

STUDENT DISCIPLINE

Procedure

CGSI-ACA-PRO-010 | Version 3.1

CG Spectrum Institute Pty Ltd

Approved by the Governing Body | 26 August 2026

Effective 26 August 2026

Classification: Public

Contents

1.0 Purpose	4
2.0 Scope and Application	4
3.0 Definitions	5
4.0 Roles and Responsibilities	5
5.0 Procedure	7
5.1 Reporting an allegation	7
5.2 Initial assessment	7
5.3 Conflict of interest check	7
5.4 Interim protective measures	7
5.5 Notification to the Respondent	8
5.6 Support for both parties	8
5.7 Information sharing	8
5.8 The disciplinary hearing	9
5.9 Determining the outcome	9
5.10 Sanctions and who imposes them	10
5.11 Notification of outcome	10
5.12 Appeals	11
5.13 Police referral and concurrent criminal proceedings	11
5.14 Records and reporting	11
6.0 Timeframes	12
7.0 Related Documents	13
Version Control	14

1.0 Purpose

This procedure sets out the steps CGSI follows in responding to an allegation of serious misconduct by a Student. It gives effect to the Student Discipline Policy, CGSI-ACA-POL-021, which sets the principles, the available sanctions and the timeframes.

This procedure does not restate the sanctions or the principles. Where a step in this procedure is inconsistent with CGSI-ACA-POL-021, the policy prevails.

1.1 Commencement and effect

This procedure takes effect on 26 August 2026, on approval by the Governing Body, and replaces version 3.0, approved by the Academic Board in November 2023. The steps set out here apply from that date and are not deferred to 1 January 2027.

A disciplinary process arising from a Formal Report of Gender-based Violence forms part of the 45 business day finalisation period at clause 7.11 of CGSI-ACA-POL-022. Where this procedure is inconsistent with the National Higher Education Code to Prevent and Respond to Gender-based Violence 2025, the National Code prevails.

2.0 Scope and Application

This procedure applies to a disciplinary process concerning a Student of CGSI. It applies across every setting in which CGSI operates, including online delivery, one-to-one mentor sessions, Slack and other digital channels, industry events, work integrated learning placements, and on-site and hybrid delivery at the GameChanger Academy in Melbourne.

Allegations concerning a Staff member are dealt with under the applicable employment arrangements and not under this procedure. Academic misconduct is dealt with under the Academic Integrity Policy and Procedure, except where the conduct also amounts to serious misconduct under CGSI-ACA-POL-021, in which case this procedure applies and the two processes are coordinated so that a Student is not subject to two disciplinary processes for the same conduct.

2.1 CGSI's context

CGSI is a small, non-university higher education provider delivering online, with hybrid delivery from the GameChanger Academy in Melbourne. Its teaching workforce is a distributed network of industry mentors.

Where the Higher Education Standards Framework applies, this procedure is implemented in a manner proportionate to CGSI's size, delivery model and resources. The National Code contains no exemption or reduced standard for a provider of CGSI's size. Proportionality affects how CGSI meets a requirement. It does not reduce the requirement, and it is not a ground for a person deciding a matter they investigated or supported.

3.0 Definitions

This procedure does not restate definitions held elsewhere. The following records where each set of terms is defined.

Term	Where defined
Business day	A day that is not a Saturday, Sunday or public holiday in Victoria, Australia. All timeframes in this procedure are calculated in Victorian business days.
Serious misconduct, Sanction, Interim protective measures, Procedural Fairness, Respondent	Defined at section 3.0 of the Student Discipline Policy, CGSI-ACA-POL-021, which is the single source for those terms.
Unsafe behaviour	Defined at section 3.0 of the Wellbeing and Safety in the Learning and Working Environment Policy and Procedure, CGSI-WHS-POL-002.
Racism, and its forms	Defined at section 3.0 of the Diversity, Equity and Inclusion Policy, CGSI-ACA-POL-013.
Discloser, Disclosure, Formal Report	Defined at section 3.0 of the Student Grievance, Complaints and Appeals Policy, CGSI-ACA-POL-022.
Support person	A person who assists, accompanies and supports a party at a meeting or hearing. May be a friend, family member, Staff member or other nominated person. A support person is not a legal representative.

4.0 Roles and Responsibilities

Grievance Advisor

The Head of Student Engagement. Receives reports of alleged serious misconduct, determines under CGSI-ACA-PRO-011 whether a matter progresses to a disciplinary process, and refers it to the Academic Director. Does not sit on a hearing panel in a matter they referred.

