

# Student General Misconduct (DLI) Procedure

## Preamble

- (1) This Procedure is effective from 4th September 2025.

## Section 1 - Purpose

- (2) This Procedure sets out the processes for handling reports and allegations of student general misconduct, ensuring fairness, transparency, and timeliness in alignment with Deakin University Lancaster University Indonesia (DLI)'s duty of care and community standards.

## Section 2 - Scope

- (3) This Procedure applies to allegations of breaches of the Student Code of Conduct (DLI), and other policies listed therein. It does not apply to academic misconduct, including breaches of academic integrity or unsatisfactory academic progression requirements. Any disclosure related to sexual harm is handled via the Sexual Misconduct Prevention and Response Policy (DLI) in the first instance.
- (4) During the establishment of DLI, all policy, procedures and supporting processes will be regularly reviewed. In the establishment phase, defined as the first two years from when students commence DLI programs, any issues arising from the implementation of current policy, procedure or process will be referred to a jointly convened Policy and Procedure Review Panel (PPRP). The PPRP will comprise designated academic and professional service representatives from the University Partners and the Office of the Rector. The PPRP will recommend an outcome best aligned with relevant principles and the best interests of any student(s) concerned and will advise DLI on the future development of policy, procedure and supporting processes. During the establishment phase, the PPRP may make recommendations to vary any given policy only with endorsement from relevant University Partner governance processes. All policy and procedure will be subject to a full review at the end of the two-year establishment phase.

## Section 3 - Policy

- (5) This Procedure is pursuant to the Student Code of Conduct (DLI).

## Section 4 - Procedure

- (6) Students are expected to adhere to behavioural standards as set out in the Student Code of Conduct (DLI) and other DLI Policies and Procedures.
- (7) Staff are expected to promote DLI values and behavioural standards in their routine interactions with students, and to respond appropriately to any deviation from these standards.
- (8) Student misconduct can be managed through interventions.
- (9) The behaviours associated with alleged or substantiated student misconduct may indicate a risk to welfare, wellbeing or safety. Behavioural threat assessment and management will be considered across all interventions.

## **Reporting Misconduct**

(10) Any member of the DLI community or external individuals may report alleged student misconduct to the DLI Chief Operating Officer (COO) or a designated delegate.

(11) Reports must include sufficient detail to enable initial evaluation, including the nature of the alleged misconduct, dates, times, and involved individuals where possible.

(12) Reports are assumed to be given in good faith. Exceptionally, where it is shown that reports are frivolous, vexatious, or malicious this may trigger disciplinary procedures against the reporting individual.

## **Preliminary Assessment**

(13) The DLI Chief Operating Officer or delegate will conduct an initial assessment within ten working days to determine if:

(14) The report warrants further investigation.

- a) The issue should be referred to external authorities (e.g., Police).
- b) No further action is required due to insufficient evidence or relevance.

(15) Where no further action is warranted, the reporting party will be informed accordingly.

## **Intervention and Investigation**

(16) Where appropriate, and particularly for minor or first-time breaches, informal resolution may be pursued through a discussion between the student and an authorised DLI officer, signposting to appropriate and relevant support and resources.

(17) Intervention may involve:

- a) A verbal warning;
- b) Clarification of expected conduct;
- c) Agreement on future behaviour;
- d) Referral to support services.
- e) Interventions do not result in a record of misconduct unless escalated.

(18) Investigation

- a) If the resolution is inappropriate or unsuccessful, an investigation is initiated.
- b) An impartial investigator or investigation panel will be appointed.
- c) Investigators will follow standard DLI investigation protocols and use approved templates to ensure procedural consistency.
- d) Investigations should ideally conclude within 60 days unless exceptional circumstances justify an extension, if investigations do take longer than 60 days the student will be kept informed.

## **Decision Making**

(19) Upon completion of the investigation, findings and recommended actions will be presented to the Student Misconduct Committee (SMC), chaired by the Rector or nominee.

(20) Students will have the opportunity to respond to the allegation and be heard by the SMC.

(21) The SMC will consider the evidence and determine if misconduct occurred, using a balance-of-probabilities standard.

## **Outcomes**

(22) Outcomes will be in accordance with the [DLI Schedule of Outcomes - Misconduct](#) includes but are not limited to:

- a) No further action
- b) Formal warning
- c) Requirement to undertake remedial activities
- d) Suspension
- e) Exclusion

(23) The student will be notified of the determination in writing, together with internal appeal rights, within 5 days of the decision. The determination and relevant outcomes may be shared, in accordance with appropriate confidentiality and data security requirements.

## **Appeals**

(24) The student must lodge the appeal within 20 DLI working days of being notified of the outcome, in accordance with the Student Appeals (DLI) Procedure.

(25) The student may appeal a decision of the Student Misconduct Committee on the grounds set out in the Student Appeals (DLI) Policy.

## **Confidentiality and Data Security**

(26) DLI will maintain confidentiality and data security throughout misconduct proceedings. DLI will keep and maintain records of each case reported under this procedure. This is a confidential process with materials shared only as required by this or any other procedure. Maintenance, storage and disclosure of such records will comply with the Privacy (DLI) Policy or other relevant policy.

(27) Information sharing is limited to necessary parties involved in the procedure or required by law. If it is determined that information from the student misconduct case should be disclosed to any person, details identifying victims and witnesses will be redacted as far as possible, while affording procedural fairness.

## **Section 5 - Definitions**

(28) For the purpose of this procedure:

- a) Frivolous, Vexatious or Malicious Reporting: Reports made without merit, intended to harass or harm.
- b) Student General Misconduct: Breaches of the Student Code of Conduct (DLI).
- c) Student Misconduct Committee: a Committee chaired by the Rector or nominee to hear and determine allegations of student misconduct.

## **ASSOCIATED DOCUMENTS**

(29) Associated documents are available on the [DLI Policy page](#):

- a) Privacy (DLI) Policy

- b) Sexual Misconduct Prevention and Response Policy (DLI)
- c) Student Code of Conduct (DLI)
- d) Student Appeals (DLI) Procedure

PROCEDURE DETAIL	
<b>Name of procedure</b>	Student General Misconduct Procedure (DLI)
<b>Overarching policy</b>	Student Code of Conduct (DLI)
<b>Approved by</b>	Yayasan Governing Board
<b>Approval date</b>	04/09/2025
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<b>Date of review</b>	12 months or by September 2025
<b>DLI Approval</b>	Yayasan Governing Board 04/09/2025
<b>Deakin University Approval</b>	Vice-Chancellor Professor Iain Martin 29/08/2025
<b>Lancaster University Approval</b>	Professor Alisdair Gillespie 01/09/2025
<b>Responsible Executive</b>	Deputy Vice-Chancellor Academic (Deakin University) University Academic Dean (Lancaster University)
<b>Implementation Officer</b>	DLI Rector
<b>Summary</b>	This Procedure sets out the processes for handling reports and allegations of student general misconduct, ensuring fairness, transparency, and timeliness in alignment with Deakin University Lancaster University Indonesia (DLI)'s duty of care and community standards
<b>Key words for online searching</b>	intervention, intervention, Student Misconduct Committee
<b>Category</b>	Administrative and Academic
<b>Target audience</b>	Students, staff, associates