Statement of Intent

This Policy governs the management of misconduct matters relating to any student undertaking a course or unit of training with CAE.

Nothing in this policy precludes CAE from initiating civil or criminal proceedings against a student in respect of misconduct.

1.2A Commitment to Equity, Inclusion and Cultural Safety

CAE applies this policy in a manner that is culturally respectful, inclusive, and free from discrimination. In managing misconduct matters, CAE will consider the diverse backgrounds, needs, and perspectives of students, including but not limited to First Nations peoples, culturally and linguistically diverse communities, people with disability, and LGBTIQ+ students. All processes will be conducted in a way that promotes cultural safety and equitable treatment for all students.

Application

This policy applies to all students:

It is a condition of each student's enrolment that the student complies with this policy.

Document Identification

Document Identification	
Policy Number	POL86101
Policy Version	1.4
Issue Date	20/01/2026
Document Title	Student Discipline Policy
Document Identification	86101

Related Documents	Document Identification
Student Management Manual	86099
Student Support Policy	259197

Misconduct

Misconduct includes but is not limited to:

a) conduct on the part of a student that:
   i. prejudices the good order and governance of CAE
   ii. prejudices the good name or standing of CAE
   iii. impairs the reasonable freedom of other persons to pursue their studies, training, or work with CAE, or to participate as part of the CAE community
b) a breach of the Code of Conduct for Students
c) a breach of the Bullying and Harassment Policy
d) a breach of the Privacy Policy
e) a breach of the Use of CAE Information and Communications Technology Resources Policy
   i. engaging in cyberbullying, online harassment, unauthorised recording, inappropriate messaging, or any other form of misconduct in digital or virtual learning environments, including online classrooms, forums, and communication platforms provided by CAE
f) a breach of the Academic Honesty Policy
g) intimidating, assaulting, vilifying, abusing, threatening, or endangering:
   i. another member of the CAE community, including but not limited to students, staff, affiliates and visitors to CAE premises
   ii. a member of the public, where the student is engaged in an activity organised by or in connection with CAE including by electronic means
h) altering, falsifying, or fabricating any document or record of CAE
i) knowingly providing false or misleading information to a staff member or affiliate of CAE
j) misusing any CAE facility or resource in a manner that is unlawful, or is detrimental to the rights or property of others
k) damaging, destroying, stealing, removing, or misappropriating CAE property
l) engaging in unlawful or criminal activity on CAE premises
m) failing to comply with any order or direction reasonably and lawfully made or given by a CAE staff member or affiliate
n) refusing to identify themselves, or to produce a student ID card, when asked lawfully to do so by an identified staff member or affiliate of CAE
o) failing to leave a class, a building, or a specified part of CAE property, as required by a CAE staff member or affiliate in accordance with this policy
p) failing to comply with any conditions set by CAE under this policy
q) a breach of the terms or conditions of a penalty imposed on a student under this policy.

A student who attempts to engage in conduct that constitutes misconduct is guilty of misconduct.

Penalties

Penalties for Misconduct

One or more of the following penalties may be imposed by the General Manager on a student found guilty of misconduct:

a) termination of Training Services Agreement (TSA) or enrolment in a unit of training
b) suspension from a course or unit of training
c) exclusion from admission to or use of CAE premises
d) a fine
e) a reprimand

The Head of Operations has power to impose the following penalties:

a) a grounding (suspension from conducting any flight training activity)
b) exclusion from admission to or use of CAE premises
c) a fail and result of zero for a unit of study
d) a reprimand

Effect of Penalties

When a student has their Training Services Agreement (TSA) terminated:

- the termination will be recorded on the student's internal student file
- the student's current enrolment will be terminated, and they will forfeit any enrolment fees or other fees paid for that enrolment period, noting however that any unused tuition fees will be refunded as per the Refunds section of their TSA
- the student will not be permitted to enrol in or graduate from any course at CAE
- the student will not be entitled to receive any benefits, advantages or privileges of CAE
- if the student is residing in CAE controlled or managed student accommodation, the student will be required to vacate the accommodation

When a student has been suspended from a course or unit of training:

- the suspension will be recorded on the student's internal student file
- the student's current enrolment will be suspended
- the student will not be permitted to enrol in or graduate from any course at CAE during the period of the suspension
- the student will not be entitled to receive any benefits, advantages, or privileges of CAE during the period of the suspension
- the student's re-enrolment in the course at the end of the period of suspension will be subject to any conditions set by the General Manager, or Student Disciplinary Appeals Committee at the time of the student's suspension, relating to the student's future conduct.