Academic Director, as decision-maker

Assesses whether there are reasonable grounds to proceed, notifies the Respondent, chairs the hearing panel, determines whether serious misconduct is substantiated, and imposes any sanction other than expulsion or revocation of an award. Does not investigate a matter they will decide, and does not support any party in it.

Second panel member

A senior Staff member with no conflict of interest in the matter sits on the hearing panel with the Academic Director. The panel decides the matter jointly. Where the two cannot agree, the matter is referred to a third senior Staff member free of conflict, or to a suitably qualified person external to CGSI.

Student Success Coordinator

Supports the Student affected by the conduct, including a Discloser, throughout the process. Does not investigate, does not decide, and does not support the Respondent in the same matter.

Support person for the Respondent

A Staff member nominated by the Chief of Staff supports the Respondent through the process. This is a distinct person from the one supporting the affected party.

Higher Education Principal Executive Officer

Imposes a sanction of expulsion on the recommendation of the panel. Must satisfy themselves that any extension of time is permitted only where required. Does not sit on the hearing panel, does not approve any other sanction, and does not decide whether an appeal proceeds.

Academic Board

Determines any revocation of an award. Receives de-identified reporting on substantiated serious misconduct, sanctions imposed and timeframes met. A delegate of the Academic Board decides whether an appeal proceeds.

All Staff

Must report conduct that may amount to serious misconduct to the Grievance Advisor or the Student Success Coordinator in writing as soon as practicable. Must not investigate, must not assess whether an allegation has substance, and must not direct any party to keep the matter confidential.

5.0 Procedure

5.1 Reporting an allegation

1. A Staff member who has reasonable grounds to conclude that a Student may have engaged in serious misconduct reports it in writing to the Grievance Advisor or the Student Success Coordinator as soon as practicable.
2. A Student or a third party may report alleged serious misconduct through any channel at clause 5.1 of CGSI-ACA-PRO-011, including anonymously.
3. A report is not an allegation of fact and does not initiate a disciplinary process. It is assessed under CGSI-ACA-PRO-011 first.

5.2 Initial assessment

1. A matter reaches this procedure by referral from the Grievance Advisor under CGSI-ACA-PRO-011, following a decision that it progress to a disciplinary process.
2. Within 5 business days of referral the Academic Director assesses whether there are reasonable grounds to proceed, and records the reasons.
3. Where there are no reasonable grounds, the Academic Director records the reasons, notifies the Grievance Advisor, and the matter returns to CGSI-ACA-PRO-011 for management under another pathway. This is a legitimate outcome and is recorded as such.
4. Anything requiring an urgent safety response is acted on immediately, before the assessment is completed.

5.3 Conflict of interest check

Before the matter proceeds, CGSI checks whether any person proposed to sit on the panel, support a party or otherwise participate has a conflict of interest, including a mentoring, assessment, supervisory or personal relationship with a party. Where a conflict exists the function is reallocated. Where CGSI does not hold a suitable person free of conflict, it engages a suitably qualified person external to CGSI. The check and its outcome are recorded.

5.4 Interim protective measures

The Academic Director may apply interim protective measures under clause 5.6 of CGSI-ACA-POL-021 at any point. Measures are explained in writing to the person affected, are reviewed at least every 20 business days while they remain in place, and do not imply that an allegation is substantiated. So far as practicable they do not place the burden of adjustment on the affected party.

5.5 Notification to the Respondent

Within 2 business days of the assessment, the Academic Director notifies the Respondent in writing, by email and by post where a postal address is held, setting out:

- the alleged breach and sufficient particulars to enable a response;
- the material that will be considered;
- the range of sanctions that may be imposed;
- their right to respond in writing within 5 business days, and to be heard at a hearing;
- their right to be accompanied by a support person, and that a support person is not legal representation;
- the support available to them and how to access it; and
- the timeframes that apply, and their right of appeal.

5.6 Support for both parties

Both the affected party and the Respondent are offered support and referral to wellbeing services throughout, under the Student Welfare and Support Policy. Support is offered to a Respondent without implying any view about whether the allegation is substantiated, and to an affected party whether or not they participate in the process.

A Student may be accompanied and supported by a support person at any meeting or hearing. CGSI asks to be told who the support person is before the hearing so that a conflict of interest can be checked, but a Student is not prevented from bringing a support person because notice was not given in advance.

5.7 Information sharing

CGSI does not direct any party to keep the matter confidential and does not promise absolute confidentiality. Staff must not tell a party that confidentiality must be observed.

