



## Student Charter

<b>Web Link</b>	
<b>Category</b>	Policy
<b>Version</b>	1.1
<b>Policy Contact</b>	Director of Academic Programs
<b>Approving Authority</b>	Director of Academic Programs (DAP)
<b>Endorsing Authority</b>	Head of School
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<b>Related Documents</b>	Academic Integrity Policy and associated Procedure Academic Progression Policy and associated Procedure Admission, Enrolment and Credit Policy and associated Procedure Assessment Policy and associated Procedure Equity, Diversity and Inclusion Policy Intellectual Property Policy and associated Procedure Research and Scholarship Policy and associated Procedure Sexual Harassment and Sexual Assault Policy and associated Procedure Student Grievances, Complaints and Appeals Policy and associated Procedure Student Misconduct Policy and associated Procedure

### 1. Purpose

#### 1.1 The Student Charter:

- 1.1.1 Sets out the principles that are core to the reciprocal partnership between the Australian Institute of Police Management (AIPM) and students within the higher education programs
- 1.1.2 Explains the mutual expectations of students and the AIPM to create a positive, productive and safe environment for learning.
- 1.1.3 Incorporates the AIPM's values of:
  - Partnership (working together to build better leaders)
  - Curiosity (pushing the boundaries)
  - Challenge (leading edge thinking)
  - Safety (a safe learning place for all).

### 2. Scope

- 2.1 This policy applies to all students and staff associated with the higher education programs offered by the AIPM.

### 3. Policy Principles

- 3.1 The Student Charter reflects the values of the AIPM.
- 3.2 The AIPM is a scholarly community committed to the common enterprise of learning in an environment that respects diversity, in all its forms, and adheres to the principles of justice, equity and the pursuit of excellence.
- 3.3 The Student Charter details the expectations that students have of the Institute and reciprocally, what is expected of students enrolled in higher education programs at the AIPM. The Student Charter must be read in conjunction with the Australian Federal Police (AFP) and jurisdictional codes of conduct.

### 4. Policy Statements

#### *Student Expectations*

- 4.1 In order that AIPM students can effectively engage with the demands of their programs they can expect:
  - 4.1.1 Support in their orientation and transition to studies at the AIPM.
  - 4.1.2 That the AIPM will address their reasonable needs equitably regardless of gender, ethnicity, religion, age, background, mode of study, disability or sexual orientation.
  - 4.1.3 A collaborative environment that will enable people with diverse beliefs, personal characteristics and backgrounds to work together.
  - 4.1.4 A range of learning and teaching approaches that facilitate engagement and communication between students, and between students and their teachers, and the development of the AIPM endorsed graduate attributes.
  - 4.1.5 Access to current and accurate information on the rules and policies of the AIPM, its programs and their requirements, application and entry procedures, credit transfer and recognition of prior learning prior to the enrolment period.
  - 4.1.6 Access to descriptions of program and unit content, comprising assessment requirements, volume of learning for the duration of the program, and contact details of the program manager.
  - 4.1.7 Program and unit content that are consistent with Australian threshold standards and satisfy the requirements of the Tertiary Education Quality and Standards Agency (TEQSA).
  - 4.1.8 To be treated with respect and courtesy by staff and fellow students, free from discrimination based on gender, ethnicity, sexuality, religion, age, disability or background.
  - 4.1.9 Fair, reliable and valid assessment including helpful and timely feedback on their academic work and progress in the program.
  - 4.1.10 Support when experiencing academic or personal difficulties.
  - 4.1.11 Timely access to teaching and general staff, including for individual consultation with due regard for the shift work of some students.

- 4.1.12 Access to a student-focused learning environment, with appropriate student support resources, library catalogue, including when in residence computing, classroom and recreation facilities.
- 4.1.13 Facilities and equipment that are safe for use during residential schools and comply with the relevant Commonwealth and state occupational health and safety guidelines.
- 4.1.14 The ability to communicate freely and to be able to voice alternative points of view in respectful discourse.
- 4.1.15 The ability to contribute their opinions on aspects of the program and units such as structure, content, assessment and the quality of teaching.
- 4.1.16 The ability to provide feedback or comment through appropriate channels and in a responsible and accountable manner, without fear of reprisal.
- 4.1.17 That data will be collected, analysed and reported about their learning for the purpose of informing continual improvement to programs and the learning environment.
- 4.1.18 Access to their own information held by the AIPM and understanding that their personal privacy will be respected and be released only with their consent and knowledge or when legally required, or when their personal safety or the safety of others is at risk.
- 4.1.19 Access to redress at grievance procedures that will be addressed in a timely and professional manner.

### *Student Responsibilities*

- 4.2 AIPM students are expected to:
  - 4.2.1 Acquaint themselves with relevant AIPM policies and procedures and behave in a way that upholds the core values, integrity and good reputation of the AIPM.
  - 4.2.2 Actively respond to AIPM communications and proactively communicate any issues that will affect their ability to complete any program/unit tasks in a timely manner.
  - 4.2.3 Demonstrate respect for and recognise the significance of First Nations peoples, their cultures, and their place in the Institute's learning and research activities including the site in which AIPM and the residential facilities are housed.
  - 4.2.4 Treat their fellow students and staff with respect and courtesy in all forms of interactions including online communications.
  - 4.2.5 Act with fairness, reasonableness, courtesy and respect and without discrimination or harassment towards staff or other students (such as in relation to gender, ethnicity, sexuality, religion, age, disability or background).

- 4.2.6 Become self-regulating and autonomous learners. This includes taking responsibility for managing their own learning and developing the attributes of the AIPM graduate. Meeting assessment deadlines, attending learning activities, participating equally in group activities, making every attempt to progress and complete program requirements, committing to adequate private study and participating fully in all learning activities are ways in which this is evidenced.
- 4.2.7 Provide, through the program evaluation process, constructive feedback on the program and its component parts.
- 4.2.8 Maintain the highest standards of academic integrity and refrain from cheating, collusion, plagiarism, fabrication or falsification of information in accordance with AIPM's [Academic Integrity Policy](#) and associated [Procedure](#).
- 4.2.9 Respect the opinions of others and refrain from engaging in frivolous or vexatious complaints.
- 4.2.10 Comply with instructions for occupational health and safety issues as requested by the AIPM.
- 4.2.11 Respect AIPM facilities and comply with the AIPM site rules and regulations when on campus.
- 4.2.12 Respect AIPM property and use information technology and other resources in accordance with the AIPM and the AFP published policies and procedures.
- 4.2.13 Uphold professional standards of behavior towards all persons with whom they interact in their capacity as an AIPM student whilst undertaking activities related to their program that are external to the Institute.

## 5 Definitions

**Staff** includes continuing, fixed-term, casual, affiliate and visiting staff associated with the learning, teaching and scholarly activities of the AIPM.

**Tertiary Education Quality and Standard Agency (TEQSA)** is the Australian Government authorised independent national quality assurance and regulatory agency for higher education. The body is responsible for regulating and assuring the quality of all providers of higher education in Australia.

REVISION HISTORY				
Version	Endorsed By	Approved By	Approval Date	Description of changes
1.0	Head of School	DAP	4.8.23	New document.
1.1	Head of School	DAP	31.10.23	Minor revisions to include reference to AFP and jurisdictional codes of conduct and greater emphasis on self-regulatory and autonomous learning.