

## Student Disciplinary Procedure

A disciplinary procedure exists for the proper management of disciplinary issues. The procedure is designed to ensure fairness and objectivity and its primary purpose is not intended as a form of punishment but as a means of providing students with the opportunity to correct or modify their behaviour.

Carrick Higher Education actively promotes an environment in which students develop a positive and responsible attitude to the work environment, customers and colleagues. As part of this the Institute supports a system of informed consequence for actions.

### Guidelines

In the case when student behaviour conflicts with *CHESMP2 Student Code of Conduct* disciplinary action will need to be taken and the following will apply in a private and confidential manner.

- 1.0** In the first instance, the Academic Director issues the student with an official warning about their behaviour by filling out the Diary Note Form, one copy of this warning goes to the student another copy must be filed in the students file.
- 2.0** In the second instance of unacceptable behaviour the Lecturer is to arrange a meeting with the Student Services Officer (SSO)
  - 2.1.** The details of all disciplinary interviews and warnings will be recorded using the Diary Note and held in a secure file with the SSO. SSO must inform the student of the possible ramifications.
  - 2.2.** A note should be placed on WiseNET Student Management System to identify that a disciplinary interview has taken place and that details are kept securely with the SSO.
- 3.0** Persistent disciplinary problems are to be dealt with by the Academic Director in liaison with the Lecturer and Student Services Officer.
  - 3.1.** In the third instance the Academic Director is to decide whether the student's behaviour constitute the expulsion of their studies with Carrick Higher Education.
  - 3.2.** The details of all disciplinary interviews and warnings will be recorded using the Diary Note and held in a secure file with the SSO.

- 3.3.** A note should be placed on WiseNET Student Management System to identify that a disciplinary interview has taken place and that details are kept securely with the SSO.
- 4.0** If the student is on an international student visa the Institute must report to Immigration the variation in the student's course as outlined in Code 10 Student Failed to Meet Course Requirements.
- 5.0** In cases of serious misconduct the Academic Director will make an immediate decision on suspension.

**Related Policy**

CHESMP2 Student Code of Conduct  
CHEIT3 Information and Technology (Students)  
CHESMP40 Grievance Handling and Resolution Procedure  
CHESMP20 Cheating and Plagiarism

**Policy Locations**

P: Drive  
Student Handbook