



ADELAIDE
I N S T I T U T E
of HIGHER EDUCATION

Adelaide Institute of Higher Education

Student Handbook 2023

Welcome to Adelaide Institute of Higher Education (AIHE)

This Student Handbook is essential reading for all AIHE students. Students are assumed to have read the Handbook and to be aware of the Policies and Procedures it describes. If you are unsure about any terminology relating to studying at AIHE, please refer to the Glossary of Terms at <https://aihe.sa.edu.au/pages/policy-and-procedure-directory>.

Any alterations or additions to the Handbook during the year will be updated on the AIHE website www.aihe.sa.edu.au

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Section 1: Location and Contact Details

AIHE has campuses in Adelaide and Melbourne.

Adelaide - Level 5, 127 Rundle Street Adelaide

Campus Business Hours: Monday to Friday: 9.00 am – 6.00 pm

Telephone + 61 (8) 8470 0156

Internet <http://aihe.sa.edu.au/>

Email student.assist@aihe.sa.edu.au or study.assist@aihe.sa.edu.au

Melbourne - Level 2, 209-211 Lonsdale Street Melbourne

Campus Business Hours: Monday to Friday: 9.00 am – 6.00 pm

Telephone + 61 (8) 8470 0156

Internet <http://aihe.sa.edu.au/>

Email student.assist@aihe.sa.edu.au or study.assist@aihe.sa.edu.au

Key people

| | |
|--|----------------------|
| General Manager | Ms Fatima Reyes |
| Campus Manager Melbourne | Ms Bee Gan |
| Head of School | Mr Stan Astachnowicz |
| Associate Head of School | Dr Narjess Abroun |
| Course Coordinator MBA | Dr Narjess Abroun |
| Course Coordinator B Bus | Ms Christa Viljoen |
| Student Engagement & Wellbeing Co-ordinator (Adelaide) | Ms Lisa Sofia |
| Student Learning Advisor (Adelaide) | Dr Elise Westin |
| Student Services Administrator (Enrolment and Fees) | Ms Marissa Tinh Bui |
| Student Services Administrator (Admissions) | Ms Jinni Liu |

Section 2: The Learning Environment

AIHE is committed to providing students with a safe comfortable and functional learning environment. We encourage students to join with us to keep the environment operating as it should and help us to rectify aspects of that environment that become damaged or inoperable.

If you accidentally damage something, or if you notice damage or graffiti by others, please advise the Student Services Team or email student.assist@aihe.sa.edu.au.

To avoid disturbing your fellow students and the lecturers during classes, mobile phones must be turned off at all times during classes and use of laptops and other mobile devices for purposes that do not relate to the class is prohibited.

2.1 Health, safety and wellbeing

AIHE is committed to providing and maintaining a safe, healthy and hazard free work and study environment for all staff, contractors, students, clients and visitors. AIHE's Work Health and Safety Policy and Procedure applies to AIHE students to ensure your safety. You will be provided with training during orientation in addition to the information provided here.

Emergency procedures

AIHE campuses have an audible alarm that consists of two distinct signals.

The **first** signal is a “Beep – Beep” sound and indicates that you should be ‘ALERT’ and listen to instructions and get ready to evacuate if you are given this instruction.

The **second** signal is a “Whoop – Whoop” sound indicating ‘EVACUATION’ is required and that you should follow the Fire Warden’s instructions and vacate the building in an orderly manner using the stairs. Do not use the lifts.

You then should make your way, via the safest route, to the assembly point for your campus. These are indicated on the evacuation plans placed in all classrooms and in the shared areas of the campus.

Only re-enter the building when instructed that is safe to do so by authorities.

COVID-19

To ensure the safety of students and staff, AIHE will manage COVID-19 in accordance with all applicable government health regulations and advice. Health advice and regulations continually change, and this may necessitate changes to control measures and arrangements. Resultantly, students should check for, and comply with, the most recent AIHE COVID-19 protocols published via the student portal and AIHE website.

