Student Misconduct Policy

References: National Code 2018 Standard 9

1.0 Purpose

To ensure that Queensland Academy of Technology maintains a consistent approach to the expectations of students' conduct and academic integrity. This policy has been created to protect, support and enhance QATs students, staff, reputation and academic standards.

2.0 Background

QAT requires appropriate and acceptable standards of conduct and behaviour in the workplace and the learning environment. QAT will not tolerate any behaviour which diminishes the academic reputation of the College, impairs the ability of students to participate in any legitimate College activity or disrupts the peace or good order of the College.

Standard 9 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 states

9.3 A registered provider may suspend or cancel a student's enrolment including, but not limited to, on the basis of:
9.3.1 Misbehaviour by the student

9.6 The suspension or cancellation of the overseas student's enrolment under Standard 9.3 cannot take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

3.0 Definitions

Misconduct is any behaviour or action that is deemed inappropriate and can disrupt the learning of self and others, interfere with QAT operations, inhibit or prevent staff members from carrying out their duties, or endanger the health and safety of yourself, other students or staff.

The types of misconduct are:

Behavioural (Non-Academic) Misconduct: Inappropriate personal conduct and behaviour

Academic Misconduct: Inappropriate conduct and behaviour when undertaking education and training activities.

Examples of Misconduct

Misconduct is generally broken into two types:

- **Minor Misconduct**; and
- **Major Misconduct**.

Whilst these are sometimes dependent on the context of what has occurred, below are some guidelines of which each involves.

Minor Misconduct

Personal conduct and behaviour where the extent or impact of the breach is not substantial, such as:

Behavioural Misconduct

- Use of inappropriate or offensive language;
- Failure to comply with directions from QAT staff;
- Inappropriate use of personal electronic devices; and

Academic Misconduct

- Minor breach of assessment and academic progression rules, including:
- Failure to comply with directions from a QAT staff member for a classroom or learning activity.

Major Misconduct

Personal conduct and behaviour where the extent or impact of the breach is substantial, such as:

Behavioural Misconduct

- Any form of harassment, whether based on gender, race, age, sexual preference or religious belief;
- Behaviour that subjects another person to an unsolicited act of physical intimacy, makes an unsolicited demand or request of a sexual nature to another person, makes a remark with sexual connotations relating to the other person, or engages in any other unwelcome conduct of a sexual nature towards the other person;
- Abusive or aggressive behaviour that causes offence, fear, or harm to others, such as verbal abuse or making threats to others (including through online and social media methods);
- Physical violence directed to others;
- Being under the influence of prohibited drugs and/or substances, including alcohol;
- Possessing dangerous articles or banned substances;
- Wilfully obstructing or disrupting any official meeting, ceremony, activity, class or examination;
- Wilfully damaging or wrongfully dealing with QAT property and resources, or the property of other persons;
- Making a false representation concerning your identity or status as a student;
- Trespassing or knowingly entering any place within QAT premises that is out of bounds to students;
- Refusing to obey health and safety and emergency procedures; and
- Repeated instances of minor behavioural misconduct.

Academic Misconduct

- Major breach of assessment and academic progression rules, including;
- Directly copying another person's work without proper acknowledgement;
- Using or developing another person's ideas without acknowledging them;
- Using the work of other students (with or without their permission) and claiming it as your own;
- Handing in an assessment item that is a duplicated or copied from another person;
- Allowing someone else to submit your work as their own;
- Using notes or other resources without permission during formal assessment;
- Obtaining and using assessment answers or solution from a teacher without permission;
- Misrepresenting, falsifying, misstating or fabricating data, results or information used for the purposes of assessment;
- Providing fraudulent certification in order to gain academic credit or recognition;
- Failing to comply with instructions relating to the conduct of assessment/examinations;
- Failing to attend the formal meetings scheduled to discuss your academic progression;
- Failing to adhere to the learning intervention strategies developed to support your academic progression;
- Not working towards achieving the qualification or statement of attainment stated in the training contract or confirmation of enrolment (CoE); and
- Repeated instances of minor academic misconduct.

4.0 Policy

This policy applies to all misconduct committed by a student in or on a QAT site or by using QAT services or facilities, whether or not in connection with an academic program, or if committed otherwise than on a QAT site or by using QAT services or facilities, committed while performing tasks as part of an academic program.

A student who attempts to do any of the acts, omissions or things set out in this policy is guilty of misconduct

5.0 Disciplinary Process- Suspected Breaches of the Student Misconduct Policy

Immediate Suspension
In cases of either minor or major misconduct, QAT reserves the right to immediately suspend a student for a minimum period of 24 hours. The suspension period may be longer than 24 hours in cases of major misconduct.
Before imposing the suspension QAT will make a reasonable effort (having regard to the seriousness and urgency of the risk) to provide the student with an opportunity to respond to the allegation of misconduct.

Informal Disciplinary Process

If the misconduct is minor in nature, QAT may deal with it informally.
In this case, QAT may choose an informal method of addressing the issue, such as an interview, counselling session, or offer of support, with strategies put in place to improve conduct in the future.

Formal Disciplinary Process

If the misconduct is major in nature (or involves repeated instances of minor misconduct) QAT will deal it formally.

In this case, QAT will issue the student with a QAT Directive Form and request the student respond to the allegation via a meeting or written submission.

Student will be encouraged to bring a support person to the meeting. However this person must not be involved or associated in any way with the case.

If the student does not attend the meeting or provide a written response the disciplinary process will continue to determine whether misconduct is substantiated.

QAT will then provide a formal decision of the outcome and disciplinary action and will outline a student's right to appeal. See also Complaints and Appeals Policy

Disciplinary action is at the discretion of QAT and will take into account the severity of the breach. Examples include, but is not limited to:

- Permanent Record in student file
- Suspension of study
- Cancellation of enrolment
- Reassessment

6.0 Forms

QAT Directive Form
Written Warning

7.0 References

Version history

Date	Version	Author	Status	Reviewers
16/7/18	1.0	R Campbell	Created to replace Plagiarism Policy	J Hunt