

<b>Policy Name</b>	<b>Student Non-Academic Misconduct Policy</b>
<b>Policy Number</b>	G003
<b>Approval Authority</b>	Board of Directors
<b>Responsible Officer</b>	Campus Director
<b>Operational Responsibility</b>	Director of Studies
<b>Purpose</b>	This policy supports a safe and inclusive learning environment by outlining procedures to address and respond to allegations of student non-academic misconduct. It aligns with the Higher Education Standards Framework (Threshold Standards) 2021, specifically Standard 2.3 (Wellbeing and Safety), and relevant provisions of the TEQSA Act 2011 and the ESOS Act 2000.
<b>Scope</b>	This policy applies to all students enrolled at LCIM, regardless of mode of study, and covers misconduct occurring on-campus, at off-site LCIM activities, or in online environments. It is distinct from academic misconduct, which is governed by the Academic Integrity Policy.
<b>Policy Statement</b>	<p>LCIM is committed to fostering a respectful, safe, and inclusive learning environment that upholds student wellbeing and community standards. All students are expected to behave in a way that supports the rights of others to study and work without disruption, discrimination, or harm.</p> <p>This policy defines and addresses non-academic misconduct, including unacceptable behaviour that undermines the safety, dignity, or operation of the LCIM community—whether on campus, at LCIM-related activities, or online.</p> <p>LCIM maintains a zero-tolerance approach to such misconduct. Proven incidents will result in penalties in accordance with this policy and the associated Non-Academic Misconduct Procedure.</p> <p><b>Definition of Non-Academic Misconduct (Revised)</b></p> <p>Non-academic misconduct refers to unacceptable, improper, or unlawful behaviour by a student that adversely affects the learning environment, the safety or wellbeing of others, or the operations and reputation of LCIM. Such misconduct may occur as a single instance, as repeated behaviour, or as part of an ongoing pattern. It may arise in physical spaces (on campus or during LCIM-affiliated activities) or in virtual settings, including online platforms, social media, and communication channels.</p> <p>Examples of non-academic misconduct include, but are not limited to:</p> <ul style="list-style-type: none"> <li>▪ Engaging in behaviour that threatens the safety, wellbeing, or rights of other students, staff, or visitors, including during placements or off-site LCIM activities.</li> </ul>

- Physical or verbal assault; causing or threatening to cause harm.
- Harassment, including sexual harassment, vilification, bullying, intimidation, or inciting such behaviour in any environment (in-person or online).
- Using abusive, offensive, or discriminatory language toward students, staff, or others.
- Discriminating based on race, ethnicity, gender, sexuality, disability, age, religion, political beliefs, or other protected attributes.
- Deliberately disrupting classes, events, or institutional operations.
- Breaching confidentiality, privacy, or professional conduct obligations, including unauthorised use of student or staff information.
- Damaging LCIM property, or impeding access to facilities intentionally or through negligence.
- Misusing LCIM's IT systems or learning resources, in breach of applicable terms of use.
- Submitting fraudulent documents or false statements to LCIM.
- Attending any LCIM-related activity while under the influence of drugs or alcohol to the extent that it affects safety, learning, or professional standards.
- Engaging in unlawful conduct, including offences under criminal law or breaches of copyright, discrimination, harassment, or defamation laws.
- Breaching LCIM policies or procedures that govern student conduct.
- Using LCIM's name, logo, or branding without formal authorisation.

#### **Penalties**


Penalties for non-academic misconduct are determined based on the severity and nature of the conduct and may include one or more of the following:

- A formal warning
- A written reprimand
- Suspension from a unit, course, or LCIM for a defined period
- Discontinuation of enrolment in placement or off-campus activities
- Withholding of academic results or official academic records
- Conditions placed on continued enrolment or unit participation
- Exclusion from classes or LCIM resources for a defined period
- Withholding of graduation entitlements
- Revocation of an award where serious misconduct preceded conferral

#### **Immediate Exclusion from Activities or Facilities**

The Campus Director (or delegate) may immediately exclude a student from specific facilities or activities, including placements, where the student has

	engaged in serious non-academic misconduct and urgent action is required to safeguard individuals or operations. All such cases must be reported to the Campus Director for documentation and oversight.	
<b>Definitions</b>	<i>Non-Academic Misconduct.</i>	Any behaviour that breaches LCIM's Code of Conduct, including harassment, threatening behaviour, damage to property, or actions impacting community wellbeing.
	<i>Student</i>	A person currently enrolled in any course at LCIM.
	<i>Support Person</i>	A person who accompanies a student to meetings, such as a friend, family member, or advocate, not acting as legal representation.
	<i>Procedural Fairness</i>	Ensuring decisions are made without bias and with a fair hearing process.
<b>Relevant Legislation</b>	<a href="#">Tertiary Education Quality and Standards (TEQSA) Act 2011</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a> ; <a href="#">Education Services for Overseas Students Act 2000</a> ; <a href="#">Education Services for Overseas Students Act 2000</a> <a href="#">Migration Act 1958</a> ; <a href="#">National Code of Practice for Providers of Education and Training to Overseas Students 2018</a> ; <a href="#">Higher Education Support Act 2003</a> <a href="#">Privacy Act 1988</a>	
<b>Key Related Documents</b>	<ul style="list-style-type: none"> <li>▪ Intellectual Property Policy</li> <li>▪ Academic Honesty and Integrity Policy</li> <li>▪ Information and Communications Technology Policy</li> <li>▪ Employee and Student Access and Equity Policy</li> <li>▪ Non-academic Complaints Policy</li> <li>▪ Academic Complaints and Appeals Policy</li> <li>▪ Workplace Health and Safety Policy</li> <li>▪ Sexual Misconduct Policy</li> <li>▪ Student Bullying Policy</li> <li>▪ Student Non-academic Complaint Policy</li> <li>▪ Academic Complaints and Appeals Policy</li> </ul>	
<b>Date Approved</b>	22 October 2019	
<b>Date of Commencement</b>	22 October 2019	
<b>Date for Review</b>	M2 2027	
Documents superseded by this Procedure	Student Conduct Policy & Disciplinary Procedures	

Amendment History	Update to Policy		
Signed and dated for LCI Melbourne		Prof Warren Bebbington	21 May 2025

#### INFORMATION FOR PUBLISHING ON POLICY REGISTER

Policy / Procedure Category		Governance		
Responsible Officer		Campus Director		
Review Date		M2 2025		
Approved By		Board of Directors		
Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	General Manager	New policy	M3 2019	M3 2019
2.0	Campus Director	Update to Policy	M2 2025	M2 2025