

Student Misconduct Policy

Version: 1.0

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1. Purpose

This policy sets out the definitions of general misconduct and academic misconduct at Trinity College Zurich (hereafter 'the College') and the procedures for the management of misconduct.

2. Scope

This policy is applicable to all of the College's programmes, to all staff members of the College, and to all past and current students.

3. Policy Statement

3.1 General misconduct is any form of behaviour by a student that is contrary to the policies, procedures, rules and guidelines or is deemed inappropriate for a student in the educational environment. General misconduct includes, but not limited to:

- endangering the safety of any person;
- misusing, damaging or misappropriating the College's assets, premises or information;
- engaging in illegal activity or activity prohibited by the Institute's policies, procedures, rules and guidelines;
- disrupting any activity of the College; or
- failing to follow reasonable directions of the College's staff members.

3.2 Academic misconduct is any form of behaviour by a student that undermines academic integrity or academic standards of the College. Academic misconduct includes, but not limited to:

- making a false representation as to a matter affecting a student's status;
- attempting to gain, or assist another student's attempt to gain, an improper academic advantage;
- attempting to obtain, process, tamper or distribute assessments, assessment items, grades or other information without approval;
- impersonating another student, or arranging for anyone to impersonate a student, in assessment;
- failing to follow reasonable directions of the College's staff members in relation to academic matters.

3.3 If a staff member or student feels unsafe as a result of threatening or inappropriate behaviour by a student, they should ask the student to leave the location. If the student refuses, then all others in the location should leave and security staff or law enforcement agency should be called.

3.4 All staff members and students have the responsibility to report any suspected act of misconduct to the College.

3.5 The College will take appropriate action against any student found to have involved in an act of misconduct. The penalties for acts of misconduct vary and will be determined on a case by case with due consideration to the facts of each case.

3.6 In determining the penalties for of an act of misconduct, the College will consider:

- The type of misconduct;
- The extent of the misconduct;
- The student's record;
- The intent of the student; and
- The impact of the misconduct.

3.7 Where an act of misconduct is confirmed, the student will be notified in writing and an official record of the act and penalties applied will be added to the student's record.

4. Procedures

4.1 Staff members and students who are aware of any suspected act of misconduct should notify the College in writing.

4.2 After receiving a report of suspected act of misconduct, the College will conduct a misconduct investigation.

4.3 The College may conduct a misconduct investigation without receiving report of suspected act of misconduct.

4.4 The College may request any person to assist in the investigation.

4.5 Based on the findings of the misconduct investigation, the College will establish whether there is an act of general misconduct and/or academic misconduct and the parties involved in the act of misconduct.

4.6 The College will make a decision on penalties applied to students who have involved in an act of misconduct. Possible penalties include, but not limited to:

- written warning;
- a mark of zero (0) for an assessment;
- a grade of F for a unit;
- cancellation of enrolment to a unit or a programme;
- suspension or exclusion from a unit or a programme;
- restriction or denial of access to premise and facilities of the College;
- reimbursement of damages and other costs associated with the act; and
- rescindment of the degree or award conferred to the student.

4.7 A student who receives a penalty for an act of misconduct will be notified in writing.

5. Complaints and Appeals

5.1 Students who are dissatisfied with any aspect of the student misconduct process including misconduct decisions are entitled to make a complaint in accordance with College's Complaints and Appeals Policy. If still not satisfied with the outcome of the complaint, students may lodge an appeal in accordance with College's Complaints and Appeals Policy.