

STUDENT MISCONDUCT AND PROCEDURES PROGRAM

Policy Code: MIS-002

Version: 1.0

Effective Date: 2nd April 2018



<p>Purpose</p>	<p>The purpose of this document is to set out the procedures for dealing with a breach of A.C.O.A.E. Student Code of Conduct or other A.C.O.A.E. policies.</p>
<p>Scope</p>	<p>This procedure applies to all students enrolled in A.C.O.A.E. courses.</p> <p>These procedures do not preclude A.C.O.A.E. from instituting civil or criminal proceedings.</p>
<p>Definitions</p>	<p>The Student Code of conduct provides a framework for the conduct expected of students of A.C.O.A.E. RTO while at A.C.O.A.E. RTO or involved in A.C.O.A.E. RTO related activities.</p> <p>Misconduct is a breach of the A.C.O.A.E. RTO Student Code of Conduct or other A.C.O.A.E. RTO policies and may lead to disciplinary action by A.C.O.A.E. RTO</p> <p>Procedural fairness means the right to a fair hearing. It involves:</p> <ul style="list-style-type: none"> • ensuring there is a proper investigation of the facts; • the opportunity for all parties to be heard, including for those who have had a complaint made against them to be aware of the allegations against them and to respond; • ensuring all parties are informed of the procedures under which the matter is being handled and are given a copy of the relevant policy and procedure document; • ensuring there is a proper investigation of the facts and that all relevant submissions and any mitigating factors are taken into account • ensuring that the investigation is concluded promptly • the right to have any material considered by an unbiased, impartial decision-maker • advising all parties that disciplinary penalties may apply
<p>Procedure</p>	<p>Allegations of misconduct must be made in writing to the College Manager and Staff Services. Allegations must be supported by evidence.</p> <p>The Investigation</p> <p>Student support will investigate the allegation and will prepare a report for the College Manager on the findings of the investigation.</p>

Purpose

The College Manager will make a determination and the student will be advised accordingly.

The student will typically be notified in writing to their A.C.O.A.E. RTO student email address within ten working days of the receipt of the written allegations. Formal investigations will usually be commenced within twenty working days.

After evaluating the evidence presented, it should be considered whether it is more likely than not, on the balance of probability, that the allegation/s or any number of the allegations against the student are proven.

The Determination

As a result of the investigation, it may be determined:

- to dismiss the allegations, if they have not been proven;
- to impose no penalty because no penalty is warranted.

As a result of the investigation it may be determined that A.C.O.A.E. RTO will take one or more of the following actions:

- to require the student/s to enter into mediation with relevant parties;
- in the case of academic misconduct, to issue a formal reprimand or warning, to reduce the student's marks or fail the student in the subject or course or to require remedial educative action
- to issue a formal reprimand or warning to the offending student
- to withdraw student access to some or all A.C.O.A.E. RTO activities, facilities or services for a specific period of time
- to require access under certain conditions
- to require restitution of damages
- to require a formal apology to be made to the relevant party
- to require the student to enter into mediation
- to suspend the student from A.C.O.A.E. RTO and A.C.O.A.E. RTO courses for a period of any duration up to the end of the current academic year
- to exclude the student from A.C.O.A.E. RTO for a period of up to 24 months, including the option of conditional return from exclusion
- require such other penalty or action as may be appropriate

The determination will be confirmed in writing giving reasons and the detail of any penalty typically within five working days of the conclusion of the investigation.

Students have up to ten working days in which they may appeal the decision to issue them with a penalty, including suspension or exclusion. An appeal against a finding of non-academic misconduct or against any specific penalty will be treated in accordance with A.C.O.A.E. RTO's Grievance Policy and Procedures: Non Academic Matters.

Purpose	<p>An appeal against a penalty for academic misconduct will be treated in accordance with A.C.O.A.E. RTO's Grievance Policy and Procedures: Academic Matters.</p> <p>The imposition of the penalty will not take effect until after the conclusion of the appeals process, unless there are exceptional circumstances involving the safety of others or the proper functioning of A.C.O.A.E. RTO that requires that the student not be permitted to attend A.C.O.A.E. RTO.</p> <p>If the student is an overseas student studying in Australia then A.C.O.A.E. RTO will inform the student that suspension or exclusion from A.C.O.A.E. RTO may affect their student visa. A.C.O.A.E. RTO will also notify the Secretary of the relevant Australian Government Department of its decision as is required under Section 19 of the ESOS Act.</p> <p>Students suspended or excluded from A.C.O.A.E. RTO in accordance with this policy shall not be entitled to any refund of course fees.</p> <p>In cases where the College Manager takes disciplinary action involving withdrawal of access for a student to some or all A.C.O.A.E. RTO activities, facilities or services for a specific period of time or to suspend a student from A.C.O.A.E. RTO and A.C.O.A.E. RTO courses for a period of any duration up to the end of the current academic year or to exclude a student from A.C.O.A.E. RTO for a period of up to 24 months, including the option of conditional return from exclusion, the College Manager will submit a written report to the next meeting of the Board of Directors</p>
Related policies, procedures and documents	<ul style="list-style-type: none"> • Student Code of Conduct • Grievance Policy and Procedure: Non Academic Matters • Grievance Policy and Procedure: Academic Matters • Student Handbook
Responsibility for implementation	College Manager, Student Services
Approval body	Board of Directors
Date originally approved	2nd April 2018
Date this version approved	2nd April 2018
Date effective	1st July 2018

Date of review	2nd April 2019
Contact position	Student Services