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Related documents	<p><i>Academic Integrity Policy and Protocols Bullying, Discrimination and Harassment Policy Critical Incident Policy</i></p> <p><i>Student Support Policy</i></p> <p><i>Student Grievance, Resolution Policy and Procedures Sexual Assault and Sexual Harassment Policy – Student Staff Sexual Assault and Sexual Harassment Policy Work Integrated Learning Policy and Procedures</i></p> <p><i>Higher Education Standards Framework (Threshold Standards) 2015 Tertiary Education Quality and Standards Agency Act 2015 (TEQSA Act)</i></p> <p><i>*as amended from time to time</i></p>

## 1. Purpose

As a registered higher education provider, Analytics Institute of Australia (AIA) is committed to ensuring that all members of the AIA community enjoy and uphold an environment that is collegial, safe, and respectful. AIA is committed to the protection and promotion of a diverse and open community of students and staff. Students are paramount in this community, their well-being, active participation, and success is vital to the AIA mission.

This Code of Conduct outlines the expectations and responsibilities of all students enrolled at AIA and should be read in conjunction with the approved policies of the AIA, and in the context of the student's letter of offer of enrolment.

## 2. Scope

This Code applies to all students enrolled with AIA regardless of the mode of study or location. It applies to students when undertaking a professional placement or work experience for a Work Integrated Learning component of their course.

## 3. Student Code of Conduct

### Enrolment obligations

All students must:

- Keep the AIA updated if there is any change to enrolment and contact information.
- Check their student email account and other modes of communication or notifications used by the AIA.
- Pay their enrolment fees in accordance with the timelines set out in their Letter of Offer and Fee Statements.

- Abide by the laws of each jurisdiction in which the student is studying including complying with their visa conditions in relation to enrolment in a course.
- Read, understand, and comply with the AIA's policies and procedures.
- Know the requirements of the course and progression rules and seek timely advice and assistance from AIA services, as required, to maximise successful progress.

### **Personal Behaviour**

All students must:

- Treat others with fairness, respect and courtesy and act in a manner that is not threatening, harassing, or intimidating or likely to jeopardise the health and safety of others.
- Not use mobile phones and the like in lectures, classes, or formal learning and study spaces except with the consent of the lecturer, as part of the teaching content of the unit, or in emergency situations and then with the least disruption to other students and staff;
- Respect the privacy and confidentiality of others, particularly in situations of group work, electronic or other communications and in the use of personal information gathered as part of an academic piece of work or research.
- Not communicate using or distributing threatening, offensive, or obscene language, images, or information.
- Maintain a smoke free and drug free environment.
- Respect the property, facilities, learning materials and other resources of the AIA and not wilfully cause damage.

### **Well-being and Safety**

All students must:

- Take every precaution, as reasonable and in control of the student, to avoid risks to personal safety and security.
- Avoid behaviours that threaten the well-being and safety of other members of the AIA community.
- Follow and comply with AIA policies that are designed to prevent, educate, manage, and report safety and security measures.
- Take direction from staff in the event of an incident including evacuation or system security breach.

## **Academic Freedom and Integrity**

All students must:

- Read, understand, and comply with the AIA Academic Integrity Policy and Protocols
- Act honestly and ethically and with integrity in the production of all academic work, WIL and other documents, outputs and assessments, and assessment tasks, including examinations and tests.
- Use approved academic referencing conventions.
- Acknowledge shared ownership of ideas in group projects or assessment tasks.
- Not engage or commission others to complete assessment tasks on your behalf and present work as your own.
- Respect academic freedom of both inquiry and expression provided such inquiry and expression does not contravene applicable jurisdiction or Commonwealth legislation (such as defamation and privacy laws)

## **Discrimination and Harassment**

AIA has a zero-tolerance approach to all forms of discrimination and harassment. In accordance with this approach, all students must:

- Read and understand the AIA's Policies relating to Bullying, Discrimination and Harassment, and Sexual Assault and Sexual Harassment, for students and staff.
- Not discriminate against any member of the AIA community, for example, on grounds including gender, age, marital status, sexual orientation, race, cultural background, religion, or political conviction.
- Not sexually assault or harass any member of the AIA community, or when undertaking a professional placement or work experience for a Work Integrated Learning component of their course, any person in or associated with the host company or organisation. Any incident considered sexual assault or harassment will be dealt with according to procedures as set out in the Sexual Assault and Sexual Harassment Policy - Students and in accordance with all applicable laws.

## **4. Compliance with this Code**

- a. Compliance with this Code forms part of each student's conditions of admission and enrolment. Where a student is aware of a breach of this policy, or suspects a breach, they must immediately report the breach to the Academic Dean or the Registrar in the first instance.
- b. Disciplinary action may be taken against any student that breaches this or other policies of the AIA.
- c. Breaches that relate to existing and relevant policies will be managed through the processes set out in those policies and procedures. All other disciplinary matters will be decided by the Registrar in consultation with the Academic Dean.

- d. Any decision made by AIA in relation to breaches of the policy are subject to appeal as set out in the Student Grievance and Resolution Policy and Procedures.

## 5. Responsibilities

The Registrar is responsible for maintenance and implementation of this Policy.

### Version History

Version	Approved by	Approval Date	Details
V 1.0	Academic Board	26/10/2020	

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