

# Student Code of Conduct

**Code**

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## 1. PURPOSE

The AFTT Student Code of Conduct provides a framework for the standard of conduct expected of our students in respect to their academic conduct and personal behaviour.

AFTT aims to foster a creative, safe, and diverse learning environment free from bullying, discrimination, and harassment. Our campuses are where students can actively contribute to a positive and constructive campus life by maintaining high standards of behaviour. Students share the responsibility to maintain and promote AFTT as a safe, tolerant, and harmonious environment in which to work and study.

## 2. SCOPE

The Student Code of Conduct applies to:

- All enrolled students, including domestic, international and students on exchange from other institutions,
- All on-campus activities,
- All off-site AFTT or student related activities related to study, such as performances, production projects, internships, international exchanges, and field trips,
- The use of AFTT resources, networks, facilities, and equipment regardless of whether accessed on or off campus.

## 3. DEFINITIONS

All definitions are located in the *VET Glossary*.

## 4. CODE

### 4.1. Personal Responsibility

As a student of AFTT you will:

- Treat all staff, other students and the broader community with courtesy, tolerance, and respect,
- Read and comply with AFTT's policies and procedures,
- Have a desire to expand your knowledge and skills,
- Take responsibility for your own learning by:
  - Committing to actively and constructively participating in classes,
  - Attending scheduled classes, arriving prepared and on time,
  - Making sincere and genuine efforts to complete assessment tasks, and
  - Meeting assessment due dates,
- Take initiative in seeking input and answers to situations as they arise,
- Take responsibility in seeking relevant support and assistance from relevant AFTT staff and available support services,
- Explore domains that open up new possibilities with willingness to experiment and learn from mistakes, rather than be defeated by failure,
- Creatively and constantly challenge your mindset and capabilities,
- Act professionally at all times, appropriately conducting yourself when representing the AFTT while not bringing its reputation into disrepute,
- Read and act upon all relevant AFTT correspondence, including texts, calls, e-mail and notices through the AFTT/JMC's Learning Management System or Student Management System.

### 4.2. Integrity and Honesty

As a student of AFTT you will:

- Behave honestly and ethically in all your dealings, abiding by all ethics requirements as specified in AFTT's policies and procedures,

- “Speak out” if you witness a breach of this Code,
- Display high standards of academic integrity, never representing the ideas of someone else’s as your own, whether in discussion or assessment,
- Seek appropriate authorisation to use the AFTT’s name, logo, intellectual property, or resources for private or business purposes,
- Not engage in any fraudulent or corrupt conduct or unlawful behaviour, and
- Behave in a manner which does not impair the freedom of other persons of the AFTT community to pursue their studies, duties, or activities or to the right to freedom of expression.

#### **4.3. Respect, Equity and Fairness**

As a student of AFTT you will:

- Respect the rights of others to be treated equitably and avoid discriminatory conduct on grounds such as gender, sexuality, race, ethnicity, religion, age, beliefs, or opinions,
- Support a culture of inclusiveness and a respect for differences,
- Not behave in a manner deemed by the AFTT as harassment or bullying,
- Not behave in a manner that is perceived by the AFTT to be intimidating or threatening or causing someone to fear for their personal well-being or safety,
- Be held accountable for what you write and distribute online and through social media, where content relates to the AFTT, its staff, or students,
- Respect the privacy of others in the collection, use or access of personal information during your studies,
- Behave in a respectful manner that does not disrupt and/or interfere with any teaching, learning or academic activity,
- Comply with any reasonable direction or request from a AFTT staff member where the direction or request supports safety, order, and good management of AFTT,
- Remain alcohol and prohibited substance free when participating in any educational activities,
- Respect the rights of others to express their views in a lawful manner and support legitimate debate.

#### **4.4. Safety, Wellbeing and Respect for Property**

As a student of AFTT you will:

- Use and care for all AFTT property, resources, and facilities responsibly and in a lawful and ethical manner,
- Comply with all health and safety requirements and instructions given by AFTT and participate in relevant training as required,
- Not engage in reckless, negligent, or threatening behaviour that may endanger or potentially endanger the safety or health of others,
- Not deliberately, recklessly, or negligently cause damage or interfere with AFTT property or the property of another person in connection with AFTT,
- Not consume or distribute illicit drugs or alcoholic substances while on AFTT premises or while representing AFTT at an off-site activity.

#### **4.5. Breach of the Student Code of Conduct**

4.5.1. AFTT students are expected to uphold the Student Code of Conduct. Failure to do so may lead to the application of academic penalties and/or disciplinary action, and in serious cases suspension, deferment, or termination of enrolment, in accordance with AFTT’s academic and non-academic misconduct policies and procedures.

4.5.2. A breach of any of AFTT’s policies and procedures that also contravenes the law may result in the activity being reported to the police. An investigation for each

reported breach of the Student Code of Conduct will be undertaken in accordance with relevant AFTT procedures.

- 4.5.3. If a student is a part of a student gathering or group that has engaged in misconduct, they will be taken to have engaged in that misconduct unless all reasonable steps are taken to promptly disassociate themselves from the group's misconduct upon becoming aware of it.
- 4.5.4. If a student is in breach of the Student Code of Conduct, it is the expectation of AFTT that the student acknowledges their responsibility and shows a willingness to participate, in good faith, in discussions and/or activities to remedy the matter, if so required.
- 4.5.5. As the AFTT has a duty of care to provide a safe and harmonious learning environment, AFTT staff are required to take immediate action where a student's behaviour is deemed inappropriate. Therefore, under such circumstances and at the discretion of the authorised person, they can arrange for the immediate removal of students causing disturbances which disrupt classes or hinder or interfere with any lawful activities undertaken by AFTT or that jeopardise the ability to fulfil its duty of care.

#### **4.6. Reporting Misconduct and Confidentiality**

- 4.6.1. Students are encouraged to report any incidents of misconduct and AFTT supports the safety of those who report. A report may be made through a variety of mechanisms including directly to the Campus Manager, Head of Department, Dean or via a formal complaint through the Student Complaints and Appeals Policy and Procedure.
- 4.6.2. All matters relating to allegations and hearings associated with breaches of the Student Code of Conduct will be treated with strict confidentiality.

## 5. APPROVAL INFORMATION

<b>Approval Authority</b>	Governing Council
<b>Health Check approval authority</b>	AFTT Chief Executive Officer
<b>Review date</b>	01/12/2026

Version	Approved by	Approval date	Effective date	Modifications	Status
1.0				Original version	Suspended
1.1	JMC Chief Executive Officer	04/12/2018	04/12/2018	Code of Conduct was distributed, via campus managers, to academic staff for their review and input.	Suspended
1.2	Academic Board	15/02/2019	05/04/2019	Amended based on feedback from the Academic Board and Governing Council	Suspended
	Governing Council	05/04/2019			
1.3	JMC Chief Executive Officer	07/04/2022	10/04/2022	Rebranded, section 5.4.5 added. position updated, minor amendments to provide clarity.	Suspended
1.3	AFTT QERC	07/04/2022	23/05/2022	AFTT	Suspended
2.0	QERC	30/06/2025	01/07/2025	Std's for RTO's 2025	Current