

## STUDENT CHARTER

The AIPM teaching and learning philosophy regards students as active participants in their educational experience. This presupposes certain responsibilities and expectations which the AIPM and its students can reasonably expect of one another. The purpose of this student charter is two-fold: firstly, to describe the expectations students can properly hold of the AIPM; and, secondly, to describe what is expected of students undertaking studies through the AIPM.

### STUDENT EXPECTATIONS/RIGHTS

- to have access to current and accurate information on the rules and policies of the AIPM, its courses, application and entry procedures and credit transfer and fees policies prior to the enrolment period
- to have access to descriptions of course content, comprising assessment procedures, reading lists, and contact details of the course leader in a timely manner
- to have access to their own information held by the AIPM
- to be able to contribute their opinions on aspects of the course such as structure, content, assessment and the quality of teaching, through the completion of student evaluation/surveys and through more formal committee structures
- to be able to provide feedback or comment through appropriate channels and in a responsible and accountable manner, without fear of reprisal
- to have access to teaching and general staff, including for individual consultation outside class times
- to have access to a student-focused learning environment, with appropriate library, computing and classroom facilities
- to receive feedback on their performance and progress and support when experiencing academic or personal difficulties
- to know that courses are consistent with Australian standards and satisfy the requirements of accrediting bodies
- to be treated with respect and courtesy by staff and students, free from discrimination based on gender, race ethnicity, sexuality, religion, age, disability or background
- to have access to redress at grievance procedures

### STUDENT RESPONSIBILITIES

- to acquaint themselves with relevant AIPM policies and procedures and to operate within these rules
- to treat other students and staff with respect and courtesy
- to refrain from harassing staff or students or discriminating against them on the grounds of gender, race ethnicity, sexuality, religion, age, disability or background
- to respect AIPM facilities and to comply with AIPM site rules and regulations
- to work to the best of their abilities and to make every attempt to progress and complete by meeting course requirements, assignment deadlines and by punctual attendance at classes
- to provide, through the course evaluation process, constructive feedback to staff on content and teaching
- to refrain from cheating, collusion, plagiarism, fabrication or falsification of information and from unauthorised use of AIPM facilities
- to comply with instructions for occupational health and safety issues as requested by the AIPM