

# MITP04 – STUDENT CODE OF CONDUCT

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## *Policy Summary for Students*

### **PURPOSE OF THIS POLICY**

This policy sets out the behavioural expectations and standards for all students at Menzies Institute of Technology. It ensures you understand your rights and responsibilities, promotes a safe and respectful learning environment, and explains how the Institute responds to conduct concerns while supporting your wellbeing throughout any process.

### **KEY SECTIONS OF THE POLICY**

#### Your Rights as a Student

- Safe, inclusive, and culturally appropriate learning environment
- Fair treatment in all disciplinary processes
- Access to support services before, during, and after any conduct process
- Right to appeal decisions that affect your studies
- Dignity and respect regardless of your background
- Information in accessible formats about conduct expectations
- Support person (non-legal advocate) during formal processes

#### Your Responsibilities

- Understand and follow this Code of Conduct
- Treat everyone with respect and dignity
- Help create a positive learning environment
- Ask for help when you need it (academic or personal)
- Report concerning behaviour that affects community safety
- Maintain professional standards in all Institute activities

### **Behavioural Expectations**

**Academic and Training Conduct** – You must act honestly in all work, follow plagiarism rules (MITP23), behave professionally during placements, use Institute resources appropriately, maintain proper digital communication standards, and follow safety procedures.

**Personal Conduct** – You must treat everyone with respect and courtesy, work cooperatively with others, respect privacy and personal space, follow health and safety procedures, and respect Institute property.

Prohibited Conduct – You cannot engage in behaviour that stops others from learning, damages Institute property, breaks the law, involves discrimination or harassment, includes violence or threats, involves theft or dishonesty, misuses drugs or alcohol on campus, disrupts learning activities, or compromises anyone's safety.

## **UNDERSTANDING THE CONDUCT RESPONSE PROCESS**

The Institute uses a graduated approach that considers the seriousness of behaviour, your history, your circumstances and wellbeing needs, opportunities for learning, and restorative approaches where appropriate.

- **Stage 1: Early Intervention and Informal Resolution**

When concerning behaviour is first identified, staff will have an informal discussion with you, provide information about expectations and support services, develop a support plan if needed, and monitor your progress. This stage focuses on helping you succeed without formal disciplinary action.

- **Stage 2: Formal Investigation (If Required)**

### **If informal resolution doesn't work or behaviour is serious, a formal investigation begins:**

- Step 1: You receive written notice explaining the alleged conduct, relevant policy sections, possible outcomes, your right to respond, and available support services.
- Step 2: Investigation occurs including interviews with relevant people, review of evidence, consideration of your wellbeing needs, and assessment of cultural factors if relevant.
- Step 3: Investigation report is prepared documenting findings, considering mitigating factors, and recommending outcomes.
- Step 4: You receive the investigation outcome in writing, with clear reasons for the decision and your appeal rights explained.

### **Disciplinary Panel (For Serious Matters)**

For serious misconduct, a Disciplinary Panel may be convened with at least 3 members including senior management, academic staff, and student services representation. You can bring a support person, present your case, and question evidence. The panel then makes recommendations to the Director/CEO.

### **Possible Outcomes**

#### **Depending on the situation, outcomes may include:**

- Warning (verbal or written)
- Behavioural contract with specific expectations
- Mandatory counselling or support program participation
- Restrictions on campus access or activities
- Suspension (temporary removal from studies)
- Enrolment cancellation (permanent removal)

All outcomes consider your wellbeing needs and include access to support services.

### **Suspension and Interim Measures**

In urgent situations involving safety risks, the Institute may immediately suspend you pending investigation. During suspension, you cannot attend classes or access campus, but you maintain access to support services. International students receive special notification about visa implications through PRISMS, and suspension periods count toward course duration requirements.

## **KEY POINTS TO REMEMBER**

### **Wellbeing Support is Available**

Throughout any conduct process, you have access to counselling and mental health support, financial and welfare services, academic and study skills help, career guidance, disability support and reasonable adjustments, cultural support services, and external community resources. The Institute considers your wellbeing needs when determining appropriate responses.

### **Cultural Safety Matters**

The Institute recognizes cultural factors in all conduct processes, particularly for First Nations and international students. You can access cultural advisors and support, and processes can be adapted to accommodate your cultural needs.

### **Critical Incidents**

If a critical incident occurs (serious emergency affecting health or safety), the Institute has specific procedures to ensure immediate safety, contact emergency services, notify ESOS agencies for international students, contact your emergency contacts, and provide immediate and ongoing support.

### **Fair Process Always**

You always have the right to know what you're alleged to have done, respond to allegations before decisions are made, have decisions made by unbiased people, and appeal decisions you believe are unfair.

### **Documentation and Privacy**

All conduct matters are documented confidentially and stored securely in your student file. Records are kept for minimum 2 years after course completion, and your information is only shared with relevant staff or when legally required.

### **Appeals Process**

If you disagree with a conduct decision, you can appeal through MITP07 Complaints and Appeals Policy. Appeals must be lodged within 20 working days and can be based on new evidence, procedural errors, or decisions not supported by evidence.

## **ADDITIONAL INFORMATION**

### **International Student Considerations**

If you're an international student, additional protections apply under the ESOS framework and National Code. The Institute will notify the Department of Home Affairs through PRISMS about suspension or cancellation decisions and their reasons. You have 20 working days to access the complaints and appeals process before reporting occurs. Suspension and exclusion periods count toward your course duration and may affect your visa status.

## Support During Difficult Times

If you're experiencing academic or personal difficulties, please contact Student Services immediately. Early intervention and support can often prevent conduct concerns from escalating. The Institute wants to help you succeed.

## Professional Behaviour

Remember that your conduct during placements and industry engagement represents both yourself and the Institute. Professional behaviour in these settings is essential for your career development and the Institute's reputation.

## NEED HELP OR HAVE QUESTIONS?

Student Services Officers: 1300 244 002, [academics@menzies.vic.edu.au](mailto:academics@menzies.vic.edu.au)

## RELATED POLICIES YOU SHOULD KNOW

- MITP07 – Complaints and Appeals Policy and Procedure
- MITP23 – Plagiarism, Collusion and Cheating Policy and Procedure
- MITP14 – Critical Incident Policy and Procedure
- MITP28 – Student Support Services and Welfare Policy and Procedure
- MITP21 – Bullying, Harassment and Discrimination Prevention
- MITP22 – Sexual Harassment Policy and Procedure
- MITP20 – Health and Safety Policy and Procedure
- MITP83 – Reasonable Adjustment Policy and Procedure

All policies are available on the Menzies Institute of Technology website or from Student Services.