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# DEFERRAL, CANCELLATION AND EXCLUSION POLICY AND PROCEDURES

Students are able to defer or temporarily suspend their studies during their course only in certain limited circumstances, on the grounds of compassionate or compelling circumstances.

Students may also 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 the Sydney Gestalt Institute to defer, suspend or cancel their studies.

## DEFERRING A YEAR OF STUDY

Students who would like to defer their studies must first speak to staff in the student services office. An application to defer form must be completed which will need to be approved by the Director of Training. Prior to applying to defer their program students must ensure that they have paid any library fines and have returned all library resources to the library.

Students may defer their studies by up to 2 years without penalty. After this time they will have to repeat the last year of study in order to progress.

## ACADEMIC MISCONDUCT

All students are expected to maintain high standards of academic honesty and integrity. Academic misconduct is defined as attempts by students to cheat, plagiarise or otherwise act dishonestly in undertaking an assessment task, or assisting other students to do so. Students are considered guilty of cheating if they seek to gain advantage by unfair means such as copying another students' work, or in any way mislead a lecturer or tutor about their knowledge, ability, or the amount of original work they have done.

## STUDENT'S RESPONSIBILITIES:

### EXAMINATIONS

- Students must not help or receive assistance from other students
- Students must not request the loan of or lend materials or devices to other students

A student may be excluded from a final examination in a subject for any of the following reasons:

- unauthorised absence from class.
- failure to meet subject requirements, for example non-submission of assignments or failure to attend class or mid-semester tests.
- academic misconduct
- general misconduct (see below)

### OTHER ASSESSMENT TASKS

- Students must not copy or paraphrase any document, audio-visual material, computer-based material or artistic piece from another source except in accordance with the conventions of the field of study
- Students must not use another person's concepts, results or conclusions and pass them off as their own

- In cases where the assessment task is intended to be individual work not group work, students must not prepare an assignment collaboratively and then submit work that is substantially the same as another student's assessment.
- Students must not ask another person to produce an assessable item for them.

#### SYDNEY GESTALT INSTITUTE'S RESPONSIBILITIES:

##### PROCEDURAL FAIRNESS

- Students must be treated fairly, with dignity and with due regard to their privacy
- Students are to be regarded as innocent of the alleged misconduct until they have either admitted to it or been found by proper inquiry of the student conduct committee to have so behaved.
- Past misconduct is not evidence that a student has behaved in the same manner again.
- 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

- Penalties imposed will take into account the nature and the extent of the misconduct
- Penalties imposed will take into account the students' stage in the program
- Penalties imposed will take into account the conventions of the field of study
- A student's second offence is penalised more severely than their first offence and a third offence may result in exclusion from Sydney Gestalt Institute.
- The following penalties may be imposed: a warning, a reduction in grades, receiving zero for an assessment event, failing the subject, exclusion from Sydney Gestalt Institute.

##### NOTIFICATION AND APPEAL

- Students must be notified in writing of penalties as a consequence of academic misconduct
- The grounds for appeal are:
  - procedural irregularities, 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 with the Director of Training within 20 days of the date of the student being notified of the consequence. In the case of exclusion for misbehaviour,

##### 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.

General misconduct is where a student:

- acts dishonestly;
- harasses other students or staff;
- interferes with students or staff;
- prevents or disrupts learning;
- disobeys/fails to comply with contractual or legal requirements;
- misuses, damages or steals Sydney Gestalt Institute property or the property of others;
- alters/defaces Sydney Gestalt Institute documents or records;
- prejudices the good name of Sydney Gestalt Institute, or otherwise acts in an improper manner.

Sydney Gestalt Institute will report all criminal acts committed by its students to the relevant authorities.

The following examples indicate the kinds of behaviour which constitute student misconduct. They are for illustrative purposes and are not intended to be exhaustive. Student misconduct occurs when a student

- a) contravenes any rules or acts;
- b) prejudices the good name or reputation of Sydney Gestalt Institute;
- c) prejudices the good order and governance of Sydney Gestalt Institute or interferes with the freedom of other people to pursue their studies, carry out their functions or participate in the life of Sydney Gestalt Institute;
- d) fails to comply with conditions agreed in the contract;
- e) wilfully disobeys or disregards any lawful order or direction;
- f) refuses to identify him or herself when lawfully asked to do so by an officer of Sydney Gestalt Institute;
- g) fails to comply with any penalty imposed for breach of discipline;
- h) misbehaves in a class, meeting or other activity under the control or supervision of Sydney Gestalt Institute, or on Sydney Gestalt Institute premises or other premises to which the student has access as a student of Sydney Gestalt Institute;
- i) obstructs any member of staff in the performance of their duties;
- j) acts dishonestly in relation to admission to Sydney Gestalt Institute;
- k) knowingly makes any false or misleading representation about things that concern the student as a student of Sydney Gestalt Institute or breaches any of Sydney Gestalt Institute's rules;
- l) alters any documents or records;
- m) harasses or intimidates another student, a member of staff, a visitor to Sydney Gestalt Institute, or any other person while the student is engaged in study or other activity as an Sydney Gestalt Institute student, because of race, ethnic or national origin, sex, marital status, sexual preference, disability, age, political conviction, religious belief or for any other reason;
- n) breaches any confidence of Sydney Gestalt Institute;
- o) 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 or communications equipment or capacity to which the student has access at or away from Sydney Gestalt Institute premises while acting as an Sydney Gestalt Institute student, in a manner which is illegal or which is or will be detrimental to the rights or property of others;
- p) steals, destroys or damages a facility or property of Sydney Gestalt Institute or for which Sydney Gestalt Institute is responsible; or
- q) is guilty of any improper conduct.

#### PENALTIES FOR GENERAL MISCONDUCT

- Penalties imposed will take into account the nature and the extent of the misconduct
- A student's second offence is penalised more severely than their first offence and a third offence will result in exclusion from Sydney Gestalt Institute.

If the student admits to the alleged misconduct, the general manager, academic programs may impose one or both of the following:

- a charge for the cost of damage to facilities and equipment
- temporary exclusion from Sydney Gestalt Institute.

The Director, Sydney Gestalt Institute may with impose the penalty of permanent exclusion from Sydney Gestalt Institute in the case of physical or verbal abuse of students or staff of Institute, repeated or severe misconduct, or in the case of criminal acts.

**NOTIFICATION AND APPEAL**

Students must be notified in writing of penalties as a consequence of general misconduct

The grounds for appeal are:

- procedural irregularities, 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 with the Director within 20 days of the date of the student being notified of the consequence. The process will commence within 10 working days from the date of receipt of the student’s appeal.

<b>Date Endorsed by Board of Governance</b>	<b>Policy</b>	<b>Review</b>	<b>Date:</b>	<b>Initials</b>
		This policy is periodically reviewed and revised. Revisions are made as and when required. The period between reviews must not exceed 4 yrs. The date for review of this policy is on or before <b>6/2012</b>		