Critical incident response

A critical incident is a traumatic event, or the threat of such, which causes extreme stress, fear or injury.

Any student involved in, witnessing or becoming aware of a critical incident must immediately contact a member of AIHE staff to ensure it is brought to the attention of the General Manager. Depending on the incident, when it is necessary in the first instance, the staff member, student or visitor should contact the relevant Emergency Services and if applicable secure the area.

| | |
|--|---------|
| Police – life threatening emergency | 000 |
| Police – police assistance 24/7 | 131 444 |
| Fire – emergencies | 000 |
| Ambulance – life threatening emergency | 000 |

Please refer to the AIHE Critical Incident Policy and Critical Incident Procedure at <https://aihe.sa.edu.au/pages/policy-and-procedure-directory> for further information.

Student counselling services

AIHE is committed to the protection of the health, safety and wellbeing of students, and provides student support services (see Section 2.5 below) and external services. The counselling service to students is provided by an external provider. If you would like assistance in arranging an appointment please seek assistance from the Student Engagement and Wellbeing staff (see Section 2.6 below) or email the Student Experience Coordinator directly at lisa.sofia@aihe.sa.edu.au or student.assist@aihe.sa.edu.au

Community and emergency welfare services that may be useful to students:

- Lifeline Crisis Support, Lifeline
 - phone 131 114, available 24 hours a day, 7 days a week or
 - online chat, [Lifeline Crisis Online Chat Service | Lifeline Australia](#) available 24 hours a day, 7 days a week

- Financial and gambling support, Financial Counselling
 - phone 1800 007 007, Available Monday - Friday, 9:30 to 4:30pm

- Sexual Assault Counselling Australia
 - phone 1800 211 028 - **OR**
 - 1800RESPECT - 1800 737 732 Website: 1800respect.org.au and chat online
 - A national sexual assault, family and domestic violence counselling line is open 24/7 for anyone who has experienced or is at risk of, physical or sexual violence, including young people.
 - Website: 1800respect.org.au and chat online

- Homeless Connect SA for Crisis accommodation and homelessness
 - phone 1800 003 308

- VIC Crisis Accommodation Info Line - 1800 627 727 (10am to midnight 7 days)

- MensLine Australia (24 hours) 1300 78 99 78 | www.mensline.org.au
 - A telephone and online support, information and referral service, helping men to deal with relationship problems in a practical and effective way.

- Women's Information Service – South Australia - Phone: 8303 0590 or 1800 188 158
 - The Women's Information Service provides information to South Australian women on family relationships, domestic violence, sexual assault, health and wellbeing and accommodation and housing issues. The phone line operates between 9:00 am and 5:00 pm CST Monday to Friday, excluding public holidays.

- Women's Helplines Support - Victoria - WIRE Women's Support Line (Weekdays, 9am-5pm) 1300 134 130 | www.wire.org.au
 - information and referrals for women on a range of issues including on family relationships, legal issues, domestic/family violence and emotional well-being. VICTORIA

- Pregnancy Support Helpline (24 hrs) - 1300 737 732
www.pregnancycounselling.com.au
 - Provides counselling, information and support for concerns or questions associated with an unexpected or difficult pregnancy, as well as support following a termination or pregnancy loss.

First aid

For minor matters please seek assistance from Reception staff.

2.2 Facilities

Printing

Please note that you must register your student card for on-campus printing. Students should contact the IT Service desk at servicedesk@aihe.sa.edu.au for printing assistance.

Learning and learning resources

To provide students with convenient access to library resources such as journal articles, news items and research resources, AIHE subscribes to the online EBSCOHost Business Source Corporate Plus package. These resources are available to all AIHE students free of charge. To ensure the relevance and currency of the prescribed textbooks for each subject, AIHE also provides complimentary access to e-textbooks for your subjects and provides electronic access to subject focussed resources from the Canvas learning portal.

