

CODE OF CONDUCT - STUDENTS

Teaching at AICM involves the active participation of students who share with staff the responsibility to ensure that teaching is conducted efficiently and effectively, enabling students to achieve their maximum potential. A separate *Code of Conduct - Staff* sets out the responsibilities of staff to the students they teach.

Responsibilities of Students

Students of AICM have responsibilities that allow their experience to be both successful and memorable, which includes:

- becoming familiar with the rules governing the degree in which they are enrolled as set out in the AICM Handbook;
- checking their enrolment status at census/audit dates in each session, and inform themselves of deadlines for withdrawal/addition of units;
- abiding by the policies and practices of the Course from which they take unit/units, as explained in the unit outline handed out by the end of the first week of lectures for every unit;
- taking the initiative and consulting with appropriate academic or administrative staff when problems arise;
- maintaining satisfactory academic progress as set out in the degree/diploma rules;
- meeting deadlines for work to be submitted as set out in the unit outline;
- conducting themselves in an orderly and proper manner in any class or in the library or in any other place where such activity will adversely affect the working environment of others;
- attending all lectures, tutorials, seminars and practical work as stipulated in unit outlines for those units in which they are enrolled;
- submitting original work for assessment, without plagiarising or cheating, abiding by AICM's policies on Academic Misconduct as set out in AICM Policies, and in AICM handbooks and unit outlines;
- abiding by the rules governing student conduct, campus access, the use of AICM computing facilities and other equipment (see Student Handbook);
- respecting the diversity of members of the campus community.

Responsibilities of Staff

Teaching staff of the AICM have responsibilities towards the students they teach, including:

- preparing and presenting material at an appropriate standard within the resources available;
- informing students, by the end of the first week of formal contact for each unit, of the requirements for the unit and of the method(s) of assessment to be used for the unit;
- being available for reasonable periods of time during the teaching session, the study weeks and the examination periods so that students may discuss aspects of the unit with them;
- assessing students' work fairly, objectively and consistently across the candidature for the unit;
- being available to students after marked material has been returned so that any student who seeks it, can be shown how the mark was determined.

Plagiarism

Plagiarism is the representation of another person's work or ideas as one's own.

The other person may be an author, critic, lecturer or another student. When it is desirable or necessary to another person's material, take care to include appropriate references and attribution - do not pretend the ideas are your own. Be sure not to plagiarise unintentionally. Plagiarism can lead to expulsion from the AICM.

Unit Information

In the first week of lectures for every unit, students will receive written information about the unit which will provide details about the requirements, the method of assessment and all other relevant information about the unit.

Required Reading

The information sheet referred to above will also contain information about the text books for the unit, the reference books and any other required reading. As academic staff are constantly keeping up to date with new developments in their areas of interest, students should be aware that other relevant material that becomes available during the period in which the unit is taught may also be introduced as required reading.

Student Academic Grievances

A student who is concerned about a decision, act or omission of a member of the AICM staff, which affects their academic experience, may follow the grievance resolution procedures set out in the Complaints and Grievance Resolution Policy.

Late Submission of Work

Extensions of time to submit material for assessment can only be granted in exceptional circumstances such as illness or misadventure. Written notice is given at the beginning of lectures for each unit of the requirements for the unit and this information includes the dates for the submission of work for assessment. "Pressure of work", either from employment or from other units, is not an acceptable reason for seeking an extension of time.