

Student Disciplinary Policy

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ACADEMY





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to offer excellent face to face and online academic courses with the aim of providing students with a learning experience comprising of quality of teaching, learning facilities and a positive education experience.

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Preamble

This policy is in place to assist and motivate students to uphold appropriate standards of conduct. The processes outlined in this policy are intended to guarantee consistency and fairness in the handling of disciplinary actions taken in response to claims of unacceptable performance or behaviour. These procedures are not related to a learner's academic performance or capability. This policy has been created to make sure that all students who may be subject to disciplinary action are treated fairly and equally.

This policy does not aim to mimic any aspects of criminal legislation or the criminal justice system. If any student brings the reputation of the institution into question, the Academy has a right to defend and safeguard its name and reputation.

The Academy is aware that setting an example for others is the first step in modeling good behaviour. Therefore, all lecturers and staff members must conduct themselves in a respectful, responsible, and honest manner. We make a lot of effort to maintain discipline across the Academy so that behavioural guidelines and consequences are clear to everyone and are enforced equally, equitably, and without bias.

The Academy's expectations for students are described in full in this policy. If a learner does not behave according to the expected standards, they may face disciplinary action, suspension, or expulsion in extreme circumstances. Every step of the procedure should be completed as quickly as feasible wherever disciplinary action is taken in accordance with these guidelines, while yet providing time for an investigation when necessary.

It is acknowledged that a less formal mechanism should exist for small infractions of discipline, when a member of the academy's staff will speak with the offending learner to settle the situation.

1. Disciplinary Offences/ Misconduct

Misconduct is defined as unsuitable and unacceptable activity that breaches the aim of this policy. Below are a few examples of behaviours that the Academy deems unsuitable to serve as guidance. The list is not all-inclusive. It is important to understand that even minor breaches of the code of conduct may be treated as serious misconduct if they are persistent or repeated.

- a) any violation of the obligations of learners as outlined in the "Student Agreement" and any violation of the Academy's health and safety or other regulations as outlined at induction and in the Student Code of Conduct;
- b) any disregard for the reasonable instructions of a member of staff; and
- c) any excessive noise, unruly behaviour, or the use of weapons while on Academy property
- d) interfering with any academy activity, being online or at the Academy's premises, including classes and other events involving staff or students.

3. Gross Misconduct

Examples of gross misconduct include the following:

- a. theft of any kind;
- b. illegal activity that might negatively affect the work of the College or other students; threatening behaviour or assault;
- c. bullying (including cyberbullying), intimidation, harassment, taunting, verbal abuse, or the use of violence or threats of violence against anyone;
- d. any form of discrimination; and intentional damage to property (both the Academy's and personal property).
- e. any tampering with equipment, software, or data that the Academy owns or uses
- f. endangering the health and safety of others;
- g. any potentially criminal activity involving the Academy or other students;
- h. any conduct that might damage the Academy's reputation;
- i. alcohol usage or possession on Academy property
- j. possession and/or use of illegal substances;
- k. cheating, plagiarism,
- l. forgery
- m. gambling;
- n. using foul or abusive language with any of the Academy's staff members.

The list is not all-inclusive.

4. Stages of Disciplinary Process

The disciplinary procedures are the direct responsibility of the Head of Academy but the operation of the procedures may be delegated to the Director of Studies.

Verbal Warnings/ Informal Concerns

- a) A verbal warning can be issued by any member of staff where a learner has breached the Student Code of Conduct.
- b) It is important that all staff members who have concerns about a student inform the Head of Academy and/or the Director of Studies to allow for follow up with the learner.
- c) A member of staff may also raise a concern when a pattern is detected across different modules/ study units or when there is a concern about behaviour outside of the classroom.
- d) The Head of Academy or appointed Staff member will review the situation and make arrangements to interview the student to discuss staff concerns. If necessary individual performance targets will be agreed at this meeting.

Stage 1 (Informal)

This is a first step that is typically used to stop later disciplinary stages from escalating, and it frequently relates to a student's failure to fulfil its commitment to the Academy, such as:

- a) Punctuality: regular unapproved tardiness that disrupts lectures
- b) Deadlines: regular late submission of assessed work, including significant course work, is considered unreliable behaviour unless a request for an extended deadline has been submitted to the Academy.
- c) Behaviour: Unrespectful behaviour toward teachers or other students is considered disrespectful behaviour.
- d) Behaviour: Repeated unauthorised switching off of camera during lectures

A disciplinary meeting will take place with the Head of Academy or the Director of Studies. A Stage 1 warning will typically be given and an action plan will be created. There will be a predetermined review period where individual performance goals are created. The nature of the initial concern will determine the decisions taken. At the end of the predetermined review period, the staff member will meet with the learner to assess progress toward the individual goals specified. The student will be informed that no further action will be required if the staff member is satisfied that enough progress has been achieved to resolve the initial concerns. If the learner has not made sufficient progress against the agreed targets, the learner will progress to STAGE 2 of the disciplinary process.

Stage 2 (Formal)

If the learner in question did not make adequate progress during Stage 1, a Stage 2 formal warning is issued. For any major violation of the Student Code of Conduct, a student may also receive a Stage 2 formal warning without first going through the informal stage.

The Head of Academy or Director of Studies will make arrangements for a formal second stage meeting and any other appropriate member of staff. The purpose of the meeting will be to highlight concerns and to agree individual targets with the learner to address these concerns. A review date will be set at this meeting and interim meetings can be arranged if needed.

The student will meet with the Head of Academy or another appointed staff member for a final review at the conclusion of the predetermined review period.

Stage 3 (Final)

This represents the final stage of the disciplinary process. If there is no improvement in behaviour, the Head of Academy may choose to expel the student from the Academy.

Arrangements for a final review meeting will be made. The purpose of the meeting will be to highlight the continuing staff concerns and to agree final individual targets with the student to address these concerns. Under these circumstances a final warning will be issued outlining the agreed actions and the timescale for the review period. Alternately, this meeting may be to confirm a student's permanent exclusion owing to the seriousness of the action performed, such as gross misconduct.

In the case of Third Country Nationals, the relevant authorities, including the Central Visa Unit, will also be informed of the decision if this is deemed necessary by the Academy's Administration.

The learner and the Head of Academy will meet for a final review at the conclusion of the predetermined review period. The student will be informed that no further action will be required if the Head of Academy determines that sufficient progress has been made to address the improvement targets.

5. Failure to meet the terms of the individual action plan

The Head of Academy will select the next course of action, which may include permanent exclusion from the Academy, if the student fails to achieve the conditions indicated in their individual action plan and there are no mitigating factors for this failure.

6. Permanent Exclusion

The student will be informed in writing if they are permanently excluded from the Academy. A student will not be permitted to enroll in the course or any other Academy study programme in the future if they have been expelled for serious misconduct.



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