



CSU TRAINING

STUDENT HANDBOOK

DISCIPLINARY PROCEDURE

The academic misconduct procedure applies to plagiarism, cheating or collusion. If a teacher/trainer has reason to believe that a student has engaged in academic misconduct, the program coordinator will be notified and will investigate the matter. Investigations will take place within fourteen days of the notification. A recommendation will be made to the Manager, CSU Training with a copy to the student. Where the investigation concludes that academic misconduct has taken place, the student may respond in writing within fourteen days. The final determination of the Manager, CSU Training may include one of the following options:

- No action is taken against the student.
- The student is judged not competent in the units concerned but may be allowed to re-enrol in the unit or appropriate section of the program.
- The student is excluded from CSU Training and his or her enrolment cancelled with no refund of fees.

The student general misconduct procedure applies to other instances of misconduct such as impairing the right of other students to pursue their studies, wilfully damaging CSU Training property, misusing electronic facilities, harassment of other students or staff, or breaching legislative requirements.

If a staff member has reason to believe that a student has engaged in general misconduct, the program coordinator for that student will investigate the matter. Investigations will take place fourteen days of the notification. A recommendation will be made to the Manager, CSU Training with a copy to the student.

Where the investigation concludes that general misconduct has taken place, the student may respond in writing within fourteen days. The final determination of the Manager, CSU Training may include one of the following options:

- No action is taken against the student.
- The student is barred from electronic access to CSU Training or to certain components of electronic access.
- The student is suspended from the program for a period of time or permanently.
- The student is required to pay for any damage or any work needing to be done on electronic systems.