

STUDENT DISCIPLINARY POLICY

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1. POLICY PURPOSE

This policy aims to inform all iQ Academy (iQ) students about the disciplinary procedures to provide a harmonious and safe learning environment. iQ strives to ensure that all students receive fair and consistent treatment promptly and have access to an appropriate appeals process.

Minor or informal matters are managed in accordance with internal operational procedures and do not constitute formal disciplinary action.

This policy will be used with the *Student Code of Conduct Policy*.

2. POLICY SCOPE

This policy applies to all students enrolled at iQ Academy and governs their conduct regarding disciplinary procedures. It outlines the process for addressing allegations of misconduct, including disciplinary hearings, penalties, and appeals.

3. TERMINOLOGY

The following terminology is defined:

- **Misconduct:** Any behaviour or action by a student that breaches the Student Code of Conduct, institutional policies, or rules and disrupts the harmonious and safe learning environment at iQ Academy.
- **Disciplinary Hearing:** A formal process for investigating misconduct allegations and determining whether disciplinary action is warranted.
- **Suspension:** The temporary removal of a student from academic activities or access to iQ Academy's facilities or platforms while an investigation into alleged misconduct is conducted.
- **Expulsion:** Permanently removing a student from iQ Academy due to severe or repeated misconduct.
- **Disciplinary Committee:** A formally constituted body authorised by iQ Academy to hear disciplinary matters, make findings, and impose penalties in accordance with this policy.

4. DISCIPLINARY GUIDELINES

In determining whether or what disciplinary action should be taken in respect of a student's misconduct, the relevant disciplinary authority will consider whether:

- a rule or standard was contravened,

- the rule was a valid or reasonable rule or standard,
- the student was aware, or could reasonably be expected to have been aware, of the rule or standard; and
- the rule or standard has been previously consistently applied by iQ.

Serious or repeated infringements will attract warnings or even exclusion. Not every first offence will only attract a warning; if severe, it may warrant exclusion.

5. APPLICATION OF POLICY

STEP ONE

The Compliance Manager will notify the student formally (in writing) of any allegation of misconduct and action to be instituted, such as a possible disciplinary hearing.

STEP TWO

Should the Compliance Manager deem it necessary to hold a disciplinary hearing, the student will be formally notified in writing 48 hours before the hearing, and the procedure in step 3.3 will be followed.

Note: Regarding Point 3.2, a temporary suspension may be issued immediately if the conduct is serious during an investigation. If a student is suspected of conduct of such a serious nature that a warning would be inappropriate, the Committee may suspend the student temporarily. Normally, this would be for no more than five (5) working days while enquiries and investigations into the alleged misconduct occur. Such suspension is a precautionary measure and does not constitute a finding of guilt.

STEP THREE

A disciplinary hearing may be held for any disciplinary infringement or when the exclusion of a student is under consideration.

The student must be advised in writing of:

- the charges or accusations against him/her; and
- the time, date and venue of the disciplinary inquiry.

In all cases where formal disciplinary action is contemplated, the student is afforded the following rights:

- to have no disciplinary action taken until the case has been fully investigated;
- to have the nature of the complaint fully explained;

- to be accompanied at the disciplinary inquiry by a fellow student, friend or Student Representative Council (SRC) member;
- to have adequate opportunity to present his/her case (either verbally or as a written submission) before any decision is made or disciplinary action is taken; and
- to have the right of appeal against any disciplinary penalty imposed.

The Committee Chair may call witnesses to give evidence at the inquiry or may receive written statements of evidence.

As an outcome of the hearing, the Chair or the panel may decide as follows:

- to dismiss the allegation of misconduct;
- to seek further information;
- to provide the student with a warning together with advice about what is acceptable; or
- to decide that the student is guilty of misconduct and impose a penalty.

iQ reserves the right to suspend or expel a student, but always after a disciplinary hearing has taken place.

The student is informed in writing of the committee's decision, together with the reasons, within five (5) working days of the hearing.

The student must acknowledge receipt of the written decision by signing a copy.

STEP FOUR

The student may appeal against any disciplinary decision in accordance with the *Student Appeals Policy*.

The Faculty Management Committee will consider the matter and make a timely decision, which should be considered as the final decision.

6. FACULTY MANAGEMENT COMMITTEE

The function of the Faculty Management Committee is to consider disciplinary appeals referred to it in terms of this policy and the Student Appeals Policy. As an agent of the Academic Board, the Committee and its members are mandated to deal with all appeals lodged, as well as all operational or business-related appeals which may arise. The Committee will deal with appeal-related issues by:

- Evaluating all matters that arise, without bias or subjectivity;
- Considering appeal outcomes for their impact on policy and procedure; and
- Informing the relevant sub-committees of the Academic Board to act as and when required.