



Student Code of Conduct

1. Purpose

The purpose of the *Student Code of Conduct* is to explain the rights and responsibilities of the community of students at King's Own Institute (KOI).

KOI is committed to providing a fulfilling and rewarding learning experience that assists all students to achieve their full academic potential. KOI relies on the cooperation of all its students to contribute to the achievement of this commitment.

The key principles that underpin student behaviour at KOI are:

- acknowledgement that all members of the KOI community have *rights*
- *respect* for the rights of others
- recognition that rights come with *responsibilities*.

The *Student Code of Conduct* applies to all KOI students on KOI premises or participating in any activities as part of their formal enrolment at KOI. It identifies the rights and responsibilities of all KOI students. The *Student Code of Conduct* is designed to make sure all students enjoy the student experience and are protected from misconduct by others.

If students are in doubt about any aspect of their conduct or that of others they should normally raise these matters with a member of staff. All such enquiries will be treated in the strictest confidence.

2. Student Rights

KOI supports student rights as both an individual and as a student.

Students have the following rights:

- ✓ to be recognised as a member of the KOI community, with all associated rights of access to KOI student services and facilities
- ✓ to be treated fairly and ethically with respect and dignity
- ✓ to be valued and heard
- ✓ to be supported, motivated, challenged and stimulated for the duration of their course of study
- ✓ to receive protection of privacy and confidentiality of personal information, subject to statutory requirements
- ✓ to learn in a safe and supportive environment free of discrimination and harassment
- ✓ to be provided with guidance and instruction from knowledgeable and competent teachers who are motivated and accessible and provide timely direction and feedback on student performance
- ✓ to be given accurate and information about study and assessment requirements at the beginning of each subject
- ✓ to have access to, and information about, academic advice, student support services and counselling;
- ✓ to make a valid complaint about a staff member or fellow student without fear of victimisation.

3. Student Responsibilities

With rights come responsibilities. KOI expects its students to behave in a responsible and courteous manner at all times, as part of the social environment within KOI, and as a developing professional within their area of study.

All members of the KOI community have the following responsibilities:

- ✓ to treat all members of the KOI community respectfully and ethically, and avoid discrimination
- ✓ to follow normal safety practices (e.g. follow directions both written and verbal given by all KOI staff)



- ≠ not to disrupt classes
- ≠ not to enter a KOI location with drugs, alcohol or weapons or be under the influence of drugs or alcohol
- ≠ not to smoke or vape anywhere in campus buildings, or within fifteen meters of any building entrance where KOI is located.

Students have the following additional responsibilities:

- ✓ to attend lectures and tutorials as allocated - attendance at a minimum of 80% of classes is generally a requirement for satisfactory progress
- ✓ to read the information provided by KOI and be well informed about course and subject requirements and seek academic assistance if in doubt
- ✓ to engage actively with their studies, act on feedback and work to the best of their ability for the duration of their course of study
- ✓ to take responsibility for their own learning
- ✓ to undertake all assessment tasks and examinations honestly and give proper recognition to the ideas of others
- ✓ to submit all assessment tasks by the due date, or apply for an extension if there are exceptional circumstances (complete the *Application for Assignment Extension or Deferred Examination - Medical Reasons* or the *Application for Assignment Extension or Deferred Examination - Non-Medical Reasons* form as appropriate – available at Reception and on the KOI website www.koi.edu.au under *Policies and Forms*).
- ✓ to return or renew library resources on time;
- ✓ to make sure their contact and personal details held by KOI are accurate and updated as necessary.
- ✓ to comply with the requirements and standards of use of KOI services such as the Library, computer equipment and other facilities or property, using those services in an appropriate manner that does not adversely affect their operation or the rights of other users.

4. KOI Student Society

The aims of the KOI Student Society are:

1. To maintain and enhance KOI student life principally in academic and social areas
2. To encourage leadership in pursuing the aims of the Student Society
3. To serve as a source of communication between students and the KOI academic and administrative staff
4. To pursue the quality of student life, education and participation
5. To engage students in extra-curricular activities.

KOI encourages its students to participate in the activities of the Student Society.

The President of the KOI Student Society (KOISS) is a member of the Academic Board and the Student Engagement Committee. Through these means and access to the CEO and President and the Vice-Presidents, the KOISS President is able to raise student concerns, clarify rights and responsibilities and seek improvements in areas of interest to students.

5. Breaches of the Student Code of Conduct

Breaches of KOI policies, procedures and guidelines, including this Code, are addressed under the Student Academic Integrity Policy and the Student Non-Academic Misconduct Policy.

6. Related Documents

- Student Complaints and Appeals Policy



- Privacy Policy
- Student Academic Integrity Policy
- Student Non-Academic Misconduct Policy
- Student Handbook

Document Control

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***** END OF POLICY *****