2.3 Access to a computer and the AIHE network

AIHE expects students to have their own tablet or laptop computer to support their studies. (Please refer to your Letter of Offer for details). However, there are also some networked computers available for students to use temporarily.

Conditions of use for AIHE computer hardware and software are provided in the ICT Policy and ICT Procedure at <https://aihe.sa.edu.au/pages/policy-and-procedure-directory>. It is important that you:

- Protect your AIHE login details and passwords.
- Don't tell anyone your password.
- Don't type in your password if someone is standing behind you.
- Don't let anyone use any of your accounts as you will be held responsible for their actions whilst working from your account – including emails and web searches.

Please be aware that this service has been provided for academic purposes to improve communication between staff and students at AIHE. Any user suspected of abusing this privilege will find their email account disabled and the Head of School will be notified.

2.4 Email and internet access

All students will be provided with an AIHE email address. All email correspondence between AIHE staff and students will be directed through the AIHE staff and student email accounts. Correspondence sent to a student's AIHE email account will be deemed to have been communicated.

It is your responsibility to **check your AIHE email regularly** to receive important notices from the AIHE staff such as changes to teaching arrangements, timetables, student information sessions, availability of computing facilities, enrolments, exam details and other events.

The IT services desk will assist you to setup your email account and link it to your existing personal email account if required.

2.5 Student Services

Students are supported on campus by the Student Services Team and can assist students with the following:

AIHE's student related policies and procedures including:

- Student grievances complaints and appeals
- Information and communication technologies
- International students
- Fees and refunds.

Directing students to third party services including:

- Counselling and mental health support
- Career services
- Housing and tenancy services
- Financial support services
- Health and disability services.

Information and / or referral for International Students to assist them settling into Adelaide and their studies. including:

- Available English language and study assistance programs.
- Legal services.
- Emergency and health services.
- Personal and general support services, including assistance with any financial, visa-related or other personal issues.

Administrative matters, such as:

- Finding out information about specific classes.
- Completing or amending your enrolment.
- Viewing your unofficial academic transcript, including your final assessment results.
- Viewing information about fees and charges on your student account.
- Updating your address and telephone details.
- Applying to graduate.

In the first instance, all queries can be directed to student.assist@aihe.sa.edu.au.

2.6 Student Engagement and Wellbeing (SEW) Officers

AIHE provides opportunities for students which are designed to promote and build awareness of the importance of maintaining personal safety and wellbeing during their studies. Support strategies are tailored to meet students varied support needs including campus wide health promotion and wellbeing campaigns, customised workshops, individual student counselling support and referral.

In consultation with the Student Voice (refer to section 4 below), the SEW unit will also provide opportunities for students to make friendships, create social inclusiveness, provide feedback, develop additional interpersonal and employment skills, and engage with the local community.

2.7 English language development and learning advice

Students who have English as their second or additional language sometimes require English language support to be successful in their academic pursuits. AIHE is committed to providing students with English language support in the form of one-on-one consultations, English language development workshops, or a combination of these. Students can access this support through the Student Learning Advisor.

Information about living and studying in Adelaide and Melbourne can be found on the following websites: <https://studyadelaide.com/live/> and <https://www.studymelbourne.vic.gov.au/>

2.8 Student Learning Advisor

Student Learning Advisors provide study and assignment assistance to students of all levels. At AIHE, you will have access to student learning support in the form of individual consultations and online resources.

Consultations are personalised to your specific needs and can be used to discuss any aspect of the assignment writing process, including:

- Conventions of different assessment types, including their structure, purpose and language.
- Deconstruction of assessment tasks in order to understand the requirements of the assessment.
- Academic reading, writing, speaking and listening.
- Information literacy
- Research and use of the EBSCOhost research platform via Canvas.
- Referencing and academic integrity.
- Time management, avoiding procrastination, and meeting deadlines.

To arrange a one-on-one consultation, you can contact a Student Learning Advisor via email (learningsupport@aihe.sa.edu.au) or book an appointment through the bookings system accessible in your Canvas calendar.

