

<b>Policy Name</b>	<b>Student Code of Conduct</b>
<b>Policy Number</b>	G002
<b>Approval Authority</b>	Board of Directors
<b>Responsible Officer</b>	Campus Director
<b>Operational Responsibility</b>	Director of Studies
<b>Purpose</b>	LCI Melbourne (LCIM) is committed to providing a safe, inclusive, and academically enriching learning environment grounded in the values of mutual respect, academic integrity, and critical inquiry. This policy outlines the behavioural expectations of students and promotes a learning culture where all members of the community feel supported, respected, and able to thrive.
<b>Scope</b>	<p>This policy applies to all LCIM students enrolled in any course or program, and extends to all conduct on campus, online, during placements, internships, field trips, or while representing the Institute in any capacity.</p> <p>Procedural matters related to alleged breaches of this policy—such as investigations, determinations, or appeals—are governed by the relevant Institute policies, including but not limited to the <i>Non-Academic Misconduct Policy &amp; Procedure</i>, <i>Academic Complaints and Appeals Policy &amp; Procedure</i>, <i>Sexual Harm Prevention and Response Policy &amp; Procedure</i>, and <i>Academic Integrity Policy &amp; Procedure</i>.</p>
<b>Policy Statement</b>	<p>In accordance with the <b>Higher Education Standards Framework (Threshold Standards) 2021</b>, particularly <i>Standard 2.2 (Diversity and Equity)</i> and <i>Standard 2.3 (Wellbeing and Safety)</i>, LCI Melbourne expects students to adhere to the following principles of conduct:</p> <p><b>a. Promote a Safe and Inclusive Learning Environment</b></p> <ul style="list-style-type: none"> <li>▪ Allow all members to pursue academic, professional, and personal endeavours free from disruption, harm, or discrimination.</li> <li>▪ Demonstrate honesty, fairness, and academic integrity.</li> <li>▪ Use institute resources appropriately and responsibly.</li> </ul> <p><b>b. Foster Mutual Respect</b></p> <ul style="list-style-type: none"> <li>▪ Treat all individuals—students, staff, and external partners—with dignity, courtesy, and sensitivity.</li> <li>▪ Respect the privacy and confidentiality of others.</li> <li>▪ Engage in honest and ethical communication and behaviour.</li> </ul> <p><b>c. Encourage Collaboration and Cooperation</b></p> <ul style="list-style-type: none"> <li>• Maintain professionalism in interpersonal interactions.</li> <li>• Respect others' rights to learn, work, and participate without interference.</li> <li>• Comply with health and safety regulations.</li> </ul> <p><b>d. Uphold Academic Integrity</b></p> <ul style="list-style-type: none"> <li>▪ Engage in coursework with integrity and diligence.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Submit original work and meet academic deadlines.</li> <li>▪ Request permission for any audio or video recordings on campus.</li> <li>▪ Attend and participate only in enrolled units unless otherwise directed.</li> <li>▪ Act professionally during placements, internships, and off-campus learning.</li> </ul> <p><b>e. Use Technology and Resources Responsibly</b></p> <ul style="list-style-type: none"> <li>▪ Access and use digital platforms (e.g., Omnivox-Lea) and facilities as per their intended academic purpose.</li> <li>▪ Avoid behaviour that impedes the academic progress of others.</li> <li>▪ Provide constructive feedback through institutional quality assurance surveys.</li> </ul>
Prohibited Conduct	<p>The following behaviours breach this policy and may lead to disciplinary action:</p> <ul style="list-style-type: none"> <li>▪ <b>Jeopardising Safety:</b> Any act that endangers the physical or psychological wellbeing of others.</li> <li>▪ <b>Harassment and Discrimination:</b> Including sexual harassment, vilification, bullying, intimidation, or discriminatory acts in any setting (physical or online).</li> <li>▪ <b>Disruption:</b> Any conduct that disrupts teaching, learning, or campus life.</li> <li>▪ <b>Misuse of Information:</b> Unauthorised access, use, or disclosure of confidential information.</li> <li>▪ <b>Damage to Property:</b> Vandalism, theft, or negligent use of facilities or resources.</li> <li>▪ <b>Misuse of IT Resources:</b> Inappropriate or unlawful use of the Institute's technology systems.</li> <li>▪ <b>Unlawful Conduct:</b> Any behaviour violating local, state, or federal laws while engaged in LCIM activities.</li> <li>▪ <b>Academic Misconduct:</b> Including but not limited to plagiarism, contract cheating, collusion, or impersonation.</li> <li>▪ <b>Other Misconduct:</b> Unauthorised commercial activity on campus; breach of any Institute policy; inappropriate use of AI tools in breach of academic expectations.</li> </ul>
Student Responsibilities	<p>All students are expected to:</p> <ul style="list-style-type: none"> <li>▪ Adhere to this policy and all other LCIM policies and procedures.</li> <li>▪ Actively contribute to a respectful, inclusive, and safe learning community.</li> <li>▪ Maintain accurate personal details.</li> <li>▪ Engage with Institute communications and meet enrolment responsibilities.</li> </ul>

Definitions	Vilification	Defamatory or abusive behaviour targeting a group or individual based on protected attributes.	
	Harassment	Persistent, unwanted behaviour that causes distress or discomfort.	
	Sexual harassment	Unwelcome conduct of a sexual nature that creates an intimidating or offensive environment.	
	Bullying	Repeated behaviour that intimidates or harms another, including online.	
	Intimidation	Threatening actions or behaviour meant to induce fear or submission.	
	Discrimination	Unfair treatment based on personal characteristics protected under law.	
Relevant Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 Higher Education Standards Framework (Threshold Standards) 2021 Privacy Act 1988 Occupational Health and Safety Act 2004		
Key Related Documents	Acceptable Use of Artificial Intelligence Policy & Procedure Academic Complaints and Appeals Policy & Procedure Academic Integrity Policy & Procedure Admissions Policy & Procedure Non-Academic Misconduct Policy & Procedure Privacy & Intellectual Property Policy & Procedure Sexual Harm Prevention and Response Policy & Procedure Student Orientation Policy & Procedure Student Support Services Policy & Procedure Support for Students Policy		
Date Approved	3 July 2024		
Date of Commencement	3 July 2024		
Date for Review	M3 2025		
Documents superseded by this Procedure	Student Conduct Policy & Disciplinary Procedures		
Amendment History	New Policy		
Signed and dated for LCI Melbourne		Prof Warren Bebbington	3 July 2024
INFORMATION FOR PUBLISHING ON POLICY REGISTER			
Category	Governance		
Stakeholders	Board of Directors Academic Board Leadership Team Academic Staff Professional Staff Students		
Review by Academic Board	M3 2027 (review for recommendation to the Board of Directors)		

Review by Board of Directors	M3 2027
Approved by Board of Directors	
Change and Version Control	

Version	Authored By	Description of Changes	Date Reviewed	Effective Date
1.0	Dean	New Policy	22 October 2019	23 October 2019
2.0	Dean	Review & Update – Compliance	M3 2021	October 2021
3.0	Campus Director	Review & update of policy	3 July 2024	3 July 2024