

Policy Title

Student Code of Conduct Policy

Preamble

This Policy complies with:

- Charter of Human Rights and Responsibilities Act 2006 (Vic) [amended June 2022]
- Equal Opportunity Act 2010 (Vic) [amended September 2015]
- Tertiary Education Standards Framework (Threshold Standards) 2021

Purpose

The Student Code of Conduct Policy sets out the standards of behaviour expected of all students at Deakin College. These standards reflect the shared responsibilities and expectations of both students and staff and are designed to support students, both international and domestic, in achieving their academic objectives and progressing to further study. Deakin College is committed to fostering a respectful, inclusive, and supportive learning environment. The Code promotes mutual respect and cooperation, thereby contributing to a positive and productive educational experience for all members of the College community.

Scope

The Code applies to all enrolled students at all campuses of Deakin College.

Policy

1. Deakin College Expectations

1.1. As members of an academic environment both at Deakin College and through Deakin College's association with Deakin University, you as the student are expected to:

- Act in accordance with this Student Code of Conduct;
- Treat all others with respect and courtesy;
- Treat others equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction;
- Respect the opinions and views of others;
- Avoid any conduct that might reasonably be perceived as sexual, racial, or gender-based harassment or otherwise intimidating;
- Attend classes, maintain consistent levels of study, and submit assessment pieces on time;
- Communicate in a timely fashion with teaching and administrative staff where genuine barriers to learning arise;
- Heed and utilise academic performance feedback from teaching staff;

- Actively engage in college life by participating fully in all teaching sessions and preparing thoroughly through the completion of required readings, tutorials, and laboratory work;
- Familiarise yourself with, and comply with Deakin College's rules, policies and procedures and all course and unit requirements relevant to your enrolment and course of study;
- Respect the campus environment and surrounding community by refraining from smoking or vaping in any form on Deakin College and Deakin University premises, including all buildings, grounds, and car parks. This prohibition applies to all tobacco products and electronic cigarettes;
- Maintain high standards and a professional approach to your studies by refraining from mobile phone use, eating, or drinking in classrooms and laboratories, and by checking the Student Portal and your student email on a daily basis;
- Avoid all forms of academic misconduct, for further information, refer to Deakin College's *Academic Integrity Policy*.

2. Student Expectations

2.1. As a student of Deakin College, you can expect:

- To be treated with courtesy and respect;
- To receive equitable treatment regardless of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political beliefs;
- The freedom to communicate openly and present alternative viewpoints in rational discussions;
- A learning environment free from sexual, racial, gender-based, or any other form of harassment;
- Protection of your personal information;
- Access to your personal records, in accordance with the *Privacy Policy*;
- Timely and accurate information regarding units, enrolment, and administrative matters;
- Reasonable access to teaching staff for private consultation outside of normal class contact hours;
- Fair and appropriate assessment in all units;
- Guidance and counselling focussed on your best interests;
- Safe facilities and equipment that comply with occupational health and safety standards.

3. Discrimination and Harassment

- 3.1. Deakin College is committed to providing equitable access to learning resources and support for all students. The College recognises the right of every student and staff member to work and study in an environment free from discrimination and harassment, irrespective of gender, age, sexual preference, impairment, religion, race, colour, national or ethnic origin, or language.
- 3.2. Discrimination or harassment of any kind, whether by staff, student, or any member of the teaching and learning environment, is unacceptable and contrary to the core educational and employment values that Deakin College upholds. All members of the College community are expected to foster an environment where cultural differences, personal autonomy, and individual rights are respected, ensuring individuals are able to participate fully in academic life, free from all discrimination and harassment.
- 3.3. Repeated or excessive communication, including emails, phone calls, or applications, that causes disruption, annoyance, or negatively impacts staff productivity and resources, will be deemed harassment and disruptive in nature.
- 3.4. Deakin College upholds the right to personal privacy and unequivocally prohibits sexual harassment, including, but not limited to, inappropriate physical contact, overtly or subtly sexual comments, and the sharing of another individual's private images without their consent.
- 3.5. Humour based on discrimination and harassment may, in certain circumstances, constitute harassment.
- 3.6. Deakin College takes claims of discrimination and harassment seriously. All complaints will be thoroughly investigated in a confidential manner to protect the complainant and witnesses from further harassment and victimisation.
- 3.7. For further information, refer to Deakin College's *Equity and Diversity Policy*.

