

## **Student Discipline Policy**

**23 December 2011**

### **1.0 Purpose**

To define the disciplinary processes available to staff, the forms of student discipline which may be applied following student misconduct, plagiarism or cheating and the appeal process available to students.

### **2.0 Scope**

This Policy is applicable to all forms of student misconduct.

### **3.0 Definitions**

'Exclusion' means the removal for a specified time period of a person's right to enter, to remain and to participate in all or specified parts of the precincts of TTC. Ltd. and all or specified facilities, classes, examinations, tests and other activities of, or under the control of, TTC. Ltd. and 'Exclude' shall have the same meaning.

'Expulsion' means the permanent removal of a person's right to be a student of the TTC Ltd. and to enter and to be in any of the precincts of TTC. Ltd. and 'Expel' shall have a similar meaning.

'Misconduct' means:

- Any conduct that is prejudicial to the good order and discipline of TTC. Ltd., impairs the reasonable freedom of other persons to pursue their studies or research at TTC. Ltd. or to participate in the life of TTC. Ltd., or is likely to bring TTC. Ltd. into unjustified disrepute; and without limiting the generality of the foregoing;
- Failure to comply with any reasonable instruction of a member of TTC. Ltd. staff;
- Failure to comply with any instruction relating to the safety of the student or of any other person;
- Any assault upon any person within or near the precincts of TTC. Ltd.;
- Any wilful false representation whether oral or written on a matter concerning or affecting the student in their capacity as a student;
- Grossly negligent or wilful conduct that adversely affects the due conduct of the business of TTC. Ltd., or the work of any person in that person's capacity as a student or member of the staff of TTC. Ltd.;
- Conduct within the precincts of TTC. Ltd. that is disorderly or interferes with the comfort or convenience of any person who is acting lawfully and entitled to be present;
- Discriminating against other students or staff in a way which is against the spirit or content of the Equal Opportunity legislation;

- Being persistently late or absent for classes, lectures or other timetabled activities of TTC. Ltd.;
- Wilfully cheating or attempting to cheat, or knowingly assisting any other student to cheat, or attempt to cheat at or in respect of any examination, test, assignment or other means of assessment conducted by or on behalf of TTC. Ltd.;
- Obscene language, drunkenness; under the influence of alcohol or other drugs.
- Wilful or negligent damage, destruction, removal or interference with any property of TTC. Ltd., including infringement of Copyright legislation, wheresoever situated or that of any other student or member of the staff of TTC. Ltd., or of any person, firm or corporation within the precincts of TTC. Ltd.;
- Wilfully entering any part of the precincts of TTC. Ltd., or any other place to which students may have access for the purposes of tuition, when not entitled to do so, or having so entered, refusing to leave;
- Knowingly publishing any confidential information of, or held by, TTC. Ltd.;
- Possessing, using or trafficking in a Drug of Addiction or Drug of Dependence within the meaning of the Crimes Act 1958 or the Drugs, Poisons and Controlled Substances Act 1981, or any Act in substitution thereof;
- Supplying alcohol or other drugs to staff or students at the premises or whilst under instruction.
- Conviction of a criminal offence committed within the precincts of TTC. Ltd. or in any way related to TTC. Ltd. or any student or member of the staff;

'Student' means any person who has enrolled at Timber Training Creswick Ltd. for the purpose of undertaking an educational program.

'Plagiarism'

- The copying or publishing without acknowledgement or due referencing the material of another author

'Cheating'

- The achievement of a result by fraud or deceit

#### **4.0 Student Appeals Process**

**4.1** The students' right of appeal to a disciplinary action is detailed in the TTC Student Grievance Procedure

**5.0** Staff Responsibilities in the event of misconduct, plagiarism or cheating

**5.1** All instructional staff will maintain awareness of the content of major texts in their subject matter area via regular monitoring of publications and industry journals such as Timberman and Australian Forests and Logger. In this way they will be likely to detect instances of plagiarism in their subject matter area.

**5.2** All students enrolling in qualifications at Certificate IV and above will be inducted into correct referencing techniques and discussion on plagiarism. Instances of plagiarism will be discussed with the manager and appropriate disciplinary action decided between the manager and the instructor.

**5.3** Instances of cheating will result in the student immediately being withdrawn and failed in the enrolled unit. Depending on the severity of the offence, and at the discretion of the manager after discussion with the instructor, the student may be offered an opportunity to re-enrol in that unit.

## **6.0 Procedures**

### **6.1 DISCIPLINARY POWERS OF TIMBER TRAINING CRESWICK LTD. STAFF**

**6.1.1** Any delegated power to impose penalties shall also include power to take all consequential action that may reasonably be required to give effect to and enforce penalties including a power to impose any alternative penalty in default of the observance or performance of the original penalty.

**6.1.2** TTC. Ltd. has delegated power to the Manager, Instructors and other support staff to impose summarily the penalties prescribed where, in the opinion of the staff member, a student is guilty of misconduct or cheating and the imposition of a penalty is warranted.

**6.1.2.1** The Manager, where the penalty is drunkenness, or in relation to drugs of addiction or dependence or such other misconduct which in the opinion of the Manager warrants such action may

**6.1.2.1.1** Expel the student

**6.1.2.1.2** Impose a claim for compensation for damage

**6.1.2.1.3** Exclude the student for the period of the course

**6.1.2.1.4** Exclude the student from any particular course

**6.1.2.1.5** Reprimand the student

**6.1.2.1.6** Withhold a statement of results