



Student Code of Conduct Policy

Australian Institute of Digital Technology Pty Ltd

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POLICY 11

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Policy Owner	CEO / Student Support Officer	Approved By	CEO
Applicable Legislation & Standards	Standards for RTOs 2025; ESOS Act 2000; National Code 2018; Equal Opportunity Act 2010 (Vic); Work Health and Safety Act 2011 (Vic); Privacy Act 1988 (Cth)		

1. Purpose

This policy establishes the standards of behaviour and conduct expected of all students enrolled at AIDT, in all locations and in all contexts connected with their enrolment. It sets out clearly what rights students are entitled to and what AIDT expects from them in return. It also describes AIDT's graduated disciplinary framework — the principles and process by which AIDT responds when student behaviour falls short of these standards.

AIDT's Code of Conduct is not a bureaucratic control mechanism. It exists because the quality of a learning environment depends on the behaviour of everyone in it. A classroom where students arrive late, submit dishonest work, speak disrespectfully to their trainer, or make other students feel unsafe is not a good classroom for anyone. The standards in this Code protect every student's right to learn and every trainer's ability to teach effectively. They also prepare students for professional employment, where similar standards of conduct will be expected of them every day.

By enrolling at AIDT, every student agrees to abide by this Code. That agreement is documented in the Written Student Agreement and acknowledged at orientation. AIDT will enforce this Code consistently and fairly, and will apply any disciplinary process with procedural fairness — but enforcement will occur where required.

2. Application — When and Where the Code Applies

This Code applies to all enrolled students at AIDT at all times and in all contexts connected with their enrolment. This includes: all classes and scheduled sessions at AIDT's campus (Level 1, 377 Lonsdale Street, Melbourne); all practical training sessions at the workshop facility (14/65 Mark Street, North Melbourne); all online or self-directed learning activities conducted through AIDT's systems; all work placement activities and visits to placement host organisations; any AIDT-organised events, excursions, or industry visits; and all digital communication connected with AIDT studies, including emails, messages sent through AIDT's platforms, and social media conduct that directly affects another student, staff member, or AIDT's operations.

The Code applies equally whether the student is on campus or not, during business hours or outside them, where the conduct is directed at another student, a staff member, a placement supervisor, a client, or any other person connected with AIDT's



programs. A student whose online conduct creates a hostile environment for other students has breached this Code regardless of the platform used.

3. Student Rights

AIDT recognises and upholds the following rights for every enrolled student. These rights are not dependent on academic performance, nationality, visa status, or any other personal characteristic. They apply to every student, at every stage of their enrolment, including during any disciplinary process:

- **Safe and inclusive environment:** Every student has the right to study in an environment that is safe, respectful, and free from discrimination, harassment, bullying, and intimidation. AIDT will act promptly and decisively to address any conduct that undermines this right.
- **High-quality training:** Every student has the right to receive training and assessment delivered by qualified, industry-current trainers, in accordance with the relevant Training and Assessment Strategy and the Standards for RTOs.
- **Fair and transparent assessment:** Every student has the right to know what is being assessed, how it will be marked, and what evidence is required. Every student has the right to receive written feedback on Not Yet Satisfactory results and to appeal any assessment decision through the Complaints and Appeals process (AIDT-POL-009).
- **Access to support:** Every student has the right to access AIDT's academic and welfare support services, and to reasonable adjustment of training and assessment conditions where an identified need exists. There is no charge for these services.
- **Accurate information:** Every student has the right to receive complete and accurate information about fees, course requirements, visa obligations, AIDT's policies, and any decisions that affect their enrolment.
- **Privacy:** Every student has the right to have their personal information handled confidentially in accordance with AIDT-POL-010 and the Australian Privacy Principles.
- **Complaints and appeals:** Every student has the right to raise a complaint or appeal a decision without fear of victimisation, adverse treatment, or disadvantage. This right exists even where the complaint is ultimately not upheld.

4. Student Responsibilities

4.1 Academic and Learning Responsibilities

Every student at AIDT is personally responsible for the quality and integrity of the work they submit for assessment, and for their level of engagement with training. These responsibilities exist not as administrative requirements but as a direct expression of what it means to earn a nationally recognised qualification honestly. A qualification carries value in the labour market because employers can trust that it represents genuine competency. Every student who earns their qualification through honest effort contributes to the value of that qualification for everyone who holds it.



