

PP2.5 – Student Code of Conduct Policy and Associated Procedures

Policy area	Student Support
Standards	Outcome Standards for RTOs 2025, Standard 2.5 National Code 2018 Standard 6
Responsibility	CEO, Training Manager, Student Support Officer
Classification	Internal Only

1. Purpose

The purpose of this policy is to outline the standards of behaviour expected of all students at Sydney City College of Management (SCCM). This policy ensures a safe, respectful, and inclusive learning environment that supports academic success and wellbeing, and complies with legislative and regulatory requirements.

2. Definitions

- **Misconduct:** Behaviour that is inappropriate, disruptive, dishonest, or breaches SCCM's policies, procedures, or applicable legislation.
- **Academic Misconduct:** Any form of cheating, plagiarism, or dishonesty in assessments, examinations, or academic work.
- **Non-Academic Misconduct:** Behaviour that disrupts the learning environment, threatens safety or wellbeing, or damages SCCM's reputation or property.

3. Policy Statement

3.1 Scope

- This policy applies to all students enrolled at SCCM across all delivery modes and campuses.
- The policy covers both academic conduct and non-academic conduct in the classroom, workplace placements, online learning, and in any SCCM-related activity.

3.2 Students are expected to:

- **Behave Honestly, Ethically, and Responsibly**
 - Demonstrate integrity in all academic work by ensuring that assessments are their own original work and properly reference sources.
 - Avoid plagiarism, collusion, cheating, or providing false or misleading information.
 - Take responsibility for their actions, decisions, and learning.

- **Treat Others with Respect and Courtesy**
 - Show respect to staff, trainers, assessors, fellow students, and visitors at all times, regardless of cultural background, gender, age, religion, or personal beliefs.
 - Avoid engaging in bullying, harassment, discrimination, or any behaviour that may cause physical or psychological harm.
 - Contribute positively to a supportive and inclusive learning environment.
- **Engage Actively in Learning**
 - Attend scheduled classes, training sessions, and assessments punctually and regularly.
 - Participate actively in discussions, group activities, and learning tasks.
 - Submit assessments and other required work by the due dates, unless prior arrangements have been approved under SCCM's policies.
- **Follow SCCM's Policies and Procedures**
 - Comply with all academic and administrative requirements, including assessment guidelines, attendance monitoring, and course progression rules.
 - Observe workplace health and safety procedures to ensure the safety of themselves and others.
 - Use SCCM's IT systems responsibly, including online platforms, email, and Moodle, ensuring that inappropriate or offensive material is not accessed or shared.
- **Respect for SCCM Property, Facilities, and Resources**
 - Use classrooms, equipment, learning materials, and facilities responsibly and for their intended purpose.
 - Avoid causing damage, vandalism, or misuse of SCCM property or that of partner organisations (e.g., during work placements).
 - Reporting any damage, misuse, or safety concerns promptly to the appropriate authority -trainer and assessor, student support etc.
 - Maintain a clean and professional learning environment for all students and staff.
- **Uphold the Integrity and Reputation of SCCM**
 - Conduct themselves in a way that reflects positively on SCCM both on-campus and off-campus, including during work placements, excursions, or industry events.

- Adhere to Australian laws, visa conditions (for international students), and professional standards relevant to their field of study.
- Recognise that as representatives of SCCM, their behaviour contributes to the College's reputation within the community and industry.

3.3 Academic Misconduct

Academic misconduct undermines the integrity of SCCM's training and assessment system. Examples include, but are not limited to:

- **Plagiarism**

- Presenting another person's work, ideas, images, or data as one's own without appropriate referencing or acknowledgement.
- Copying from websites, textbooks, journals, or another student's work without proper citation.
- Unsolicited use of AI Tools and Technology.

- **Collusion**

- Working with another student or individual without authorisation to complete an assessment task.
- Submitting work that has been jointly prepared when individual submission was required.

