



SHAFSTON

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Deferring, Suspending or Cancelling Policy and Procedure

Students may have their enrolment deferred or suspended due to misbehaviour which can also be grounds for cancellation of studies.

Students have the right to appeal a decision by Shafston to defer, suspend or cancel their studies and Shafston will not notify DEEWR of a change to the enrolment status of the student until the internal complaints and appeals process is completed.

Shafston also have the right to be able to defer or temporarily suspend the enrolment of a student on the grounds of compassionate and/or compelling circumstances.

Compassionate and Compelling Circumstances

Compassionate or Compelling Circumstances are generally those beyond the control of the student and they have an impact on the student's capacity and/or ability to progress through a course. These could include:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- Bereavement of close family members such as parents or grand parents (a death certificate should be provided);
- Major political upheaval or natural disaster in the home country requiring their emergency travel and this has impacted on their studies;
- A traumatic experience which could include but is not limited to:
 - o involvement in or witnessing an accident
 - o a crime committed against the student or
 - o the student has been a witness to a crime and this has impacted on the student

Please note: these cases must be supported by police or psychologists' reports.

Academic Misconduct

All students are expected to maintain high standards of academic honesty and integrity. Academic misconduct is defined as attempts by a student to cheat, plagiarise or otherwise act dishonestly in undertaking an assessment task, or assisting another student to do so. Students are considered guilty of cheating if they seek to gain advantage by unfair means.

Students Responsibilities

- a) Students must not help or receive assistance from another student unless the assistance is authorised by the Shafston trainer in charge.
- b) Students must be responsible for their own equipment and advise the Shafston trainer immediately if the equipment becomes lost or stolen as sharing equipment between students is not permitted.
- c) Students must not bring any materials into the examination room other than those specified by the Shafston trainer.
- d) Students must not bring any materials into the training area other than those specified by the Shafston trainer.
- e) Students will not be permitted to use computer software or other devices during class or examinations other than those items requested by the Shafston trainer. A student may be excluded from a final assessment in any unit for any of the following reasons:



- Unauthorised absence from class
- Failure to meet the unit requirements, for example failure to attend classes or assessments
- Academic misconduct
- General misconduct (see below)
- Non payment of fees

Shafston's Responsibilities

- a) Students must be treated fairly, with dignity and with due regard to their privacy
- b) Students are to be regarded as innocent of alleged misconduct until they have either admitted to it or been found by proper inquiry to have so behaved
- c) Past misconduct is not evidence that a student has behaved in the same manner again
- d) Each case is dealt with on its own merits and according to its own circumstances with the proviso that the first instance of misconduct will be penalised more leniently than subsequent instances of misconduct

Penalties

- a) Penalties imposed will take into account the nature and the extent of the misconduct, Penalties will be dependent on the nature of the misconduct which may vary from police intervention (e.g., for theft) to re-sitting of assessments for cheating or plagiarism).
- b) Penalties imposed will take into account the students' stage in the program
- c) Penalties imposed will take into account the conventions of the field of study
- d) A student's second offence is penalised more severely than their first offence and a third offence may result in exclusion from Shafston
- e) Warnings may vary from receiving a written warning to exclusion from the course (and subsequently being reported to DEEWR)

Notification and Appeal

1. Students will be notified in writing of penalties as a consequence of academic misconduct
2. The grounds for appeal are:
 - a. Procedural irregularities and/or
 - b. Factual errors on which the decision was based and which were of such magnitude as to invalidate the decision
3. Appeals must be lodged in writing with the Head of School of Shafston within 20 working days of the date of the student being notified of the consequence.

General Misconduct

Students are expected to respect other students, staff and property so that learning and teaching can take place freely, safely and without impediment due to the misconduct of others.

A student is thought to have exhibited general misconduct when they act in a manner such as the following; dishonesty, harassing other staff or students, cheating and plagiarism, preventing or disrupting learning, disobeying/failing to comply with contractual or legal requirements, misusing, damaging or stealing property of the property of others, altering or defacing Shafston's documents or records, prejudicing the good name of Shafston, or otherwise acting in an improper manner.

Shafston will report all criminal acts committed by its students to the relevant authorities.



The follow examples indicate the kind of behaviour which constitutes student misconduct. This list is not exhaustive and does not remove the responsibility of students to act in a manner that is consistent with Shafston 's rules and regulations. Student misconduct occurs when a student:

- Contravenes any rules or acts either those of Shafston
- Prejudices the good name or reputation of Shafston
- Prejudices the good order and governance of Shafston or interferes with the freedom of other people to pursue their studies , carry out their function of participate in any Shafston activities
- Fails to comply with conditions agreed in the contract
- Wilfully disobeys or disregards any lawful order or direction
- Refuses to identify him or herself when lawfully asked to do so by an employee of Shafston
- Fails to comply with any penalties imposed for breach of discipline
- Misbehaves is a class, meeting or other activity under the control or supervision of Shafston, or on Shafston premises or other premises to which the student has access to as a student of Shafston
- Obstructs any member of Shafston Act dishonestly in relation to admission to Shafston
- Knowingly makes false or misleading representation about things that concern the student as a student of Shafston or breaches any of Shafston's rules
- Alters any documents or records
- Harasses or intimidates another student, a member of staff of Shafston, a visitor to Shafston, or any other person while the student is engaged in study or any other Shafston related activity as a Shafston student because of another persons race, ethnic or national origin, sex, martial status, sexual preference, disability, age, political conviction, religious belief or for any other reason
- Breach any confidence of Shafston
- Misuses any facility in a manner which is illegal or which is or will be detrimental to the rights or property of others. This includes the misuse in any way of any computing equipment, communications equipment, processing or production equipment or any other property that the student has access to as a student of Shafston while acting as a student of Shafston
- Steals, destroys or damages a facility or property of Shafston or the damage to any other property that Shafston may be responsible for
- Is found guilty of improper conduct

Penalties for General Misconduct

Penalties imposed will take into account the nature and the extent of the misconduct. It is important to note that a second offence will be penalised more severely than a first offence and a third offence may result in exclusion from Shafston. If the student admits to alleged misconduct Shafston may impose one or both of the following:

- The student will be charged for any equipment that is damaged, lost or stolen.

The Management at Shafston may impose the penalty of permanent exclusion from Shafston. Shafston in the case of physical or verbal abuse of students or staff or any other person associated with studying at Shafston. Permanent exclusion can also be imposed if the student behaves in a manner that demonstrates repeated or severe misconduct or in the case of any criminal acts.

Notification and Appeal

Students will be notified in writing of penalties as a result of general misconduct. The grounds for appeals are as follows:

- Procedural irregularity and/or
- Factual errors on which the decision was based and which were of such magnitude as to invalidate the decision
- Appeals must be lodged in writing to the Head of School of Shafston within 20 working days of the date of the student being notified of the consequence. The student's appeal will be acknowledged within 5 working days with a response to the student complaint being returned within 10 working days.