



Title of Policy	Non-Academic Misconduct Policy
Purpose of Policy	This policy is intended to guide College staff in the identification and management of non-academic misconduct at the Australian College of Applied Psychology.
Definition of Terminology	N/A
Scope of Policy	This policy applies to all students of the Australian College of Applied Psychology ("ACAP") and to conduct occurring at any premises or facilities owned or occupied by ACAP and to any events or activities conducted under the name and auspices of ACAP such as excursions and educational or vocational placements with outside organisations.
Policy Content	<p>Non-academic misconduct includes, but is not limited to, conduct where a student:</p> <ul style="list-style-type: none"> • contravenes any provision of ACAP's policies or procedures or terms set out in the ACAP Student Handbook; • behaves in a manner that prejudices the good name or academic standing of ACAP; • engages in unlawful or criminal activity on the premises or facilities of ACAP or in the course of any events or activities conducted under the name and auspices of ACAP such as excursions, educational placements with outside organisations. • damages or destroys ACAP property (including library books, computing hardware or software, or the deliberate release of computer viruses); • misuses ACAP facilities, systems and equipment, to engage in illegal activity or activity prohibited by ACAP's rules and policies (for example, computer hacking, infringing copyright); • steals or misappropriates ACAP property or equipment; • harasses, vilifies, abuses, threatens, assaults or endangers staff, students or other members of ACAP's community directly or by other means of communication; • unreasonably disrupts staff or students or other members from undertaking their normal activities; • fails to follow reasonable directions of an employee of ACAP; • alters, falsifies or fabricates any document or record of ACAP (eg. Statement of Academic Record); • alters or falsifies any documentation that ACAP requires of the student (eg. medical certificate or other supporting documentation); • divulges confidential or personal information relating to any ACAP matter, staff member or student (eg. employment records, in-camera committee discussions) in circumstances where there is no reasonable or lawful excuse for doing so; • behaves inappropriately in an activity (eg. In the virtual and physical environments such as e-learning sites, face to face classes, or meetings), in any facility in or under the control or supervision of ACAP including educational placements with outside organisations; • knowingly provides false or misleading information to staff of ACAP; or • fails to comply with a penalty imposed or outcome agreed to under this or other policies of ACAP. <p>An allegation of non-academic misconduct may be brought against any student of ACAP. An allegation may be made by ACAP staff, students or an external person.</p> <p>In all cases, a officer of ACAP ("the Investigating Officer") will be appointed by the General Manager to make an investigation of the allegation.</p> <p>The Investigating Officer will prepare a written report of his or her findings. Where the Investigating</p>

dated:

General Manager's signature
P:Policies\Non-Academic Misconduct Policy



	<p>Officer is of the view that the allegations are sustained whether in full or in part, ACAP may take any one or more of the following actions:</p> <ul style="list-style-type: none"> • give a warning or reprimand to the offending student; • deny the offending student access to certain or all ACAP activities, facilities or services for a specified period of time or impose a requirement that access be only in accordance with particular conditions; • require the offending student to provide full restoration of the cost of any damage done to ACAP property; • require the offending student to apologise formally to any aggrieved party where appropriate; • require the offending student to undertake some form of remediation; • suspend the offending student (that is, require that the student be excluded from ACAP courses and facilities) for a period no greater than 12 months; • expel the offending student (permanent exclusion) from ACAP; and/or • such other penalty or action considered appropriate. <p>Students suspended, expelled or excluded from ACAP facilities in accordance with this policy will be notified of this decision and informed that they have twenty working days in which they may appeal the decision.</p> <p>An appeal against any finding of non-academic misconduct or any action taken by ACAP as a result of such a finding will be dealt with in accordance with the procedures outlined in the ACAP policy "Grievance and Appeal Policy & Procedure for Non Academic Matters". If a student appeals the finding of non-academic misconduct and associated action then the suspension, expulsion or exclusion cannot take effect until the conclusion of the appeals process.</p> <p>If the student is an overseas student studying in Australia then the College will inform the student that suspension, expulsion or exclusion of their enrolment may affect their student visa. The College will also notify the Secretary of DEEWR of its decision as is required under section 19 of the ESOS Act when an overseas student is suspended, expelled or excluded from ACAP.</p> <p>Students suspended, expelled or excluded from ACAP facilities in accordance with this policy shall not be entitled to any refund of course fees.</p>
Person Responsible for Policy (and its review)	Registrar
Person Responsible for Implementation	Registrar
Relevant documents and forms / procedures	<p>Student Handbook</p> <p>Essential Information for New International Students</p> <p>Non-Academic Grievance and Appeals Policy and Procedure</p>
Policy Developed by	Registrar and Director of Finance
Policy Endorsed by Date:	Executive Committee
Policy Complies with (external authority)	The National Code 2007
Original issue	(Jan 2007)
	Current version: V2 (May 08) kept on P drive policies

dated: 13/5/08