

Discipline Committee Information Sheet

This sheet is intended to provide information to students attending Discipline Committee meetings.

1 Composition of the Discipline Committee

Members are appointed to the Discipline Committee panel by the Vice-Chancellor. The Discipline Committee that hears individual student discipline cases is drawn from this panel. The Committee comprises seven panel members: four academic staff members of Senate, one sub-professorial academic staff member, and two student members of Senate. Discipline Committee meetings are attended by the Committee secretary.

2 Functions of the Discipline Committee

The Discipline Committee's primary function is to deal with allegations of student misconduct referred to it by the Deputy Vice-Chancellor (Academic) or the Registrar. The Discipline Committee will consider all the relevant evidence and any statements made at the Committee meeting and decide whether or not the alleged misconduct took place. If the Discipline Committee finds that a student has committed misconduct, the Committee will decide the nature of any penalty or penalties to be imposed on the student.

The Discipline Committee may also deal with student applications for review of decisions or penalties imposed on them by academic units or other authorised staff members. Such cases are referred to the Committee by the Deputy Vice-Chancellor (Academic) or the Registrar.

3 Discipline Committee pre-meeting procedure

After a case is referred to the Discipline Committee, the secretary will:

- notify the student by email that the case will be heard by the Committee
- 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 case
- 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 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 and give 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 a support person.

4 Discipline Committee meeting procedure

As stated above, the Discipline Committee's primary functions are to hear allegations of student misconduct, decide whether there has been a breach of the University's rules, and, if so, to impose a penalty or penalties.

The Discipline Committee meeting is an investigative rather than adversarial process. This means that the Discipline Committee is actively involved in investigating what happened, and there will be nobody at the meeting with the role of “prosecuting” the student.

The Chair controls the meeting procedure. However, the normal procedure for a Discipline Committee meeting attended by the student is as follows:

1. The Chair welcomes the student and any attending person to the meeting. The Chair and other Committee members introduce themselves.
2. The Chair reads the allegation to the student.
3. The student either admits or denies the allegation
4. The student or their representative (if any) may make an opening statement.
5. The Chair and other Committee members ask the student questions about the subject of the allegations.
6. If there are any witnesses to give evidence at the meeting, the Chair calls each witness, and the Chair and other Committee members ask the witness questions about matters relating to the allegations. After the Chair and other Committee members have finished asking questions, the student or their representative may put questions to the witness through the Chair. The Chair may disallow improper, irrelevant or repetitious questions.
7. After the Chair and other Committee members have finished asking any further questions, the student and their representative may make a statement for the Committee to take into account in making its decision.
8. The student, any accompanying persons, and the secretary are asked to leave the meeting room while the Committee deliberates in private. If the allegations are denied by the student, the Committee only decides at this stage whether or not the allegations are substantiated. If the allegations are admitted, the Committee determines the penalty or penalties to be imposed.
9. After the Committee has made its decision, the student, any accompanying person and the secretary are invited back into the meeting room.
10. If the student had admitted the allegation, the Chair notifies the student of the Committee’s decision about what penalty or penalty has been imposed. If a fine is imposed, the Committee sets a date that it is required to be paid by.
11. If the student had denied the allegations, and the Committee’s decision is that the allegations are “not proven”, the Chair advises the student and that is the end of the matter. Any coursework or examination that had not been marked pending the outcome of the disciplinary process will then be marked and the relevant grade released.
12. If the student had denied the allegations, and the Committee’s decision is that they are “substantiated”, the Chair advises the student. The Chair and the other Committee members may ask the student further questions. The student and their representative may make a further statement about matters for the Committee to take into account in deciding what penalties to impose.
13. The student, any accompanying person, and the secretary are asked to leave the meeting room while the Committee deliberates in private.
14. After the Committee has made its decision, the student, any accompanying person and the secretary are invited back into the meeting room. The Chair then advises the student of the Committee’s decision about what penalty or penalties have been imposed. If a fine is imposed, the Committee sets the date by which it is required to be paid.
15. During the meeting the Committee typically advises the student about the various support services available to them through the University and AUSA. If the Committee found the student has committed misconduct, the Committee may warn the student about the serious consequences of any further misconduct. The student and any accompanying person are then asked to leave the meeting.

The procedure set out above is the normal procedure, and the procedure followed at any particular meeting is determined by the Chair. For example, the Committee may decide part-way through its deliberations to invite the student back into the meeting room and ask them further questions before resuming its deliberations. The Committee may also decide to adjourn the meeting to obtain further information if that is necessary to reach a decision.

Students attending Discipline Committee meetings with representatives should note the following:

- Representatives cannot give evidence on a student's behalf. This means that, when a Committee member asks a student a question about the subject of the allegations, the student's representative cannot answer for them. The student's representative has the opportunity to make submissions on the student's behalf at various points in the meeting as noted above.

5. 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. If the Committee has imposed a fine, the letter will advise how to pay that fine.

The student can apply for the Committee's decision (and/or penalties imposed) to be reviewed by the Student Appeals Committee. Further information about this process is available from the Committee secretary.