

## **IEFT STUDENT DISCIPLINE PROCEDURE**

### **PURPOSE**

This document sets out the procedure by which IEFT addresses allegations of serious misconduct by students. It should be read in alignment with the IEFT Student Discipline Policy.

### **SCOPE**

This policy applies to all members of the IEFT community.

### **DEFINITIONS**

**Suspension** means a student is excluded from participation in classes, but may still use the institution's resources (such as the library).

**Exclusion** means the student may not enter the campus facility, and all access to IEFT resources is withdrawn for a defined period.

### **RESPONSIBILITIES**

**The Dean (Emotionally Focused Therapy)** is responsible for:

- the implementation of this procedure;
- taking reasonable steps to ensure that all breaches of the IEFT Code of Conduct by students are addressed;
- reporting any serious breach of the IEFT Code of Conduct by a student 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.

### **PROCEDURE**

1. When IEFT staff members have reasonable grounds to conclude that a student(s) has breached the Code of Conduct, they will report this allegation to the Dean (Emotionally Focused Therapy) in writing.
2. The Dean (Emotionally Focused Therapy) will assess whether the alleged breach of the Code of Conduct has substance.
3. The Dean (Emotionally Focused Therapy) will contact the student to discuss the allegation.
4. Following the discussion, the Dean (Emotionally Focused Therapy) may provide the student with written notification (via email and mail) of the alleged breach of the Code of Conduct.
5. When the alleged breach is a risk to the health, safety, security and wellbeing of one or more members of the IEFT community, the student will be required to attend a disciplinary hearing.
6. A student who is required to attend a disciplinary hearing will be advised of the date and time of the hearing by the Dean (Emotionally Focused Therapy) in writing (via email and mail) with at least ten (10) days notice.
7. Disciplinary hearings will be conducted by the Dean Emotionally Focused Therapy and one other senior staff member who has no conflict of interest in the matter.
8. A student who is required to attend a disciplinary hearing has the right to:
  - (i) be heard;
  - (ii) make a written submission;
  - (iii) submit relevant documentary evidence;

- (iv) be accompanied and assisted by a support person (the name of the support person must be notified to IEFT at least two days prior to the hearing).
9. If the student does not respond to the notification or attend the disciplinary hearing, the hearing will proceed.
10. Penalty Options:  
When a disciplinary hearing finds a breach of the Code of Conduct has occurred, the penalty applied will be based on the seriousness of the breach, on a continuum from minor to serious risk to the health, safety, security and well-being of a member or members of the IEFT community:
- the student may be required to apologise formally to another party, in person or in writing;
  - the student may receive a formal warning, which will be recorded on the student's file;
  - the student may be required to pay reasonable compensation for intentional damage to any IEFT property or facilities;
  - the student may be required to refrain from having any, or any specified contact, with any particular student(s) or staff member(s) (relevant to the breach) for such period of time as deemed necessary or appropriate;
  - the student may be suspended from the course for a specified period of time;
  - the student may be excluded from the course for a specified period of time;
  - the student's enrolment in the course may be terminated;
  - the student's actions may be reported to the police when a criminal act has been committed, for example: destruction or theft of IEFT's property, and harassment or assault of another student or staff member.
11. The findings of the disciplinary hearing and proposed penalty will be referred to the CEO for approval before any penalty is applied. Once approved, the findings and penalty will be documented in the student's record.
12. In addition to, or in lieu of, the penalties above, the Dean (Emotionally Focused Therapy) may recommend to the CEO that the student be required to consult a counsellor, medical practitioner or specialist. When such a requirement is recommended, any substantive penalty will remain in effect until that requirement is satisfied.

### **APPEALS**

Students may appeal against decisions made within the framework of this procedure. Appeals must follow the *Grievances, Complaints and Appeals Policy and Procedure*.

### **RELATED**

Student Discipline Policy  
Code of Conduct  
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 Assessment Policy  
Student Progression, Exclusion and Graduation Policy  
Student Progression, Exclusion and Graduation Procedure

### **Version Control**

<b>Document:</b> Student Discipline Procedure		
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