

Student Code of Conduct – Process for managing breaches and appeals

**Procedure number: TS0101** 

Version: V2.2

**Policy Owner: General Manager, Training Services** 

**Subject Expert: Executive Director Construction, Hospitality & Commerce** 

Next review date: 2 August 2021

## **ACADEMIC MISBEHAVIOUR**

ecturer

**Discussion with lecturer** 

Local resolution sought:

- Issue discussed with lecturer
- Aim to resolve issue with no further action

Student disagrees with alleged breach of Code of Conduct



Portfolio Manager / Head of Programs

**Informal Appeal** 

Portfolio Manager / Head of Programs reviews issue and evidence with student:

- Student chooses to have lecturer present or not
- Aim to resolve issue with no further action
- Course Coordinator makes recommendation to Portfolio Manager for endorsement and final decision
- Portfolio Manager to seek final recommendation and endorsement from Executive Director

Student determines issue unresolved



Appeals Committee

**Formal Appeal** 

Student Code of Conduct Appeals Committee reviews issue and evidence to including:

- Review of evidence
- Interview with student and lecturer
- Appeal upheld or not supported

Appeal Committee to be chaired by GM Training Services

Student determines issue unresolved



**Independent Review** 

Independent panel convened to review issue and evidence:

Interview with Committee, student and / or lecturer Appeal upheld or not supported

Independent Review

## **GENERAL MISBEHAVIOUR**

Lecturer

**Discussion with lecturer** 

Local resolution sought:

- Issue discussed with lecturer
- Aim to resolve issue with no further action

Students displaying at risk behaviour:

- Issue referred to Portfolio Manager for discussion and/or intervention in first instance
- Issue referred to Manager Student Support if student discloses disability
- Aim to resolve issue

Student disagrees with alleged breach of Code of Conduct



Portfolio Manager / Campus Manager

**Informal Appeal** 

Portfolio Manager / Campus Manager reviews issue and evidence with student:

- Student chooses to have lecturer present or not
- Aim to resolve issue with no further action
- Portfolio Manager makes recommendation to Executive Director or Director of Facilities for endorsement and final decision

Student determines issue unresolved



Appeals Committee

**Formal Appeal** 

Student Code of Conduct Appeals Committee reviews issue and evidence to including:

- Review of evidence
- Interview with student and lecturer
- Appeal upheld or not supported

Appeal Committee can be chaired by either GM Corporate Services or GM Training Services

Student determines issue unresolved



Independent Review

**Independent Review** 

Independent panel convened to review issue and evidence:

- Interview with Committee, student and / or lecturer
- Appeal upheld or not supported

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