Information is shared only with those who need it to provide support, to assess and manage risk, to decide the matter, or to meet a legal obligation. CGSI may share information without a party's consent where necessary to ensure the safety and wellbeing of Students or Staff, where required or authorised by law, or where necessary to meet CGSI's reporting obligations under the National Code. Where that occurs CGSI will, so far as practicable, tell the person first.

Nothing in this procedure prevents a person from sharing their own experience, or from contacting the police or an external body at any time.

5.8 The disciplinary hearing

1. A hearing is convened where the alleged serious misconduct presents a risk to the health, safety, security or wellbeing of a member of the CGSI community, or where the possible sanction includes suspension, exclusion or expulsion.
2. The Respondent is given at least 10 business days written notice of the hearing, including the date, the time, who will sit on the panel, and the material to be considered.
3. The hearing is conducted by the Academic Director and one other senior Staff member with no conflict of interest, and is held within 20 business days of referral.
4. The hearing is conducted in private. The Respondent may be heard, may make a written submission, may submit documentary evidence, and may be accompanied by a support person.
5. An affected party is not required to attend the hearing or to be present with the Respondent at any point. Where their account is relevant it may be given in writing, separately, or by another means that avoids direct contact.
6. CGSI does not require any party to provide physical evidence relating to an alleged incident.
7. Where the Respondent does not respond to the notification or does not attend, the panel first satisfies itself that notice was given and received, considers whether the non-attendance is itself connected to the matter or to a health or safety concern, and records that consideration. The hearing may then proceed in the Respondent's absence.

5.9 Determining the outcome

1. The panel decides on the balance of probabilities, on the evidence before it, and records the decision with reasons within 5 business days of the hearing.
2. The panel applies Procedural Fairness in accordance with clause 5.2 of CGSI-ACA-POL-021.
3. Where serious misconduct is not substantiated, the Respondent is notified in writing with reasons, any interim protective measure is reviewed and lifted unless it remains necessary on safety grounds, and the matter is recorded as not substantiated.
4. A finding that an allegation is not substantiated does not mean the report was vexatious, and is not recorded as such.

5.10 Sanctions and who imposes them

Where serious misconduct is substantiated, a sanction is imposed from the schedule at clause 5.9 of CGSI-ACA-POL-021, proportionate to the conduct substantiated, applying the factors set out in that clause. This procedure does not create sanctions and does not vary the schedule.

Sanction	Who imposes it
Any sanction other than expulsion or revocation of an award	The panel, chaired by the Academic Director
Expulsion	The Higher Education Principal Executive Officer, on the recommendation of the panel, within 2 business days of the panel's decision
Revocation of an award	The Academic Board, on referral by the panel

Where the panel considers that a Student would benefit from counselling, medical or specialist support, it may offer a referral and may make engagement with support a condition of a sanction being reduced or lifted. It may not require a Student to consult a medical practitioner, and may not withhold the resolution of a sanction because a Student has chosen not to seek medical or psychological treatment.

5.11 Notification of outcome

1. The Respondent is given written notice of the outcome, the reasons, any sanction imposed, when it takes effect, and their right of appeal, within 2 business days of the decision.
2. Where the matter arose from a Disclosure or Formal Report of Gender-based Violence, and unless the Discloser requests otherwise, the Discloser is given written notice of the outcome, the reasons, any sanction imposed, and their rights to make an internal or external complaint including to the National Student Ombudsman, on the same day as the Respondent.
3. Where an interim protective measure is varied or lifted as a result of the outcome, both parties are told before the change takes effect.
4. Where a Respondent lodges an appeal, the Discloser is notified in writing within 2 business days under CGSI-ACA-PRO-011.

5.12 Appeals

A Student may appeal a decision made under this procedure within 10 business days of the written outcome. An appeal is made and determined under CGSI-ACA-POL-022 and CGSI-ACA-PRO-011, and is designed to be finalised within 20 business days of lodgement.

The decision on whether an appeal proceeds is made by a delegate of the Academic Board. It is not made by any person who sat on the panel, by the Academic Director, or by the Higher Education Principal Executive Officer. Where an appeal is against a decision to terminate enrolment, the enrolment is maintained until the appeal is resolved.

5.13 Police referral and concurrent criminal proceedings

Referral to the police is not a sanction. Where conduct may amount to a criminal offence, CGSI will assist an affected person to contact the police if they wish, and will not report a matter to the police against the wishes of an affected person unless required by law or unless necessary to prevent a serious and imminent risk to a person's safety. Where CGSI does report a matter without the person's agreement it will, so far as practicable, tell them first and explain why.

