
STUDENT DISCIPLINE PROCEDURE

1.0 Purpose

This procedure 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 Procedure is in accordance with the Higher Education Standards Framework (Threshold Standards), 2021.

2.0 Scope

This procedure applies to all members of the CGSI community.

3.0 Definitions

Nil.

4.0 Responsibilities

The **Academic Director** is responsible for:

- the implementation and compliance monitoring of this procedure;
- 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.

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.

5.0 Procedure

1. When CGSI staff members have reasonable grounds to conclude that a student(s) has breached the *Code of Conduct*, they will report this allegation to the **Academic Director** in writing.
2. The **Academic Director** will assess whether the alleged breach of the *Code of Conduct* has substance.
3. The **Academic Director** will contact the student to discuss the allegation.
4. Following the discussion, if appropriate, the **Academic Director** will provide the student

with written notification (via email and mail) of the alleged breach of the *Code of Conduct*.

5. When the alleged breach is a risk to the health, safety, security and wellbeing of one or more members of the CGSI community, the student will be required to attend a disciplinary hearing.
6. A student who is required to attend a disciplinary hearing will be advised of the date and time of the hearing by the **Academic Director** in writing (via email and mail) with at least ten (10) working days notice.
7. Disciplinary hearings will be conducted by the **Academic Director** and one other senior staff member who has no conflict of interest in the matter.
8. A student who is required to attend a disciplinary hearing has the right to:
 - be heard;
 - make a written submission;
 - submit relevant documentary evidence;
 - be accompanied and assisted by a support person (the name of the support person must be notified to CGSI at least two (2) days prior to the hearing).
9. If the student does not respond to the notification or attend the disciplinary hearing, the hearing will proceed.

10. **Penalty Options:**

When a disciplinary hearing finds a breach of the *Code of Conduct* has occurred, the penalty applied will be based on the seriousness of the breach, on a continuum from minor to serious risk to the health, safety, security and well-being of a member or members of the CGSI community.

Penalties include:

- the student may receive a formal warning, which will be recorded on the student's file and on a register kept with the **Academic Director** or **CEO**;
 - the student may be required to pay reasonable compensation for intentional damage to CGSI property or facilities;
 - the student may be required to refrain from having any, or specified, contact with particular student(s) or staff member(s) (relevant to the breach) for such period of time as deemed necessary or appropriate;
 - the student may be suspended from the course for a specified period of time;
 - the student may be excluded from the course for a specified period of time;
 - the student's enrolment in the course may be terminated;
 - the student's actions may be reported to the police when a criminal act has been committed, for example, destruction or theft of CGSI's property, or harassment or assault of another student or staff member.
11. The recommendations of the disciplinary hearing and proposed penalty will be referred to the **CEO** for approval before any penalty is applied. Approved findings and the penalty will be documented in the student's record and in a register.
 12. In addition to or in lieu of the penalties outlined above, the **Academic Director** may recommend to the **CEO** that the student be required to consult a counsellor, medical practitioner or specialist. When such a requirement is recommended, any substantive penalty will remain in effect until that requirement is satisfied.

5.1 Appeals

Students may appeal against decisions made within the framework of this procedure. Appeals must follow the *Student Grievance, Complaints and Appeals Policy and Procedure*.

6.0 Related

Academic Integrity Policy
Academic Integrity Procedure
Assessment and Moderation Policy
Assessment and Moderation Procedure
Code of Conduct
Conflict of Interest Policy
Privacy Policy
Sexual Harassment and Sexual Assault Policy
Student Discipline Policy
Student Grievance Complaints and Appeals Policy
Student Grievance Complaints and Appeals Procedure
Student Progression, Exclusion and Graduation Policy
Student Progression, Exclusion and Graduation Procedure
Students at Risk Policy
Students at Risk Procedure

Version Control

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2.1	CRICOS minor adjustments		
1.2	Minor edits and logo		