



TRINITY COLLEGE
THE UNIVERSITY OF MELBOURNE

Trinity College Pathways School

Student Code of Conduct

Overview

Trinity College is an affiliated College of the University of Melbourne. The Pathways School consists of the Trinity College Foundation Studies program, the Trinity College Academic English Program, the Young Leaders program and other short programs.

The purpose of this Code is to set out the standards of behaviour that the College expects of you. Failure to meet these standards of behaviour may affect your enrolment.

The College reserves the right to review and make changes to this Code from time to time.

Scope

This Code applies to all students - whether on or off-campus - in the Trinity College Foundation Studies program, the Trinity College Academic English Program, Young Leaders program and other short programs conducted by the Pathways School. It does not apply to staff who are subject to a separate Staff Code of Conduct.

Definitions

Academic misconduct – includes, but is not limited to, cheating, plagiarism, collusion, forging or falsifying documents, academic results or records or submitting false or incorrect information for enrolment or entry into a course or subject and any other conduct by which a student seeks to gain for himself or herself, or for any other person, any academic advantage or advancement to which he or she or that other person is not entitled.

Appeal – An appeal is a request for review of the outcome of a complaint.

Bullying – includes repeated, unreasonable behaviour directed toward a staff member or student, or a group of staff or students by staff members or students that creates a risk to health and safety, including the physical or psychological health of staff or students. This may be obvious and direct, like physical or verbal abuse, or this may be more subtle and indirect, such as spreading rumours, withholding information, or publishing offensive material on social media. Behaviour is considered repeated if an established pattern of the same or different types of behaviour can be identified and the behaviour persists.

Child abuse – includes, without limitation, child sexual abuse, emotional child abuse, and physical child abuse.

Child safety - encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to

a child at risk of child abuse, and responding to incidents or allegations of child abuse.

Child Safety Laws- laws which aim to protect children from Child Abuse.

Child sexual abuse - is when a person uses power or authority over a child to involve them in sexual activity and does not always involve physical contact or force.

Complaint – a problem or concern raised by a student who considers they have been wronged because of an action, decision or omission within the control or responsibility of Trinity College or by another student.

Emotional child abuse occurs when a child is repeatedly rejected, isolated or frightened by threats, or by witnessing domestic violence.

Physical child abuse is the non-accidental infliction of physical injury or harm of a child.

Serious misconduct – involves sexual assault, physical violence, blackmail, victimisation, serious harassment, use or sale of illicit drugs, an abuse of a situation of power or responsibility within the College, repeated breaches of the Code of Conduct, dishonesty, fraud, the deliberate making of false allegations against another student or a staff member, serious verbal abuse or vilification.

Sexual harassment – unwelcome behaviour of a sexual nature that is uninvited, unwanted, and unreciprocated by the recipient/s. Sexual harassment is not sexual interaction, flirtation, attraction or friendship that is invited, mutual, consensual or reciprocated. This is because this is not 'unwelcome' behaviour and it would not be reasonable to anticipate that this behaviour would offend, humiliate or intimidate.

Suspension – means the suspension of a student's enrolment at Trinity College for a specified period at the end of which the student's enrolment is reinstated unless otherwise requested by the student. The word "suspend" has the same meaning.

Policy

Trinity College is an educational community in which all conduct is based on respect and consideration for others. The values of Trinity College are: Excellence, Community and Diversity. If you as a student breach this Code of Conduct, you may be disciplined under the Pathways School Disciplinary Procedure (see link).

This Code outlines your commitment to advocate and practise respect for all people, regardless of gender, race, religion, disability, marital status, sexual orientation, or any other attribute.

A person does not have to make a complaint for the Code to be applied. The College itself, once informed of a possible breach of the Code, may decide to investigate the possible breach.

In addition to the Pathways School Complaint Procedure you are able to access outside services for advice and support (such as police or relevant government departments) at any time. This will be undertaken at your own cost.

Commitment to Child Safety

Trinity College is committed to safety and wellbeing of all children and young people, and to ensuring child safety. This will be the primary focus of our care and decision-making. Trinity College has zero tolerance for child abuse.

Trinity College is committed to promoting child safety by providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Trinity College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make. See Child Safe Policy for more information.

Expected Behaviour

As a student you are expected to fulfil excellent behavioural standards, and to be a role model for others, aspiring to demonstrate the highest level of personal integrity at all times. You must express such commitment actively in your actions and words. You must respect the rights of all other members of Trinity College, while also acting in accordance with the laws of the wider Australian community.

