



Institute
for Education

Course Participants' Conduct Policy and Procedures

Version 1.1

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1 Introduction

- 1.1 The Course Participants' Conduct Policy and Procedures provide a clear statement of the Institute for Education's (IfE) expectations of course participants in respect to academic, personal and professional behaviour. This Policy provides a structure for the development and management of course participant conduct in order to promote high levels of professional behaviour and ethical standards within the IfE and to resolve breaches of the course participants' conduct policy fairly, promptly and efficiently.

2 Standards

- 2.1 All the IfE's course participants are required at all times (including during practicum and micro-placement) and both while on and off the IfE's premises, to behave as responsible members of the IfE's community, and to represent and uphold the good name of the IfE. They are expected to familiarise themselves with and act according to the following standards:

- Safely, and with regard for the safety of others;
- With civility, consideration and respect for others at the IfE;
- In accordance with all IfE's policies, rules and regulations, and all applicable laws.

- 2.2 The IfE has a zero-tolerance approach to violence and harassment in all its forms.

- 2.3 Misconduct includes but is not limited to:

- Bullying, harassment or discrimination against another person, including the use of discriminatory language;
- Physical, written, or verbal abuse or intimidation against another person, including in communications via email, social media and the virtual learning environment;
- Sexual harassment, violence or abuse;
- Any act which brings or threatens to bring the IfE's reputation into disrepute;
- Inappropriate or unprofessional behavior which discredits one's position or which reflects adversely on the teaching profession.
- Disruption of or improper interference with the academic, administrative, sporting, social or other activities of the IfE;
- Damage to or theft of property from the IfE or members of staff or course participants;
- Vexatious, reckless or malicious allegations against other course participants, staff or members of the public;

- Persistent failure to respond to or comply with formal disciplinary sanctions imposed under the disciplinary procedures or other IfE's policies and procedures;
- Criminal or other activities that have a bearing on the course participant's participation at the IfE or provide a risk to the well-being of other course participants, staff or other users of the IfE's services;
- Misuse of alcohol and drugs.

3 Procedures

- 3.1 Any member of the IfE, may allege that a course participant has violated an IfE's policy and when appropriate the IfE may choose to file allegations on behalf of another person or on its own behalf. All allegations of conduct policy violations should be submitted to the Head of Admissions. Formal allegations must be made in writing.
- 3.2 If a course participant poses an immediate danger or threat to the health, safety, or well-being of the IfE's course participants or any of its employees, the Chief Executive Officer or designee, may impose a temporary suspension or other restriction with no prior notice, effective until a hearing is held, and a determination reached.
- 3.3 A course participant alleged of a violation will be contacted by the Admissions Board to discuss the allegations, which often may be at the same time of the Disciplinary Committee's Hearing. Email is the primary form of communication for all course participants. Each course participant is responsible to check and respond to their emails on their email account which was provided to the IfE.
- 3.4 In cases of major and/or repeat offenses (those which potentially could result in suspension/expulsion from the course which is being followed at the IfE), the IfE's Admissions Board will meet with the course participant to review the allegations and the Course Participant's Conduct procedures prior to the Disciplinary Committee's Hearing. Should a course participant fail to schedule or attend this meeting in the time designated by the IfE's course officer, the process will continue in their absence.
- 3.5 Disciplinary Committee's Hearing: The goal of the meeting is to arrive at a finding of responsibility and impose appropriate sanctions in a timely and fair manner.
- 3.6 If there is more than one allegation and the course participant accepts 'responsibility' to one allegation but not to the other, the Head of Admissions shall determine if the case needs to be referred to a Disciplinary Committee Hearing.
- 3.7 Should a course participant fail to schedule or attend the Disciplinary Committee's Hearing in the time designated by the IfE, the course participant's case will be decided in their absence. In cases where a course participant terminates studies with the IfE the case may either be adjudicated in a timely manner or placed on hold and listed as unheard.

4 The Informal Meeting

- 4.1 Course participants charged with a violation of the Course Participants' Conduct Policy and Procedures will be directed to meet with the Head of Admissions and will receive notice of the alleged violations prior to a meeting. In cases of violations of Human Rights or Sexual Harassment or other grievances outlined in the Course Participants' Grievance Policy and Procedures, course participants will be subject to those policy's procedures.
- 4.2 During the informal meeting the Head of Admissions will discuss in an informal and constructive manner the aspects of conduct or performance that are perceived to be unsatisfactory. This could include:
- Identifying the perceived shortcomings and invite any explanations for them;
 - Outlining the standards of performance or conduct that are mandatory and clarifying the ways in which improvement is required and the period for the course participant to attain those standards;
 - In the absence of a satisfactory explanation, an instruction to improve conduct or performance has to be provided in writing.
- 4.3 If during the informal meeting it becomes evident that the issue is more serious, the course should be properly advised that the informal session appears to be leading to the start of formal proceedings. At that point the meeting should be terminated, and after a reasonable period of time, separate formal proceedings should take place.

