

Student Discipline Policy – Schedule A

Authorised Persons	Examples of Misconduct by a Student	Authority to Issue Penalties	Appeal
Chief Executive (CE) or Disciplinary Committee at the delegation of the CE	<ul style="list-style-type: none"> • Any physical or sexual assault; • Serious bullying, harassment or sexual harassment (whether in person or online); • Serious damage or theft of Melbourne Polytechnic property; • Serious academic misconduct; • Repeatedly refusing to follow an instruction to stop disrupting a class; • Repeatedly engaging in inappropriate conduct towards another student; • Repeatedly refusing to follow an instruction to stop disrupting other people using a Melbourne Polytechnic facility. 	Expel a student.	Decisions by the CE are final.
		Demand compensation from a student to make good on damage, loss or theft of institute property (<i>refer to clause 17 and 18 of the Policy</i>).	
		Grade a student as having failed a subject, course or unit or vary the student's assessment marks in that subject, course or unit.	
		Suspend a student for a specified time period up to a period of one year.	
		Refuse the re-enrolment of a current student on a permanent or temporary basis.	
		Impose a fine not exceeding \$5,000.	
		Issue a written warning to a student.	
		Reprimand a student.	

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Executive Director Academic Operations (EDAO) Executive Director Student Engagement, International and Community Partnerships (EDSEICP)	<ul style="list-style-type: none"> Any physical or sexual assault; Serious bullying, harassment or sexual harassment (whether in person or online); Serious academic misconduct; Serious damage or theft of Melbourne Polytechnic property; Repeatedly refusing to follow an instruction to stop disrupting a class; Repeatedly engaging in inappropriate conduct; Repeatedly refusing to follow an instruction to stop disrupting other people using a Melbourne Polytechnic facility. 	Demand compensation from a student to make good on damage, loss or theft of institute property.	CE or Disciplinary Committee at the delegation of the CE.
		Grade a student as having failed a subject, course or unit or vary the student’s assessment marks in that subject, course or unit (EDAO only).	
		Suspend a student for a specified time period.	
		Recommend a fine not exceeding \$5,000 to the Chief Executive (EDSEICP only).	
		Issue a written warning to a student.	
		Reprimand a student.	Summary penalty. Cannot be appealed.
Director of VET Director of Higher Education Director of Foundation Directors of Corporate Areas	<ul style="list-style-type: none"> Any physical or sexual assault; Serious bullying, harassment or sexual harassment (whether in person or online); Serious academic misconduct; Serious damage or theft of Melbourne Polytechnic property; Repeatedly refusing to follow an instruction to stop disrupting a class; Repeatedly engaging in inappropriate conduct; Repeatedly refusing to follow an instruction to stop disrupting other people using a Melbourne Polytechnic facility. 	Suspend a student for a period of up to one semester.	CE or Disciplinary Committee at the delegation of the CE.
		Issue a written warning to a student.	
		Reprimand a student.	Summary penalty. Cannot be appealed.

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Academic Managers Managers of a Service	<ul style="list-style-type: none"> • Bullying, harassment or sexual harassment (whether in person or online); • Academic misconduct; • Damage or theft of Melbourne Polytechnic property; • Repeatedly refusing to follow an instruction to stop disrupting a class; • Repeatedly engaging in inappropriate conduct; • Repeatedly refusing to follow an instruction to stop disrupting other people using a Melbourne Polytechnic facility. 	Suspend a student for a period of more than one week and up to two weeks.	CE or Disciplinary Committee at the delegation of the CE.
		Issuing a written warning to a student.	
		Suspend a student for a period of up to one week.	Summary penalty. Cannot be appealed.
		Reprimand a student.	
		Issue a written warning to a student.	
		Suspend a student for a period of up to one week.	Summary penalty. Cannot be appealed.
		Reprimand a student.	
Academic Team Leaders	<ul style="list-style-type: none"> • Repeatedly refusing to follow an instruction to stop disrupting a class; • Engaging in inappropriate conduct; • Repeatedly refusing to follow an instruction to stop disrupting other people using a Melbourne Polytechnic facility. 	Issue a written warning to a student.	CE or Disciplinary Committee at the delegation of the CE.
		Suspend a student for a period of up to one week.	Summary penalty. Cannot be appealed.
		Reprimand a student.	

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Teachers Lecturers	<ul style="list-style-type: none"> Repeatedly refusing to follow an instruction to stop disrupting a class; Engaging in inappropriate conduct either in person or online; Repeatedly refusing to follow an instruction to stop disrupting other people using the Melbourne Polytechnic facility; Failures to comply with OHS or other reasonable requirements. 	Exclude a student from the precincts of Melbourne Polytechnic for a period of up to one working day. Exclude a student from the remainder of a class, lecture or tutorial or the next class, lecture or tutorial for which the teacher or lecturer has responsibility. Reprimand a student.	Summary penalty. Cannot be appealed.
Member of Support Services Staff including Student Services, Student Hub, Student Acquisitions, Library and Learning Skills	<ul style="list-style-type: none"> Repeatedly refusing to follow an instruction to stop disrupting other people using the Melbourne Polytechnic facility; Failure to follow reasonable staff instructions; Inappropriate use of Melbourne Polytechnic facilities or services. 	Exclude a student from the use of an institute facility and/or access to services for a period of one day.	Summary penalty. Cannot be appealed.