

STUDENT MISCONDUCT AND DISCIPLINE

Purpose

Australian Institute of Business (AIB) is committed to the principle of mutual respect among the various members in the AIB environment especially in the context of student behaviour.

This policy:

- Describes the student behaviour which AIB considers inappropriate, and
- Sets out procedures for dealing with alleged cases of misconduct, and the penalties for proven misconduct.

Scope

This policy applies to all AIB students enrolled in any AIB course.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

Detail

1. Misconduct

In this Policy **misconduct** means conduct on the part of a student which:

- impinges on the freedom of other persons to pursue their studies, research, duties or lawful activities in AIB, or
- disrupts the due processes of AIB, or
- causes damage to AIB property, or
- interferes with staff members carrying out their AIB duties;
- fails to comply with policies and procedures relating to use of AIB IT facilities and infrastructure;
- is otherwise detrimental to the proper order or good conduct of AIB or is adverse to AIB's academic standing or reputation.

This policy does not cover academic misconduct; for that, refer to the policy on Academic Integrity.

2. Misconduct dealt with summarily

- 2.1 Where misconduct is committed by a student in, or in connection with, an activity held within AIB (including a teaching or research activity, official meeting, ceremony or other proceeding) the person with responsibility for that activity (whether or not that person is a member of staff of AIB) may exclude the student from the activity being conducted for the duration of that activity.

- 2.2 Where misconduct is committed by a student in, or in connection with a facility of AIB, including any AIB infrastructure or resources using information technology, the person with responsibility for that facility may exclude a student from access to or use of that facility for a period not exceeding 7 days for misconduct arising out of the use of that facility by the student.
- 2.3 A member of staff who excludes or disciplines a student under the above sections must,
- notify the student as soon as possible:
 - of the period and reason for the interim exclusion, and
 - of details of the alleged misconduct, and
 - that the details of the alleged misconduct will be reported to AIB;
- and
- provide a detailed report to the Academic Director within 2 business days of the alleged misconduct.

3. Misconduct dealt with by the Academic Director

3.1 Enquiry

3.1.1 Where a member of staff suspects, on reasonable grounds, a student to have committed misconduct as outlined in section 1, that member of staff must report the misconduct in writing to the Academic Director.

3.1.2 The Academic Director will contact the student in writing within 10 business days of receiving the initial report in order to:

- i. advise about the nature of the allegation;
- ii. request explanation in writing;
- iii. explain the process for investigating the allegation.

3.1.3 The Academic Director may appoint a committee consisting of at least 3 independent staff members to assist with enquiries into the alleged misconduct.

The student may be invited to provide additional information or to explain themselves further in person or through electronic means before the committee. The student may be accompanied by a support person but not a lawyer as this is not a legal proceeding.

3.1.4 The Academic Director and/or the committee may interview any other person that may be able to assist with the enquiries and may review any other evidence pertaining to the alleged misconduct.

3.2 Suspension

The Academic Director may, if the Academic Director deems it necessary for the management and good government of AIB, suspend the student alleged to have committed the misconduct for one or more periods of up to 3 months during the completion of the enquiry.

3.3 Outcome

3.3.1 At the conclusion of the enquiries and on the basis of the findings, the Academic Director and/or the committee will determine one or more of the following courses of action:

- i. where the allegation of misconduct is not supported by the evidence, dismiss the allegation
- ii. take no further action
- iii. caution/reprimand the student

- iv. require the student to attend counselling sessions for a specified period
- v. require the student to make restitution to AIB or to a person for property lost, damaged or destroyed due, in whole or in part, to the conduct of the student
- vi. suspend the student from any or all academic activities for no longer than 12 months
- vii. exclude the student from AIB premises and/or infrastructure (or part thereof) for a specified period of time
- viii. recommend to the Academic Board that a degree or other award be withheld from the student
- ix. recommend to the Chief Executive Officer that the case be referred to the AIB's legal representatives for legal action
- x. recommend to the Chief Executive Officer that the student be expelled from AIB.

3.3.2 The Academic Director must, within 10 business days of making the determination under subsection 3.3.1, notify the student in writing of the decision and the reasons for taking the course of action.

3.3.3 The Academic Director must report to the Academic Board the misconduct enquiry, the process and its outcome.

4. Right of Appeal

A student affected by a decision of the Academic Director may appeal to the Student Appeals Committee (Stage two - internal appeal) against that decision and/or the severity of the disciplinary action in accordance with the Academic and Non-Academic Grievance Policy.

Related Forms:

Nil

Responsibility:

Academic Director

Related Policies:

Academic and Non-Academic Grievance Policy

Critical Incident Policy

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