When a student is excluded from admission to or use of CAE premises, the student will not be permitted to attend or use any CAE premises specified in the notice of exclusion, for any purpose, during the exclusion period.

When a student is issued with a fine for misconduct:

- the fine will be recorded on the student's internal student file
- the student will not be able to undertake a flight training activity until the fine is paid

When a student is issued with a reprimand:

- the reprimand will be recorded on the student's internal student file

When a student has been grounded:

- the grounding will be recorded on the student's electronic training file
- the un-grounding at the end of the period of grounding will be subject to any conditions set by the Head of Operations, or Student Disciplinary Appeals Committee at the time of the student's grounding, relating to the student's future conduct.

Referral to Student Support Services

Where appropriate, CAE will refer students who have been subject to disciplinary action to relevant support services, which may include counselling, wellbeing programs, or language, literacy and numeracy (LLN) assistance. This referral will be made to support the student's capacity to address the underlying issues contributing to the misconduct and to encourage successful continuation or completion of their studies.

Suspension of Penalties

The General Manager, Head of Operations or Student Disciplinary Appeals Committee when imposing a penalty, may suspend the operation of that penalty on such terms and conditions as they consider appropriate.

Matters Taken into Account when Imposing a Penalty

The General Manager, Head of Operations or Student Disciplinary Appeals Committee must, when imposing a penalty for misconduct, take into account:

a) the nature, frequency, and seriousness of the misconduct
b) any previous record of misconduct by the student
c) previous penalties imposed on a student for misconduct, including any penalty suspended in accordance with this policy
d) the timing of any admission by the student of the misconduct
e) any relevant mitigating circumstances

The General Manager, Head of Operations or Student Disciplinary Appeals Committee may take into account such other relevant matters as they consider appropriate.

Undischarged Penalties

While any penalty imposed under this policy remains outstanding, unfulfilled, or unpaid (as relevant), the student will not be permitted to:

a) receive an external transcript; or
b) graduate from a course.

Disciplinary Process

Procedural Fairness

CAE is committed to dealing with allegations of misconduct by students in accordance with the principles of procedural fairness, including the rights of students to:

a) be informed of the allegations against them in sufficient detail to enable them to understand the precise nature of the allegations and properly to consider and respond to them
b) have a reasonable period of time within which to respond to the allegations
c) have the matter resolved in a timely manner
d) be informed of their rights under this policy and these procedures
e) invite a support person or student representative to any meeting regarding alleged misconduct
f) be treated impartially in any enquiry or investigation process
g) be treated with an absence of bias by the decision-maker

Reporting and Receiving Allegations of Misconduct

Any person may, by written report, inform the Head of Operations of any alleged conduct by a student that might constitute misconduct.

On receipt of such a report, the Head of Operations will:

a) acknowledge receipt of the report within 10 working days; and
b) determine whether the alleged conduct, if proven, could constitute misconduct.

If the Head of Operations determines that the alleged conduct, if proven:

a) would not constitute misconduct, they will:
   i) refer the matter to the Student Services Manager; or
   ii) refer the matter to the relevant Training Manager; or
   iii) issue a warning letter; or
   iv) take no further action
b) could constitute misconduct, they will notify the student of the alleged misconduct.

The Head of Operations may formulate a report of misconduct on their own motion.

