

IEFT STUDENT DISCIPLINE POLICY

PURPOSE

This policy sets out the principles by which IEFT addresses allegations of serious misconduct by students. It aims to promote a culture of mutual respect within the IEFT community and discourage inappropriate behaviour.

SCOPE

This policy applies to all members of the IEFT community.

DEFINITIONS

Nil.

RESPONSIBILITIES

The **Dean (Emotionally Focused Therapy)** 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.

The **CEO** is responsible for:

- considering reports of disciplinary hearings;
- considering recommendations for proposed disciplinary actions;
- briefing the Board of Directors about serious breaches of the Code of Conduct by students.

POLICY

1. IEFT is committed to providing and maintaining a high standard of health, safety, security and well-being for all members of its community.
2. IEFT 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 Dean (Emotionally Focused Therapy) will act fairly in all circumstances.
4. After receiving an allegation of student misconduct, the Dean (Emotionally Focused Therapy) will assess whether there are reasonable grounds to proceed with an investigation.
5. When there are reasonable grounds to proceed, the Dean (Emotionally Focused Therapy) will contact the student to discuss the allegation.
6. Following the discussion, the Dean (Emotionally Focused Therapy) may 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 IEFT community. The student will be advised of the date and time of the hearing with at least ten (10) days notice.
8. No party will be permitted to have legal representation at a disciplinary hearing.
9. Any student who is found to have breached IEFT's Code of Conduct by a disciplinary hearing will face disciplinary action.
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 *Grievance Complaints and Appeals Policy and Procedure*.

RELATED

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