



Introduction

IIBT's Student Code of Conduct outlines the Institute's expectations of students with respect to their academic and personal conduct. Students enrolled at IIBT are expected to behave accordingly

IIBT expectation of students

Students of IIBT have a responsibility to:

1. treat others respectfully and fairly as individuals and in relation to their views and opinions irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction.
2. avoid conduct that could reasonably be perceived as intimidating or sexual, racial, or gender-based harassment.
3. behave responsibly by not damaging, stealing, modifying or misusing IIBT's or other students' property
4. comply with all lawful regulations, rules or procedures of the college that pertain to them
5. maintain consistent levels of study, submitting assessments on time.
6. take note of and apply academic performance feedback from teaching staff.
7. familiarise themselves with and abide by IIBT's policies and procedures.
8. maintain high standards and a professional approach to their study program.
9. ensure personal and general hygiene are of the highest standards.
10. avoid littering by using rubbish bins and leaving washrooms and other facilities clean
11. behave responsibly by not possessing or being under the influence of drugs and alcohol.
12. respect IIBT's non-smoking environment and not smoke within five meters of the IIBT campus.

Student expectations of IIBT

Students of IIBT can expect:

1. to be treated fairly with courtesy and respect irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction.
2. to be able to freely communicate and voice alternative points of view in rational debate.
1. to participate in a learning environment free from sexual, racial, gender-based, or other forms of harassment.
2. protection of their personal information. IIBT respects the privacy of our students and prospective students by complying with the National Privacy Principles (NPPs) contained in the Privacy Act (Privacy Amendment (Private Sector) Act 2000).
3. to access personal records, subject to the provisions of the Freedom of Information Act [1992].



4. to be provided with timely and accurate information relating to units, courses, enrolment, and administration.
5. to have reasonable access to lecturing staff in private consultation outside normal contact hours.
6. fair assessment of their course work.
7. access to safe facilities and equipment compliant with occupational health and safety guidelines.

Classroom Behaviour

Whilst enrolled at IIBT, all students are expected to:

1. demonstrate mutual respect for staff and fellow students.
2. turn off mobile phones, portable personal music players or any other electronic devices that may disrupt class.
3. Abide by examination instructions.
4. prepare for each class by completing the required reading and tutorial work.
5. attend all classes, except when prevented by illness or exceptional circumstances. Class attendance is a courtesy to fellow students and lecturers, in the interest of your own academic progress and a condition of your student visa.
6. arrive at classes at the scheduled time as late arrival is both disrespectful and disruptive to lecturers and fellow students.
7. work to the best of their ability.
8. participate actively and collaboratively in learning activities.
9. avoid all forms of academic misconduct by doing all assessments honestly (not engaging in plagiarism, collusion or cheating)
10. provide constructive feedback when evaluating courses and lecturers.
11. avoid activities that might have a negative impact on other members of the IIBT community.
12. familiarise themselves of the responsibilities required within their course and programme of study.
13. refrain from eating or drinking in classrooms at any time.
14. follow any other rules of classroom behaviour as determined by, and/or negotiated with their lecturer or IIBT staff.
15. dress appropriately when attending class; “smart casual” is the minimum level of attire. Sports-wear (bicycle shorts, running shorts) and beachwear (swim-wear, thongs) are not acceptable items of clothing to wear on campus.