

CODE OF CONDUCT

Authorised by: Board of Directors	Date authorised: 21-Oct-06
Effective date:	21-Oct-06
Last amendment date:	30-Nov-06
Review due date:	
Related documents:	
Implementation and review:	Vice President - Academic
Superseded documents	No superseded documents

1. Overview

This document sets out the principles that IOTA has established that govern its operation and its relationships with its staff and students.

2. Scope

This policy applies to IOTA and its staff, contractors and students.

3. Definitions

Term	Definition
Academic misconduct	As defined in the Assessment policy
Award program	A program of study leading to the award of a degree, diploma or certificate
Cheating	As defined in the Assessment policy
IOTA	The Institute of Technology Australia Pty Ltd
Personal information	Any information, opinion or report that can be used to identify a particular person
Plagiarism	As defined in the Assessment policy

4. Policy principles

IOTA

IOTA will publish clear statements of the requirements that are to be met for the award of its degrees, diplomas and certificates, as well as the policies and practices that support the delivery of its award programs to students around the world. It will review its award programs, policies and procedures on a regular basis to ensure that they continue to be of high quality and relevant to the needs of graduates.

As part of this, IOTA will –

- monitor the delivery of existing programs and the implementation of new programs to ensure that –
 - they are of the highest quality
 - they meet the outcomes intended for them, and
 - they meet the needs of graduates
- monitor the performance of its staff and the staff of Learning Support Centres to ensure that –
 - programs are delivered in an environment that is conducive to learning and a high level of academic achievement, irrespective of the location or the educational, linguistic, cultural or ethnic background of its students

- effective, high-level interaction between staff and students is maintained
- use its published admission policy and processes in a fair and open way to admit students with a high likelihood of completing their program, and recognise in their admission or credit granted to them any prior learning that they may have acquired
- use its assessment policy to ensure that students –
 - are assessed accurately, fairly, consistently and in accordance with the published assessment procedures for the units in which they are enrolled
 - receive constructive, critical and useful feedback on their academic performance in a timely manner and in a way that is consistent with the method of delivery
 - receive advice and information on the proper use of copyright material and on what constitutes inappropriate academic conduct, including plagiarism, cheating and fabricating or falsifying data, and the penalties applied for such conduct
- provide, either itself or through Learning Support Centres –
 - assistance and advice to students about their programs and other issues relating to their academic performance, including counselling and other forms of support
 - facilities and resources of a standard of quality and at a level that meets the needs of students in IOTA's programs
- make available for students and prospective students on its website its policy on fee refunds
- provide and support an effective grievance and complaints procedure that allows students to make a complaint or lodge a grievance without fear of retribution and in the knowledge that it will be handled promptly and fairly
- provide timely information on final assessment results
- ensure that students can complete the program in which they enrol in accordance with the requirements in operation at the time at which they first enrolled, or, if this is not possible, that they suffer no disadvantage in completing the program under different requirements
- provide a working environment that is free of harassment and discrimination on the grounds of sex, marital status, pregnancy, age, race, ethnic or national origin, physical or intellectual impairment, homosexuality, transsexuality and HIV/AIDS status
- hold confidential to itself all personal information provided by students, make it available to them for correction if required, and release it only with their knowledge and consent unless legally obliged to do so.

IOTA expects that its students will –

- make themselves aware of –
 - the requirements for the award program and the individual units in which they are enrolled
 - IOTA's policies and procedures, particularly those relating to their enrolment in their program
- participate actively and effectively in the entire learning process, including self-directed study, online contact and assessment and, for those at a Learning Support Centre, attending scheduled facilitated interactions
- submit assessment items in accordance with the published schedule

- conduct themselves in a proper and co-operative manner in working, either in person or on line, with staff and other students, being aware of cultures other than their own
- maintain satisfactory progress towards completing the requirements for their award
- behave honestly and correctly in assessment, avoiding plagiarism, cheating and falsification or fabrication of data, and other forms of academic misconduct
- provide feedback to IOTA on their experience as a student to assist in maintaining the quality of IOTA's programs, delivery and other operations
- use their access to IOTA's resources, including computing resources and website, only for the purpose intended

5. Procedures

In addition to this document, other documents, including policies and procedures, embody the principles set out above.

6. Responsibilities

The following IOTA personnel, as well as personnel at Learning Support Centres, are responsible for the maintenance and application of this code of conduct:

- Vice-President – Academic
- Academic Program Director
- Program Directors
- Vice President - Operations
- Director, Corporate
- Student Administration Officer

7. Communication

This policy and procedures document will be communicated to –

- all staff members of IOTA and the Learning Support Centres by electronic means
- students of IOTA through the student intranet.