**COFIDENTIAL STUDENT RECORD**

**NOTIFICATION OF SUSPENDED DISMISSAL, CONDITIONS AND**

**RECOMMENDATIONS FOR STUDENT SUPPORT**

**(Institute Disciplinary Board)**

**Findings of MCAST Institute Disciplinary Board (IDB)**

After hearing the witnesses in the case of \_\_\_\_\_\_\_\_\_\_\_, referred to the ‘Student’ hereafter, the MCAST Institute Disciplinary Board (IDB) held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, found that as a result of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(include a very brief description of the misdemeanour),* the Student is in breach of the student code of conduct Doc 038 ‘Student Conduct Regulations’.

**Sanctions and conditions**

The Institute Disciplinary Board is imposing a **dismissal, being suspended for a term of 12 months** (suspended dismissal) commencing on date of signature shown below (\*). Should the student be found guilty of any serious misconduct, including but not limited to theft, vandalism, bullying, intimidation, brandishing of weapons, exposing or eliciting (mis)use of tools outside designated areas (such as workshops, studios etc.), drug offences, acts of violence, acts that endanger the safety or health of others, or illegal or criminal activity, during the suspended term of 12 months, this dismissal shall become effective.

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| --- | --- | --- |
|  | **Chair of IDB**  | **Witness present (from Institute management)** |
| **Name** |  |  |
| **Designation** |  |  |
| **Signature** |  |  |
| **Date (\*)** |  |  |

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| **Comments by IDB representative (if any):** |

**Acknowledgement by Student**

I confirm that this notification was read out and explained to me and that I have been provided a copy of this document.

|  |  |  |
| --- | --- | --- |
|  | **Student** | **Parent / Guardian (\*\*)** |
| **Name** |  |  |
| **Signature** |  |  |
| **ID** |  |  |
| **Date** |  |  |

**Note 1 :** The original of the signed form is to be securely filed by the Institute and a copy forwarded to the student. Unauthorised copying/dissemination of this document is prohibited.

**Note (\*\*)**: The signature of the Parent / Guardian is only required in the case of a student under the age of 18 years.