



Student Conduct Rules

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Introduction

The purpose of the Australia Institute of Business and Technology- Student Conduct Rules (Student Conduct Rules) is to provide you with a clear understanding of the standard of behaviour required of you when undertaking your studies with the Australia Institute of Business and Technology (College).

The Student Conduct Rules applies to all students of the College, at all times, in any country or jurisdiction when you are undertaking your studies with the College including but not limited to, when you are representing AIBTGlobal at conferences, training events, student camps, attending the College work related or social events, undertaking an internship with the College or a work placement as part of your course.

Given the diverse range of activities that students are involved in with the College, the Student Conduct Rules do not attempt to provide a detailed or exhaustive list of what to do in every aspect of your student activities. Instead, it represents a broad framework for ethical behaviour and appropriate conduct.

The Student Conduct Rules places an obligation on all students to take responsibility for their own actions, including the decisions they make and the way they conduct themselves. It also provides the basis for action that can be taken against students who don't meet their behavioural obligations and fail to maintain a high level of integrity, including not complying with course attendance requirements and academic progression, when undertaking their studies with the College.

We are all responsible for implementing and adhering to the Student Conduct Rules, building a positive student culture and an inclusive learning environment and ensuring that our behaviour reflects the standards of conduct as outlined in the Student Conduct Rules.

Teachers/Trainers have a special responsibility to assist in implementing the Student Conduct Rules and support students adhering to the Student Conduct Rules, by:

- leading by example
- assisting students to understand the Student Conduct Rules
- pro-actively managing the educational progress, course attendance, performance and personal conduct of students who fall under their supervision
- taking prompt and appropriate action to address cases where student's performance, course attendance or progression is unacceptable, or they engage in inappropriate conduct

You have an obligation to familiarise yourself with and adhere to, the Student Conduct Rules.

If you have any doubt about the intended meaning of the Student Conduct Rules, you should seek advice from (i) staff from Student Support H.E.A.R.T. Services, (ii) your Teachers/Trainers and/or (iii) School Managers, in which you are enrolled.

AIBT Values

1. Act with Integrity
2. Respect for Others
3. Commitment to Diversity
4. Excellence in Education
5. Lead by Example

Standards of Behaviour

1. Showing respect for the dignity, rights and views of others

You are required to treat other students, staff of the College and other persons with courtesy and respect, be appropriate in your relationships with them, and recognise that others have the right to hold views which may differ from yours.

This means:

- treating all people with respect, courtesy, and honesty, even though you may not agree with their opinion or views
- respecting others, including their different values, beliefs, cultures, languages and religions
- ensuring that your relationships with other students, staff of the College and other persons are professional and respectful of their rights and dignity
- ensuring that you speak the English language whilst on the College campuses, to avoid potential misunderstandings that may occur from words used in different cultures and languages
- treating others fairly and equitably when making decisions, taking actions and treating others without favouritism
- responding to other students, staff of the College and other persons in a helpful, courteous and timely manner
- avoiding offensive, abusive and discriminatory language and behaviour, harassment, bullying and other forms of intimidation
- not leaving a mess in the classroom or meal room and cleaning up after yourself and placing all rubbish in the rubbish bins provided
- not recording, either by an electronic device, mobile phone or another recording device another person who would in the circumstances have a reasonable expectation of privacy, without their permission

2. Bullying and discrimination

You will not discriminate against, harass (including sexually harass), bully or mistreat other students, staff of the College, or other persons.

Bullying is defined as repeated and unreasonable behaviour directed towards another person or group that creates a risk to health and safety.

- repeated behaviour refers to the persistent nature of the behaviour and can involve a range of behaviours over time
- conduct that makes another person or a group or persons feel uncomfortable, uneasy or unwelcome
- unreasonable behaviour means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening
- a single incident of unreasonable behaviour is not considered to be bullying, however, it may have the potential to escalate and should not be ignored

- if bullying behaviour involves violence, for example, physical assault or the threat of physical assault, it should be reported to the police
- reasonable management action taken in a reasonable way is not considered to be bullying. It is reasonable for Teachers/Trainers and other staff at the College to direct students and require them to comply with their course attendance requirements and student visa conditions and give honest feedback on their academic performance. These actions are not considered to be bullying if they are carried out lawfully and in a reasonable manner, considering the particular circumstances of the student.

