LA TROBE
College Australia

Student Code of Conduct

V2.2 August 2025

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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;
- Be aware of regulatory requirements through information shared at orientation, in student newsletters and in policy documents on the student portal.

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 1982 (Vic);
- 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 them 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;

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- 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 (including Sexual Harassment or Sexual Assault)

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 orientation, 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 investigated thoroughly and confidentially to protect complainants and witnesses from further harassment and victimisation.

For further information, refer to La Trobe College Australia's Access, Diversity, Equity and Inclusion Policy here: www.latrobecollegeaustralia.edu.au/policies-and-procedures
For additional information on what constitutes discrimination, harassment (including sexual harassment), and bullying, please refer to the College's Sexual Harassment Prevention and Response Policy.

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 (and vaping) 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 and Procedure here: www.latrobecollegeaustralia.edu.au/policies-and-procedures

7.0 Misconduct

La Trobe College Australia has a zero-tolerance approach towards misconduct as detailed in this document. Students who breach any of the guidelines outlined in this Code of Conduct may be considered to have engaged in misconduct.

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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 attempts to assault another member of the College community;
- Engages in dishonest behaviour;
- Damages or abuses La Trobe College Australia property;
- Fails to comply with the La Trobe College Australia expectations outlined in clause 1.0 of this document.

8.0 Reporting Breaches of the Code of Conduct

A person may report possible student misconduct to a relevant senior staff member. Any such report should be made as soon as possible after the person reporting becomes aware of the misconduct in question and should be confirmed in writing.

The report needs to cover:
▪ when the incident took place,
▪ who was involved,
▪ what happened and
▪ the desired outcome.

9.0 Responding to Allegations of Misconduct

Upon receipt of an allegation of misconduct, the responsible staff member may take any immediate action necessary to ensure the ongoing safe operation of La Trobe College Australia (for a Critical Incident, refer to the Critical Incident Policy and Procedure).

The relevant senior staff member will investigate any allegation of misconduct in a timely manner and may refer the allegation of misconduct, upon preliminary investigation, to the College Director and Principal for an internal Misconduct Committee to be formed, or an appropriate external authority (e.g. police), depending on the severity of the case.
The College will convene a meeting of the Misconduct Committee comprising the College Director and Principal, Quality and Compliance Manager, Student Services Manager and the Student Counsellor.

Students can expect the following actions to occur once an allegation is under investigation by the Misconduct Committee:
▪ Where an allegation of student misconduct is made, the student will be informed in writing of this allegation by the Misconduct Committee.
▪ The student will have the opportunity to respond to the misconduct allegation in person, either on campus or online, within seven days of receiving the written notification, and may be accompanied by a support person.
▪ The student will be advised in writing of the outcome and of any penalty following the meeting and investigation.
▪ Where a student fails to respond within the timeframe advised, the Misconduct Committee will proceed to a final determination of the matter, including implementation of any penalty.

10.0 Penalties for Misconduct

If it is found 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 College Director and Principal (or delegate) is authorised to apply any, or a combination, of the following penalties:

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

11.0 Appeal

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

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

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Policy Title	Student Code of Conduct		
Policy Owners	College Director and Principal, La Trobe Operations		
Key Stakeholders	Academic Director Director of Studies Student and Academic Services Manager Quality and Compliance Manager		
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	
	Senior Management Team	January 2024	
	LTCA Academic Board	August 2024	
Relevant Legislation			
Related Policies	Enrolment Policy Course Progression Policy Student Grievance Policy and Procedure Academic Integrity Policy Child Safe Policy and Standards		
Related Guidelines	Child Wellbeing and Safety Act 2005 (Vic) – Child Safe Standards		
File information	**TBC**	**Version number** V2.2	
Date Effective	3 May 2012	**Next Review Date** January 2026	

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.
31/01/2024	2.0	Additions made to the policy document to include breaches, reporting and responding to allegations of misconduct. Additional information added to the policy on creation of the misconduct committee.
30 August 2024	2.1	Document further refined to include details on reporting a breach of misconduct.
28 August 2025	2.2	Added under heading 1, "Be aware of regulatory requirements through information shared at orientation, student newsletters, familiarizing yourself with policy documents on the student portal" following a recommendation from the external expert. Correction of several grammatical issues.

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