



## Policies and Procedures

Operations Department

### **Student Disciplinary Policy**

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## Students Disciplinary Policy

### 1. Purpose and Scope

The Student Disciplinary Policy is intended to ensure a speedy and efficient resolution of issues that may arise regarding student conduct. The aim is to prevent unnecessary delay whilst ensuring a full, fair and transparent assessment of the particular circumstances of an individual case. This policy covers cases of student misconduct, drug and alcohol misuse, and absenteeism.

This policy also includes the following appendices:

Written Disciplinary Warning form

Written Warning for Absenteeism form

### 2. Policy

It is important that students fully understand the policy and procedures in place for disciplinary action, in the event that such action is necessary. Future Focus Ltd is committed to upholding and supporting the values of the institution, and ensuring a safe and positive environment for all staff and students. As such, instances of student misconduct, violations of other Future Focus Ltd. policies or the student guidelines, and any breaches of academic integrity may result in disciplinary action against the student, as determined by the lecturer, Academic Director, Quality Assurance Office or when applicable, the Future Focus Ltd. Disciplinary Board.

### 3. Disciplinary Board

When required, cases requiring disciplinary action may be referred to the Future Focus Ltd. Disciplinary Board for resolution. The members of this board and terms of reference are listed below.

**Members:**

Academic Director

Lecturer

Student/Guardian must be present

Other ad-hoc members, as may be required

Terms of Reference:

Repeated cases of major infringements

Issues of excess absenteeism

### 4. Student Misconduct

Student misconduct refers to cases where students conduct themselves in ways that are not aligned with the aims or values of Future Focus Ltd., or that negatively impact on the experience of other students, teacher and staff. Student misconduct includes both academic and non-academic misconduct.

**Minor Infringement**

Minor infringements include, but are not limited to, noise, disorderly conduct and minor damage. In the case of minor infringements, the Academic Director will issue a verbal warning to the student, which shall be effective for six months. A

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note shall be retained in the student's file. In the case of repeated minor offences, a student may be subject to the conditions of a major infringement.

### **Major Infringement**

Major infringements include, but are not limited to, repeated minor offences, injury or threats to another person, harassment, bullying, abusive or dangerous behaviour, damage to property, malicious tampering with and/or disabling of security and safety systems or general nuisance behaviour. In the case of major infringements, the Academic Director shall issue a Disciplinary Written Warning, which shall normally be effective for one academic year unless otherwise stated at the time of issue. A copy of the written warning shall be retained on the student's file. If the infringements persist they are then referred to the Disciplinary Board. The Disciplinary Written Warning form can be found below.

## **5. Drug and Alcohol Misuse**

Future Focus Ltd. takes very seriously its legal responsibility for the health and safety of its students, and is committed to promoting a supportive learning environment.

Future Focus Ltd. operates a policy of zero tolerance in relation to the supply and use of illegal drugs. Whether alleged or proven, cases involving the supply or use of illegal drugs will be referred to the local authorities. The student concerned will also be subject to disciplinary action.

Future Focus Ltd. operates a policy of zero tolerance in relation to the excessive use of alcohol. Students who abuse alcohol in this way will be subject to disciplinary action.

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When drug or alcohol misuse threatens or harms others, the welfare of the person against whom that behaviour is directed will take priority. The use of drugs or excessive use of alcohol will not be accepted as justification for threatening or irresponsible behaviour.

### 6. Student Absenteeism

There are two types of absenteeism that may occur: justified absenteeism or unjustified absenteeism.

#### **Absenteeism – Justified**

Justified, or innocent absenteeism refers to cases where students are absent for reasons beyond their control, like sickness and injury. Students may need to provide documentation to justify their absenteeism in some cases. Justified absenteeism is not culpable and thus is not subject to disciplinary measures.

#### **Absenteeism – Unjustified**

Unjustified absenteeism refers to students who are absent without valid reason. Procedures for disciplinary action apply only to absenteeism without valid reason, and in particular where this has been identified as being excessive.

#### **Identifying Excessive Absenteeism**

Attendance records should be reviewed regularly to ensure that students are attending lessons regularly. If the Academic Director or the Quality Assurance

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representative identify that a student has missed a number of lessons without valid reason, they will take the following steps:

Gather as much information as possible in order to get a clear understanding of the situation.

The student's actions should be reviewed against all relevant documentation.

Written Warning for Absenteeism – A written warning will be issued to the student.

### **Persistence and Excessive Absenteeism**

After sending a warning letter and monitoring the student's attendance carefully, the Academic Director should individually meet with the student who has been identified as having higher than average (or questionable) absence

The Written Warning for Absenteeism form can be found below.

## 7. Disciplinary Written Warning

Date: \_\_\_\_\_

Dear Student,

The purpose of this warning is to emphasise the seriousness of your behavioural conduct as a student with Future Focus Ltd. and to reprimand you for failing to meet acceptable standards of conduct. Further, you are hereby warned of additional disciplinary action if your conduct does not improve. A copy of this warning will be placed in your file for future reference.



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Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Nationality: \_\_\_\_\_

ID Number: \_\_\_\_\_

Course: \_\_\_\_\_

Group Number: \_\_\_\_\_

Commencement Date of the Course: \_\_\_\_\_

Other comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Director \_\_\_\_\_

School Stamp \_\_\_\_\_

## 8. Written Warning for Absenteeism

Date: \_\_\_\_\_

Dear Student,



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The purpose of this letter is to emphasise the seriousness of your attendance record (absenteeism) as a student with Future Focus Ltd. and to reprimand you for failing to meet acceptable attendance standards. Further, you are hereby warned of additional disciplinary action if your attendance does not improve.

Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Nationality: \_\_\_\_\_

ID Number: \_\_\_\_\_

Course: \_\_\_\_\_

Group Number: \_\_\_\_\_

Commencement Date of the Course: \_\_\_\_\_

Other comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Director: \_\_\_\_\_

Lecturer: \_\_\_\_\_

School Stamp: \_\_\_\_\_