LATROBE COLLEGE OF ART AND DESIGN

POLICY

VET Student Loan Rules 2016 // ESOS National Code 2018 //
Standards for RTOs 2025

STUDENT CODE OF CONDUCT

1. Purpose and scope

This policy sets expectations for student behaviour and explains how LCAD responds to academic and general misconduct. It supports a safe, inclusive and respectful learning environment and applies to domestic, international (CRICOS) and VET Student Loans students enrolled in any LCAD course.
It applies to campus classes, online learning, assessments, excursions, College systems, Discord channels and other College-related activities or communications, including relevant conduct outside scheduled class times.

2. Student responsibilities

- Act honestly, respectfully and with integrity; allow others to teach, work and learn without unreasonable disruption.
- Attend and participate as required by their course, engage with learning and assessment, and follow reasonable directions from staff.
- Submit authentic work and acknowledge sources, collaborators, third-party assistance and permitted digital or AI tools in accordance with assessment instructions.
- Respect College and others' property, facilities, intellectual property, privacy and confidential information.
- Do not engage in bullying, harassment, sexual harassment, discrimination, intimidation, threats, abuse or victimisation.
- Follow College enrolment, assessment, complaints and other procedures and applicable laws; overseas students must also meet their applicable visa conditions.

3. Academic integrity and misconduct

Academic misconduct includes plagiarism, cheating, unauthorised collaboration, submitting work produced by another person as one's own, falsifying evidence, misrepresenting skills or authorship, and using unauthorised materials, software or assistance in an assessment. The conventions of visual arts, design, screen and media practice, including legitimate referencing, appropriation and collaboration, must be considered when assessing allegations.
For examinations or controlled assessments, students must follow the instructions for permitted materials, devices, software and collaboration. For individual assessment tasks, students must not submit substantially identical collaborative work unless authorised. A student must not arrange for another person to produce assessable work on their behalf.
Assessment non-submission, non-attendance or not yet demonstrating competence must not automatically be treated as misconduct. Academic integrity concerns must be distinguished from normal assessment judgments and managed under applicable assessment, reassessment and appeals procedures.

4. General misconduct

General misconduct may include verbal or physical abuse, harassment, threats, theft, intentional damage, misuse of College technology or facilities, dishonest alteration of records, serious disruption of learning, refusal to follow lawful and reasonable directions, or conduct that threatens safety or infringes others' rights.
An allegation involving a possible breach of Australian law will be assessed on its facts. LCAD will report matters to police, regulators or other authorities where required by law or where otherwise lawful and appropriate; there is no blanket requirement to report every alleged legal breach.

5. Appropriate engagement in online learning and Discord

- Participate respectfully in scheduled classes, online activities and LCAD Discord channels, following their intended educational and community purposes.

- Follow reasonable instructions from trainers, staff and authorised moderators.

- Do not bully, harass, threaten, intimidate or personally attack other users, or interfere with their ability to learn.

- Respect boundaries and do not publish personal information, private messages, images or recordings of others without appropriate consent or authority.

- Keep educational discussions relevant and avoid unnecessary disclosure of personal or sensitive information.

Inappropriate conduct through college-managed online channels may be considered misconduct even when it occurs outside scheduled class times, where sufficiently connected to the college community or learning environment.

6. LCAD responsibilities and procedural fairness
LCAD will treat students with dignity, fairness and respect for privacy. Allegations are not findings: students will be told the substance of allegations, given a reasonable opportunity to respond and have relevant circumstances considered before a decision. Investigations and decisions must be impartial and appropriately documented.
The College will consider support needs, disability-related reasonable adjustments, wellbeing and relevant personal circumstances without excusing conduct that creates an unacceptable risk. Students must not be victimised for raising a complaint, seeking a review or participating in a process in good faith.

7. Procedure for managing alleged misconduct

Step 1 — Initial response and safety
The trainer or staff member identifies the concern, addresses any immediate risk and records relevant facts in the approved student management record. Where appropriate and safe, a minor concern may be resolved through discussion, clarification, guidance or support.

Step 2 — Formal notification
For repeated, serious or unresolved concerns, the coordinator or delegate provides the student with written notice of the alleged conduct, available information, the proposed process and an opportunity to respond. A warning may be issued where warranted; a warning is not mandatory before action in a serious case.

Step 3 — Investigation
An appropriate coordinator or delegate gathers and evaluates relevant evidence, considers the student's response and any reasonable adjustment or support requirements, and avoids conflicts of interest. An impartial decision-maker determines whether the allegation is substantiated on the available evidence.

Step 4 — Outcome
Possible outcomes, depending on the nature and seriousness of the breach, include no action, education or counselling, a behaviour agreement, written warning, an appropriate assessment response under assessment rules, temporary restriction or suspension, or College-initiated cancellation of enrolment under the separate Cancellation of Student Enrolment Policy.
A second or third breach does not automatically result in a specified penalty or exclusion. Decisions must be proportionate, consider prior substantiated incidents where relevant and give reasons. A charge for property damage must have a lawful basis and be handled under applicable fee and contractual rules.

Step 5 — Written decision and appeal
The student receives written notification of the decision, reasons, any action and how to access the Complaints and Appeals Policy. Where the applicable College policy provides 20 business days to appeal a cancellation decision, that period and any restrictions on implementation must be observed. Other applicable appeal timeframes and external review rights must also be respected.

8. International students, VSL and enrolment consequences
Any suspension or cancellation of an overseas student's enrolment must be managed in accordance with the ESOS National Code 2018, particularly Standard 9, including applicable notice, appeal and PRISMS reporting requirements. Academic progress and attendance matters must be managed under applicable Standard 8 processes, rather than assumed to be misconduct. Standard 7 primarily concerns overseas student transfers.
For VET Student Loans students, LCAD must ensure fair treatment and apply relevant student protection, grievance, fee, withdrawal and re-crediting requirements. A disciplinary decision does not itself determine VSL debt, census-day or re-crediting outcomes. The College must follow the relevant enrolment, fee and complaints policies.

9. Privacy, records and reporting
Securely store conduct-related correspondence, notes, evidence, decisions, and appeals in the approved student record, with access restricted to authorised personnel. Records must be retained according to LCAD's Records Retention Policy and the applicable RTO, ESOS, VSL, privacy and other legal requirements. No single seven-year period is asserted for all conduct records.
Information will be disclosed to external authorities only where legally required or otherwise authorised. Students must be informed about the handling of their personal information in accordance with LCAD's Privacy Policy.

10. Related policies and review
Related documents: Complaints and Appeals Policy; Cancellation of Student Enrolment Policy; Student-Initiated Deferral, Suspension and Withdrawal Policy; Assessment Policy; Student Handbook; Privacy Policy; Student Support and Wellbeing Policy; Records Retention Policy.
This Code is to be reviewed periodically and when relevant legal, regulatory or College requirements change. Regulatory references should be checked against current legislation and the College's approved policies before issue.