EVANTAA INSTITUTE

CONDUCT & WELLBEING

Student Code of Conduct

Policy & Procedure

The standards of behaviour we expect, and how conduct matters are handled.

VERSION	EFFECTIVE	PROVIDER
4.0	June 2026	RTO 45866 · CRICOS 04025C

1. Purpose

- Evantaa Institute is committed to establishing clear standards of behaviour expected of all students to ensure a safe, inclusive and respectful learning environment. This policy outlines the expectations for student conduct, academic integrity, safety, and respectful engagement within all Evantaa Institute learning environments.

This policy supports the creation of a learning environment that promotes student wellbeing, cultural safety, diversity and inclusion, and ensures that all students can participate in training and assessment free from inappropriate behaviour or misconduct.

2. Scope

This policy applies to all Evantaa Institute students, including domestic and international students, and to all conduct occurring on campus, during face-to-face classes, in online learning environments, during assessments, during work placement, during student activities, and in any situation where a student is representing or associated with Evantaa Institute.

3. Policy

1 Student Behaviour and Professional Conduct

Students must demonstrate respectful, appropriate and professional behaviour at all times in all learning environments and interactions with staff, students and stakeholders.

Students must treat all individuals with dignity, fairness and courtesy and must not engage in behaviour that is disruptive, offensive or harmful to others.

Students must follow all lawful and reasonable directions provided by Evantaa Institute staff and must comply with all organisational policies and procedures.

Students must represent Evantaa Institute appropriately in all settings, including online platforms and social media, where their conduct may impact other students, staff or the reputation of Evantaa Institute.

2 Diversity, Inclusion and Cultural Safety

Students must respect diversity, including differences in culture, language, religion, gender identity, sexual orientation, disability, age and background.

Students must contribute to an inclusive and culturally safe environment, including supporting the cultural safety of First Nations students.

Students must not engage in discrimination, harassment, bullying or any conduct that marginalises or excludes others.

Harassment, discrimination and bullying matters are managed in accordance with Evantaa Institute's Harassment, Discrimination and Bullying Policy and Procedure.

3 Academic Integrity and Assessment Conduct

Students must complete all training and assessment activities honestly, independently and in accordance with assessment instructions.

Academic misconduct includes, but is not limited to, plagiarism, collusion, contract cheating, impersonation, falsification of documents and unauthorised use of artificial intelligence tools.

Students must not submit work completed by another person or use external services to complete assessment tasks.

Students must comply with all instructions regarding the use or non-use of artificial intelligence tools and must disclose use where required.

Any breach of academic integrity may result in reassessment, invalidation of results or escalation to misconduct procedures.

4 Safety, Wellbeing and Learning Environment

Students must comply with all Work Health and Safety requirements and must not engage in behaviour that creates risks to themselves or others.

Students must report hazards, incidents or safety concerns as soon as possible to Evantaa Institute staff.

Students must not attend training or participate in activities under the influence of alcohol or illegal drugs.

Students must not bring prohibited, dangerous or harmful items into any Evantaa Institute environment.

Students must contribute to a safe, supportive and respectful learning environment at all times.

5 Privacy, Confidentiality and Use of Technology

Students must respect the privacy and confidentiality of other students, staff and Evantaa Institute information and must not disclose personal or sensitive information without consent.

Students must use Evantaa Institute systems, online platforms and technology responsibly and must not engage in unauthorised access, misuse or sharing of login credentials.

Students must not record classes, assessments or individuals or distribute such recordings without permission from Evantaa Institute and all affected parties.

6 Student Responsibilities and Administrative Obligations

Students must provide accurate and up-to-date information to Evantaa Institute and must notify Evantaa Institute of any changes to their contact details.

Students must meet attendance, participation and communication requirements as outlined in their course.

Students must meet all fee and payment obligations where applicable.

International students must comply with student visa conditions and ESOS-related requirements where applicable.

7 Reporting Concerns and Accessing Support

Students are expected to report concerns relating to misconduct, safety or wellbeing to trainers, support staff or administration in a timely manner.

Students have the right to access support services, raise concerns and have complaints or appeals handled fairly, confidentially and without victimisation.

- Evantaa Institute will respond to reports of misconduct or concerns in accordance with principles of procedural fairness and confidentiality.

8 Unacceptable Conduct

Unacceptable conduct includes, but is not limited to, harassment, discrimination, bullying, disruptive behaviour, academic misconduct, misuse of technology, safety

- breaches, dishonesty, and any conduct that poses a risk to the safety, wellbeing or rights of others.
- The severity of the response to misconduct will be determined based on the nature, frequency and impact of the behaviour.
- Evantaa Institute will ensure that students are informed of the consequences of misconduct and that all actions taken are proportionate, consistent and aligned with organisational policies and regulatory requirements.

4. Procedures

5. Breach Management

- Trainers or support staff must identify and address minor behavioural issues through early intervention by discussing concerns with the student, clarifying expectations and documenting outcomes where appropriate.
- Administration staff must record all reported incidents, concerns or complaints relating to student conduct in the Student Management System and notify the Campus Manager where further action is required.
- Campus Manager must review reported misconduct and determine whether the matter requires informal management or escalation to a formal investigation based on the nature, frequency and severity of the behaviour.
- Campus Manager must initiate an investigation of reported misconduct within two (2) working days of the issue being identified or reported and must ensure that relevant information and evidence are collected.
- Campus Manager must arrange a meeting with the student for formal matters and ensure that the student is informed of the allegations and provided with an opportunity to respond, including the option to have a support person present.
- Campus Manager may issue a written warning or Behaviour Management Plan outlining required actions, timeframes and consequences for non-compliance where misconduct is substantiated but does not warrant escalation to senior management.
- For serious misconduct or where there is an immediate risk to safety, compliance or wellbeing, the Campus Manager may direct the student to leave the premises, implement appropriate safety controls or recommend suspension of the student pending further investigation.
- The CEO or delegated senior staff member must determine outcomes for serious or repeated misconduct, including suspension or cancellation of enrolment, based on the evidence and recommendations provided.
- Administration staff must prepare and issue a written notice of intention to suspend or cancel enrolment, including reasons for the decision and
- information on the student's right to access the Complaints and Appeals Policy and Procedure.
- Administration staff must ensure that students are provided with access to the Complaints and Appeals process and must not finalise suspension or cancellation outcomes while an internal appeal is in progress.
- For international students, the administration staff must ensure that any suspension or cancellation is managed in accordance with ESOS requirements and must update PRISMS where applicable following the outcome of the appeals process.
- Campus Manager must ensure that outcomes of misconduct processes are communicated to the student within ten (10) working days, unless additional time is required due to the complexity of the matter.

- Administration staff must maintain complete and accurate records of all misconduct matters, including evidence, decisions and actions, in the Student Management System and the student file, and must ensure records are retained in accordance with Evantaa Institute's record-keeping requirements.
- All staff involved in the process must ensure that misconduct matters are managed in accordance with principles of natural justice, procedural fairness, confidentiality and non-victimisation.

6. Variations

Evantaa Institute reserves the right to modify this policy as necessary to comply with legislative changes or organisational needs.

Document Control

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