters should be addressed to:

Chief Executive Officer,
Australian Institute of Public Safety,
PO Box 12302, A'Beckett Street Post Office,
Melbourne 8006

Further Information

Contact us directly on (61 + 3) 8327 2600 **or** www.aips.edu.au **or** www.meg.edu.au