

IFT - MALTA

STUDENT AND STAFF DISCIPLINARY PROCEDURES POLICY

Institute of Family Therapy – Malta
July 2022



INTRODUCTION AND SCOPE

IFT-Malta aims to provide an environment where there are no barriers to students' success and progression. If a student or any member of staff prevents others from feeling safe, secure and respected and able to learn effectively, then this may result in disciplinary action.

This policy applies to all staff and to all enrolled students.

The alleged misconduct needs to have been carried out on the Institute premises or during other activity as part of the student's course work.

Policy

1. Level of outcome in disciplinary procedures

Level 1 Informal warning. The person, staff or student, meets up with the Course Coordinator and a verbal warning is given.

Level 2 Written warning. After consulting with the Board of directors about the case, the course Coordinator issues a written warning, signed by himself/herself and by the Chairperson.

Level 3 Final written warning. The Chairperson, together with the Board of Directors and Course Coordinator meet to discuss the case again and issue a final letter of warning

Level 4 Exclusion. In this case the Board of Directors issues a letter of exclusion for students or termination of work/employment with the Institute in the case of member of staff.

It is hoped that most misconduct will be dealt with under Level 1 or 2. However serious acts of misconduct may go directly to Level 3 or 4.

Examples

Below please find examples of behaviour that is likely to cause disciplinary action. This is by no means an exhaustive list.

Minor Misconduct:

- Plagiarism or cheating.
- Poor attendance or poor punctuality.
- Behaviour which is disruptive to students and staff.

Gross Misconduct:

- Abuse or harassment of other students or staff, including online abuse to students or staff.
- Disruptive or offensive behaviour.
- Inappropriate behaviour or attitude in relation to clients, in the context of their therapy practice.
- Bringing the Institute to disrepute.

Appeals Procedure:

- The student or staff may appeal the outcome of a Disciplinary Hearing within 10 working days of the date of the notification of the hearing decision. The Appeal must state the grounds for the Appeal.
- The Disciplinary Appeal Hearing is called within 10 working days of the date of receipt of his/her appeal request. The student or staff may be accompanied by one other person for support or as a representative.
- Following the hearing, an outcome will be determined, which is communicated in writing to the member of staff or student within 10 working days of the Hearing.
- The decision is final and cannot be re-appealed.