Examples of bullying

- abusive, insulting or offensive language or comments unjustified criticism or complaints in any language
- using social media to carry out any of the above
- teasing, laughing at or otherwise being disrespectful to another person
- spreading misinformation or malicious rumours about another person
- deliberately excluding someone from learning activities or learning-related social activities
- withholding or denying access to information that is vital for another's effective performance or academic progress

Discrimination and sexual harassment

Unreasonable behaviour may involve discrimination or sexual harassment which in isolation is not considered to be bullying.

Discrimination occurs when someone is treated less favourably than others because they have a particular attribute or belong to a particular group of people. It is unlawful to directly or indirectly discriminate against someone on the basis of the following attributes:

- gender
- relationship status
- pregnancy
- parental status
- breastfeeding
- age
- race
- impairment
- religious belief or religious activity
- political belief or activity;
- trade union activity
- lawful sexual activity
- gender identity
- sexuality
- family responsibilities

- association with, or relation to, a person identified on the basis of any of the above attributes

Sexual harassment is associated with unwelcome sexual advances, requests for sexual favours or other unwelcome conduct of a sexual nature. It occurs when a reasonable person would expect that a person would feel offended, humiliated or intimidated by the conduct. Sexual harassment doesn't have to be deliberate or repeated to be illegal. Some sexual harassment, such as sexual assault, indecent exposure and stalking is also a criminal offence.

Examples of sexual harassment

- unsolicited acts of physical intimacy e.g. touching, brushing against someone etc
- making sexually suggestive comments about a person's physical appearance in any language
- asking intrusive questions about a person's private life or physical appearance
- inappropriate jokes or comments of a sexual nature
- sending sexually explicit text messages, images, telephone calls or emails
- explicit posters, pictures, screen savers or websites

Sexual harassment occurs even when you are speaking about sexually related topics in your native language, even if you believe others around you do not speak the same language.

It is possible for a person to be bullied, sexually harassed and discriminated against at the same time.

3. Safety, health and wellbeing

Under the relevant work health and safety legislation in the jurisdiction in which you are undertaking your studies, you have an obligation to:

- take all reasonable steps to ensure the safety, health and welfare of yourself, other students, the College staff or other persons when you are undertaking your studies
- ensure you do not engage in any activity that exposes you, other students, the College staff or other persons to a risk of their health and safety
- report any workplace injury, illness, incident or risk to yourself, other students or other persons, immediately to your Teacher/Trainer
- familiarise yourself with the workplace health and safety obligations that are applicable to the learning environment where you are undertaking your studies, including fire exits

4. Smoking and other behaviour

Smoking within any College buildings or facility, including College vehicles is strictly prohibited. This includes fire stairwells of buildings from which the College operates.

The College buildings and facilities are fitted with smoke detectors and fire alarms. If a fire alarm is triggered, the fire brigade will attend the building and invoice the College for their attendance. If you are responsible for triggering the fire alarm due to smoking, the College will require you to make payment of the fire brigade invoice.

If you wish to smoke, it is to be done during the allocated study/lesson breaks and outside of the College building and at least two (2) metres away from the entrance/exits points to the

building. Please be aware that in some Australian jurisdictions, you can be issued with a fine/penalty for smoking in close proximity to a building.

At all times you are to be respectful of tenants who share the building with the College and other persons using the building. You are not to gather in groups in entrance ways of the building and you should be respectful of other people when using the lifts.

Be respectful and courteous of other students, the College staff, building tenants and visitors when using the toilets and ensure that you flush the toilet and clean the toilet after you have used it.

As a student of the College, you are a representative of the College, and disrespectful or inappropriate behaviour reflects not only poorly on you but also impacts on the reputation of the College.

5. Violent and aggressive behaviour

The College has a zero-tolerance for any form of aggressive (including verbal aggression), threatening, violent or abusive behaviour towards students, the College staff or other persons. You are not required to tolerate unacceptable behaviour and have the right to undertake your studies in a safe and healthy learning environment.

If you believe that your or anyone else's personal safety is at risk, you are entitled to discontinue your dealings with the person and immediately report the conduct to your Teacher/Trainer or the School Manager, in which you are enrolled.

6. Confidentiality of information

You acknowledge that in the ordinary course of your studies with the College, you will be exposed to and learn information about the College, its students, staff and courses all of which is confidential and commercially sensitive, information which is not readily available to other educational institutions and information which is not generally available to third parties, which, if disclosed, may result in damage being done to our business.

