



Student Guide to General Misconduct

Student Conduct

Office of the Dean of Students

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1. INTRODUCTION

This Guide is designed to provide you, as a Deakin student, with information on Deakin's expected standards of behaviour and our student general misconduct process. It includes information on what to do if you witness or experience student misconduct, as well as what to do if you receive an allegation of student misconduct.

The University has a [central Student Conduct team, located within the Office of the Dean of Students](#). You can contact us at studentconduct@deakin.edu.au.

Student Code of Conduct and Regulations

We expect all members of the Deakin community to uphold the [Deakin values](#): excellence, ethics, inclusivity and sustainability.

As a Deakin student, you are expected to act in the best interests of the University. Our [Student Code of Conduct](#) sets out the standards of responsible and ethical behaviour and conduct expected of you. Make sure you read and understand this Code of Conduct; the terms and conditions of your enrolment at Deakin (listed [here](#)) stipulate that you must adhere to it and all other relevant policies and procedures.

If you are on a placement or have specific course requirements, you should also be aware of the behaviours expected for these, or during any study activities (whether on or off campus). It is your responsibility as a student to familiarise yourself with these.

Any breaches of the Student Code of Conduct, or other policies and requirements of the University, may result in an allegation of general misconduct against you as detailed in Deakin's [Student General Misconduct Procedure](#) and Deakin's [General Misconduct Regulation](#). This allegation will be considered by Deakin's Student Misconduct Committee and, if substantiated, a range of penalties can be applied.

Deakin is also committed to supporting a strong culture of mutual respect, safety and inclusion as part of the **Sexual Harm Prevention and Response** campaign supported by Australian universities. If you would like further information on this, please refer to Deakin's [Sexual Harm, Prevention and Response website](#).

2. REPORTING STUDENT MISCONDUCT

How do I report student misconduct?

If you have experienced something which you think might be a breach of the Deakin Student Code of Conduct, then you can [report](#) this or seek confidential information from the Student Conduct team in the Office of the Dean of Students (studentconduct@deakin.edu.au).

If you feel unsafe as a result of another student's behaviour, or have experienced or witnessed sexual harm (Section 4 below considers reporting sexual harm in more detail), you should seek support from [Safer Community](#) in the first instance. After supporting your safety, the Safer Community team will talk you through the student misconduct reporting process so you can decide what to do.

If you decide to report misconduct, you can do this yourself or a report can be made on your behalf by Safer Community, your faculty or others involved in the incident at the time. You may choose to make

an anonymous report, so even if we know who you are, the student/s under investigation do not need to know your identity. We will respect your privacy and any information you provide can be de-identified as much as possible. Advice about these processes can be provided by our team.

What will happen after student misconduct has been reported?

If you are the reported victim

You will be asked to give a short statement, in writing, about the incident. Where any other evidence is required, you might be asked to send in screen shots of text messages, photos or anything else relevant. This statement can be written on your behalf by Safer Community or another area of the University. You may also be invited to attend a Student Misconduct Committee hearing (see below).

If you are a witness

You will be asked to give a short statement, in writing, about the incident. Where any other evidence is required, you might be asked to send in screen shots of text/instant messages, emails, photos or anything else relevant. You may also be invited to attend a Student Misconduct Committee (see below).

If you are reporting on someone's behalf

You can do this through the [online form](#) as long as you have the agreement or authority of the reported victim. You will be the point of contact for the case and may need to provide further details on behalf of the reported victim.

If you have an allegation of student misconduct made against you

You will be sent an allegation letter with the details of the incident/s which resulted in the allegation against you. Sometimes the person reporting the alleged misconduct might have already told you that this is what is going to happen, but sometimes you might receive an allegation that you didn't know about. Either way, you are entitled to seek support from Deakin University support services (see Section 5 below), and from DUSA.

Reporting contract cheating or assignment outsourcing

Some students may arrange for another person to write their assignment, or may buy an assignment from a commercial service online. This practice is known as contract cheating or assignment outsourcing and is a serious breach of academic integrity. It gives some students an unfair advantage whilst depriving them of opportunities to learn, and undermines the value of everyone's work.

There are many people who can be seriously harmed by assignment outsourcing, particularly when graduates taken on important health and safety responsibilities in the community. Students who cheat in this way often find themselves trapped and can be blackmailed by the person or company providing the assignment material.

