

# Student Conduct Policy and Procedure

## 1. Purpose

This policy outlines the standards of conduct expected from students within our educational institution to define acceptable behavior, provide guidelines for handling misconduct, uphold the institution's reputation and values, and establish rules for the use and sharing of learning materials.

## 2. Scope

This policy applies to all registered students throughout their period of enrollment with CRMI.

## 3. General Principles

### 1. Respect and Civility:

- Treat everyone with respect, regardless of background, identity, or beliefs.
- Prevent offensive language, discrimination, and harassment.
- Encourage open dialogue and constructive feedback.

### 2. Academic Integrity:

- Uphold academic honesty and integrity.
- Avoid plagiarism, cheating, and unauthorized collaboration.

### 3. Professionalism:

- Maintain professional behavior in all interactions.
- Dress appropriately for the educational setting.
- Be punctual and prepared for classes and meetings.
- Communicate respectfully and constructively.
- Represent our institution positively in professional settings.

### 4. Inclusivity and Diversity:

- Embrace diversity and promote inclusion.
- Value different perspectives and backgrounds.

### **5. Confidentiality and Privacy:**

- Respect others' privacy and confidentiality.
- Do not share sensitive information without consent.
- Protect personal data.
- Respect privacy rights and avoid unauthorized disclosure.

### **6. Collaboration and Cooperation**

- Foster collaboration among students, faculty, and professionals.
- Support a cooperative learning environment.
- Encourage teamwork.

### **7. Use of Facilities and Resources:**

- Use educational facilities and resources responsibly.
- Report any damage or safety concerns promptly.

### **8. Conflict Resolution:**

- Address conflicts calmly and professionally.
- Seek mediation or assistance when needed.
- Avoid aggressive or confrontational behavior.

## **3. Student Standards of Conduct**

All students are required to:

### **1. Behave Responsibly:**

- Act safely and consider the safety of others.
- Demonstrate civility, consideration, and respect within the institution and the local community.

### **2. Uphold the Institution's Reputation:**

- Avoid activities that could bring disrepute to the institution.
- Adhere to all CRMI policies, rules, regulations, and applicable laws.

### **3. Foster Mutual Respect:**

- Interact in a manner that promotes understanding and respect among all community members.

## **4. Eligibility for Material Use**

4.1. Students are eligible to use learning materials distributed by CRMI under the following conditions:

- Only currently enrolled students have access to training materials.
- Materials are for personal study, coursework, and skill development related to the enrolled program.
- Students may use learning materials for educational purposes within the scope of their enrolled courses.
- Unauthorized commercial use, distribution, or reproduction is strictly prohibited.
- Students must respect copyright laws and intellectual property rights.
- Properly attribute any content used from the materials (e.g., citing sources, acknowledging authors).

4.2. Students may share learning materials under the following circumstances:

- Students may share CRMI materials with classmates, study groups, or project collaborators considering this collaboration aligns with the educational objectives of the training program.
- Students must NOT share materials with unauthorized parties (e.g., competitors, non-enrolled individuals).
- Commercial use or distribution for profit is strictly prohibited.

## **5. Disciplinary Processes**

5.1 When a potential breach is identified, the designated officer conducts a preliminary review to assess the validity and seriousness of the allegation.

5.2 If the complaint is deemed valid, a formal investigation is initiated, gathering all relevant information and evidence.

5.3 The student involved will be notified in writing about the alleged breach, the nature of the investigation, and the possible consequences.

5.4 The student will be given an opportunity to respond to the allegations and provide their account of events.

5.5 The investigation will include interviews with relevant parties, review of evidence, and consultation with applicable policies and regulations.

5.6 The designated officer will document the findings and conclusions of the investigation.

5.7 Based on the investigation, the designated officer will make a recommendation on the appropriate disciplinary action.

5.8 The decision will be reviewed and validated by a senior staff member and/or Quality Assurance Committee to ensure fairness and consistency.

5.9 Disciplinary Actions:

- **Warnings:** For minor breaches, a written warning may be issued, outlining the nature of the misconduct and expectations for future behavior.
- **Probation:** The student may be placed on probation, during which their conduct will be closely monitored.
- **Suspension:** For serious breaches, the student may be suspended from the program for a defined period.
- **Expulsion:** In cases of severe or repeated misconduct, the student may be expelled from the institution and will no longer be allowed as a student in the institution.

5.10 The final decision and any disciplinary actions will be communicated to the student in writing.

5.11 The communication will include the rationale for the decision and information on the appeals process.

5.12 The student has the right to appeal the decision within 10 business days of receiving the disciplinary notice.

5.13 Appeals must be submitted in writing and will be reviewed by an independent review panel.

5.14 The panel will reassess the case, considering any new evidence or arguments, and make a final determination within 15 business days.

## 6. Reporting Misconduct in CII Assessments

(Added for Accredited professional development centre)

6.1. If there is an allegation of misconduct in a CII assessment, the institution will inform the CII promptly.

6.2. The CII will be provided with a detailed report of the investigation and the actions taken. The notification will include the nature of the alleged misconduct, the parties involved, and any preliminary findings.

6.3. CRMI will conduct a thorough investigation into the alleged misconduct.

6.4. The investigation will adhere to the CII's guidelines and standards for handling misconduct.

6.5. Upon completion of the investigation, a detailed report will be prepared, summarizing the findings, conclusions, and any disciplinary actions taken.

6.6. The report will include all relevant evidence, witness statements, and documentation of the investigation process.

6.7. The detailed report will be submitted to the CII along with any supporting documentation.

6.8. The institution will maintain open communication with the CII throughout the process, providing updates and responding to any additional inquiries.

- 6.9. The institution will implement any recommendations or directives from the CII regarding the handling of the misconduct case.
- 6.10. Any further actions required by the CII will be promptly addressed to ensure compliance and integrity of the assessment process.
- 6.11. The student involved will be informed of the outcome of the investigation and any actions taken by the institution and the CII.
- 6.12. The student will also be advised of their right to appeal the decision through the institution's appeals process and any additional channels provided by the CII.

Internal Use Only