Our online student support resources cover a range of academic needs, including general study skills, strategies for improving English language proficiency, and assignment-specific guides for each of your subjects. These are accessible in the [Learning Support — Resources](#) course in Canvas.

Section 3: Where to find Information

Information about AIHE, courses and much more, including an up-to-date version of this **Student Handbook** can be found on the AIHE website www.aihe.sa.edu.au.

Key student resources can be accessed by logging on to the student learning management system, i.e., Canvas (see 3.1 below) from AIHE Student Portal at <https://aihe.sa.edu.au/student-portal>.

If you need personal assistance to find information, please ask the Student Services Team or email student.assist@aihe.sa.edu.au or study.assist@aihe.sa.edu.au.

3.1 AIHE's Learning Management System – Canvas

Canvas is AIHE's learning management system (LMS). Canvas is the entry point to online learning at AIHE and provides students and staff with access to subject materials, discussion forums, announcements, online assessment and many other features to help manage your study. The Canvas manual and Canvas Login are available on the Student Portal at <https://aihe.sa.edu.au/student-portal>.

3.2 Equity and diversity at AIHE

AIHE recognises, values and promotes the diversity of its student community as a positive feature of our teaching and learning environment. We are committed to meeting student learning and support needs, so that as far as possible all students have equal opportunities for academic success.

AIHE's Equity and Diversity Policy specifies the principles and framework for AIHE to ensure equivalent opportunities for student academic success regardless of students' backgrounds. The Policy applies to all students and prospective students.

Students with identified and/or stated learning needs are consulted in relation to their study requirements and supported throughout their enrolment to be as successful as they can within the limits of the available resources. Each student's situation will be handled on its individual merits and AIHE will provide reasonable adjustments within the learning environment for students with special needs through a range of services such as, but not limited to: reasonable modifications to assessment, special consideration, and physical access to premises. AIHE will also provide students with information on access to literacy, numeracy and counselling services.

Complaints of any breach of the Equity and Diversity Policy by or against a student or students are made in the first instance by following the steps set out in the Student Grievances, Complaints and Appeals Procedure which can be accessed at: <https://aihe.sa.edu.au/pages/policy-and-procedure-directory>.

3.3 Student Code of Conduct

The Student Code of Conduct sets out the standard of conduct expected of students at AIHE. It outlines the rights and responsibilities of students and explains what happens in instances of alleged student misconduct.

The **Student Code of Conduct Policy** and the related **Student Misconduct Procedure** are on the website <https://aihe.sa.edu.au/pages/policy-and-procedure-directory>.

Section 4: Student-Staff Consultative Committee (Student Voice)

AIHE have a Student-Staff Consultative Committee (SSCC) that provides a forum for students to raise and discuss any course-related issues, such as:

- Timetabling.
- Workload.
- The application of student-related policy and procedure.

- AIHE changes that may impact on student learning.
- Access to student services, facilities and resources, including ICT support.
- Student engagement and activities

The SSCC does not deal with complaints or grievances about staff or students, and student rights issues (such as appeals), which have separate processes.

The Head of School will call for nominations for student representatives at the beginning of each Study Period. The SSCC will meet at least once in each of Study Periods 1 and 2.

Student representatives are the voice of the student body in their study program. They consult with their peers to find out what course-related issues are of concern to them. The representatives then present those issues for discussion at Committee meetings, then provide report back to the student body.

Section 5: Attendance and Assessments

5.1 Attendance

Attendance at classes is expected and attendance records will be taken. Students who attend classes (on campus or online) are advantaged by the opportunity to engage and debate with their lecturers and fellow students. Their learning is deeper and conceptual analysis more refined – they also usually gain higher grades.

Compulsory attendance is necessary at all practical work sessions for many reasons: to achieve the necessary level of interaction, in particular in group work; because of the sequential nature of work in some subjects; because of the need for students to provide an audience and feedback for other students presenting work; and to ensure the authorship of project work on which assessment is based.