If you discover that one of your classmates has outsourced their assignment, you must let us know as early as possible so we can intervene. You can lodge a [report anonymously](#) or discuss your concerns with Student Conduct confidentially by sending an email to studentconduct@deakin.edu.au, we can either email you back or call you if you would prefer.

3. INVESTIGATING REPORTS OF STUDENT MISCONDUCT

What happens during an investigation?

If a matter is reported to Student Conduct, the team will investigate. We can investigate any student conduct issue that has occurred on Deakin premises or part of an affiliated Deakin activity, including student placements. If a student withdraws, intermits or graduates after an incident but was enrolled at the time the incident occurred, we can still investigate.

We will gather as much evidence as possible. This may require talking to relevant areas of the University, including Safer Community, Security, Faculties or Institutes, DUSA, student residences, Deakin College, and other students.

Evidence may include:

- Interviews or written statements from reported victims and witnesses
- Security incident reports
- Student residences reports
- CCTV footage
- Images, screenshots/copies of text messages, emails, social media posts or communication via other platforms

We de-identify all personal details. If you submit something to a case, we will not use your name or details in the case or information shared. If you are the reported victim, the panel will never know your identity and personal information is removed from the evidence considered in the case.

Only evidence relevant to the case is shared with the respondent student (the person with the allegation against them) and the panel members considering the case. If information includes names, email addresses or personal information of others, this is removed or blacked out (redacted) from the evidence provided to the panel and the respondent student.

What happens after an investigation?

Allegation dismissed

If the investigation by Student Conduct finds that there is no evidence that student misconduct has occurred, the allegation will be dismissed with no further action.

Behavioural Reminders

For less serious forms of student misbehaviour, sometimes we decide that there is no need for a Student Misconduct Committee hearing. Instead, the Dean of Students may send a student a Behavioural Reminder letter. This letter will remind the student that their behaviour was inappropriate and that they must adhere to Deakin's Student Code of Conduct. If the behaviour persists, students may receive a formal allegation of misconduct to be considered by the Student Misconduct Committee.

Notice of allegations

If our investigation shows that there appears to be a breach of the [Student General Misconduct Regulation](#) or Student Code of Conduct, and that a hearing is warranted, a letter detailing the allegations against the student will be sent to that student. A redacted or de-identified copy of the evidence will be provided to the student receiving the allegation to allow them to adequately prepare for the Student Misconduct Committee hearing. Students are advised to seek advice from DUSA to prepare for the hearing.

Student Misconduct Committee hearings

An allegation of student misconduct may be heard by a single person Student Misconduct Committee or by a full panel of the Student Misconduct Committee. The most serious or significant allegations will always be heard by a full panel, which involves three Committee members. Usually the Committee is chaired by a staff member from the student's home faculty. The other two panel members are staff from other areas of the University. All staff who sit on the panels have been trained to be Student Misconduct Committee members.

What happens before a Student Misconduct Committee hearing?

The panel will be sent information about the allegation, a description of what happened, as well as any relevant evidence.

What happens during a Student Misconduct Committee hearing?

At the hearing, the SMC considers the written material they have received about the allegation, and receives statements from the following parties:

Reported victim: If you are the reported victim, you may choose to submit your statement in writing or deliver it verbally to the Student Misconduct Committee via telephone or in person. If you attend in person, we will ensure that you and student receiving the allegation do not see each other. You may bring a support person with you to the hearing. We highly recommend you contact a DUSA Advocate who can also attend the hearing and provide you with support prior, during and after the hearing. You may call upon witnesses to appear at the hearing.

Witness: If you are a witness, you may attend the hearing in person, via telephone or you may prefer to provide a written statement. DUSA can support you through the misconduct process prior, during and after the hearing.

Student receiving the allegation: If you are the student who has received an allegation of student misconduct, you will be given the opportunity to attend the hearing in person or via telephone, and/or to submit your statement in writing, along with supporting documentation. You may also bring a support person to the hearing in addition to a DUSA Advocate. You may also call witnesses. We highly recommend that you contact a DUSA Advocate who can provide support prior, during and after the hearing.

The Student Misconduct Committee considers all the evidence provided and decides whether, on the balance of probabilities (i.e. it is more probable than not), the allegation is substantiated or not substantiated. If substantiated, the Committee also considers which penalties to apply.

