



INSTITUTE OF BUSINESS & LANGUAGE

Policy Title	Student Code of Conduct				
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Owner	Student Administration	Approved By		CEO	



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1. POLICY

ANIT Australia Pty Ltd T/A Albright Institute of Business and Language is committed to providing a safe, supportive, collaborative and positive learning environment to all the students commencing and successfully completing their student journey at Albright Institute.

2. PURPOSE

The purpose of this code is to set out the expectations of students with respect to their academic and personal conduct and outline Albright Institute's responsibilities to its students.

3. SCOPE

This code applies to all the current and prospective Albright's students.

4. DEFINITIONS

RTO Students: Means all student at Albright Institute.

The Code: The student Code of conduct.

5. REQUIREMENT

5.1 Compliance with all Albright Institute policies and quality initiatives

Albright Institute expects its students to:

- Understand the Albright Institute's rules and policies affecting them and always comply with this Code of Conduct;
- Treat all Albright staff, other students, and visitors to Albright Institute with courtesy, tolerance, and respect;
- Ensure their contact details are up to date and that they regularly read all the communications and emails sent to their provided email;
- Identify themselves when required to do so by a Albright staff member and produce their student card on request to a Albright staff member fulfilling the requirements of their duties;
- Treat other students and staff with respect so as not to compromise their health, safety, privacy, and welfare;
- Abstain from bullying, harassing, and any other unlawful activity or Unacceptable Student Behaviour whilst on campus or when representing Albright Institute in an activity or an event, including the online environment;
- Not engage in behaviour that is perceived to be threatening or intimidating or causes any person to fear for their personal safety or well-being;
- Respect the rights of others to be treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment;



- Adhere to course requirements and classroom norms established in class;
- Ensure to attend the Course Progress and Intervention meetings;
- Make timely payment of any fee, charge or penalty imposed by Albright Institute;
- Ensure their actions or inactions as a student do not harm, or bring into disrepute, Albright Institute's reputation or good standing;
- Ensure to respond to and invitations to attend meetings and the requirement to attend meeting when contacted;
- Abide by the conditions of the Student Acceptance Agreement.

5.2 Unacceptable student behaviour

Unacceptable behaviour may include but is not limited to:

- Endangering the safety of self or others;
- Inappropriate physical contact and/or physical violence;
- Bullying and intimidation of any other person;
- Being affected by drugs and/or alcohol;
- Consistently disrupting the work of learning in the classroom;
- Inappropriate isolation of a group member from group activities;
- Putting at risk the good reputation of any other person;
- Making racist or sexist comments to any other person;
- Demeaning another in any way;
- Constantly and inappropriately seeking attention;
- Behaving in a disruptive manner such as swearing, yelling, using offensive language;
- Inappropriate invasion of another's personal space;
- Stealing;
- Disobeying any reasonable direction by a staff member;
- Viewing or distributing offensive material via the internet, e-mail, or any other means;
- Use of mobile phones in the classroom environment.

If your behaviour is disruptive or unacceptable, disciplinary action may be taken against you. A trainer/assessor 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.

5.3 Integrity in Academic works

Students are expected to:

- Not engage in plagiarism or other academic misconduct (Ref: Plagiarism, Collusion and Academic Misconduct Policy);
- Actively participate in the learning process;
- Attend scheduled course training activities 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 Albright Institute.

5.4 Albright Institute Resources:

Students have a general responsibility to safeguard, properly use and care for Albright Institute's resources. Fraud or theft by a student may result in dismissal or a legal action.

Students are expected to:

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

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

6. ALBRIGHT INSTITUTE'S RESPONSIBILITY

Albright Institute has responsibilities to ensure that students:

- Study in an academic environment which fosters student participation in active and collaborative learning activities that contribute towards development to knowledge, skills, and graduate attributes.
- Are considered for selection into courses or programs based on criteria that are valid, explicit, fair, and reliable.
- Enrol in courses and programs of study that are of high standard, satisfy relevant professional requirements, are up-to-date and based on training packages and industry expectations.
- Have access to appropriately qualified academic staff and academic and learning support services.
- Have access to materials, equipment and other resources to enable completion of academic courses.
- Receive timely, complete, clear and accurate information in relation to the content, conditions, and assessment tasks of courses.
- Receive timely and appropriate feedback on assessment tasks.
- Receive timely and appropriate information in relation to administrative procedures that apply to them.



- Have an opportunity to provide feedback on the training, learning and assessment environment.
- Study and work in a safe, harmonious, tolerant and productive academic environment.
- Are treated with courtesy, tolerance and respect as valued members of Albright Institute.
- Are treated fairly, impartially and consistently in all aspects of Albright policy, procedures and practice.
- Are treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment.

7. BREACH OF CODE

A student may be suspended or have their enrolment terminated from a course for behavior that contravenes this Code of Conduct. Students will be notified if it is identified that they have contravened any area of the code of practice, required to attend meeting with the related staff and provided with a warning and intervention plan. A student will result in notification of intention to suspend or cancel enrolment.

Students have a responsibility to:

- Observe Albright Institute and classroom norms and this Code of Conduct;
- Be courteous to staff and other students;
- Behave in a manner which does not interfere with the learning of others;
- Conduct themselves in a responsible manner while at Albright Institute or any other college activity, excursion, or function;
- Abide by the policies and rules of Albright Institute;
- Abide by the conditions of the Student Acceptance Agreement.

8. RESPONSIBILITY

The COO, Head of VET, Head of ELICOS, National Quality and Compliance Manager and the Student Services Department are responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy.

The CEO has overall responsibility for the implementation and review of this policy.

9. RELATED DOCUMENTS

Related Documents

- Student Handbook
- Complaints and Appeals Policy and Procedure