



Australian Institute of
Technology Transfer



AITT Student Code of Conduct Policy

AITT RTO [50834](#)

This policy outlines the standards of behaviour, academic integrity, and conduct expected of all students enrolled with AITT, in accordance with the Revised Standards for RTOs 2025.

December 2025

V2.0

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Policy Title: AITT Student Code of Conduct**Policy Owner:** Chief Executive Officer**Policy Version:** 2**Approval Date:** December 2025**Review Date:** December 2027**1. Purpose**

Just as AITT has a responsibility to meet the expectations of students, legislation, and regulatory requirements, students also have obligations they are expected to meet.

Students are expected to:

- Participate with commitment in their studies
- Regularly submit assessment items as required
- Behave in a manner that does not contravene workplace health and safety requirements
- Treat others with respect and professionalism

AITT views student misconduct seriously. Students are expected to behave in an honest and respectful manner appropriate for a learning environment and in a way that upholds the integrity of the RTO.

Consequences of student misconduct may vary depending on the severity and frequency of the breach, up to and including expulsion from the course.

2. Examples of Student Misconduct

Examples of student misconduct include, but are not limited to:

- Academic misconduct, including plagiarism and cheating
- Harassment, bullying, and/or discrimination
- Falsifying information or documentation
- Any behaviour or act that is against the law
- Any behaviour that endangers the health, safety, or wellbeing of others
- Intentionally damaging equipment and/or materials belonging to AITT and/or a partner organisation, such as a school or workplace

3. Consequences of Misconduct

Consequences for student misconduct will depend on the severity and frequency of the breach and may include, but are not limited to:

- Formal reprimand (warning)
- Suspension from the course
- Requirement for the student to reimburse costs incurred due to damage caused
- Cancellation of the course without refund and/or credit

- Referral of the matter to the police where required

Students found guilty of misconduct have the right to lodge an appeal in accordance with AITT's Complaints and Appeals Policy.

4. Plagiarism and Academic Integrity

All work submitted by students must be their own work.

Students are required to sign a declaration at the commencement of each assessment confirming that the submitted work is their own.

4.1 Definition of Plagiarism

Plagiarism is taking someone else's work and/or ideas and presenting them as one's own. It is a form of cheating and is taken seriously by AITT.

Examples of plagiarism include, but are not limited to:

- Copying sections of text without acknowledging the source
- Combining multiple "cut and paste" sections without proper referencing
- Presenting group work as individual work
- Using information (including pictures, text, designs, ideas, or data) without citing the original author(s)
- Unintentionally failing to cite the source of information

AITT recognises that learning often involves reviewing and applying the work and ideas of others. However, when using this learning in assessment work, students must give appropriate credit to the original author or source.

Plagiarism will not be tolerated, and severe penalties apply.

5. Assessment Declaration and Cover Sheet

When submitting assessment work, students are required to sign a cover sheet for each unit stating:

"I hereby certify that this is my own work, based on my personal study and/or research. I have acknowledged all material and sources used in the presentation of this assessment whether they are books, articles, reports, lecture notes, or any other kind of document or personal communication. I also certify that this work has not previously been submitted for assessment in any other subject or at any other time in the same subject and that I have not copied in part or whole or otherwise plagiarised the work of other students and/or other persons."

Submitting plagiarised work together with this declaration constitutes making a false declaration.

6. Management of Plagiarism

Any assessment work identified as plagiarised:

- Will not be accepted under any circumstances
- Will be deemed Not Yet Competent (NYC)
- Will be returned to the student for correction where permitted

Further instances of plagiarism will result in the student being deemed Not Yet Competent without further opportunity for resubmission.

As a Registered Training Organisation, AITT has a duty of care to the community to ensure that students who complete qualifications have attained the required skills and knowledge and are competent in their chosen course.

Where plagiarism continues to occur despite written warnings, the student may be removed from the course following a formal written request from the assessor and at the discretion of the Chief Executive Officer.

Where a student is expelled for plagiarism, no fees will be refunded.

7. Academic Misconduct

Plagiarism and cheating are serious academic offences. Students who engage in academic misconduct will face disciplinary action in accordance with this policy.

8. Zero Tolerance

AITT maintains a Zero Tolerance Policy for abusive, threatening, or challenging behaviour directed at staff members or other learners.

Any behaviour that a reasonable person would consider unacceptable or hostile, and which creates an intimidating, threatening, offensive, or physically dangerous situation, will not be tolerated.

This includes, but is not limited to:

- Shouting, swearing, threats, name-calling, racist or sexist remarks, inappropriate gestures, or abusive conduct
- Physical violence, including hitting, kicking, punching, spitting, or throwing objects
- Behaviour that causes a reasonable belief that assault is intended
- Producing an object or adopting a stance that constitutes a serious and imminent threat
- Oral or written threats, abuse, harassment (including via email or social media), inappropriate touching, or stalking
- Damaging, defacing, or destroying property
- Theft of property or illicit drug use on AITT premises
- Use of AITT property or equipment for illegal purposes
- Threatening suicide or causing injury to oneself
- Any other behaviour deemed inappropriate

9. Without Exception

If a learner displays any of the behaviours outlined above, they will be required to:

- Leave the training premises immediately; and
- Be withdrawn from their course

Such matters may be reported to:

- Police
- Jobactive provider and/or employer
- Other relevant authorities where required

10. Monitoring and Review

AITT monitors student conduct and academic integrity through trainer oversight, assessment validation, complaints handling, and compliance processes.

This policy is reviewed:

- At least annually
- Following incidents, complaints, or audit findings
- In response to changes to regulatory requirements

11. Approval

Policy Title	AITT Student Code of Conduct
Policy Owner	CEO – Hanif Kuthubutheen
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Approved By	CEO – Australian Institute of Technology Transfer (AITT)
Signature	 Hanif Kuthubutheen Chief Executive Officer AITT