

Procedure Name	Student Non-Academic Misconduct Procedure
Procedure Number	G003
Approval Authority	Board of Directors
Responsible Officer	Campus Director
Operational Responsibility	Director of Studies
Purpose	The purpose of this procedure is to outline the formal process LCI Melbourne (LCIM) follows in receiving, investigating, and resolving allegations of non-academic misconduct, ensuring consistency, procedural fairness, and alignment with LCIM's policy and regulatory obligations.
Scope	This procedure applies to all current students of LCIM, across all locations and modes of study, including in-person, online, on placement, or while representing LCIM in any capacity.
Roles & Responsibilities	<ul style="list-style-type: none"> ▪ Students: Expected to comply with behavioural expectations and may raise or be subject to complaints. ▪ Campus Director: Final decision-maker on penalties involving exclusion or significant sanctions. ▪ Director of Studies: Oversees implementation and operational response to allegations. ▪ Investigating Officer: Gathers evidence and prepares findings. ▪ Professional and Academic Staff: May report misconduct and support investigation processes.
Procedure	<ol style="list-style-type: none"> 1. Reporting Allegations Allegations of non-academic misconduct must be submitted in writing with supporting evidence to the Director of Studies within five (5) working days of the incident. 2. Appointment of Investigating Officer The Director of Studies, in consultation with the Campus Director, will appoint an Investigating Officer within three (3) working days. 3. Investigation Process <ul style="list-style-type: none"> ○ The Investigating Officer will notify the student in writing of the allegation(s) and invite a written response within five (5) working days. ○ Relevant documentation will be collected, and involved parties interviewed to ensure procedural fairness. ○ A written report with findings will be submitted to the

	<p>Director of Studies and Campus Director.</p> <p>4. Outcomes</p> <p>Based on the report, one of the following outcomes will be determined:</p> <ul style="list-style-type: none"> ○ No breach occurred (case closed, no record); ○ Written reprimand (not recorded in the student file); ○ Formal warning (recorded on the student file); or ○ Referral to a Student Misconduct Panel. <p>5. Student Misconduct Panel</p> <ul style="list-style-type: none"> ○ Convened for serious or complex matters. ○ Composed of the Investigating Officer and two impartial LCIM staff members appointed by the Director of Studies, considering gender balance. ○ The student will be informed of the hearing and may attend or submit a written response, with a non-legal support person present. ○ The panel recommends an outcome to the Campus Director, who issues the final decision within five (5) working days. <p>Appeals</p> <p>Students may appeal any decision through LCIM's <i>Student Non-Academic Complaints and Appeals Procedure</i>. Appeals must be lodged within 28 calendar days of receiving the outcome.</p> <p>International Student Considerations</p> <p>If the penalty includes suspension or cancellation of enrolment, LCIM must notify the Department of Home Affairs via PRISMS in accordance with section 19 of the ESOS Act.</p> <p>Record-Keeping</p> <p>All documentation, including evidence, deliberations, communications, and outcomes, must be securely stored and accessible to authorised staff only, in accordance with LCIM's Records Management Policy.</p>
Relevant Legislation	<p>Tertiary Education Quality and Standards (TEQSA) Act 2011</p> <p>Higher Education Standards Framework (Threshold Standards) 2021;</p>

	Education Services for Overseas Students Act 2000; Education Services for Overseas Students Act 2000 Migration Act 1958; National Code of Practice for Providers of Education and Training to Overseas Students 2018; Higher Education Support Act 2003 Privacy Act 1988	
Key Related Documents	<ul style="list-style-type: none"> Intellectual Property Policy Academic Honesty and Integrity Policy Information and Communications Technology Policy Employee and Student Access and Equity Policy Non-academic Complaints Policy Workplace Health and Safety Policy Sexual Misconduct Policy Student Bullying Policy Student Non-academic Complaint Policy Academic Complaints and Appeals Policy 	
Date Approved	22 October 2019	
Date of Commencement	22 October 2019	
Date for Review	M2 2027	
Documents superseded by this Procedure	Student Conduct Policy & Disciplinary Procedures	
Amendment History	New Policy	
Signed and dated for LCI Melbourne	 Prof Warren Bebbington	21 May 2025

INFORMATION FOR PUBLISHING ON POLICY REGISTER

Procedure Category	Governance
Responsible Officer	Campus Director
Review Date	M2 2025
Stakeholders	Board of Directors Academic Board Leadership Team Academic Staff



	Professional Staff Students			
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 procedure	M3 2019	M3 2019
2.0	Campus Director	Update to procedure	M2 2025	M2 2025