

Policy Title

Student Code of Conduct Policy

Preamble

The Student Code of Conduct was approved by the Executive Group in August 2009 and updated as required until 2015. In 2016 a Deakin College Student Charter was developed. The Student Code of Conduct Policy has been developed from both the Student Code of Conduct and the Student Charter and approved by Academic board of Studies in 19 April, 2018.

This Policy complies with

- Charter of Human Rights and Responsibilities Act 2006 (Vic) [amended July 2014]
- Equal Opportunity Act 2010 (Vic)
- Tertiary Education Standards Framework 2015 (Threshold Standards)

Purpose

Deakin College's Student Code of Conduct Policy outlines standards of acceptable behaviour required by all Deakin College students. Within the College environment, staff and students have both expectations and responsibilities. These expectations and responsibilities are intended to assist Deakin College in enabling international and domestic students to achieve their educational goals and progress to a wider course of study. Deakin College is committed to providing a supportive learning environment for its diverse student population.

Scope

The policy 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:
 - 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;
- Proactively involve yourself in college life, actively participating in every teaching session and preparing comprehensively with required reading and tutorial or laboratory work;
- Familiarise yourself with, and abide by, Deakin College's policies and procedures;
- Respect your environment on and off campus, including refraining from smoking in smoke-free zones;
- Maintain high standards and a professional approach to your study course, including refraining from use of mobile phones in class, avoiding eating and drinking in classrooms and laboratories, and ensuring you check the portal and your student email on a daily basis;
- Avoid all forms of academic misconduct.

2. Student Expectations

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

- To be treated with courtesy and respect;
- To be treated equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction;
- To be able to freely communicate and voice alternative points of view in rational debate;
- To participate in a learning environment free from sexual, racial, gender-based, or other forms of harassment;
- To rely on the protection of personal information;
- To be able to access personal records, subject to the provisions of the Freedom of Information Act [1992];
- To be provided with timely and accurate information as it pertains to unit(s), enrolment, and all administrative matters;
- To have reasonable access to lecturing staff in private consultation outside normal contact hours;
- That assessment within unit(s) will be equitably and appropriately implemented;
- To be guided and counselled with your best interests central to discussion and action;
- That the facilities and equipment you use are safe, and comply with occupational health and safety guidelines.

3. Discrimination and Harassment

- 3.1.** Deakin College is committed to providing access to learning aids and an equitable approach in dealing with all students. Deakin College recognises the right of all students and staff to work and study in an environment free from discrimination and harassment based on gender, age, sexual preference, impairment, religion, race, colour, national or ethnic origin, or language.
- 3.2.** Discrimination or harassment of staff or students, by any member of the teaching and learning environment or fellow student, is unacceptable, and contrary to the core educational and employment values that Deakin College upholds. All members of the College are expected to maintain an environment where cultural differences and assertions of rights and personal autonomy are accepted and respected, and individuals are able to participate fully in academic life, free from all discrimination and harassment.
- 3.3.** Deakin College supports the right of individuals to their personal privacy and unequivocally prohibits sexual harassment, including but not limited to inappropriate physical contact, comments of an overtly or subtly sexual nature, and sharing of another individual's private images without their consent.
- 3.4.** Humour based on discrimination and harassment may, in certain circumstances, constitute harassment.
- 3.5.** Deakin College will treat claims of discrimination and/or harassment seriously, and all claims will be thoroughly investigated confidentially to protect complainants and witnesses from further harassment and victimisation.
- 3.6.** For further information, refer to Deakin College's Equity and Diversity Policy.

4. Critical Incidents

- 4.1.** Care for Deakin College students and their safety is a primary responsibility of Deakin College.
- 4.2.** The Student Support Policy and Wellbeing, Health and Safety Policy detail the support structure and services available to Deakin College students
- 4.3.** Special steps are taken when there is a critical incidence or emergency situation.
- 4.4.** Critical incidents are not limited to, but could include:
 - missing students
 - severe verbal or psychological aggression
 - death, serious injury or any threat of these
 - natural disaster; and
 - issues such as domestic violence, sexual assault, drug or alcohol abuse.
- 4.5.** Students should report any incident they witness or any concerns to Deakin College Reception.

- 4.6.** The Deakin College Critical Incident Team implements the appropriate action in the event of a critical incident in collaboration with Deakin University and emergency services as appropriate, required follow up and reporting.

5. Complaints, Appeals and Grievances

- 5.1.** Students who have a complaint about either a decision that affects their studies, or a particular situation in which they have been involved or witnessed, have a right to raise their complaint. All complaints are considered with courtesy, in a timely fashion, and without fear of prejudice or inappropriate treatment. For further information, refer to Deakin College's Appeals Policy and Complaints Policy.

6. Misconduct

- 6.1.** Deakin College students who breach any of the guidelines outlined in this Code of Conduct may be considered to have engaged in official misconduct.
- 6.2.** A student who engages in any of the following activities may also be considered to have engaged in misconduct:
- Endangers the health or safety of any person at the College;
 - Unlawfully assaults, or attempt to assault another member of the College community;
 - Engages in dishonest behaviour;
 - Damages or abuses Deakin College property.

7. Penalties for Misconduct

- 7.1.** If it is able to be shown that a student has engaged in misconduct, the student will be asked to attend an interview with the College Director and Principal, Academic Director (or nominated Academic Manager) or Manager of Student and Academic Services in the first instance. During the interview students will be asked to provide an explanation for their behaviour.
- 7.2.** The College Director and Principal is permitted to apply any, or a combination, of the following penalties:
- Officially reprimand the student;
 - 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.

Procedure

Appeals Policy

Equity and Diversity Policy

Student Support Policy

Definitions

Click or tap here to insert definitions.

Status and Details

Status	Current
Domain	Wellness, Health and Safety
Effective date	19/04/2018
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Approval Authority	Academic Board of Studies
Implementation Officer	Academic Director
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