If students are unable to attend a class, we ask that you email your lecturer in advance of the class and indicate when you next expect to attend.

Work Integrated Learning placements. Placements require students to fulfil an allocation of hours to successfully complete the subject. Absences interfere in the fulfillment of the requirement and will need to be accommodated by negotiation with AIHE and the placement provider.

If students are unable to attend their WIL placement, we ask that you call your placement supervisor and apologise for your absence, and indicate when you next expect to attend. Also please email your lecturer with the same information.

If you miss an in-class assessment due to nonattendance you will be required to submit a request for an extension or alternative assessment using the [Application to Vary Assessment Form](#) in line with the AIHE Assessment Procedure. Making an application does not indicate a right to reassessment.

5.2 Submission of assessment tasks

Each subject offered by AIHE has its own, specially designed assessment configuration. A Subject Assessment Brief, which contains assessment details and other subject information, is made available to students at the beginning of each Study Period. The subject lecturer will discuss the content of the Subject Assessment Brief in the first class of the Study Period and explain the submission details of each assessment task.

The Subject Assessment Brief will specify the due date of the assignment and how the assignment is to be submitted. Most assessments are submitted electronically via Canvas. Students are required to agree with the declaration that the work they are submitting is their own, prior to submission.

Assignment Cover Sheets require students to make the following declaration:

"I declare that the work contained in this assessment is my own, except where acknowledgement of sources is made. I have not previously submitted this work for another assessment at AIHE, in whole or in part. I authorise the Institute to test any work submitted by me, using text similarity detection software, for instances of plagiarism. I understand this will involve AIHE or its contractor copying my work and storing it on a database to be used in future to test work submitted by others."

Late submissions of any student work will attract penalties unless an extension has been agreed to by the subject lecturer. See the AIHE Assessment [Procedure](#) which is accessible at <https://aihe.sa.edu.au/pages/policy-and-procedure-directory> for details.

If there are medical circumstances or compassionate circumstances affecting your ability to complete work on time, it is important that you discuss the issue with your Lecturers. Depending on your circumstance, an [Application to Vary Assessment Form](#) will be required to be submitted **prior to the Assessment Due Date**. The form can be obtained from the AIHE website at: <https://aihe.sa.edu.au/pages/policy-and-procedure-directory>.

Students encountering continuing medical issues should also consult the Student Services Team so that the School can help maintain academic progress where possible.

5.3 Schedule of Grades

Your assessed work will be graded using the following final grades.

Pass Level (P) – The grade will be awarded where there is evidence that a student has demonstrated at least an adequate level of knowledge/ understanding/ competencies/ skills required for meeting subject outcomes and satisfactorily completing essential assessment tasks.

A score in the range of 50-64 will be awarded.

Credit (CR) – The grade will be awarded where there is evidence that a student has demonstrated a sound level of knowledge/ understanding/ competencies/ skills required for meeting subject outcomes at a proficient standard.

The student would normally have attained a sound knowledge of the subject matter contained in set texts or reading materials and have done wider reading; demonstrated familiarity with

and application of a range of major academic debates, approaches, methodologies and conceptual tools.

Students should have a reasonable opportunity of reaching this grade provided they have completed all course requirements, demonstrated proficiency in the full range of course outcomes and shown considerable evidence of a sound capacity to work with the range of relevant subject matter.

A score in the range of 65-74 will be awarded.

Distinction (DN) – The grade will be awarded where there is evidence that a student has demonstrated advanced knowledge/ understanding/ competencies/ skills required for meeting subject outcomes and completing assessment tasks at a high standard.

The student would normally have attained an advanced knowledge of the subject matter contained in set texts or reading materials and have done wider reading; demonstrated sound understanding and application of, a range of major academic debates, approaches, methodologies and conceptual tools.

The grade should reflect very high-quality work which shows the student generally works at a level which is beyond the requirements of the subject outcomes and is developing a capacity for original and creative thinking.

