

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).

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 **Executive 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 Executive Dean will act fairly in all circumstances.
4. After receiving an allegation of student misconduct, the Executive Dean will assess whether there are reasonable grounds to proceed with an investigation.
5. When there are reasonable grounds to proceed, the Executive Dean will contact the student to discuss the allegation.

6. Following the discussion, the Executive Dean will, where relevant, 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 *Student Grievance, Complaints and Appeals Policy and Procedure*.

RELATED

Academic Integrity Policy
 Academic Integrity Procedure
 Conflict of Interest Policy
 Student Discipline Procedure
 Student Grievance Complaints and Appeals Policy and 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

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V3.0 (24/2/2020)	Minor edits and deletion of National Code	
V2.1	Minor edits and logo	