Agreeing to abide by this Code of Conduct is a requirement for you to enrol in the Pathways School, and abiding by this Code is a requirement for your continued enrolment at Trinity College.

You must abide by the following standards of behaviour:

- Respect for and responsibility to self.
- Respect and empathy for, and responsibility to others.
- Ethical and honest behaviour.

Respect for and responsibility to self

It is expected that you will always behave responsibly in looking after yourself.

You are responsible for your own conduct at all times.

You are expected to know and to adhere to this Code and other College and Pathways School policies.

It is also expected that you will seek help if and when it is needed, and will at all times apply yourself to your studies with dedication and enthusiasm.

Respect and empathy for, and responsibility to, others

You should show respect, empathy and consideration for others, so that all may live, study, and work in harmony, and so that community members of every background may feel respected, safe, and included.

You should be aware that because members of staff are in a position of authority over students, relationships of a sexual or otherwise intimate nature between staff and students are not acceptable in any circumstances.

Bullying is inappropriate and unacceptable behaviour. The College will not tolerate workplace bullying under any circumstances. Discrimination, harassment, vilification, victimisation, and inappropriate touching are expressly prohibited.

You should be aware that your statements and actions have an impact upon other members of the College and on the reputation of Trinity College as a whole. You should ensure that you act and speak in such a way that you do not bring disrespect upon yourself, others or the College, nor bring the College into disrepute.

Ethical and honest behaviour

You must behave with personal integrity and honesty. You must accept the consequences of your own actions, apologise where appropriate, and practise ethical and responsible behaviour in your dealings with others.

At all times, and in all dealings with external parties, you must uphold the good name of the College. No use of the College's name, crest, logos or other identifying emblems may be made without the express, prior, written permission of the Warden.

Required behaviour

It is a condition of your enrolment that you:

- Attend at least 80% of all lectures and classes.
- Make satisfactory academic progress and submit assessments on time.
- Take responsibility for learning and seek help from staff.
- Be informed about Pathways School Policies and Procedures.
- Provide accurate personal information and update this information regularly.
- Comply with academic conventions concerning referencing and using the work of others.
- Respect Trinity College facilities and property.
- Look after personal property and keep it secure.
- Be informed about course requirements.
- Be organised and plan for deadlines.
- Prepare for class and participate actively.
- Treat staff and other students with respect and courtesy.
- Show sensitivity towards other cultures and respect the opinions of others.
- Provide honest, respectful feedback on the course.

Prohibited behaviour

The following is a non-exhaustive list of behaviour which is prohibited by the College:

- Intimate or inappropriate relationships with staff.
- Misuse of the Internet, eg spreading gossip, rumour and lies; pornography; downloading pirated material; using cameras inappropriately.
- Disruption to the learning of others.
- Interfering with the property of others.
- Bullying, harassment, victimisation, discrimination, stalking, inappropriate touching.
- Disrespect for Trinity College.
- False documentation, fraud and impersonation of others.
- Abusive or offensive behaviour.
- Failure to comply with reasonable direction by staff or authorities, including the policies and procedures of the College.
- Inciting misconduct or covering up wrongdoing.
- Disorderliness, rudeness to staff.
- Use of illegal drugs.
- Use of alcohol under the age of 18.
- Assault, violence and threat of violence.
- Attempts to influence staff.
- Any breach of your student visa or Australian law.
- Any breach of the Child Safety Policy or Child Safety Laws.

Breaches of the Code

If you are concerned about a possible breach of this Code, you should report this by following the Complaint Policy and Procedure (see link).

The College will treat all possible breaches of the Code seriously.

If you are an under 18 student who breaches the Code, the breach will be reported to your parents.

Serious misconduct or repeated breaches of the Student Code of Conduct may lead to suspension or termination of your enrolment. No refund of your course fees will be provided in this situation.

Please note that the suspension or termination of your enrolment may affect your student visa.

Trinity College Pathways School Student Code of Conduct	
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Date of current revision	January 2019
Topic	Student Code of Conduct
Review date:	July 2020
Business Owner	Dean, Pathways School
Authorising body	Trinity College Board
Audience	Public – students, parents, staff
Related legislation and government departments	Department of Education and Training (Cth) Department of Home Affairs (Cth) Education Services for Overseas Students Act 2000 (ESOS Act) National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code) Overseas Students Ombudsman
Related documents	PS Staff Code of Conduct PS Student Complaint Policy and Procedure PS Student Disciplinary Procedure
Notes	Students are bound by all applicable federal and state legislation.
Published	Intranet / Website / Internal