By way of illustration, information which the College regards as confidential is any information which concerns and/or relates to:

- our students, staff and their personal details
- teaching materials, assessment processes and documents, course information, including
- but not limited to specific teaching processes of our business
- current student activities and current or future plans of the College relating to their student and learning activities, including the timing of those plans

You are not to disclose for whatever reason, use, communicate or reveal to any other person for your own or for anyone else's benefit any information which is confidential to the College.

7. Use of information and communication technology (ICT) systems, devices and mobile phones

You are required to use all ICT systems and devices of the College appropriately and for the purposes that they are intended to be used for in relation to your study with the College.

ICT systems and devices include a scanner, photocopier, facsimile, computer, internet, intranet, email, etc.

Networks and their connections to the internet represent a potential risk to the integrity of the College and the security of its computer systems. For example, unauthorised access to and use of ICT systems and devices can cause substantial risk or damage to the reputation of the College and expose it to costly litigation. In addition, unauthorised access and use of information can expose the College to commercial and business risks.

The following principles apply to the use of communication and information networks, devices and mobile phones within the College:

- communication and information devices are provided for learning purposes only
- you may use these communication and information devices for limited personal use, so long as it does not interfere with the learning activities related to your course requirements
- you are not to eat or drink in the the College computer labs
- you may only transmit information via communication and information networks and devices if you are authorised to do so and in accordance with your course requirements
- you are not to share your password/s with another person, share another person's password/s, or record password/s where they may be found by others
- the College will not tolerate communication and information systems or devices being used for accessing, creating, sending, receiving, and/or copying inappropriate material. "Inappropriate material" includes chain letters, indecent, obscene and pornographic material, discriminatory or defamatory material, and/or other potentially offensive material. Nor will it tolerate images and text messages that are considered inappropriate and that could be classed as discrimination or harassment under the Student Conduct Rules
- inappropriate use of these communication and information ICT systems and devices will result in action being taken against you, up to including suspension from the College
- use of mobile phones in the classroom is not permitted unless authorised by your Teacher/Trainer. All mobile phones are required to be turned off or placed on silent and out of visual sight, during class

If you are using ICT devices owned by the College for use in your course, it is your responsibility to properly care for and secure the ICT device when in your control and custody. This includes making sure that the ICT device is appropriately stored and secured, to avoid the devices from being dropped, damaged, lost or stolen.

If you are caught damaging or stealing property belonging to the College or another student or staff member, you will be expelled from the College and you may be charged by the police with a criminal offence.

You should not allow other persons to access or use the College ICT devices, including family members or friends, as you will be responsible for any misuse of or damage to these devices, resulting from the use by a third party.

8. Social media

You are required to use social media in a responsible and respectful manner, which does not impact adversely on you, other students, the College staff members or the reputation of the College. You must:

- ensure your communications and conduct do not interfere with your learning
- understand your obligations under the Student Conduct Rules regarding bullying and harassment and respect for others
- understand the impacts and recognise that the public, including competitors of the College, may have visibility of your conduct and communications online
- recognise that inappropriate communications online may be classed as a criminal offence or defamatory
- not post material that is, or might be construed as, inappropriate or improper that reflects seriously and adversely you, other students, the College staff or the reputation of the College
- disclose on social media any confidential or personal information obtained whilst studying with the College

Inappropriate or improper use of social media not only has the potential to impact on your relationships with other students and the College staff members, but it also has the potential to impact on the reputation of the College, which in turn may lead to action being taken against you, up to and including suspension from the College.

9. Complaints and appeal

You have a right to make a comment or raise a concern about a matter, however, this must be done in a respectful, reasonable and constructive manner. If you wish to make a complaint or lodge an appeal, then you are to follow the student Complaints and Appeals Policy and Procedure.

You must not knowingly or carelessly make false or misleading statements/allegations concerning the conduct of students, staff of the College or other persons. Complaints, if found to be knowingly false or misleading, may result in the action being initiated against you.

10. Course attendance and academic progress

You have an obligation under your student visa to attend class in accordance with the course attendance requirements, which is an 80 percent attendance.