Notice of Alleged Misconduct

The Head of Operations will write to the student:

a) setting out the alleged conduct;
b) describing the penalty or range of penalties likely to be imposed if the conduct is admitted or proven to be misconduct;
c) inviting the student to a preliminary meeting with the Head of Operations or their nominee;
d) informing the student that they are entitled to bring a support person or representative to that meeting; and
e) providing a copy of, or an electronic link to, this policy

Preliminary Meeting

During the preliminary meeting with the student, the Head of Operations or their nominee will:

a) explain the allegations;
b) explain the penalty or range of penalties likely to be imposed if misconduct is admitted or proven; and
c) invite the student to respond to the allegations.

If the student admits engaging in conduct that constitutes misconduct, and accepts the penalty likely to be imposed:

a) the Head of Operations or General Manager will impose a penalty in relation to that conduct, in accordance with the penalties section
b) no further action will be taken.

If the student does not admit engaging in conduct that constitutes misconduct, the Head of Operations will require that an investigation be conducted in accordance with Misconduct Investigation section.

Admission of Misconduct after the Preliminary Meeting

A student may admit in writing at any time after the preliminary meeting that they have engaged in conduct that constitutes misconduct.

When a student admits in writing after the preliminary meeting that they have engaged in conduct that constitutes misconduct:

a) any investigation or hearing being undertaken by or on behalf of CAE in relation to that conduct will cease; and
b) the Head of Operations or General Manager will impose a penalty in accordance with Penalties section
c) no further action will be taken.

Misconduct Investigation

Investigations into allegations of misconduct will be conducted by the Head of Operations or their nominee.

The Head of Operations has power to require any staff member or any student to participate in a misconduct investigation, but no person is obliged to answer any question.

If at any time during an investigation a related allegation of misconduct is made against a student the investigator may investigate that allegation together with the existing allegations.

When conducting an investigation under this section, an investigator will:

a) give the student copies of any documents relating to the allegations
b) give the student an opportunity to respond in writing and in person to the allegations and any documents provided
c) invite the student to bring a support person or representative to any meeting
d) allow the student to provide
   (i) any documentary information relevant to the allegations; and
   (ii) the names of any witnesses who can provide information relevant to the allegations

A decision by the investigator not to interview a witness, or refusal by a witness to be interviewed, for the purposes of the investigation will not invalidate the outcome of the investigation.

At the conclusion of the investigation, the investigator will provide a report to the Head of Operations setting out:

a) findings of fact relevant to the alleged conduct; and
b) any findings of misconduct.

Investigation Outcome and Notice

The Head of Operations may accept or reject the findings set out in the investigation report and:

a) decide to take no further action
b) decide to issue a warning
c) if they find that the student is guilty of misconduct, decide to impose a penalty in accordance with Penalties section
d) refer the investigation report to the General Manager

If the Head of Operations refers the investigation report to the General Manager, the General Manager may accept or reject the findings set out in the report and decide to:

a) take no further action
b) issue a warning
c) if the General Manager finds that the student is guilty of misconduct, impose a penalty in accordance with Penalties section

If the Head of Operations or the General Manager decides to take no further action, they will notify the student of that decision.

If the Head of Operations or the General Manager finds that a student is guilty of misconduct and decides to impose a penalty in accordance with Penalties section, they will give the student:

a) written notice of the finding of misconduct
b) written notice of the penalty

c) a copy of the investigation report

If the student does not lodge an appeal in accordance with Appeals section, the penalty will be imposed on the student.

Appeals

Appeals

A student may appeal against either or both of:

a) a finding by the Head of Operations or General Manager that the student is guilty of misconduct
b) a decision by the Head of Operations or General Manager to impose a penalty

An appeal may only be made on one or more of the following grounds:

a) the finding of misconduct is unreasonable or cannot be supported, having regard to the relevant evidence
b) the finding of misconduct was:
    i. made in breach of the requirements of procedural fairness
    ii. made in breach of a material requirement of this policy
    iii. based on a material misunderstanding of the meaning or effect of a provision in this policy
    iv. based on a material mistake as to the facts

c) new evidence has become available to the student , being evidence that:
    i. is relevant
    ii. was not available or known to the student at the time of responding to the allegation; and
    iii. could reasonably be expected to affect the finding of misconduct or the penalty imposed
d) the penalty to be imposed on the student is excessive or inappropriate.

