

Rights and Responsibilities

When you enrol at Deakin, you agree through your Terms and Conditions of Enrolment to comply with the University's legislation, policies and procedures. This page explains the most important.

Deakin provides access to all our legislation, policies and procedures through an online resource, [The Deakin Policy Library](#).

Academic integrity and personal conduct

The [Student Code of Conduct](#) sets out what is expected of you while you are a Deakin student, both in terms of your academic work and the way you treat other people and their property. A different [Code of Conduct](#) applies to Deakin staff.

It is essential that you understand the Student Code of Conduct. The outcomes can be extremely serious when students do not meet Deakin's academic integrity standards (for example by cheating or falsifying documentation) or they behave inappropriately (for example by abusing another student or staff member) - including suspension or even expulsion from the University.

For more information go to [Student integrity](#).

Academic progress and assessment

The [Handbook](#) explains what you need to do to meet your overall course requirements and achieve the [Deakin Graduate Learning Outcomes](#). The University provides targeted advice, referral or assistance to students who are having difficulties completing their course requirements. Any student who is not making satisfactory progress may have conditions placed on their enrolment. (For example, they may only be permitted to take two units in the next trimester.) Any student whose performance does not improve may be excluded from the University. The [Academic Progress webpage](#) provides further information and explains satisfactory and unsatisfactory academic progress.

The Handbook also summarises the assessment for each unit. More detail about assessment is provided in your unit guides and there is some general information on the [Assessment webpage](#). All assessment at Deakin must comply with the [Assessment \(Higher Education Courses\) procedure](#).

[Special consideration](#) may be available when an unexpected, short-term setback prevents a student from undertaking or completing an assessment task at the scheduled time. The [Disability Resource Centre](#) can assist with identifying and implementing appropriate adjustments for students who have longer term medical conditions or disabilities.

Admission, enrolment and fees

Students are responsible for

- planning their enrolment to meet their course rules, as set out in the [Handbook](#), within the [maximum period of study](#) and taking into account any [credit](#) they are granted for prior learning
- enrolling/re-enrolling and paying their fees in accordance with Deakin's [procedures, policy](#) and [deadlines](#)
- keeping their enrolment and personal details up to date
- checking and responding to Deakin mail and email regularly.

Enrolment terms and conditions

When you enrol at Deakin University, you become a member of the University and agree through these Enrolment Terms and Conditions to comply with the University's statutes and regulations, policies and procedures.

I am who I say I am

- I confirm that the information and documentation I supplied to Deakin University for the purpose of my admission, enrolment or credit for prior learning is complete, accurate and unaltered.

What I must do

- I will comply with the [Student Code of Conduct](#) and all relevant Deakin University statutes, regulations, [policies and procedures](#). I understand that a breach of the Student Code of Conduct or a Deakin University policy or procedure may result in Deakin refusing, reversing, restricting or terminating my enrolment.
- I will familiarise myself with the relevant information on the [Rights and Responsibilities](#) website which explains the most important legislation, policies and procedures at Deakin.
- I will select my units in accordance with the course rules, requirements and general information set out in the [Deakin University Handbook](#), or as approved by a [Course Adviser](#).
- I will pay all [fees and charges](#) for my enrolment by the specified [deadlines](#). I understand that failure to pay any fees and charges may result in Deakin refusing, reversing, restricting or terminating my enrolment.
- If I apply to postpone my studies (by [deferral](#), [intermittence or discontinuation](#)), I will make sure I retain written evidence that my application was approved and the date it takes effect from.
- I will create a password for my Deakin University system (IT) account in accordance with Deakin University's [password requirements](#). I will not share this password with anyone, including any member of my family, international agency or a legal representative. I will not let anyone else (whether acting as my agent or not) access Deakin University systems using my student username and password. As soon as I realise or suspect that anyone else knows my password, I will [contact Deakin University](#) immediately.

What I must have

- I must obtain a current Deakin University identification card (Deakin Card) for study, sitting examinations and to access services and facilities of Deakin. I acknowledge that I have a responsibility to read the current [Deakin Card Terms and Conditions](#).
- I must have general computer skills and access to a computer and the internet to manage my enrolment and to study at Deakin University. I will comply with the [Information Technology Use policies and procedures](#).

