



## Trinity College Pathways School Student Code of Conduct

**Policy Type:** Divisional Policy

**Policy Number:** TCDP23

**Date Approved:** 23 August 2025

**Previous Policy:** N/A

**Review Date:** August 2027

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### 1 OBJECTIVES

The purpose of this Code is to set out the standards of behaviour that Trinity College expects of students in the Pathways School.

Failure to meet these standards of behaviour may affect students' enrolment.

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

### 2 SCOPE

- 2.1 This Code applies to all students - whether on or off-campus - in the Trinity College Pathways School. It does not apply to staff who are subject to a separate Staff Code of Conduct.
- 2.2 This Policy should be read in conjunction with the Trinity College Pathways School Disciplinary Procedure

### 3 POLICY

- 3.1 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.

- 3.2 The College, once informed of a possible breach of the Code, may decide to investigate the possible breach. A complaint does not have to be made for the Code to be activated.
- 3.3 In addition to the Pathways School Complaint Procedure, students can access outside services for advice and support (such as the police or relevant government departments) at any time. This will be undertaken at your own cost.

### ***Commitment to Child Safety***

- 3.4 Trinity College is committed to safety and wellbeing of all students, however, students who are less than 18 years of age are protected by government mandated Child Safety Standards. Trinity College has zero tolerance for child abuse.
- 3.5 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. The College has a Child Safety Committee, which monitors its child safe practices. Particular attention will be paid to the cultural safety of indigenous children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.
- 3.6 Every person involved in Trinity College has a responsibility to understand the important and specific role they play 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 the Child Safe Policy for more information.

## **4 EXPECTED BEHAVIOUR**

- 4.1 As a student, you are expected to exhibit excellent behavioural standards, and to be a role model for others, aspiring to demonstrate the highest level of personal integrity. 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.
- 4.2 To enrol in the Trinity College Pathways School, you must agree to abide by this Code of Conduct throughout your time at the College.
- 4.3 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***

- 4.4 It is expected that you will always behave responsibly in looking after yourself.
- 4.5 You are responsible for your own conduct/behaviour at all times.
- 4.6 You are expected to know and to adhere to this Code and other College and Pathways School policies.
- 4.7 It is also expected that you will seek help if and when it is needed and will apply yourself to your studies with dedication and enthusiasm.

### ***Respect and empathy for, and responsibility to others***

- 4.8 You should show respect, empathy and consideration for others, so that all may live, study, and work in harmony, and so that community members, including online, of every background is respected, safe, and included.
- 4.9 You should be aware that 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.
- 4.10 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.
- 4.11 You should be aware that your statements and actions have an impact upon other members of Trinity College and on the reputation of the 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***

- 4.12 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.
- 4.13 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 expressed, prior, written permission of the Warden.

## **5 REQUIRED BEHAVIOUR**

- 5.1 It is a condition of your continued enrolment within an academic program that you:
  - Arrive on time and 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.
- Respect the rights and sensitivities of other people when accessing personal information for, or using information gained through, study or related administrative activities.
  - To this end, students may not take photographs, video or audio recordings of meetings, lectures, tutorials, drama classes, rehearsals or performances without the express permission of the staff member supervising the activity (or the Subject Leader) and the written permission of any identifiable individuals or their legal guardians (in the case of those under 18 years) appearing on the recording.
  - For recordings to be made within meetings, lectures, tutorials, drama classes, rehearsals and performances, permission must be provided by the Trinity staff member in charge of the activity.
- 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.
- Abide by any college-wide health directives issued by the college (Eg – maintenance of vaccination status)
- Be informed about course requirements.
- Be organised and plan for deadlines.
- Prepare for class, participate actively and cooperate with others in a group activities.
- 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.
- Speak English especially in classroom setting
- Respect other students' culture, religion, ideas and opinions.
- Check your Trinity email regular and respond to messages promptly
- Obey the Australian law

## 6 PROHIBITED BEHAVIOUR

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

- Intimate or inappropriate relationships with staff.
- Misuse of the digital technologies, eg spreading gossip, rumour and lies; pornography; downloading pirated material; using cameras inappropriately or posting images of others without their permission.

- 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.

## 7 BREACHES OF THE CODE

- 7.1 The College will treat all possible breaches of the Code seriously.
- 7.2 If you are an under 18 student who breaches the Code, the breach will be reported to your parents and care giver.
- 7.3 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.
- 7.4 Please note that the suspension or termination of your enrolment may affect your student visa.
- 7.5 If you are concerned about a possible breach of this Code, you should report this by following the Trinity College Student Complaint Policy and Procedure.

## 8 REPORTING PROCEDURE

- 8.1 Students should report a perceived breach of the Student Code of Conduct to the Trinity College Complaints Officer – [tcfsappeals@trinity.unimelb.edu.au](mailto:tcfsappeals@trinity.unimelb.edu.au).
- 8.2 Staff should report any alleged breaches in writing to the Associate Dean - Student Journey or the Dean - Pathways School.

## 9 ROLES AND RESPONSIBILITIES

| Role / Decision / Action         | Responsibility                  | Conditions and limitations      |
|----------------------------------|---------------------------------|---------------------------------|
| Advising students about the Code | Associate Dean, Student Journey | Part of the orientation process |

| Role / Decision / Action                 | Responsibility                        | Conditions and limitations    |
|--|---------------------------------------|-------------------------------|
| Reporting perceived Code Breaches        | Student/Staff                         | Via Student Complaint Process |
| Investigation of perceived Code Breaches | Associate Dean, Student Journey       |                               |
| Coordinate Appeals                       | Administration and Compliance Manager |                               |
| Update enrolment status                  | Registrations                         |                               |

## 10 DEFINITIONS

*Academic misconduct* – includes, but is not limited to, cheating, contract 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 intimidatory 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.

## 11 RELATED DOCUMENTS

- TCPS Staff Code of Conduct
- TCPS Student Complaint Policy and Procedure
- TCPS Student Disciplinary Procedure
- TCPS Academic Integrity Policy and Procedure
- Trinity College Child Safety Policy
- U18 Child Safe Incident Report- Student Form
- U18 Child Safe Incident Report – Staff Form

## 12 POLICY OWNER

The Dean Pathways School is responsible for the development, compliance monitoring and review of this Policy and any associated procedures or guidelines.

## 13 REVIEW

This Policy is to be reviewed by August 2027.

## 14 VERSION HISTORY

| Version | Approved By               | Approval Date | Effective Date | Sections Modified   |
|---------|---------------------------|---------------|----------------|---|
|         | Pathways School Executive | 18/02/2022    | 18/02/2022     | Moved to new template. Included vaccination requirements.   |
|         | Pathways School Executive | 23/08/2025    | 23/08/2025     | Removed discontinued programs & added content concerning permission for recording classes, persons etc. |