If you fail to meet the minimum 80 percent attendance requirements for your course, it may place you in a position where you will be unable to satisfactorily complete your course in the allotted timeframe for the course, which also means your student visa may be placed at risk.

If for some reason you are unable to attend class, you are required to notify your Teacher/Trainer, immediately and provide an explanation for your absence.

You should be aware that if you fail to comply with the course attendance requirements, the College may report you to Immigration (Home Affairs) regarding a potential breach of your student visa conditions.

11. Diligence, care and attention

You have an obligation to undertake your studies with the College to the best of your ability. This includes:

- performing your studies to the best of your ability with care, competence and efficiency and in a manner, which reflects the values of the College
- giving priority to your studies over personal activities
- applying your knowledge and skills to the best of your ability when performing your studies
- taking responsibility for any actions or decisions for which you are accountable, and being open and upfront when making errors or reporting mistakes
- not allowing your own conduct to distract or prevent other students from performing their studies
- not engaging in any behaviour that will tend to compromise your academic integrity of the academic integrity of the College, including but not limited to plagiarism

As a requirement of your studies with the College you must:

- comply with all course requirements
- comply with all reasonable instructions and directions of your Teacher/Trainer
- attend class at the time and the day, which it is scheduled on your timetable
- not be late to class, without providing a reasonable excuse to your Teacher/Trainer. If you fail to attend class on time, you may be marked as absent, which will impact on your course attendance requirements
- submit all assessments on or before the due date. If you fail to do so, without seeking an extension in writing from your Teacher/Trainer you will be penalised academically, which may impact upon your course progression. You should not assume that you will be granted an extension until approval is given in writing by your Teacher/Trainer

12. Absence from class/work placement attendance

If you intend to be absent from class, due to ill health or other personal reasons, you are required to notify your Teacher/Trainer by telephone or email before your class commences for the day of your intended absence.

Where you are unable to attend a work or clinical placement or you will be late for work or clinical placement, you are required to notify the work placement or clinical placement provider, as well as your Teacher/Trainer, before your work or clinical placement is to commence. Please be aware that work and clinical placements are difficult to organise, so your failure or lateness to attend a work or clinical placement may mean that you are unable to complete a unit of your course and impact on your course progression.

A medical certificate must be provided for your absence. The medical certificate is to be provided to your Teacher/Trainer on the next occasion you attend class.

If your absence is associated with other personal reasons you will be required to advise your Teacher/Trainer of those reasons to avoid the absence impacting on your course attendance requirements.

Ongoing absences from the classroom will impact on your course attendance requirements and your academic progression, which may place you in breach of your student visa conditions.

13. Use of alcohol and other drugs

You have an obligation to ensure that the personal use of alcohol, drugs, prescription medication or other substances does not adversely affect your studies at the College or the safety of yourself and others, or the reputation of the College.

Alcohol is not to be consumed at any of the College premises, including the College work-related or social activities, without authorisation from the Head of School. If you are under 18 years of age, you are legally prohibited from consuming alcohol.

Use of alcohol and drugs that impacts on your studies or other students, the College staff or other persons, will not be tolerated and may lead to action being taken against you up to including suspension from the College.

If you are concerned that the medication you are taking, as part of your treatment for an illness or injury, may affect your studies or your behaviour towards students, the College staff or other persons, you should alert your Teacher/Trainer or the Head of School in which you are enrolled, so that assistance can be provided to you for the duration of your treatment or if longer the duration of your studies with the College.

If you are affected by alcohol or illicit drugs whilst on the College premises and are involved in an incident where damage or injury is caused you are likely to be held personally liable for any injury or damage caused by you.

14. Use of property

Whilst studying with the College you may from time be required to use tools and equipment as part of the practical component of your course in laboratories and workshops, during student work placements with external providers or when undertaking an internship with the College.

At all times when using tools and equipment of the College or belonging to an external provider, you are required to use all tools and equipment in the way they have been designed to be used and to care for all tools and equipment, when they are in your care and control so that they will not be damaged, lost or stolen.

If you are observed misusing tools and equipment allocated to you or allocated to another student, you can be held liable for any damage or injury caused due to your misuse and you may be suspended from studying with the College.

15. Further information

If after reading the Student Conduct Rules you are still unsure of how it applies to you, it is important that you discuss this with staff from Student Support H.E.A.R.T. Services or School Managerin the first instance.

16. Document version control

Approval and Review	Details
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