

## **STUDENT DISCIPLINE POLICY**

### **PURPOSE**

This policy sets out the principles by which CG Spectrum Institute (CGSI) addresses allegations of serious misconduct by students. It aims to promote a culture of mutual respect within the CGSI community and discourage inappropriate behaviour.

The Policy is in accordance with the Higher Education Standards Framework, 2021 (HES) and the National Code of Practice for Providers of Education and Training to Overseas Students, 2018 (National Code).

### **SCOPE**

This policy applies to all members of the CGSI community.

### **DEFINITIONS**

Nil.

### **RESPONSIBILITIES**

The **CEO** is responsible for:

- considering reports of disciplinary hearings;
- considering recommendations for proposed disciplinary actions;
- briefing the Academic Board about serious breaches of the Code of Conduct by students.

**The Academic Dean** is responsible for:

- the implementation and compliance monitoring of this policy;
- taking all reasonable steps to ensure that all breaches of the Code of Conduct by students are addressed;
- assessing whether an alleged breach of the Code of Conduct has substance;
- reporting any serious breach by a student of the Code of Conduct to the CEO as soon as possible.

### **POLICY**

1. CGSI is committed to providing and maintaining a high standard of health, safety, security and well-being for all members of its community.
2. CGSI will take action to maintain and protect the academic integrity of the institution and the health, safety, security and well-being of members of its community.
3. In investigating allegations of serious misconduct, the Academic Dean will act fairly in all circumstances.
4. After receiving an allegation of student misconduct, the Academic Dean will assess whether there are reasonable grounds to proceed with an investigation.
5. When there are reasonable grounds to proceed, the Academic Dean will contact the student to discuss the allegation.
6. Following the discussion, the Academic Dean will provide the student with written notification of the alleged breach(es) of the Code of Conduct.

7. The student will be required to attend a disciplinary hearing into the matter when the alleged breach is a risk to the health, safety, security and wellbeing of a member of the CGSI community. The student will be advised of the date and time of the hearing in writing with at least ten (10) days notice.
8. No party will be permitted to have legal representation at a disciplinary hearing.
9. A student found to have breached CGSI's Code of Conduct by a disciplinary hearing will have a penalty applied.
10. If a matter being dealt with under this policy becomes subject to a police investigation, then proceedings within the framework of this policy may be suspended until the criminal investigation and/or proceedings have been completed.

### **APPEALS**

A student may appeal against a decision made under this policy. Appeals must be made as outlined in the *Grievance Complaints and Appeals Policy and Procedure*.

### **RELATED**

Academic Integrity Policy  
 Academic Integrity Procedure  
 Conflict of Interest Policy  
 Grievance Complaints and Appeals Policy  
 Grievance Complaints and Appeals Procedure  
 Privacy Policy  
 Students at Risk Policy  
 Students at Risk Procedure  
 Student Progression Exclusion and Graduation Policy  
 Student Progression Exclusion and Graduation Procedure

### **Version Control**

<b>Document:</b> Student Discipline Policy		
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<b>V2.0</b>	<b>CRICOS minor adjustments</b>	
V1.3	Minor edits and logo	