



## 1. Purpose

The student disciplinary policy exists for the proper management of disciplinary issues.

The policy is designed to ensure fairness and objectivity and its primary function is not intended as a form of punishment but as a means of providing students with the opportunity to correct or modify their behaviour.

## 2. Scope

Mars Institute (MARS) seeks to promote an environment in which students develop a positive and responsible attitude towards fellow students, staff and the general work/learning environment.

When a student's behaviour conflicts with the Student Code of Conduct, disciplinary action will be taken according to the following process:

- 1) Initially, the trainer will discuss the behaviour in question with the student and add a note to the student's file.
- 2) If the behaviour continues to be unacceptable the trainer arranges a meeting with the CEO, or their delegate to discuss the issue.
- 3) Details of all disciplinary warnings and/or interviews will be recorded using the communication log of the Student Database System.
- 4) The CEO, or their delegate, counsels the student on possible consequences of breaching the Student Code of Conduct.
- 5) If necessary, an action plan may be implemented for the student to abide by in cases deemed necessary by the CEO, or their delegate.
- 6) Further disciplinary problems will be addressed by the CEO, or their delegate, in consultation with the trainer.
- 7) An official warning letter will be issued by the CEO, or their delegate.
- 8) Students have the right to access complaints and appeals policy.

NOTE: The RTO reserves the right to expel students immediately depending upon the seriousness of the misconduct.