- **Cheating in Examinations or Assessments**

- Using or attempting to use unauthorised materials (e.g., notes, mobile phones, electronic devices) during an assessment.
- Copying answers from another student during a test or practical assessment.
- Arranging for another person to complete an assessment on one's behalf.

- **Fabrication or Falsification of Information**

- Inventing or altering data, research results, or other evidence in an assessment task.
- Providing false documentation, such as medical certificates, workplace reports, or logbooks.

- **Other Forms of Dishonesty**

- Impersonating another student in class, online, or in assessment.
- Sharing assessment questions, model answers, or confidential training materials with others without authorisation.

- Purchasing assignments or using third-party services to complete assessments (“contract cheating”).

3.4 Non-Academic Misconduct

Non-academic misconduct refers to behaviour that is inappropriate, disruptive, unsafe, or damaging to SCCM’s community, property, or reputation. Examples include, but are not limited to:

- **Bullying, Harassment, Discrimination, or Threatening Behaviour**
 - Engaging in physical, verbal, or online harassment of staff, students, or others.
 - Discriminating against others based on gender, culture, religion, disability, or personal characteristics.
 - Using intimidating, aggressive, or threatening behaviour that causes another person to feel unsafe.
- **Disruptive Behaviour**
 - Interrupting classes or learning activities in a way that negatively impacts other students’ learning.
 - Inappropriate behaviour during online sessions (e.g., offensive comments, disruptive use of chat or video).
 - Repeatedly ignoring instructions from trainers, assessors, or staff.
- **Damage to or Misuse of SCCM Property, Resources, or Facilities**
 - Vandalising or deliberately damaging classrooms, equipment, or facilities.
 - Misusing learning resources, including library or laboratory materials.
 - Removing or tampering with safety equipment (e.g., fire alarms, first aid kits).
- **Misuse of IT Systems**
 - Accessing, distributing, or displaying offensive or illegal material on SCCM’s IT systems.
 - Cyberbullying, online harassment, or inappropriate use of SCCM platforms (e.g., Moodle, email).
 - Hacking, attempting to bypass security measures, or using IT systems for unauthorised activities.
- **Possession or Use of Prohibited Substances**
 - Bringing illegal substances onto SCCM premises.
 - Being under the influence of alcohol or drugs during classes, assessments, or SCCM activities.

- Possession or misuse of items prohibited under SCCM or Australian law (e.g., weapons).
- **Breach of Student Visa Conditions (for International Students)**
 - Failing to maintain satisfactory course progress or attendance without valid reason.
 - Working in excess of permitted visa conditions.
 - Providing false or misleading information to SCCM or government authorities.
- **Other Misconduct**
 - Behaviour that brings SCCM into disrepute, either on-campus, at industry placement sites, or during college-related events.
 - Failure to follow SCCM health and safety instructions, putting others at risk.
 - Criminal behaviour, including theft, fraud, or assault.

3.5 Consequences of Misconduct

Misconduct, whether academic or non-academic, may result in disciplinary action. The severity of the outcome will depend on the seriousness of the behaviour, whether it is a repeated offence, and its impact on others or on SCCM's operations. Possible outcomes include, but are not limited to:

- **Formal Warning**
 - A verbal or written warning outlining the misconduct, required corrective action, and the consequences of further breaches.
- **Requirement to Resubmit or Redo Assessments**
 - In cases of academic misconduct, students may be required to resubmit an assessment task or complete an alternative task.
 - A reduced mark or a "Not Yet Competent" result may be recorded in cases of serious or repeated academic misconduct.
- **Restrictions or Suspension of Access**
 - Temporary suspension of access to facilities, learning platforms, or IT systems where misconduct relates to misuse of SCCM resources.
 - Conditions may be placed on the student's access (e.g., supervised use of facilities).
- **Restitution or Reimbursement**
 - Where misconduct has resulted in damage to SCCM property or resources, the student may be required to pay for repair or replacement.

- **Suspension of Enrolment**

- Short-term suspension of enrolment in line with the Deferral, Suspension and Cancellation Policy.
- The student will be formally notified of the suspension and its implications for their studies and, if applicable, their student visa.

