

Student Code of Conduct

Version 1.0

Overview

AIM Institute is committed to providing a safe, supportive, collaborative, and positive learning environment to all the students.

This Code sets out AIM Institute expectations of students concerning their academic and personal conduct and outlines AIM Institute's responsibilities to students. This policy is designed to meet all requirements of the HESF and other mandatory legislation, relevant to AIM Institute's registration as an Institute of Higher Education.

Scope

This code applies to all the students of AIM Institute, enrolled with AIM Institute in Australia or overseas campuses, or students representing AIM Institute in any event or activity in Australia or overseas. This code does not replace, but supports legislation, relevant professional bodies' codes of conduct or awards and policies.

The Code

Students must remain compliant with all AIM Institute policies, procedures, and quality initiatives

All students are required to observe and comply with all institute policies, procedures, guidelines, directives, and quality initiatives at all times during their enrolment at AIM Institute.

Students' rights

All students have the right to:

- Be treated fairly and with respect by all students and staff.
- Learn in a supportive environment that is free from harassment, discrimination, and victimisation.
- Learn in a healthy and safe environment where the risks to personal health and safety are minimised.
- Have their details and records kept private and secure according to the AIM Institute Privacy Policy
- Access the information AIM Institute holds about them.
- Have their complaints and appeals dealt with fairly, promptly, confidentially and without retribution.
- Make appeals about procedural and assessment decisions.

- Receive training, assessment and support services that meet their individual needs.
- Be given clear and accurate information about their course, teaching and assessment arrangements and their progress.
- Access the support they need to effectively participate in their training program.
- Provide feedback to AIM Institute on the services, training, assessment, and support services they receive.
- Be informed of any changes to agreed services, and how it affects them, as soon as practicable.

Student Obligations

Students are expected to:

- Treat all people with fairness and respect and not intentionally do anything that could offend, embarrass, or threaten others.
- Not harass, victimise, discriminate against, or disrupt others.
- Treat all others and their property with respect.
- Respect the opinions and backgrounds of others.
- Follow all safety policies and procedures as directed by staff.
- Report any perceived safety risks as they become known.
- Not bring into any premises being used for educational purposes, any articles or items that may threaten the safety of self or others.
- Provide relevant and accurate information to AIM Institute promptly, including changes to personal or contact details.
- Approach their course with both academic and personal integrity.
- Follow all guidelines for submission of work

Unacceptable Student Behaviour:

Unacceptable behaviour may include but is not limited to.

- Endangering the safety of self or others
- Inappropriate physical or psychosocial behaviour towards others, including staff
- Disrupting the learning of others
- Engaging in behaviour that may damage the reputation of the Institute.
- Any behaviour outlined in the Discrimination and Harassment Policy, or the Gender Based Violence Policy.
- Conduct that is outlined as prohibited in the Acceptable Use of IT Policy

If your behaviour is disruptive or unacceptable, disciplinary action may be taken against you. A lecturer or teacher can ask you to leave the classroom or refuse entry to a classroom if your behaviour is disruptive or dangerous. If your behaviour threatens the safety of others, interferes with the duties of staff or other students' study or damages or threatens college property, you may be suspended, under AIM Institute's Suspension, Deferment and Leave Policy.

Academic Integrity

Students are expected to:

- Not engage in plagiarism or other academic misconduct
- Actively participate in the learning process.
- Attend scheduled classes, lectures and tutorials, and submit assessment tasks on time, unless unforeseen or exceptional circumstances arise.
- Behave ethically, avoiding any action or behaviour that would unfairly disadvantage or advantage either themselves or another student.
- Comply with the assessment conditions, trainer/assessor instructions, and ensure the proper use of copyright material.
- Not behave in a way that disrupts or interferes with any training or academic activity of AIM Institute.

Institute Resources

Students have a general responsibility to safeguard, properly use and care for institute resources. Fraud or theft by a student may result in dismissal or legal action. Students are expected to:

- Use and care for all college resources, such as buildings, equipment, library, information, and communication technology resources, lawfully and ethically, mindful of the need for resources to be shared by all institute members.
- Not engage in behaviour that is detrimental to institute property, including AIM Institute library sources, and course materials.
- Not misuse library, computing or communications facilities in a manner that is unlawful, or which will be detrimental to the rights and properties of others.

Students must use institute resources only for purposes related to their studies. AIM Institute facilities and resources are necessarily provided in an accessible manner on trust to staff and students. AIM Institute information systems, including software and computer equipment, may be used only by staff or students.

AIM Institute has a responsibility to provide:

- An academic environment which fosters student participation in active and collaborative learning activities that contribute towards development to knowledge, skills, and graduate attributes.
- Appropriately qualified academic staff and academic and learning support services.
- Courses and programs of study that are of a high standard, satisfy relevant professional requirements, are up-to-date and based on external references and industry expectations.
- Provide timely and appropriate feedback on assessment tasks
- A safe, harmonious, tolerant, and productive academic environment.

An equitable learning environment, free from all forms of unlawful discrimination and harassment, including sexual harassment and gender-based harm.

Breach of the Code

A student may be suspended or have their enrolment terminated from a course for behaviour that contravenes this Code of Conduct. Students have a responsibility to observe AIM Institute and classroom norms, abide by the policies and rules of AIM Institute, including this Code of Conduct, and behave in a manner that does not interfere with the business of the Institute.

Serious breaches of the Code of Conduct will be reported to the Board as part of AIM Institute's continuous improvement.

Review

This policy will be reviewed every three years, or earlier if required due to changes in regulatory requirements, institutional operations, or student cohort profile.

Related documents

Legislation	Higher Education Standards Framework (2021) Privacy Act
Policies and Procedures	Academic Progress and Student at Risk Policy and Procedure Complaints and Appeals Policy and Procedure Cyber Security Diversity, Inclusion and Equity Policy Student Sexual Assault and Sexual Harassment Policy and Procedure Gender Based Violence Prevention and Response Assessment Policy IT acceptable use Policy

Document Approval

Endorsed by:	Board of Directors		
Date endorsed:	7/10/2025		
Effective date:	7/10/2025		
Version number:	1.0		
Last amendment date/by:	26/06/2026,		
Review due date:	7/10/2028		
Related documents:			
Alignment to HESF	2.3 Wellbeing and Safety	2.2 Diversity and Equity	2.4 Student Grievances

			and Complaints
Responsibilities:			
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Document Change and Review log

Version	Updated by	Approval date and body	Details
0.1	TWEIR	Choose an item.	First edition
1.0	TW	BOD 26/6/26	Moved approved version to updated template