Policy and Procedure
No: HCIT- CS-SD-5.0
Topic: Student Discipline
Category: Client Services
Issue Date: November 2021
Version: 5.0

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1. Purpose
To provide a process for addressing disciplinary matters involving student / clients.

2. Policy
It is the policy of the College to apply intervention strategies/sanctions to treat with disciplinary matters and deportment that have been demonstrated by clients/students.

3. Scope
All cases involving allegations of academic dishonesty, breach of the Student / client Code of Conduct, breach of any policy with respect to student / client attendance, or breach of any other code adopted by a programme and approved by the Institution Manager / Director/Principal.

4. Responsibilities
4.1. **Director/Principal**: for ensuring overall institutional and operational compliance with this procedure.

4.2. **Institution Manager**: for receiving reports and recommendations, and for making decisions where and when appropriate as required by this procedure.

4.3. **Programme Coordinator**: for chairing the disciplinary committee with the aim of conducting investigations and making recommendations for disciplinary sanctions as required by this procedure.

4.5 **Career Counsellor:** to be an ex-officio member of the disciplinary committee, to ensure that the process is fairly executed and that students/clients are facilitated through organized counselling sessions as required by this procedure.

4.6 **Disciplinary Committee:** to provide fair hearing for student/clients' disciplinary matters ensuring that proper investigations are conducted into each matter and to make recommendations for sanctions as guided by this policy. The disciplinary committee shall be comprised of the following persons:

- Programme Coordinator (chair)
- Career Counsellor (Ex-officio member)
- Lecturing staff (1)
- Director/Principal (Ex-officio member)

- Student Union Representative (President or his/her designate)

5. Procedure

5.1. All disciplinary matters shall be reported to the Programme Coordinator for action. This must be done through a letter (submitted electronically or physically).

5.2. The Programme coordinator shall meet with the disciplinary committee and the student(s) involved within 3 working days of receipt of the reported disciplinary matter/complaint. Witnesses may be called upon to provide additional evidence.

5.3. Following the initial meeting and investigations, the Programme Coordinator shall prepare and submit a report of the findings and recommendations of the disciplinary committee to the Institution Manager for review and approval. The report shall outline the following:

a) a description of the alleged incident(s) of student / client misconduct;
b) particulars of any information obtained by him/her in relation to the alleged incidents (evidence)
c) Possible sanctions, which may be imposed and those recommended by the committee

5.4. The Institution Manager shall review and approve the recommendations. Depending on the gravity of the disciplinary matter, the Institution Manager reserves the right to overturn a recommendation, in consultation with the Director.

5.5. The Institution Manager shall communicate the final decision, in writing, to the Student, indicating if the decision is appealable or not-appealable. This letter shall be given to the Programme Coordinator for action.

5.6 Upon receipt of the letter from the Institution Manager, the Programme Coordinator will convene a closing meeting with the Career Counsellor and the students involved to ensure that:

- The student(s) involved receives the written decision of the institution and signs in acknowledgement
- Scheduling of counselling sessions are done to provide intervention for the student(s) involved

If the decision is appealable, the Programme Coordinator shall:

a) notify the student / client of his/her right to appeal
b) give the student / client a copy of the Student Appeal Policy and the Student Appeal Form

5.7. The Career Counsellor shall facilitate the student(s) involved for counselling sessions as necessary.

5.8. A copy of the letter given to the student(s) and all other related documentation shall be placed on the appropriate student's file and also on the Student Discipline file maintained by the Programme Coordinator.

5.9. All discussion with the student / client with respect to the alleged incident (s) will be confidential.

Sanctions

5.11. Following a review of the findings of the report from the disciplinary committee, the Institution Manager may dismiss the allegation, or find that the student / client has committed the alleged incidents(s) of student / client misconduct and impose one or more of the following sanctions:

a) a written reprimand
b) assignment of mark of zero or removal of ratings for an assignment, test or examination in respect of which a breach was committed;
c) assignment of failure in or cancellation of credit, ratings or achievement for any unit, course/module or qualification itself of which a breach was committed;
d) other recommended action (in accordance with HEART Trust/NTA's guidelines)

NB

In the absence of an Institution Manager all matters relating to this position will be handled by the Director/Principal.