A score in the range of 75-84 will be awarded.

High Distinction (HD) – The grade will be awarded where there is evidence that a student demonstrated the acquisition of an advanced knowledge/understanding/competencies /skills required for meeting subject outcomes and passing the range of subject elements at the highest level.

The student would normally have attained an in-depth knowledge of and have consistently demonstrated a high level of proficiency at applying a range of major academic debates, approaches, methodologies and conceptual tools and shown evidence of combining knowledge of the subject matter with original and creative thinking.

The grade will be awarded in recognition of the highest level of academic achievement expected of a student at a given subject level.

A score in the range of 85-100 will be awarded.

Non-Graded Pass for Satisfactory Performance (NGP) – The grade will be awarded in a subject that is assessed only on a pass or fail basis, where a satisfactory level of performance has been achieved. The grade may be awarded to reflect:

- that the student has achieved mastery of the subject content; and
- that the student has satisfactorily completed subject requirements or contractual requirements where these forms a prerequisite or condition of passing, or continuing with a program of study.

The Non-Graded Pass is awarded on a pass/fail basis and a score would not normally be assigned. The grade may encompass any level of achievement from satisfactory performance through to outstanding performance.

A subject assessed as NGP will not be counted for the purposes of applying Grade Point Average to the grading system.

Fail (F) – The grade will be awarded if a student is unable to demonstrate satisfactory academic performance in the subject or has failed to complete essential subject elements or required assessment tasks at an acceptable level, in accordance with subject outcomes.

A score in the range of 0-49 will be awarded.

Section 6: Learning Support

6.1 Academic consultation time

Lecturers will provide weekly consultation time to students in the subjects that they teach. The lecturer will advise students of their preferred arrangement at the beginning of each study period. Permanent staff will provide a minimum of 3 hours dedicated student consultation time per week and casual lecturers will provide a minimum of 1 hour per week (on average) per subject over the study period. Other arrangements such as consultation by appointment and agreed telephone or Internet based consultation may also be arranged. Lecturers are flexible in their arrangements but please keep in mind that they do have other commitments and might not be available at short notice.

6.2 Monitoring of academic progress and early intervention

Throughout the study period lecturers will be monitoring your academic performance with a view to helping you pass the subjects. They will monitor your attendance, note when you fail to submit assignments and when you do poorly in assignments. They will check if you are taking self-assessment activities and they will ask you how you are going.

Where a lecturer is concerned about your academic progress, they might suggest you complete some additional activities or attend some of their consultation sessions to receive extra tutoring. You may also be directed to the Learning Adviser for specific study skills assistance. In some instances, the lecturer might think that you require additional study or English language assistance in which case they will inform the Head of School who will consult with the Student Services Team and arrange a meeting with you. All of these early interventions are for the purpose of helping you in your studies and ensuring that you receive the assistance that you require to complete your course in the required time.

Section 7: Teaching and Subject Evaluation Surveys

Towards the end of each Study Period (SP) you will be asked to provide feedback on your subjects and rate how they were delivered. We are interested in both good and bad aspects of the subject and the lecturer. This brief online Teaching and Subject Evaluation Survey (TSES) is confidential. It is administered by AIHE support staff, coded and reported so that the data cannot not be traced to individual students.

Your opinion is valued by AIHE and the survey data is used as input for future teaching and learning developments and decisions.

Section 8: Disabilities

Students who have a disability that may affect their learning outcomes (e.g. mobility impairment, visual impairment, deaf or hearing disability, dyslexia) are encouraged to contact the Student Services Team to discuss special arrangements that may need to be put in place, and to make arrangements to negotiate a learning plan with the Head of School. Please refer to the AIHE Equity and Diversity Policy and Procedure available at: <https://aihe.sa.edu.au/pages/policy-and-procedure-directory>.

