



**Policy Number & Name:** RTOPRO063 Student Misconduct Policy

**Policy Area:** Student Services

**Authorised by:** Student Support Services

**Organisation Definition:**

Crown Melbourne Limited trades as Crown Melbourne Limited, Crown College International Crown College International. For the purpose of this policy, any reference to Crown College, or the 'college' should be considered a reference to any these respective trading names.

Crown College RTO – includes the following Registered Training Organisations as identified on [www.training.gov.au](http://www.training.gov.au)

- Crown Melbourne Ltd trading as Crown College RTO ID # 3743
- Crown Training Pty Ltd RTO ID # 40529

Portfolio – relates to the following three key operational sectors;

- Hotels, Retail, Food & Beverage
- Support Services, including Security & Surveillance
- Gaming

**1. Policy**

1.1 This policy defines the actions that constitute academic and non-academic misconduct by students at Crown College and outlines the processes for investigating allegations of student misconduct.

1.2 This policy describes the potential consequences should an allegation be proven.

**2. Scope**

2.1 This policy applies to all domestic and international students at Crown College.

**3. Responsibility**

3.1 It is the responsibility of all Crown College employees, contractors and students for the implementation of this policy. The responsibilities/actions of the International Student Support Officer within this policy can also be performed by a Training Manager or Training Lead of Crown College.

## **4. Procedures**

### **4.1 Student Misconduct - Academic**

4.1.1 This misconduct involves academic fraud, cheating, plagiarism, collusion and any other dishonest conduct by a student to gain academic or general advantage.

4.1.2 Any case involving academic misconduct should be referred to the RTO PRO072 Plagiarism, Cheating & Collusion Policy.

### **4.2 Student Misconduct – Non Academic**

4.2.1 Student misconduct includes, but is not limited to;

- i. Contravention of the Crown College Code of Conduct.
- ii. Actions that adversely impact on the reputation of Crown College including Crown College employees, students or other members of the Crown College community.
- iii. Actions that are criminal or unlawful on Crown College property or premises, or on a location where a student is representing Crown College.
- iv. Actions that damage or wrongfully deal with any property under the control of Crown College.
- v. Action that obstructs any employees, students or other members of the Crown college community in the performance of their duties.
- vi. Any assaults, threats, bullying, harassment or actions that endanger any employees, students or other members of the Crown College community or causes them to fear for their personal safety.
- vii. Actions that attempt to influence employees, students or other members of the Crown College community in their performance of their duties; and/or disobeys any instructions including the failure to leave any building or area when directed to do so, or the failure to comply with an imposed penalty or agreed outcome under Crown College rules and policies.
- viii. Actions that impair the reasonable freedom of other persons to pursue their studies or to participate in life at Crown College.
- ix. Actions that disrupt, interfere with, or is detrimental to the conduct of any teaching, study, assessment or administration of Crown College.
- x. Refusals, withholds, or fails to identify oneself truthfully or furnishes false personal information to any employees, students or other member of the Crown College community.
- xi. Falsifies or attempts to falsify, Crown College records or official files/documents.
- xii. Significantly obstructs or interferes with the business of Crown College.
- xiii. Encourages, persuades or incites any other person to engage in conduct or behavior constituting non-academic misconduct.

### **4.3 Management of alleged misconduct**

- 4.3.1 Academic matters should be referred to the Trainer/Assessor in the first instance.
- 4.3.2 Further academic matters should be referred to the Academic Manager who will implement the RTOPRO072 Plagiarism, Cheating and Collusion Policy.
- 4.3.3 Non-academic matters should be referred to the International Student Support Officer in the first instance.
- 4.3.4 The International Student Support Officer will organise a meeting with the student to discuss the alleged misconduct.
- 4.3.5 The student will be given an opportunity to correct information, explain mitigating circumstances and make a submission as to the penalty/ies that may be imposed.
- 4.3.6 Students are entitled to due notice of any allegations of student misconduct made against them. Allegations may be amended at any time before their determination, provided the student has received notice.
- 4.3.7 The International Student Support Officer will investigate and determine allegations of student misconduct as expeditiously as is practical so that a resolution of the matter is not delayed.
- 4.3.8 In all cases, the principles of procedural fairness and natural justice will apply, including;
- i. The presumption of innocence unless guilt is freely admitted or proved by clear and convincing evidence,
  - ii. The right to be heard,
  - iii. The right to be treated without bias,
  - iv. The right to be informed of allegations being made and to be provided with an opportunity to respond,
  - v. The right to be given reasons for any decision.
- 4.3.9 The International Student Support Officer will review all information gathered during the investigation, along with supporting evidence and any information of previous incidents that may be in the students file.
- 4.3.10 In certain circumstances, the International Student Support Officer may advise the student of a temporary exclusion from all student activities pending the results of the investigation.
- 4.3.10 The International Student Support Officer will take one of the following actions;
- i. Dismiss the allegation; or
  - ii. Uphold the allegation and determine an appropriate outcome/penalty

#### 4.4 Outcome/Penalty/ies

4.4.1 Possible outcomes determined by the International Student Support Officer may include, but are not limited to;

- i. Allegations made against the student are dismissed
- ii. Requested apology to those involved
- iii. A formal warning on the student file
- iv. Student to attend appropriate counseling
- v. Suspend the student from Crown College for a specified period of time, not exceeding 3 months
- vi. Exclude the student from Crown College permanently

#### 4.5 Appeals

4.5.1 If the student is not satisfied with the outcome determined by the International Student Support Officer, they will have 20 days to access the Crown College Complaints & Appeals process.

### 5. Related Documents

Plagiarism, Cheating and Collusion Policy  
Deferral Suspension and Cancellation Policy  
Complaints & Appeals Policy  
Crown College Code of Conduct

### 6. Policy Publication

All policies and procedures that are applicable to prospective students and enrolled students (domestic or international) and all relevant organisation employees/contractors are made available on request at all times, and form part of the induction and orientation for employees/contractors and students and are made available via the website (where appropriate), student administration/management systems, learning management system and internal electronic systems.

### 7. Amendment Schedule

Table detailing any amendment made to the policy between review dates:

Date	Modification	Version	By
22.5.2017	Updated formatting and numbering system	2.0	Vanessa Hoppe

<b>Document ID</b> RTOPRO063	<b>Version No</b> 2.0	G:\HR\TRAINING\8. POLICIES, PROCEDURES & FORMS\RTOPRO063 Student Misconduct Policy V2.0.docx	Controlled copy, uncontrolled when printed
<b>Release Date</b> May 2017			