

Policy Title

Non-Academic Suspension and Exclusion Policy

Purpose

To provide a consistent and transparent framework to guide the process of suspension and/or exclusion for Monash College students, namely Diploma, Foundation Year and English Language students, who engage in non-academic misconduct or have an illness/disability that may seriously impact safety or security.

Scope

This policy applies to new and continuing Monash College students.

Policy Statement

Monash College may suspend, exclude, exclude from the precincts of Monash College, or refuse to enroll or re-enroll a student:

1. who is found to have engaged in non-academic misconduct; or
2. where, by reason of their state of health or disability, or seriousness of misconduct, the relevant Director is of the opinion that such action is reasonably necessary to protect the health or safety of any person (including the person concerned) or the property of Monash College.

Records Management

The Non-Academic Suspension and Exclusion Policy is a Level 2 Policy. The latest approved version of the Non-Academic Suspension and Exclusion Policy will be stored on the Policy Bank on the Monash College intranet.

The policy owner will maintain a record of issues relevant to the Non-Academic Suspension and Exclusion Policy for consideration at the time of review.

Case notes related to individual non-academic suspension and exclusion cases will be managed in accordance with Monash College's Privacy Policy.

Legislation and Standards

National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (National Code 2018)

Public Health and Wellbeing Act 2008

Public Holidays Act 1993

Reference Policies and Supporting Documentation	Non-Academic Suspension and Exclusion Procedure Monash College Academic and Non Academic Complaint and Appeals Policy Monash College Academic and Non Academic Complaint and Appeals Procedure Fitness to Study Procedure
Responsibility for Implementation	<ul style="list-style-type: none"> • Director, Monash College Diplomas (MCD) • Director, Monash University Foundation Year (MUFY) • Director, Monash University English Language Centre (MUELC) • Director, Student Services
Status	Revised
Key Stakeholders	<ul style="list-style-type: none"> • Chief Executive Officer, MCPL • Executive Director, Pathways • Director, Monash College Diplomas • Director, Monash University Foundation Year • Director, Monash University English Language Centre • Academic Governance Team • Student Administration Team • Concierge / Security • Learning Consultants • Students
Approval Body	Monash College Senior Leadership Team
Date Effective	18/09/2012
Next Review Date	17/09/2022

Policy Owner Job Title	Director Governance
Policy Author	Academic Governance and Quality Manager
Contact	Academic Governance and Quality Manager
Other Location	The Source and Moodle
Policy Level	Level 2

Definitions

Bully	Bully means repeated unreasonable behavior, whether verbal, physical or written, directed towards another person that creates a risk to health and safety.
Director	Director of Monash College Diplomas (MCD), Director Monash University English Language Centre (MUELC), Director Monash University Foundation Year (MUFY) or Director Student Services.
Exclude	A student who has been excluded from Monash College ceases to be a student of Monash College.
Extenuating circumstances relating to the welfare of the student	Circumstances relating to the student that the relevant Director considers involve a serious risk to the student or any other person, or the property of Monash College.
Illness	Illness or disability, considered by a doctor or psychologist to present risk to the health or safety of the student, to other students and staff, or to property of Monash College and includes notifiable conditions under the Public Health and Wellbeing Act 2008.
Misconduct	Any behaviour which is contrary to a policy of Monash College or to generally accepted standards of behaviour and includes the conduct specified in the procedure below.

Power to exclude

A power to exclude from Monash College includes a power to exclude from the College precincts; and a reference to Monash College or to the property or precincts of Monash College includes a reference of the property or precincts of a person or institution, other than Monash College, occupied or used by one or more students in the course of or in relation to academic or practical work forming part of a course of study and a power to suspend or exclude from Monash College includes a like power to suspend or exclude from the property or precincts of any such person or institution.

Student

A person who is admitted as a candidate for an award of Monash College and includes a person who is between enrolments; or whose work for the award has been examined or assessed but who has not received the conferral of the award.

Suspension

Suspension is the temporary exclusion for a specific period with a specific start date and a specific end date, determined by a Director.

Working days

Days other than a Sunday or a public holiday under the Public Holidays Act 1993.

Implementation plan

Step #1

This policy will continue to be made available from the Monash College website and on Moodle

Change history

Version number	Approval date	Approved by	Brief outline of changes
2.0	23/08/2012	Senior Leadership Team	
2.1	23/10/2017		Minor changes
2.2	11/12/2019	Director, Governance	Legislation Update
2.3	14/02/2020	Director, Governance	Review with update of roles and policy references and minor clarifications