Section 9: Leave of Absence and Withdrawal

A student may apply for leave of absence for a period of up to twelve (12) months in a calendar year. Students cannot take Leave of Absence (or extend a period of absence) unless they have been granted official permission in writing from the Head of School. At the end of the approved period of leave, the student is required to re-enrol in their course. To apply for Leave of Absence students will need to contact the Student Services Team and complete a [Leave of Absence Request Form](#) available at <https://aihe.sa.edu.au/pages/policy-and-procedure-directory>.

Leave of absence for international students on a student visa – In accordance with the ESOS National Code 2018, international students **are not permitted to take leave of absence** except on compassionate or compelling grounds, which are supported by documentary evidence. Refer to the AIHE International Students Policy at <https://aihe.sa.edu.au/pages/policy-and-procedure-directory>.

A student may forfeit their place in their course if they:

- Fail to apply for formal leave of absence in their course.
- Do not re-enrol by the due date following an approved period of leave of absence.
- Fail to apply for an extension to leave of absence; or are not granted leave of absence or an extension to leave of absence as applicable.

Students should refer to the AIHE Enrolment and Withdrawal [Procedure](#) at: <https://aihe.sa.edu.au/pages/policy-and-procedure-directory> for further information regarding their enrolment and applications for leave and withdrawal.

Section 10: Freedom of Intellectual Inquiry and Academic Honesty

Academic integrity and freedom of intellectual inquiry are essential qualities for higher education and are a fundamental part of learning and teaching at AIHE.

AIHE will deliver student centred higher education courses that are informed by contemporary business practice, promote intellectual inquiry, critical thinking and real world problem-solving. The value of AIHE as a higher education institution lies in its ability and determination to challenge accepted ideas and encourage vigorous debate. AIHE recognises and values the right to freedom of intellectual inquiry as central to its endeavours in scholarship, teaching and research and is committed to its promotion and protection within AIHE. This statement is found

in the Institute's Freedom of Intellectual Inquiry Policy, which can be found at <https://aihe.sa.edu.au/pages/policy-and-procedure-directory> As is the case with staff, to encourage scholarly inquiry, students at AIHE are entitled to full freedom in any scholarly activity.

AIHE will ensure that students have a reasonable expectation that their right to hold values of their own will be respected even when those values are being questioned. A student's right to academic freedom carries associated responsibilities to exercise professional judgement, to subject academic work to the critical scrutiny of others, to consider the impact that one's work may have on others, and not to impinge on the ability of others to engage freely in teaching, learning and academic debate.

AIHE is committed to promoting academic integrity and ethical behaviour. The reputation of AIHE and its graduates, and the academic standing of its qualifications rests with its ability to promote academic integrity and manage academic misconduct fairly and consistently.

Each time assessment work is submitted via Canvas, students are required to explicitly confirm the academic integrity of their submission. Resultantly, submission of work that does not possess such required integrity may open the submitting student to a charge of misconduct.

Academic standards in relation to correct referencing and acknowledgement of sources are highly valued by AIHE and are specifically taught and developed as part of the student orientation program and in each subject. Students have an ongoing obligation to be aware of the AIHE Academic Integrity Policy and its related Procedure, the Student Conduct Policy and Student Misconduct Procedure at <https://aihe.sa.edu.au/pages/policy-and-procedure-directory>.

Document Control

| Version # | Date | Key changes |
|-----------|------------|--|
| 1.0 | 5/12/2017 | PLG8.1 Approved by General Manager |
| 1.1 | 13/11/2018 | Revised to meet compliance requirements |
| 1.2 | 13/08/2019 | Updated to reflect current systems, personnel and facilities |
| 1.3 | 8/09/2020 | Reviewed; key people updated; COVID-19 added |
| 1.4 | 01/03/2021 | Reviewed, key people updated, urls to AIHE website updated |
| 1.5 | 24/01/2022 | Reviewed, key people updated, urls to AIHE website embedded |
| 1.6 | 14/4/2022 | Reviewed and updated for inclusion of a Melbourne site |
| 1.7 | 01/02/2023 | Reviewed; key people updated, urls to AIHE website updated |