CGSI's disciplinary process is separate from, and not contingent on, any criminal process. A finding is made on the balance of probabilities and does not require a conviction. Where continuing would prejudice a criminal process CGSI may pause its process, recording the reasons, reviewing the pause at least every 20 business days, and notifying both parties. A pause does not suspend interim protective measures, support, risk assessment or safety planning, and CGSI will act where the safety and wellbeing of Students or Staff requires it.

5.14 Records and reporting

1. A record of the allegation, the assessment, the notification, the hearing, the decision, the reasons and any sanction is retained on the Student record, together with the conflict of interest check.
2. Matters involving Gender-based Violence, racism, sexual misconduct and other unsafe behaviour are recorded on the Critical Incidents Register with the data set required by Standard 6 of the National Code, including the type of outcome, the sanction imposed and the time taken.
3. De-identified data on substantiated serious misconduct, sanctions imposed and timeframes met is reported to the Academic Board and the Finance and Risk Committee at least every six months.
4. Records are retained for not less than five years from the conclusion of the matter, or for such longer period as CGSI's records retention requirements provide.

6.0 Timeframes

All timeframes are expressed in business days, being days that are not a Saturday, Sunday or public holiday in Victoria, Australia. Where a disciplinary process arises from a Formal Report of Gender-based Violence, the whole process sits inside the 45 business day finalisation period for that Formal Report.

Step	Timeframe
Report of an allegation to the Grievance Advisor	As soon as practicable
Referral to the Academic Director for a disciplinary process	Under CGSI-ACA-PRO-011
Assessment of whether there are reasonable grounds to proceed	5 business days of referral
Written notification of the alleged breach to the Respondent	2 business days of that assessment
Respondent's written response	5 business days of notification
Notice of the hearing to the Respondent	At least 10 business days before the hearing
Respondent notifies CGSI of a support person	Any time before the hearing
Hearing held	Within 20 business days of referral
Decision made	5 business days of the hearing
Recommendation of expulsion referred to the HEPEO	2 business days of the decision
Written outcome, with reasons, to the Respondent	2 business days of the decision
Written outcome to a Discloser, where applicable	Same day as the Respondent
Whole disciplinary process, referral to written outcome	25 business days
Review of any interim protective measure while in place	Every 20 business days
Lodgement of an appeal	10 business days of the written outcome

7.0 Related Documents

- Student Discipline Policy, CGSI-ACA-POL-021
- Student Grievance, Complaints and Appeals Policy, CGSI-ACA-POL-022, and Procedure, CGSI-ACA-PRO-011
- Wellbeing and Safety in the Learning and Working Environment Policy and Procedure, CGSI-WHS-POL-002
- Diversity, Equity and Inclusion Policy, CGSI-ACA-POL-013
- Student Welfare and Support Policy, CGSI-ACA-POL-027, and Procedure, CGSI-ACA-PRO-015
- Students at Risk Policy and Procedure, CGSI-ACA-POL-028
- Academic Integrity Policy and Procedure, CGSI-ACA-POL-002 and CGSI-ACA-PRO-001
- Assessment and Moderation Policy and Procedure, CGSI-ACA-POL-006
- Student Progression, Exclusion and Graduation Policy and Procedure, CGSI-ACA-POL-023
- Student and Staff Codes of Conduct
- Conflict of Interest Policy, and CGSI-GOV-REG-005
- Student Records Management Policy, CGSI-ACA-POL-024, and Privacy Policy, CGSI-CMP-POL-001
- Critical Incident Policy and Procedure, and the Critical Incidents Register
- National Higher Education Code to Prevent and Respond to Gender-based Violence 2025

Version Control

Document information

Field	Detail
Document	Student Discipline Procedure
Document code	CGSI-ACA-PRO-010
Version	3.1
Replaces	3.0, approved by the Academic Board November 2023
Status	Approved by the Governing Body, 26 August 2026
Effective date	26 August 2026
Parent policy	CGSI-ACA-POL-021
Policy owner	Academic Director
Prepared by	Director of Institutional Effectiveness and Governance
Approval authority	Governing Body, on the recommendation of the Academic Board
Review cycle	At least every three years, aligned to CGSI-ACA-POL-021
Next review date	August 2029
Classification	Public

The full version history for this document, including change notes, approving body and effective date for each version, is recorded in the Policy, Procedure and Forms Register, CGSI-GOV-REG-004.