Any appeal must:

a) be lodged in writing with the Head of Operations within 20 working days of the date of the notice referred to in Investigation outcome and notice section.
b) specify one or more grounds of appeal, as prescribed in Appeals section
c) attach all relevant supporting documentation.

Appeals will be heard by a Student Disciplinary Appeals Committee.

A decision by the Head of Operations or General Manager to impose a prescribed penalty will not be enforced against a student until the appeal has been heard and determined.

Student Disciplinary Appeals Committee

A Student Disciplinary Appeals Committee will comprise three members:

a) a person who may but need not be a senior staff member, as the Chair of the Committee
b) a staff member who is part of the training management team
c) a staff member who is not part of the training management team

Conduct of Appeal Hearings

The Chair of the Committee will cause the student to be given at least 10 working days' written notice of:

a) the members of the Committee
b) the date, time and location of the hearing
c) the requirement for them to attend the hearing
d) their right to bring a support person or representative to the hearing
e) their right to make oral and written submissions about (as relevant)
    i. the grounds for appeal
    ii. the alleged misconduct
    iii. the evidence on which the allegation of misconduct is based
    iv. the penalty

A support person or representative has no right to be heard, except with consent of the Chair of the Committee.

The Committee:

a) will determine its own procedures
b) is not bound by the rules of evidence
c) may inform itself on any matter relevant to the grounds of appeal in any manner that it thinks fit; provided it acts consistently with the requirements of procedural fairness

The Chair of the Committee has power to require any staff member or any student to participate in an appeal hearing, but no person is obliged to answer any question.

The Chair of the Committee must determine any question relating to the admissibility of evidence, procedural fairness or any other question of law.

All members of the Committee must be present in person at an appeal hearing.

The Head of Operations will designate a person to attend an appeal hearing on behalf of CAE and:

a) present the evidence on which the allegation of misconduct is based; and
b) (as relevant) make submissions about:
    i. the alleged misconduct; and
    ii. the penalty.

All appeal hearings will be conducted in private.

Failure by a Student to Attend an Appeal Hearing

If a student fails to attend an appeal hearing, the Committee may:

a) adjourn the hearing; or
b) if notice has been given to the student in accordance with this policy, decide the matter in the absence of the student.

If an appeal hearing is adjourned, the Chair of the Committee will cause the student to be given written notice:

a) that the hearing is adjourned

b) of the new date, time and location of the adjourned hearing
c) that the adjourned hearing will proceed on that date, notwithstanding any further absence of the student

Appeal Outcome and Notice

A decision of the Committee requires a simple majority.

The Committee may uphold or dismiss an appeal.

If the Committee upholds an appeal, it may, in its absolute discretion and as relevant:

a) refer the allegation of misconduct back to the Head of Operations or General Manager for management in accordance with this policy
b) quash the finding of the Head of Operations or General Manager that the student is guilty of misconduct, and substitute a new finding
c) quash the decision of the Head of Operations or General Manager to impose a penalty on the student , and decide to
    i. take no further action
    ii. issue a warning
    iii. substitute a new penalty

If the Committee dismisses an appeal:

a) the finding by the Head of Operations or General Manager that the student is guilty of misconduct will stand; and
b) the decision by the Head of Operations or General Manager to impose a penalty will stand.

As soon as possible and no later than 15 working days following the hearing, the Committee will give the student and the Head of Operations written notice of:

a) the outcome of the appeal
b) any penalty to be imposed
c) reasons for the Committee's decision

Subject to the Penalties section , the Head of Operations will:

a) cause any penalty to be imposed on the student as soon as practicable after notice has been given in accordance with this policy and
b) inform the student of the penalty commencement date, where applicable.

Temporary Suspension and Removal of Students

Emergency Power to Suspend

Notwithstanding any provision of this policy, the General Manager may in their absolute discretion, temporarily suspend a student from entering CAE premises for such period and on such terms and conditions as they consider necessary.

