Student Code of Conduct

Purpose

The purpose of this Student Code of Conduct is to outline expectations of students during their students, their responsibilities, as well as what they can expect from AICC, their rights.

Student responsibilities

Policies and procedures	Students are expected to: • inform themselves of, and follow AICC policies as documented in the Student Handbook • respond to AICC communications promptly • advise AICC within 7 days of any change of contact details including current residential address, mobile number, email address and who to contact in the event of an emergency.
Learning and assessment	Students are expected to: • attend scheduled classes • actively participate in learning • complete all homework given • complete and submit all assessments on time • refrain from plagiarism, cheating and collusion • pay all fees due • ask for support if needed.
Classroom conduct	Students are expected to: • arrive on time for their class • be prepared for class • dress appropriately • only use handheld devices in class when they are relevant to the activity • communicate in English.

Respect and ethics	Students are expected to: • respect others' values and beliefs • interact with others in a collaborative, professional manner • use AICC resources for the purpose for which they are intended • refrain from harassment and discrimination of any kind • resolve any conflicts calmly • respect AICC and other people's property.

Student rights

Policies and procedures	Students can expect to: • be informed of AICC policies and associated procedures • receive regular and relevant communications • learn in a safe environment • have their personal details kept confidential and secure • access the information that AICC holds about them • have the opportunity to provide feedback on services received.
Learning and assessment	Students can expect to: • be provided with high quality training, assessment and support services • receive the support they need • have their assessments marked and returned within 10 working days of submission • receive feedback on assessments where the result is not satisfactory.
Classroom conduct	Students can expect their trainer and assessor to: • be on time for classes • be prepared for class • be knowledgeable and engaging • dress appropriately • only use handheld devices in class when they are relevant to the activity • communicate in English.
Respect and ethics	Students can expect: • to have their values and beliefs respected • to be treated fairly and equitably by staff and students • to interact with others in a collaborative, professional manner • respect for themselves and their property.