How to contact me

- I understand that Deakin University will contact me at my Deakin University email account. I will check my Deakin University email account every few days or ensure that I redirect my Deakin email to a preferred email address.
- If I have provided a Personal (non-Deakin) email address, Deakin may use this as well as my Deakin University email account to make sure I receive important information.
- I understand that if I have provided a mobile phone number, Deakin may from time to time use my mobile phone number to provide me with important information.
- I will keep the information that I have provided to Deakin as my contact details, up to date.
- If I defer or intermit my study at Deakin, I will provide Deakin with a personal email address and keep this up to date to ensure I can be contacted.

For international students only (where applicable)

- I declare that I have the appropriate visa for my intended study program (if applicable for my study mode) and that I have read and understood the [conditions of my student visa](#).
- I consent to Deakin University accessing my details via the Department of Immigration and Citizenship Visa Entitlement Verification Online (VEVO) database.
- I understand there are restrictions on the number of Cloud (online) units I can study if I am studying on campus. I will consult a Deakin International [Compliance Officer](#) to ensure I am meeting those requirements.

Deakin's use of my personal information and the protection of my privacy

- I understand that Deakin manages my personal information in accordance with privacy laws in effect in the state of Victoria and the [Information privacy for students](#) website.

What Deakin will do

- We will make sure these Enrolment Terms and Conditions can be viewed at any time by visiting [the Rights and Responsibilities webpage](#).
- We will let you know if there are any changes to these Enrolment Terms and Conditions. If we make a substantial change, we'll provide you with reasonable notice prior to the change taking effect by sending an email to your Deakin University email account. Any substantial change to the Enrolment Terms and Conditions will become effective on the date shown in the email and all other changes will become effective upon publication of the change.

What Deakin won't do

- The University will not accept any liability for any loss arising from failure by a student to provide accurate information and/or to keep that information or enrolment details up to date.

Advocacy

The Deakin University Student Association (DUSA) provides a free, independent and confidential advocacy service for all Deakin University students. See www.dusa.org.au/advocacy

Appeals and complaints

Students have the right to appeal certain decisions to the [University Appeals Committee](#), to express legitimate concerns and complaints, and to have them considered through fair and transparent processes. The [Academic progress webpage](#) and the [Student integrity webpage](#) provide further information about the University's appeals processes. The [Student Complaints webpage](#) provides information about how to raise your concerns or to lodge a formal complaint.

Equity and diversity

All students and staff have the right to work and study in an environment that is supportive, inclusive, fair and safe. The University does not tolerate [bullying \(including cyber-bullying\)](#), [discrimination, sexual and other types of harassment, victimisation](#), or other inappropriate, unwelcome or illegal behaviour. For more information or help, contact a [Harassment and Discrimination Contact Officer](#) or [Equity and Diversity](#). If you feel threatened or unsafe, contact [Safer Community](#).

Deakin's [Disability Resource Centre](#) (DRC) promotes inclusion and access, and provides information and services for students with a disability, health or mental health condition that affects their study or participation in university life.

Information Privacy

The [Information Privacy website](#) outlines why Deakin collects and uses your personal information and also how you can access the information the University holds about you.

Information technology

To study at Deakin, you need to meet [Deakin's computing, connectivity and capability requirements](#).

Anyone using Deakin information and communication facilities, services and materials must ensure that their use complies with all relevant legislation, policies and procedures, including the [Schedule A: Conditions of Information Technology use](#) and the [Information and Communications Technology Use Policy](#).

Wellbeing, safety and security

Deakin offers a range of services to help you to complete your studies successfully and to stay healthy and safe. See [Study support](#) and [Health, safety and wellbeing](#)

[Safer Community](#) is the central point of enquiry during business hours for information and support in managing behaviours that are concerning, inappropriate or threatening.

[Security officers](#) are on duty on each campus at all times to protect Deakin students, staff and visitors and University property and facilities. On request (and subject to availability), they will accompany students around the campus. You are advised not to walk around the campus alone at night. The Security officers can also provide first aid assistance. Call Security on 1800 062 579.

Students are also encouraged to register for the free [SafeZone](#) app so they can connect directly to the Security team if they need help on campus.

Note that student visa holders are bound by additional [compliance and visa requirements](#).