

## **Discipline Committee Information Sheet – Discipline Committee Reviews**

This sheet is intended to provide information to students who have applied for the Discipline Committee to review misconduct decisions made by authorised staff or authorised bodies.

### **Functions of the Discipline Committee**

Under the University's [Student Academic Conduct Statute](#):

- Students may apply to the Provost for the Discipline Committee to review a decision by an academic unit that they have committed minor academic misconduct, and/or any penalties imposed for that misconduct.
- Students may apply to the Provost for the Discipline Committee to review a decision by the Examination Services Manager that they have committed Category One academic misconduct in an online examination, and/or any penalties imposed for that misconduct.

Under the University's Statute for Student Discipline:

- Students may apply to the Registrar for the Discipline Committee to review a decision by authorised staff or authorised bodies that they have committed non-academic misconduct, and/or any penalties imposed for that misconduct.

When the Provost or Registrar refers a case to the Discipline Committee for review, the Chair determines whether it will be heard "in person" or on written materials only.

For hearings in person, the student and relevant staff are invited to attend, and the Discipline Committee makes a decision based on the written materials and any further oral statements made at the meeting.

For hearings on written materials only, the Discipline Committee makes a decision based on just the written materials (including any further written submissions from the student). Only Committee members and staff required to assist with Committee administration, such as the Committee secretary, attend the meeting.

### **Review Outcomes**

After hearing a review, the Discipline Committee may decide:

1. To uphold the decision under review; or
2. To set aside the decision under review, and refer it back to the original decisionmaker for reconsideration under the applicable Statute; or
3. To set aside the decision under review, and substitute it with the Committee's decision under the applicable Statute.

The Discipline Committee may decide to uphold/set aside all or part of a decision under review. The Discipline Committee's decision on the review is final.

Where the Discipline Committee refers the matter back to the original decisionmaker for reconsideration, the normal process under the relevant Statute applies, including any right of review. This means that:

- The decisionmaker has the same powers to make the new decision as they did for their original decision.
- It is open to the decisionmaker to make the same decision as their original decision, to impose lesser penalties or greater penalties than their original decision, or to make a different decision on the classification of the misconduct than their original decision.
- The student has a right to apply for review of a new decision that they committed misconduct and/or the penalties that were imposed for misconduct.

### **Discipline Committee pre-meeting procedure – hearings in person**

When the Chair decides the Committee will hear a review case in person, the secretary will:

- notify the student by email that the review will be heard by the Committee in person
- provide the student with a copy of the Statute for Student Discipline and materials relevant to the case

- organise a Committee meeting to hear the review
- provide the Committee with the same materials as provided to the student
- notify the student if any witnesses are scheduled to attend the meeting

The student must notify the secretary as soon as possible, and no later than the date stipulated by the secretary, if they wish to:

- make a written statement for the Committee
- provide new evidence to the Committee
- invite a witness to attend the meeting
- bring a representative and/or a support person to the meeting
- bring a person to assist them to express themselves in English at the meeting (note that this is something which the student may arrange for themselves – the University does not arrange this for the student).

Support persons attending Discipline Committee meetings are there to provide support for the student; they cannot act as witnesses by giving evidence about the events in question. Support persons also cannot act as representatives.

An AUSA Student Advocate may attend the meeting either as a representative or as a support person.

### **Discipline Committee pre-meeting procedure – hearings on written materials only**

When the Chair decides the Committee will hear a review case on written materials only, the secretary will:

- notify the student by email that the review will be heard by the Committee on written materials only
- provide the student with a copy of the Statute for Student Discipline and materials relevant to the case
- invite the student to provide a further written submission or other documentary evidence to the Committee
- organise a Committee meeting to hear the review
- provide the Committee with the same materials as provided to the student

The student must notify the secretary as soon as possible, and no later than the date stipulated by the secretary, if they wish to:

- make a written statement for the Committee
- provide new documentary evidence to the Committee

### **Procedure following Discipline Committee meeting**

After the Discipline Committee meeting, the Committee secretary will send the student a letter formally setting out the Committee's decision and providing information about support services.