5 The Disciplinary Committee's Hearing

- 5.1 The Disciplinary Committee, will meet with the course participant(s) to:
- 5.1.1 Discuss the complaint and alleged conduct, allowing the course participant to present their understanding of the events related to the incident(s).
- 5.1.2 Conduct the process in a timely manner.
- 5.1.3 Notify the course participant of their right to a representative.
- 5.1.4 Permit the accused to speak on their own behalf and present appropriate and pertinent information and witnesses. The member of the board will make all determinations on what information or witnesses may be presented for consideration. Character witnesses are not permitted.
- 5.1.5 Determine an appropriate finding of either 'responsible' or 'not responsible' for each alleged policy violation based upon the majority of evidence.
- 5.1.6 If a course participant is found responsible, the member of the board will advise the course participant of the sanction(s) imposed.

- 5.1.7 After a decision has been rendered, the course participant will receive notice via an official letter of the outcome and sanctions. It is the course participant's responsibility to complete all sanctions as imposed. Failure to abide by or complete a sanction may result in additional sanctions.

6 Decisions and Communications

- 6.1 At the conclusion of the conduct hearing, the course participant will be informed as to when the decision will be made and communicated. Disciplinary decisions that result in positive action, warning or restitution will be made by the Disciplinary Committee and communicated to the course participant in writing within five (5) working days of the conclusion of the hearing.
- 6.2 In the event that the written notification is delayed, the course participant will be notified of the delay and informed when the decision will be communicated.
- 6.3 All communications to course participant will be transmitted in the manner specified in the appropriate part of this procedure. Individual circumstances may permit or require communication by whatever means is necessary to reach the course participant promptly and reliably. Following reasonable efforts to deliver any communication to a course participant personally, an indirect or substituted mode of delivery may be attempted. Thus, any delay or failure to reach the course participant shall not impair the procedure.

7 Sanctions

- 7.1 The IfE maintains the right to impose any sanction(s) upon course participants found responsible for violating the Course Participants' Conduct Policy or other IfE's policy. Violations of these policies may result in a variety of sanctions, ranging from severe penalties to less stringent measures, as appropriate to the underlying conduct, course of conduct, or overall course participant conduct history. The primary purpose of sanctions is generally educational and rehabilitative. The reasons for the imposition of sanctions will be stated in the course participant's file and will become a part of the course participant's record. Sanctions imposed may include but not limited to:

7.1.1 Revocation of Admission

Admission to the IfE may be revoked for fraud, misrepresentation or a violation of the IfE's policies.

7.1.2 Revocation of Award/Degree

A degree awarded to a course participant by the IfE may be revoked for fraud, misrepresentation, or other violation of IfE's standards in obtaining the award/degree.

7.1.3 Withholding Award/Degree

The IfE may withhold the awarding of an award/degree otherwise earned until the completion of the process set forth in the Course Participants' Conduct Policy, including the completion of all sanctions imposed, if any.

7.1.4 Expulsion from the IfE

Unconditional and permanent separation from the IfE. The expelled shall be barred from all the IfE's centres.

7.1.5 Suspension from the IfE

The course participant is separated from the IfE for a specified period of time with the privilege of applying for re-entry after the period of suspension. In making a determination on the re-entry application, the IfE will evaluate the documented (as appropriate) progress the course participant has made and/or any positive indication that the course participant is ready for re-entry. The course participant will need to obtain clearance from the Chief Executive Officer, or designee, in order to return to academic work.

7.1.6 Disciplinary Probation

Disciplinary probation is a period of review during which the course participant or organization must demonstrate the ability to comply with the IfE's rules, regulations, and all other stipulated requirements.

7.1.7 Disciplinary Warning

A disciplinary warning is an official written notice expressing disapproval of conduct and a statement that the conduct violates one or more of IfE's rules or regulations.

7.1.8 Notice of Reprimand

A notice of reprimand is a written notification that a course participant's conduct was inappropriate for a member of the IfE. Continued violations of the Course Participants' Policy and Procedures will result in more serious disciplinary sanctions.

7.1.9 Restitution

Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

7.1.10 Other Sanctions

The IfE may impose any other sanction, depending upon the circumstances and the nature of the violation.

8 Appeals

- 8.1 The right of a course participant found responsible to one appeal is guaranteed. Appeals may be granted for the following reasons only:
- Relevant new information is available which was not known to the person appealing at the time of the original hearing.
 - A procedural error was made that precluded a fair and impartial hearing. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
- 8.2 Decisions following the hearing must be appealed by the course participant within twenty (20) working days of receipt of the written results of such hearing. Appeals must be submitted in writing, in line with the [Appeals Policy and Procedures](#).

9 Related Policies and Procedures

- [Course Participants' Grievance Policy and Procedures](#)
- [Code of Ethics](#)
- [Teaching, Learning and Assessment Policy and Procedures](#)
- [Appeals Policy and Procedures](#)

10 Version history

Originator	Version	Date	Changes Done
QA Dept.	1.0	16/3/2018	Initial Release
Admissions Dept.	1.1	01/02/2022	Update to Article 2.3