4. Critical Incidents

- 4.1. Ensuring the safety and wellbeing of Deakin College students is a primary responsibility of the College.
- 4.2. The *Student Support Policy* along with the *Wellbeing, Health and Safety Policy*, outline the support services and resources available to Deakin College students.
- 4.3. Special procedures are followed in the event of a critical incidence or emergency situation. Critical incidents may include, but are not limited to:
 - Missing students;
 - Severe verbal or psychological aggression;
 - Death, serious injury or any threat thereof;
 - Natural disasters;
 - Issues such as domestic violence, sexual assault, and drug or alcohol abuse.

- 4.4. Students should report any incident they witness or any concerns to Deakin College Reception immediately.
- 4.5. In the event of a critical incident, the Deakin College *Critical Incident Team*, in collaboration with Deakin University and emergency services as necessary, will implement appropriate actions, follow-up, and reporting procedures.

5. Complaints, Appeals and Grievances

- 5.1. Students have the right to raise a complaint regarding any decision that impacts their studies or any situation they have been involved in or witnessed. All complaints will be addressed with courtesy, in a timely manner, and without fear of prejudice or inappropriate treatment. For further details, refer to Deakin College's *Complaints Policy* and *Appeals Policy*.

6. Misconduct

- 6.1. Deakin College students who breach any provision of this Code of Conduct may be deemed to have engaged in non-academic misconduct. Matters concerning academic misconduct are addressed in the Academic Integrity Policy.
- 6.2. The following actions may also constitute misconduct:
 - Endangering the health or safety of any person within the College community;
 - Unlawfully assaulting, or attempting to assault, another member of the College community;
 - Engaging in dishonest or deceptive behaviour;
 - Damaging, misusing, or improperly accessing Deakin College or Deakin University property;
 - A breach of the Deakin University Vice-Chancellor Regulations, specifically those provisions governing student conduct and misconduct.
- 6.3. Allegations of non-academic misconduct, supported by evidence, may be brought by Deakin College staff, students or external persons.
- 6.4. All allegations of non-academic misconduct, along with any supporting evidence, will be reviewed by the Director Quality and Student Services within five (5) working days of receipt.
- 6.5. All allegations will be investigated through the collection and assessment of preliminary evidence. This may include contacting the complainant, any witnesses to the alleged misconduct, and the student against whom the allegation has been made.
- 6.6. If the alleged misconduct is substantiated, the student may be required to attend an interview with the Director Quality and Student Services; the Academic Director (or a nominated Academic Manager); or the Manager Student and Academic Services. During the interview, the student will be given an opportunity to explain their behaviour.

7. Penalties for Misconduct

7.1. The investigating officer will prepare a report outlining the findings and submit recommendations to the Director Quality and Student Services. Based on the information contained in the report, the Director of Quality and Student Services will determine one of the following outcomes:

- Dismiss the allegation — no action will be taken against the student, and no record of the complaint will be retained.
- Uphold the allegation — a determination may be made directly, or, depending on the severity of the misconduct, the matter may be referred to a Misconduct Committee.

7.2. The Misconduct Committee may impose the following penalties, individually or in combination:

- Issue an officially reprimand — for a low-level breach, the Director Quality and Student Services may issue a written warning.
- Exclude the student for a period of time;
- Expel the student from the College.

8. Appeal

8.1. A student who has had a penalty imposed as a result of misconduct, may appeal, through Deakin College’s Appeals Policy, against the penalty imposed. Refer to the Appeals Policy for details on the appeals process, including timeframes.

Related Policies

Privacy Policy

Academic Integrity Policy

Equity and Diversity Policy

Student Support Policy

Appeals Policy

Complaints Policy

Wellbeing, Health and Safety Policy

Definitions

NA

Status and Details

Identification	Student Code of Conduct Policy
Initial Issue Date	19/04/2018

Status	Current
Domain	Wellness, Health and Safety
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Approval Authority	Academic Board of Studies
Implementation Officer	Director Quality & Student Services
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