



STUDENT DISCIPLINE POLICY AND PROCEDURE

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STUDENT DISCIPLINE POLICY AND PROCEDURE

1 PURPOSE

The purpose of this policy is to provide a basis for resolving issues associated with inappropriate conduct and/or behaviour which breaches Sunshine College of Management's (SCM) policies and procedures, Student Code of Conduct and/or Federal or State law.

The policy provides the student with the opportunity to modify their conduct and/or behaviour to align with expected standards.

2 SCOPE

This policy applies to all students currently enrolled at Sunshine College of Management.

3 POLICY STATEMENT

- 3.1 SCM provides all students with clear expectations on the standards of conduct that are expected of them during their participation in the course. The rights and responsibilities of students are prescribed in:
- a) The Student Code of Conduct; and
 - b) Other organisational policies and procedures.
- 3.2 SCM provides information on the above in the Student Handbook which is provided to students prior to or upon commencement of a course. These are also available on SCM's website at www.scm.vic.edu.au
- 3.3 If any student breaches the requirements or expectations of them as a student, SCM will be required to take disciplinary action with the student to rectify and/or manage the behaviour.
- 3.4 The decision to initiate disciplinary action will only be made subject to:
- a) Exploring other potential avenues for dealing with the matter and fully exhausting these.
 - b) An investigation occurring to determine the facts.
 - c) Consultation occurring between the Trainer/Assessor and Compliance Manager.
- 3.5 Disciplinary action will include meetings with the student either by phone or in person to formulate an action plan for rectifying the issues. The student will be given fair goals and timelines for rectifying the behaviour. Where the student fails to meet the requirements of the action plan or the behaviour continues, SCM will decide on appropriate further measures to be taken.
- 3.6 In serious cases, a Disciplinary Panel will be convened and will include senior members of SCM's management team. The purpose of the panel is to review the disciplinary process that has been followed; any evidence, meeting outcomes and allegations; to reach a decision about an appropriate course of action to be followed.
- 3.7 In all situations and circumstances, the student will be given due time and opportunity to respond to any concerns about their conduct or failure to meet the expectations set upon them. Students will be invited to bring a support person with them to a disciplinary meeting.
- 3.8 Incidents of plagiarism and cheating will not be tolerated and will be dealt with according to the Student Academic Misconduct and Student Discipline Policy.



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3.9 Students have the right to make an appeal of any decision made under the Student Discipline Policy and Procedure according to the Complaints and Appeals Policy and Procedure.

4 RELEVANT LEGISLATION AND DOCUMENTS

Documents

- Complaints and appeals form
- Complaints and appeals acknowledgement/progression letters

Legislation

- Support and Progression Clauses 1.7, 6.1,6.2,6.3,6.4,6.5,6.6
- National Code 2018 Standard 10

5 RECORDS MANAGEMENT

Staff members must maintain all records relevant to administering this policy and procedure in SCM's recordkeeping system.

6 FEEDBACK

Institute staff and students may provide feedback about this document by emailing: compliance@scm.vic.edu.au

7 APPROVAL AND REVIEW DETAILS

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