

STUDENT DISCIPLINARY PROCEDURE

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PURPOSE

If a student breaks our Code of Conduct, it may be necessary to use our Student Disciplinary Procedure. Any breach of our Code of Conduct could lead to ELATT using this procedure. The Course Tutor will usually try to solve problems informally through a private discussion with the student. If the problem is more serious, the student may begin Disciplinary at Stage One, Stage Two or Stage Three. Financial support can be stopped at Stage Two or Stage Three.

STAGE ONE

The Course Tutor will give the student a formal verbal warning. The Tutor will record this on the student's tutorial record. Examples of a Stage One offence include:

- Being rude, aggressive or discriminatory to students or staff
- Poor attendance or coming to class late several times without a good reason

STAGE TWO

The Course Tutor will write a warning letter to the student explaining the problem and the improvement needed, and what will happen if the student does not improve. The tutor will keep a copy of the warning letter. Examples of a Stage Two offence include:

- Repeated poor attendance or lateness without agreement of the Course Tutor
- Repeated or more serious rude, aggressive or discriminatory behaviour

STAGE THREE

A student can be suspended from training for serious breaches of our Code of Conduct. Suspension will take place immediately.

Behaviour which could lead to suspension may include:

- a. Failure to improve after a Stage Two written warning
- b. Antisocial, offensive or dangerous behaviour
- c. Criminal activity including physical violence and theft
- d. Being under the influence of alcohol or drugs unless prescribed by a doctor.
- e. Accessing illegal or offensive material on the Internet.

The relevant Co-ordinator or Manager will discuss the incident with the student, relevant staff and relevant witnesses within 5 working days. After this, the Co-ordinator or Manager will decide how long the suspension will last, and how the student must improve when they come back on the course.

The Co-ordinator or Manager can decide to dismiss the student, meaning the student will not be allowed to continue on the course.

RIGHT TO APPEAL

In case of dismissal, the student can appeal within 5 working days for a Hearing by a member of the Management Team. The decision of the Manager will be final. The student can be accompanied at the Hearing by another student. If the student is aged 16-18 they can be accompanied by a parent or guardian, or another student.

If the student is not satisfied with the Hearing with the Manager, the student can appeal to the funding body of the programme. Details of the funding body will be provided at this stage.