STUDENT CODE OF CONDUCT

Introduction

The Australian Academy of Commerce (AAC) is committed to providing a positive, respectful and inclusive environment where all students can achieve their academic and personal goals. This Student Code of Conduct outlines the responsibilities, and expected behaviour of all students, ensuring mutual respect and a supportive learning environment. This code aligns with AAC's values and its commitment to access, equity, mutual obligation and zero tolerance for discrimination, harassment and sexual misconduct, as well as compliance with relevant legislation. By adhering to this Code, students contribute to a safe, fair and productive community that benefits all members. Breaches of this code will be addressed in accordance with AAC's policies and procedures.

Purpose

This Student Code of Conduct provides a framework for acceptable behaviour and promotes a culture of respect, fairness and academic integrity. It ensures that all students understand their rights and responsibilities and the consequences of non-compliance.

Scope

This policy applies to all students (domestic and international) of AAC. It outlines the rights and responsibilities of students in ensuring a safe, respectful, and equitable learning environment. It applies to all conduct within AAC premises, during AAC-related activities, and in any setting where students represent AAC.

Student Rights

As a student of AAC, you have the right to:

1. Be treated with respect and fairness, free from discrimination or harassment, regardless of religious, cultural, racial, gender, sexual or socio-economic differences, age or disability.
2. Study and work in a safe, clean and cooperative environment.
3. Have your personal property, including student work and computer files, protected from misuse or damage.
4. Learn in an environment free from intimidation, bullying or disruptive behaviour.
5. Access support services, including academic assistance, counselling, language and literacy resources.
6. Receive clear, timely information about course requirements, assessment criteria, and academic performance feedback.
7. Resolve complaints and disputes fairly and without fear of retaliation.
8. Express and share ideas, ask questions, and actively participate in the learning process.

Student Responsibilities

With rights come responsibilities. AAC students are expected to:

1. **Respect Others**: Treat all members of the AAC community, including students, staff and visitors with courtesy, respect and fairness. Refrain from discriminatory or harassing behaviour.
2. **Uphold Academic Integrity:** Submit original work, acknowledge other's contributions, and avoid plagiarism, cheating, or other forms of academic misconduct.

3. **Respect Intellectual Property:** Acknowledge and respect the intellectual property rights of AAC, its staff and fellow students. Do not reproduce, share or distribute course materials or assessment or AAC resources without permission.
4. **Follow Policies:** Comply with AAC policies and procedures, including those related to bullying, harassment and sexual misconduct.
5. **Engage Actively:** Attend all scheduled classes and training sessions, participate fully in learning activities and submit assessments on time. Request extensions where necessary at least three days before the deadline.
6. **Maintain a Safe Environment:** Avoid disruptive behaviour, and do not bring unauthorised substances or weapons onto campus.
7. **Care for Resources:** Respect and maintain AAC property, facilitates and equipment.
8. **Be Punctual and Prepared:** Arrive on time to classes with necessary materials, ready to engage in the learning process.
9. **Comply with Financial Obligations:** Fulfil payment obligations as outlines in your enrolment agreement.

Definitions

Access	Ensuring all individuals have equitable opportunities to enrol, learn and succeed.
Bullying	Repeated and unreasonable behaviour directed towards an individual or group that creates a risk to health and safety; including verbal, physical, social or psychological harm.
Discrimination	Treating someone unfairly or less favourable based on characteristics such as race, gender, age, disability, religion, sexual orientation or other protected attributes.
Harassment	Unwelcome conduct that makes a person feel intimidated, humiliated or offended. This includes sexual harassment.
Intellectual Property (IP)	Rights related to inventions, designs, trademarks, copyright patents, confidential information and creative works.
Mutual Obligation	The shared responsibilities between AAC and its students to ensure a positive and productive learning environment.
Support Services	Resources and assistance provided to students to help them succeed academically and personally, such as counselling, academic support, and referral service.

References

- ELICOS Standards 2018
- ESOS Act 2000
- ESOS National Code 2018
- NVR Act 2011
- Standards for RTOs 2015
- Anti-Discrimination Legislation: Disability Discrimination Act 1992, Racial Discrimination Act 1975 and Sex Discrimination Act 1984.

Related AAC Policies and Procedures

- Access, Equity and Mutual Obligation Policy and Procedure
- Academic Integrity Policy and Procedure
- Bullying, Discrimination and Harassment Policy and Procedure
- Complaints and Appeals Policy and Procedure

- Intellectual Property (IP) Policy and Procedure
- Orientation and Transition Policy and Procedure
- Sexual Assault and Sexual Harassment Policy and Procedure
- Student Code of Conduct
- Staff Code of Conduct
- Student Enrolment and Admissions Policy and Procedure
- Student Records Management Policy and Procedure
- Support for Students Policy and Procedure
- Workplace Health and Safety (WHS) Policy and Procedure

Student Code of Conduct Procedure

1. Reporting Misconduct

Students are encouraged to report instances of misconduct, including bullying, harassment, or academic dishonesty, to the Student Services Officer (SSO) or other designated AAC staff member. AAC will:
- Address complaints promptly and fairly.
- Ensure confidentiality, except where disclosure is required by law.
- Provide support services, including counselling and mediation, where appropriate.

2. Consequences of Breaches

Failure to comply with AAC's Student Code of Conduct may result in disciplinary actions on in serious cases the cancellation of a student's enrolment. Disciplinary actions may include:
- Warning Letters
- Suspension or cancellation of enrolment
- Other appropriate measures as per AAC's policies and procedures.

Cancellation of enrolment for breach of the Student Code of Conduct will void all student rights relating to refunds.

3. Declaration and Acknowledgement

All students must review this Code during Orientation and sign the Declaration of Understanding to confirm their agreement. A copy of this signed declaration will be kept on file.

Roles and Responsibilities

Role	Responsibility
CEO	Promote a culture of respect, equity and academic integrity. Oversee the implementation and review of the Student Code of Conduct.
Compliance Officer	Ensure compliance with relevant legislation and AAC policies and procedures.
AAC Staff	Model appropriate behaviour and uphold AAC's policies and procedures. Provide a supportive and respectful environment for all students. Address reports of misconduct promptly, fairly and confidentially.
Students	Adhere to the Student Code of Conduct and actively contribute to a safe, respectful and inclusive learning environment. Report any incidents of misconduct, harassment or discrimination to AAC students or staff.

Monitoring and Review

The Student Code of Conduct will be reviewed annually to ensure its relevance and alignment with legislative and institutional requirements.

Version Control

Version	Date	Description	Approved by	Approval date	Author	Review date
V1.0	Feb 2025	New Student Code of Conduct for AAC	CEO	17 Feb 2025	Compliance Team	Feb 2026

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