A decision to suspend a student in accordance with this section may be made summarily, and the General Manager:

a) is not required to accord a hearing to the student before making their decision
b) may inform themselves in relation to any matter in any manner that they think fit

If the General Manager decides to suspend a student in accordance with this section, they must, promptly provide a written notice to the student:

a) specifying the terms of the decision
b) specifying in summary form the reasons for the decision
c) advising the student of the provisions of this section
d) providing a copy of, or an electronic link to, this policy

Any suspension imposed on a student in accordance with this section will continue to operate until it is revoked or varied by the General Manager.

Suspension Pending Disciplinary Proceedings

The General Manager may in their absolute discretion suspend a student from entering CAE premises, pending the outcome of disciplinary proceedings under this policy.

The General Manager must not suspend a student in accordance with this section unless:

a) the General Manager has reasonable grounds for believing that the suspension is necessary to:
    i. protect the health and safety of another student, staff member or affiliate;
    ii. protect the health and safety of the student;
    iii. prevent serious damage to property; or
    iv. prevent disruption of any activity properly carried on by CAE or CAE premises; and
b) the initial period of the suspension is not to be longer than three months.

The General Manager may extend a suspension made in accordance with this section as they consider necessary.

If a student is suspended in accordance with this section and is later found to be not guilty of misconduct, CAE will make reasonable allowance for any academic disadvantage suffered by the student as a result of the suspension.

Removal of a Student from a Class, Building or Area

A CAE staff member or affiliate may require a student to temporarily leave a class, a building, or a specified part CAE premises were in the reasonable opinion of the staff member or affiliate:

a) the student's conduct is impairing the reasonable freedom of other persons to pursue their studies, training or work at CAE; or
b) the temporary removal of the student is necessary to:
    i. protect the health and safety of another student, staff member or affiliate
    ii. protect the health and safety of the student
    iii. prevent serious damage to property
    iv. prevent disruption of any activity properly carried on by CAE or on CAE premises

A CAE staff member or affiliate who has exercised their power in accordance with this subsection must report the student's removal and the circumstances of the removal to the General Manager within 24 hours of the removal.

General

Notices

Any notice given to a student or former student for the purposes of this policy is sufficient if it is:

a) given to the student in person
b) posted by registered or express post to the student at the address last shown on their enrolment record as their postal address
c) delivered by courier to the student at the address last shown on their enrolment record as their postal address
d) sent to a student by email at their email address as last shown on their enrolment record

A notice is deemed to have been received:

a) if sent by email, 24 hours after the time it was sent
b) if sent by registered or express post to an address within Australia, on the third working day after it was sent
c) if sent by registered or express post to an address outside Australia, on the seventh working day after it was sent
d) if delivered by courier, on the date recorded in the courier's records as the date of delivery

Record Keeping

The General Manager will ensure a record is kept of:

a) all findings of misconduct
b) all penalties imposed on a student or former student in accordance with this policy and the CAE Records Policy
c) Review and Continuous Improvement

The General Manager will ensure that aggregated data on misconduct cases is reviewed at least annually to identify trends, recurring issues, and opportunities for preventative action. A summary of findings and recommended preventative strategies will be reported to CAE senior leadership for consideration as part of the organisation's continuous improvement processes.

Extension of Time Limits

The General Manager may, at their absolute discretion, extend a time limit under this policy.

When deciding whether to extend a time limit, the General Manager will take into consideration:

a) the reason for any request for an extension
b) the period of the extension
c) any prejudice that will be caused by granting the extension

The General Manager may extend a time limit retrospectively.

The General Manager will not extend a time limit for any longer than is reasonably necessary.

Document Control

Amendments made to this document since the previous version, are listed below. All amendments to this document have been made in accordance with CAE document management procedure.

Version No.	Issue Date	Amendment Description
1.0		Initial Issue
1.4	20/01/2026	Amendments as per legislation

Hard copies of this manual are uncontrolled, and users of this manual should always refer to the document published on CAE's document management system to ensure that the current document is being referenced.