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STUDENT MISCONDUCT POLICY

Students of Shafston House College Ltd trading as Service Skills Academy and Mary McConnel School of Early Childhood are expected to conduct themselves as set out in the Service Skills Academy Student Code of Conduct. The Student Code of Conduct provides the standards of behaviour required to promote a safe and harmonious educational environment.

If a student does not meet the Student Code of Conduct standards of behaviour it is regarded as misconduct and will be subject to disciplinary action.

The following principles will apply in relation to all disciplinary action:

- Students must be treated fairly, with dignity and with due regard to their privacy
- Students are to be regarded as innocent of alleged misconduct until they have either admitted to it or been found by proper inquiry to have so behaved
- Past misconduct is not evidence that a student has behaved in the same manner again
- Each case is dealt with on its own merits and according to its own circumstances with the proviso that the first instance of misconduct will be penalised more leniently than subsequent instances of misconduct
- Students have the right to appeal a decision

The procedures for the management of student misconduct, as set out in this policy will apply to any student at Service Skills Academy.

ACADEMIC MISCONDUCT

All students are expected to maintain high standards of academic honesty and integrity. Academic misconduct is defined as attempts by a student to cheat, plagiarise or otherwise act dishonestly in undertaking an assessment task, or assisting another student to do so. Students are considered guilty of cheating if they seek to gain advantage by unfair means.

Students must be responsible for their own equipment and advise the Service Skills Academy trainer immediately if the equipment becomes lost or stolen as sharing equipment between students is not permitted.

Students must not take into an examination room any other materials other than those specified by the Service Skills Academy trainer and assessor.

A student may be excluded from a final assessment in any unit for any of the following reasons:

- Failure to meet the unit requirements
- Academic misconduct
- General misconduct (see below)
- Non payment of fees

PENALTIES FOR ACADEMIC MISCONDUCT

a) Penalties imposed will take into account the nature and the extent of the misconduct, Penalties will be dependent on the nature of the misconduct which may vary from police intervention (e.g., for theft) to re-sitting of assessments for cheating or plagiarism

b) Penalties imposed will take into account the students' stage in the program

c) Penalties imposed will take into account the conventions of the field of study

d) A student's second offence is penalised more severely than their first offence and a third offence may result in exclusion from their study

e) Warnings may vary from receiving a written warning to exclusion from the course

GENERAL MISCONDUCT

Students are expected to respect other students, staff and property so that learning and teaching can take place freely, safely and without impediment due to the misconduct of others.

A student is thought to have exhibited general misconduct when they act in a manner such as the following; dishonesty, harassing staff or students, cheating and plagiarism, preventing or disrupting learning, disobeying/failing to comply with

contractual or legal requirements, misusing, damaging or stealing property of the property of others, altering or defacing documents or records, prejudicing the good name of the college, or otherwise acting in an improper manner.

The relevant authorities will be notified if a student commits a criminal act which is against the law.

The follow examples indicate the kind of behaviour which constitutes student misconduct. This list is not exhaustive and does not remove the responsibility of students to act in a manner that is consistent with the Student Code of Conduct, other policies and procedures and legislative requirements. Student misconduct occurs when a student:

- Contravenes the Student Code of Conduct, organisational policies and procedures, legislative requirements
- Prejudices the good name or reputation of Service Skills Academy
- Prejudices the good order and governance of the college or interferes with the freedom of other people to pursue their studies, carry out their function or participate in college activities
- Wilfully disobeys or disregards any lawful order or direction
- Refuses to identify him or herself when lawfully asked to do so by a staff member
- Fails to comply with any penalties imposed for breach of discipline
- Misbehaves in a class, meeting or other activity under the control or supervision of Service Skills Academy, or on college premises or other premises to which the student has access to as a student of Service Skills Academy
- Obstructs any member of the college and acts dishonestly in relation to their admission
- Knowingly makes false or misleading representation
- Alters any documents or records
- Harasses or intimidates another student, a member of staff, or any other person that is associated with Services Skills Academy and associated identities e.g. café
- Misuses any facility in a manner which is illegal or which is, or will be detrimental to the rights or property of others. This includes the misuse in any way of any computing equipment, communications equipment, processing or production equipment, kitchen equipment or any other property that the student has access to as a student of Service Skills Academy, or whilst acting as a student of the Academy
- Steals, destroys or damages a facility or property of Service Skills Academy
- Is found guilty of improper conduct

PENALTIES FOR GENERAL MISCONDUCT

Penalties imposed will take into account the nature and the extent of the misconduct.

If the student admits to alleged misconduct the following may apply:

- The student will be charged for any equipment, or property that is damaged, lost or stolen at replacement value.
- The Executive Director (Academic) may impose a temporary exclusion from Service Skills Academy.
- The Executive Director (Academic) may impose the penalty of permanent exclusion from Service Skills Academy. Permanent exclusion can be imposed if the student behaves in a manner that demonstrates repeated or severe misconduct or in the case of any criminal acts.

NOTIFICATION AN APPEAL FOR ALL MISCONDUCT

1. Students will be notified in writing of penalties as a consequence of academic misconduct and general misconduct.
2. The grounds for appeal are:
 - a) Procedural irregularities and/or
 - b) Factual errors on which the decision was based and which were of such magnitude as to invalidate the decision
3. Appeals must be lodged in writing to the Executive Director (Academic) within 20 working days of the date of the student being notified of the consequence.
4. The student's appeal will be acknowledged within 5 working days with a response to the student complaint being returned within 10 working days.

DOCUMENT HISTORY AND VERSION CONTROL

| Version | Date Approved | Effect Date | Approved By | Brief Description |
|----------------|----------------------|--------------------|----------------------------------|-------------------------------|
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