- **Attendance:** Attend all scheduled classes, workshops, and work placement sessions. Where attendance is not possible, notify AIDT before the session commences. Maintain attendance at the level required to make genuine course progress.
- **Assessment integrity:** Submit all assessment tasks as your own genuine work. Do not plagiarise, collude, cheat, fabricate evidence, use AI tools to generate responses without assessor authorisation, or pay a third party to complete your work for you. Each of these constitutes academic fraud and is addressed in detail in AIDT-POL-018.
- **Timeliness:** Submit assessment tasks by specified due dates. Where an extension is needed, apply before the due date with supporting documentation.
- **Active participation:** Engage constructively in all learning activities. Passive presence in a classroom without participation does not constitute genuine attendance for the purposes of this Code.
- **Fee obligations:** Pay all tuition and non-tuition fees by the due dates specified in the Written Student Agreement.
- **Contact details:** Notify AIDT of any change to your residential address, phone number, or email address within 7 days. For international students, the address notification obligation is also a legal requirement under the ESOS Act.

4.2 Behavioural and Conduct Responsibilities

- **Respect:** Treat every person at AIDT — students, trainers, staff, placement supervisors, clients — with courtesy and dignity. Communicate professionally in all settings, including online.
- **Non-discrimination and non-harassment:** Do not discriminate against, harass, bully, intimidate, or victimise any person on any basis. These obligations are detailed in AIDT-POL-012 (Anti-Discrimination, Harassment and Bullying Policy).
- **Workplace Health and Safety:** Follow all WHS requirements at all AIDT locations without exception. Wear mandatory PPE at all workshop sessions. Report any unsafe condition to your trainer immediately. A student who refuses to comply with WHS requirements at the workshop is removed from the session and recorded as absent.
- **Care of property:** Treat AIDT's facilities, equipment, and tools with care. Report any damage to equipment immediately. Do not remove AIDT property from AIDT premises without authorisation.
- **No prohibited substances:** Do not attend any AIDT activity under the influence of alcohol or any substance that impairs your judgment or coordination. Possession or supply of illicit substances on AIDT premises or at placements results in immediate removal and initiates a Level 4 disciplinary review.
- **Responsible use of technology:** Use AIDT's IT systems and internet access only for legitimate study purposes. Do not access, store, or distribute illegal, offensive, or inappropriate content through AIDT's systems.



5. Disciplinary Framework

When a student's conduct falls below the standards of this Code, AIDT responds in a way that is proportionate to the nature and history of the breach, fair to all parties, and focused on restoring the student to compliant behaviour where this is possible. The framework below sets out the four levels of response. All disciplinary actions at Level 3 and Level 4 require prior written notice to the student, a minimum response period, and CEO approval.

AIDT's disciplinary process is not punitive by design. The goal at Level 1 and Level 2 is to correct the behaviour and support the student to meet the standards of the Code. Level 3 and Level 4 responses are reserved for serious, repeated, or dangerous conduct where remediation is no longer a realistic option.

Level 1 — Minor or First-Time Breach	Verbal warning from trainer or Student Support Officer, with a clear explanation of the behaviour that fell short of the Code's standards. The breach and the warning are documented in a file note. No further action unless the breach is repeated. Examples: lateness, failure to submit on time without notification, minor disruption.
Level 2 — Moderate Breach or Repeated Level 1 Breach	Written Warning Letter issued by the CEO. Mandatory meeting with Student Support Officer, with a documented outcome. Conditions may be placed on continued enrolment (e.g. supervised assessment conditions, required attendance at a support session). All conditions and the reasons for them are documented. The student is advised that a further breach will trigger a Level 3 process. Examples: deliberate plagiarism on a first occasion, persistent lateness, disrespectful language directed at a staff member.
Level 3 — Serious Breach or Repeated Level 2 Breach	Suspension from class or placement for a period of up to 10 business days while a formal investigation is conducted. The student receives written notice of: the specific conduct alleged; the evidence AIDT is relying on; the proposed action; and the student's right to respond in writing within 5 business days. A senior staff member not involved in the incident conducts the investigation. Written outcome provided with full reasons and right to appeal under AIDT-POL-009. Examples: serious academic misconduct, aggressive or threatening behaviour, sustained harassment of a fellow student.
Level 4 — Severe Breach, Criminal Conduct, or Pattern of Non-Compliance	Cancellation of enrolment, following the full procedural requirements: written notice specifying the grounds; minimum 5-business-day response period; CEO review of the response before any final decision; written decision with reasons and right to appeal. DHA notified via PRISMS following cancellation. Statement of Attainment issued within 30 days for all completed units. Examples: physical assault, sexual assault, supply of illicit substances, contract cheating, persistent and unremitting non-compliance with multiple Code provisions over an extended period.

AIDT will not take any disciplinary action at Level 3 or Level 4 without first providing the student with written notice of the allegations, a minimum of 5 business days to respond, and a genuine consideration of the student's response before making a final



decision. A student facing any Level 3 or Level 4 process may have a support person present at any disciplinary meeting.