
La Trobe College
Australia

Student Code of Conduct

Contents

1.0	La Trobe College Australia Expectations	3
2.0	Student Expectations.....	3
3.0	Classroom Behaviour.....	3
4.0	Discrimination and Harassment	4
5.0	Smoking	4
6.0	Complaints, Appeals and Grievances	4
7.0	Misconduct.....	4
8.0	Penalties for Misconduct.....	5
9.0	Appeal.....	5

1.0 La Trobe College Australia Expectations

As members of an academic environment both at La Trobe College Australia and through La Trobe College Australia's association with La Trobe University, students 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;
- Heed and utilise academic performance feedback from teaching staff;
- Familiarise themselves with, and abide by, La Trobe College Australia's policies and procedures;
- Maintain high standards and a professional approach to their study program.

2.0 Student Expectations

As individuals, students of La Trobe College Australia 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 course[s], enrolment, and all administrative matters;
- To have reasonable access to teaching staff in private consultation;
- That assessment within course[s] will be equitably and appropriately implemented;
- That the facilities and equipment they use are safe, and comply with occupational health and safety guidelines.
- Compliance with Child Safe Standards, and the reporting of any breaches immediately.

3.0 Classroom Behaviour

All La Trobe College Australia students are expected to comply with the following rules of behaviour whilst enrolled at the College:

- Demonstrate mutual respect for College staff, and fellow students;
- Turn off all mobile and paging devices during examinations and tests and place where indicated by the examination invigilators;
- Not eat or drink in classrooms;
- Prepare for each class by undertaking the required reading, and completing all necessary tutorial or laboratory work;
- Attend all lectures, tutorials, workshops, and other contact sessions;
- Arrive at classes at the scheduled time;
- Work to the best of their ability;
- Participate actively in learning activities;
- Avoid all forms of academic misconduct;
- Provide constructive feedback when evaluating courses and teaching staff;

- Refrain from activities that might negatively impact on other members of the College community;
- Be aware of their responsibilities within their courses and program of study, and
- Any other rules of classroom behaviour as determined by, and/or negotiated with teaching staff.

4.0 Discrimination and Harassment

La Trobe College Australia is committed to providing access to learning aids and an equitable approach in dealing with all students. La Trobe College Australia 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.

Discrimination or harassment of staff or students, by any member of the teaching and learning environment, is unacceptable, and contrary to the core educational and employment values that La Trobe College Australia upholds. All members of the College are expected to maintain an environment where cultural differences are accepted and respected, and individuals are able to participate fully in academic life, free from all discrimination and harassment.

Humour based on discrimination and harassment may, in certain circumstances, constitute harassment.

La Trobe College Australia 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.

For further information, refer to La Trobe College Australia's Access, Equity and Equal Educational Opportunity Policy here: www.latrobecollegeaustralia.edu.au/policies-and-procedures

5.0 Smoking

Both La Trobe College Australia and La Trobe University ensure that all members of the community can enjoy a clean and smoke free environment. Smoking is only permitted in designated smoking areas on campus. All cigarette butts must be disposed of appropriately in the designated trays.

6.0 Complaints, Appeals and Grievances

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 La Trobe College Australia's Student Grievance Policy here: www.latrobecollegeaustralia.edu.au/policies-and-procedures

7.0 Misconduct

La Trobe College Australia students who breach any of the guidelines outlined in this Code of Conduct may be considered to have engaged in official misconduct.

In addition, 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 La Trobe College Australia property.

8.0 Penalties for Misconduct

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 relevant Director/Manager in the first instance. During the interview students will be asked to provide an explanation for their behaviour.

The relevant Director/Manager is permitted to apply any, or a combination, of the following penalties:

- An official written reprimand to the student;
- Exclude the student for a period of time;
- Expel the student from the College.

9.0 Appeal

A student who has had a penalty imposed as a result of misconduct may appeal through La Trobe College Australia's Student Grievance Policy against the penalty imposed.

Refer to the Student Grievance Policy for details on the appeals process, including timeframes: www.latrobecollegeaustralia.edu.au/policies-and-procedures

Policy Title	Student Code of Conduct	
Policy Owners	College Director and Principal, La Trobe Operations	
Key Stakeholders	Academic Director Director of Studies Director Student Services	
Approval Body	LTM Management Committee	Approved on May 3 2012
	LTM Executive Committee	June 9 2017
	LTCA Executive Committee	October 31 2018
	LTCA Executive Committee	February 21 2019
Relevant Legislation		
Related Policies	Enrolment Policy Course Progression Policy Student Grievance Policy Academic Integrity Policy Child Safe Standards Policy	
Related Guidelines	Child Safe Standards Act, State of Victoria 2015	
File information	TBC	Version number V1.2
Date Effective	3 May 2012	Next Review Date June 2019
AMENDMENT HISTORY		
Revision Date	Version	Summary of changes
31/5/17	1.0	Addition of Child Safe Standards information in Section 2.0, Related Policies and Related Guidelines.
13/8/18	1.1	Name change to La Trobe College Australia (LTCA)
13/02/19	1.2	Merged separate LTCA Melbourne and Sydney policies into one policy.