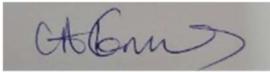
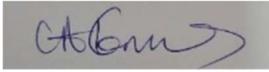


BioGrad Student Disciplinary Policy

Copy Holder Information

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1. Purpose

This policy sets out BioGrad Education’s approach to student conduct and discipline. Our aim is to ensure a safe, inclusive, respectful and productive learning environment. We promote responsibility, good behaviour, fairness and consistency in dealing with allegations of misconduct.

2. Scope

This policy applies to all students enrolled with BioGrad Education, whether attending in person, online, in-laboratory, on placement, or participating in field trips or other BioGrad activities. It covers conduct:

- On BioGrad premises;
- During BioGrad-sponsored activities off site;
- Online and via other remote communication channels when representing or acting as a student of BioGrad;
- In connection with assignments, assessments, or academic work submitted to BioGrad.

3. Definitions

- **Misconduct:** Any behaviour that violates BioGrad rules, undermines safety, is disrespectful, prevents learning, or which may harm the reputation or integrity of BioGrad.

- **Serious Misconduct:** Misconduct that is of a grave nature, repeated or especially harmful (e.g. physical violence, harassment, cheating, fraud, damage to property).
- **Academic Integrity Breaches:** Plagiarism, cheating, falsification of data, using another person's work without attribution, etc.

4. Expectations of Students

Students are expected to:

- Treat all staff, fellow students and visitors with respect and courtesy.
- Behave in a way that does not disrupt teaching, learning or BioGrad operations.
- Comply with all health, safety, laboratory, clinical, and inclusion policies.
- Adhere to academic honesty: submit original work, properly cite sources, do not cheat or collude.
- Comply with instructions and reasonable requests from staff.
- Maintain personal conduct that does not bring BioGrad into disrepute.
- Be truthful in providing personal and medical information where required (e.g. for inclusion or safety).

5. Types of Misconduct

Examples of behaviour that may be subject to disciplinary action include, but are not limited to:

- Disrespectful or abusive behaviour (verbal, written or online), harassment, discrimination.
- Physical violence or threats.
- Theft, damage or misuse of property.
- Unsafe acts in laboratories, clinics or other teaching areas.
- Academic dishonesty (plagiarism, cheating, falsifying results, ghost-writing);
- Failure to follow health, safety or inclusion requirements.
- Persistent lateness, absenteeism or failure to engage.
- Misuse of BioGrad's IT systems, data, or communications.
- Any behaviour that violates law or regulations when on BioGrad activity.

6. Reporting Misconduct

- Misconduct may be reported by staff, students, or third parties.
- Reports should be made in writing where possible to Student Services.
- Reports must include details: date, time, persons involved, nature of misconduct, and any evidence or witnesses.

7. Investigation Process

1. Initial Review

- Designated officer reviews the report to decide if it warrants informal resolution or formal investigation.

- If possible, the issue may be resolved informally through mediation, warning, reflection, or other restorative actions.
- 2. **Formal Investigation for Serious or Unresolved Misconduct**
 - An investigating officer is appointed.
 - The student will be informed of the allegation in writing, with details of the complaint and evidence.
 - The student has a right to respond, to present their side, and to have representation or accompaniment (if policy permits).
 - Interviews with any witnesses, collection of relevant evidence.

8. Disciplinary Sanctions

Depending on severity and frequency of misconduct, one or more of the following sanctions may be applied:

- Informal verbal warning
- Written warning
- Required reflection or apology
- Educational or corrective activity (e.g. completing additional work, attending training)
- Restriction of access to facilities or services
- Temporary suspension from some or all BioGrad activities or courses
- Requirement to pay for damage or loss caused
- Permanent exclusion (expulsion) in very serious cases.

9. Suspension Pending Investigation

- In cases where there is concern for the safety of the student or others, or the integrity of academic work, a temporary suspension may be imposed while investigation is in progress.
- Such suspension is not a disciplinary penalty itself but serves to protect the process or safety.

10. Confidentiality

- All parties involved are expected to maintain confidentiality insofar as possible during investigations.
- Records of disciplinary proceedings are kept securely and only accessed by those who need them.
- Decisions and records must comply with relevant data protection laws.

11. Appeals

- Students have the right to appeal decisions under this policy.
- Appeals must be made in writing within a specified timeframe (e.g. 10 working days) after the decision is communicated.

- Grounds for appeal may include procedural error, new evidence, disproportionate sanction.
- An appeal panel or senior officer (not involved in the original decision) will review the appeal.

12. Implementation & Review

- This policy will be published and made available to all students and staff.
- Staff will receive training in its application.
- The policy will be reviewed periodically (e.g. annually) to ensure it remains effective, fair, and legally compliant.