A Student Conduct Officer attends the hearing to take notes.

The Committee usually gives a verbal outcome to the student receiving the allegation at the end of the hearing.

What happens after a Student Misconduct Committee hearing?

Within 5 business days of the hearing, the student receiving the allegation is sent a formal outcome letter detailing the Committee's finding and any penalties applied. Information on the outcome is only shared with university staff who are responsible for the ongoing support or management of the case or penalties applied as part of a substantiated case. For privacy and confidentiality the full outcome letter is only provided to the faculty central office for their records. No other person will be provided with a copy of the outcome letter. The person who reported the conduct may be informed whether the case was substantiated or not, but are not provided with detail of the hearing or penalties unless they directly affect them (for example, if the student in question has been informed not to contact or approach the person who reported the conduct). All information relating to the case is treated with high levels of confidentiality and privacy.

4. REPORTING CASES OF SEXUAL HARM

At Deakin, we are committed to providing a safe and respectful learning and work environment for all of our staff and students. Sadly, sometimes our students experience incidents of sexual harm. Regardless of when or where these incidents occurred, Deakin has support available for you. If you are a reported victim/survivor of sexual harm and the alleged incident involved another student, Student Conduct may take action if you choose for this to occur.

As stated above, you should refer any cases of sexual harm- witnessed, experienced or disclosed- to [Safer Community](#) in the first instance. The reported victim/survivor of sexual harm will receive support from Safer Community, including support to decide whether you want to report the matter to Student Conduct. We are able to investigate the allegation if the behaviour happened on campus, at a University event or during a placement. We are unable to investigate matters which occur in a private space, even if they involved Deakin students - but Deakin will support you and help you report to the police should you wish.

The process for reported sexual harm cases is the same as any other alleged case of student misconduct, in that they will be investigated, taken to a Student Misconduct Committee hearing and an outcome given as described above. This process represents the University (not the reported victim/survivor) taking action against a student alleged to have breached Deakin's Student Conduct and as listed in Deakin's Student General Misconduct Regulation. The Student Misconduct process at Deakin is not a criminal investigation. Should you wish to report an incident of sexual harm as a criminal act, you must report it to the police.

Police: 000

Sexual Assault Crisis Hotline: 1800 806 292

National Hotline for domestic violence and sexual assault: 1800 737 732

Safe Steps: 1800 015 188

Centres Against Sexual Assault: 1800 806 292

5. SUPPORT SERVICES FOR STUDENTS

At any time during the student misconduct process, you can access support through Deakin's student services:

DUSA Advocacy

[DUSA Advocates](#) can provide independent support and advice to students who have received an allegation of misconduct against them. Advocates can provide assistance with written submissions in response to an allegation and can accompany students to hearings. DUSA Advocates can also support reported victims and witnesses through the misconduct process. To make a free, confidential appointment with a DUSA Advocate, students can visit a DUSA Advocacy reception in Building A at Burwood, Level 1 at Waterfront or Building JB Level 1 at Waurin Ponds or contact them on 9246 8615. More information can be found at

Security

Security can be contacted 24/7 via 1800 062 579 on campus or by activating the [Safezone](#) app.

Safer Community

[Safer Community \(Division of Student Life\)](#) provides advice and support to both students and staff who

feel threatened, fearful or are concerned about a student's behaviour.

Division of Student Life

The Division of Student Life also have [a range of other services](#) that students (and staff) can be referred to including medical centres, counselling and disability support.

Senior Student Advisors

[Senior Student Advisors](#) are available to talk to students at all student central hubs. More information on Student Central Hubs and Student Advisors can be found at:

International Student Advisors

International Student Advisors are also available. More information can be found on the [International Students page](#).

Harassment and Discrimination Contact Officers (HDCO)

Deakin University has Harassment and Discrimination Contact Officers (HDCO). They are volunteers from various faculties and divisions who are trained to help as a first point of call in cases of harassment or discrimination. They will provide advice, what options are available and who to contact should you wish to make a formal report. The link below has more information on HDCOs in your area or on your campus:

[HDCO Contact Officers list](#)

Student Complaints

Our Student Complaints team handles complaints from current, former or prospective students who are dissatisfied with any University action, process, or service, or with the behaviour of University staff, students or associates. More information can be found at:

<https://www.deakin.edu.au/students/dean-of-students/complaints>