

POLICY NUMBER:	2.16	VERSION NUMBER:	5.1
DATE LAST REVIEWED:	November 2025	NEXT REVIEW DATE:	November 2025
RELATED POLICIES:	2.13.1 Academic Misconduct Policy 2.14.1 Academic Complaints and Appeals Policy 2.15 Non-academic Complaints and Appeals	RESPONSIBILITY: Governing Board	
RELATED PROCEDURES	2.13.2 Academic Misconduct Procedure 2.14.2 Academic Complaints and Appeals Procedure		

STUDENT CONDUCT POLICY

1.0 Purpose

This policy outlines the standards of behaviour expected of all students at the Australian Institute of Professional Counsellors (AIPC) and the actions that may be taken when conduct does not meet these expectations.

This policy aims to maintain a respectful, safe, and professional learning environment consistent with AIPC's values and its obligations under relevant higher education and vocational education frameworks.

2.0 Scope

This policy applies to all students enrolled in AIPC programs, regardless of study mode (online, on-campus, or residential school), and includes all interactions with staff, peers, clients, and members of the public during AIPC activities, including placement and assessment.

3.0 Principles

AIPC promotes a learning environment built on:

- a) **Respect and Courtesy:** treating others with dignity, professionalism, and cultural awareness, ensuring that communication and behaviour foster inclusivity and belonging for all members of the community.
- b) **Integrity:** acting honestly and ethically in all learning and professional activities, upholding the reputation of the Institute and the broader higher education community.
- c) **Professionalism:** maintaining appropriate boundaries, communication, and conduct consistent with institutional values and ethical standards.
- d) **Safety:** ensuring that all actions support the physical, psychological, and cultural wellbeing of others, including through the active prevention of discrimination, harassment, bullying, and gender-based violence.
- e) **Accountability:** taking responsibility for personal behaviour, complying with AIPC policies, and contributing to a respectful and safe learning environment.
- f) **Cultural Safety:** engaging respectfully with First Nations Peoples and people from all cultural backgrounds, recognising and valuing diverse identities, perspectives, and experiences.

4.0 Standards of Conduct

To uphold these principles, students are required to:

- 4.1 Treat all AIPC staff, peers, and community members with respect and courtesy at all times, including during Residential Schools, classes, and in all forms of written and verbal communication, including online interactions.
- 4.2 Comply with all reasonable instructions and requests made by AIPC staff, including at Residential School and participate willingly and positively in all lessons, role plays, activities, discussions and assessments.
- 4.3 Abide by all Institute policies and procedures as published on the Institute website and in the Student Handbook.
- 4.4 Conduct themselves in a polite, professional and non- disruptive in both language and behaviour.
- 4.5 Attend all scheduled training, assessment, and examination activities punctually and present themselves in a professional and respectful manner.
- 4.6 Act safely and responsibly at all times, ensuring the wellbeing of themselves and others.
- 4.7 Use Institute facilities, equipment, computers and electronic devices responsibly and only for authorised purposes.
- 4.8 Uphold a safe, inclusive, and respectful environment, free from discrimination, harassment, bullying, or any form of gender-based or sexual misconduct.
- 4.9 Engage respectfully with all people and demonstrate awareness of cultural safety principles, particularly when working with First Nations Peoples and culturally and linguistically diverse communities.
- 4.10 Refrain from any behaviour that could be considered discriminatory, intimidating, harassing, or otherwise disrespectful toward staff, students, or others associated with the Institute.

5.0 Breaches of Conduct

Students who fail to meet the above standards, or who engage in other behaviour deemed inappropriate by Institute management, may be subject to disciplinary action.

- 5.1 Students who are found to be in breach of any of the above obligations, or who have engaged in any other action deemed inappropriate by Institute management, will be advised in writing of the breach and of the expected level of conduct in all future communications and dealings with the Institute.
- 5.2 If, at the time of the breach, the student is in attendance at a tutorial, Residential School or examination, or any Institute service, the student may, after a verbal warning, be asked to leave the premises at the discretion of the Lecturer, Student Support Staff, Program Leader or other Institute representative.

- 5.3 All incidents of misconduct are reported to the Dean (or delegate), who is responsible for investigating the situation, informing the Provost of the matter, and responding to the student.
- 5.4 In cases of serious misconduct or repeated breaches of this Student Conduct Policy, the student's course enrolment may be discontinued.
- 5.5 Students who wish to appeal a decision may lodge a complaint or appeal in accordance with the Complaints and Appeals Policy.

6.0 Safety and Support

AIPC is committed to ensuring that all students and staff have access to a safe, inclusive and culturally respectful environment. Allegations or disclosures of inappropriate conduct, including sexual harassment, assault, or any form of gender-based violence, will be managed in accordance with trauma-informed and person-centred principles.

Students who have experienced or witnessed gender-based violence or any other safety concern will be provided with access to appropriate supports and reporting channels, and information will be handled sensitively and confidentially.

7.0 Procedure

The following procedure applies when a concern about student conduct is reported:

- 7.1 Staff report concerns to the Dean.
- 7.2 The Dean investigates the matter and communicates validated concerns to the student.
- 7.3 Outcomes are communicated in writing to the student.
- 7.4 The Dean informs the Provost of serious or recurring matters.
- 7.5 Recommendations for discontinuation of enrolment must be approved by the Provost and Chief Executive Officer. Once approval has been granted, the Provost communicates the decision to the student in writing, outlining the reasons and any associated conditions.
- 7.6 Students dissatisfied with the outcome may submit a written complaint or appeal in accordance with the Complaints and Appeals Policy.

8.0 Relevant Legislative and Regulatory Documents

- Tertiary Education Quality and Standards Agency Act 2011 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2021 – Clauses 2.3, 2.4, 2.5, 6.1 and 6.2
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 – Standards 2 and 9
- Work Health and Safety Act 2011 (Cth)
- Australian Human Rights Commission Act 1986 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Privacy Act 1988 (Cth)

- National Higher Education Code to Prevent and Respond to Gender-based Violence 2025

9.0 Version Control History

Version	Date Approved	Approved By	Summary of Changes
1.0	Jun 2008	Chief Executive Officer	Policy created
1.0	Jun 2011	Chief Executive Officer	No changes made
2.0	Jan 2012	Chief Executive Officer	Change made to the process for written complaints and the responsibility for handling
3.0	Jan 2013	Chief Executive Officer	2.13.2 Description – student obligations expanded; procedures for breaches updated
3.0	Nov 2013	Chief Executive Officer	No change made
3.0	Jul 2015	Chief Executive Officer	No changes made
3.0	Mar 2016	Chief Executive Officer	No changes made
3.0	Apr 2017	Chief Executive Officer	No changes made
4.0	Nov 2020	Governing Board	2.13.3 Process added to outline the steps for a breach in student conduct
4.1	Feb 2023	Governing Board	Footer and formatting changes
5.0	Nov 2025	Governing Board	Policy reviewed to strengthen principles of cultural safety, inclusion, and student wellbeing; updated behavioural standards to reflect prevention of discrimination, harassment, and gender-based or sexual misconduct; and clarified reporting and decision-making roles (Dean, Provost, CEO).