- **Cancellation of Enrolment**

- In cases of serious or repeated misconduct, SCCM may cancel a student's enrolment under the Deferral, Suspension and Cancellation Policy.
- For international students, this will be reported to **PRISMS** and may affect visa status.

- **Referral to External Authorities**

- If the misconduct breaches Australian law (e.g., assault, theft, possession of prohibited substances), SCCM may refer the matter to the police or other external authorities.

4. Principles

- **Fairness and Consistency**

- All cases of misconduct will be managed fairly, consistently, and without bias.
- Decisions will be based on clear evidence and relevant SCCM policies, not on personal opinion or assumptions.
- Similar cases of misconduct will be treated in a similar manner to ensure consistency.

- **Right to Respond**

- Students will be given the opportunity to respond to allegations of misconduct before any decision is made.
- Students may provide their response in writing or in person at a meeting.
- Students may be accompanied by a **support person** (such as a friend, family member, or student support officer) during meetings.

- **Confidentiality**

- All information relating to a misconduct case will be treated confidentially.
- Details will only be shared with those directly involved in investigating, managing, or deciding the matter.
- Records will be securely stored in the Relevant Register and in the student's file, in line with SCCM's Records Management Policy and privacy obligations.

- **Right to Appeal**

- Students who disagree with the outcome of a misconduct decision have the right to lodge an appeal under SCCM's **Appeals Handling Policy** within the specified timeframe (normally 20 working days).
- Students will not be disadvantaged or victimised for exercising their right to appeal.

- **Compliance with Natural Justice and Procedural Fairness**

- The decision-maker(s) will act independently and without conflict of interest.
- Decisions will be evidence-based and clearly documented.
- Students will be informed in writing of the decision and the reasons for it.

5. Procedures

5.1 Reporting Misconduct

1. Misconduct may be identified by trainers, assessors, staff, or other students.
2. Reports of misconduct must be submitted in writing to the Admissions Officer or Student Services Officer, including:
 - Details of the incident,
 - Evidence (e.g., assessment work, witness statements),
 - Date and time of occurrence.

5.2 Initial Review

1. The Admissions Officer will log the misconduct report in the relevant Register.
2. The Academic Manager (for academic misconduct) or the Operations Manager (for non-academic misconduct) will review the case within 5 working days.
3. If the report is substantiated, the student will be formally notified in writing of the allegations.

5.3 Investigation

1. The student will be invited to a meeting to present their response, accompanied by a support person if desired.
2. The relevant Manager (Academic or Operations) will gather evidence, interview witnesses if necessary, and assess the severity of the misconduct.

5.4 Decision and Outcome

1. Decisions will be based on evidence and in line with SCCM policies.
2. Possible outcomes may include:

- No action (if allegations are unsubstantiated),
 - Verbal or written warning,
 - Academic penalty (e.g., resubmission, zero grade for assessment),
 - Temporary suspension of access to resources or facilities,
 - Suspension or cancellation of enrolment (reported to PRISMS if applicable).
3. The decision will be communicated to the student in writing within **5 working days** of the investigation.

5.5 Appeals

- Students who disagree with the outcome may lodge an appeal under the **Appeals Handling Policy** within 20 working days of receiving the decision.

5.6 Record Keeping

- All misconduct reports, evidence, investigation notes, and outcomes will be recorded in the Relevant Register and the student's file.
- Records will be kept for **5 years** and then securely destroyed with CEO/PEO approval.

6. Relevant documents to consider with this policy

- Appeals Handling Policy
- Complaints Handling Policy
- Deferral, Suspension, and Cancellation Policy
- Records Retention and Management Policy
- Privacy and Data Protection Policy
- Assessment and Re-assessment Policy
- Student Misconduct Register
- International Student Handbook

7. Reference(s) to Standards

SRTOs 2025, standard 2.5 and **National Code 2018**, Standard 6 mostly associated with the student responsibilities and obligations.

Document Version Control

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