

**Purpose:**

The Academic Discipline Committee manages all matters concerning the investigation, determination of the outcomes of allegations, penalties and administration of disciplinary action in cases of suspected Level 2 Academic Misconduct.

**Terms of Reference:**

1. Oversee the implementation of the Academic Misconduct Procedure for all cases of suspected Level 2 Academic Misconduct.
2. Receive the Minutes of an Investigative Meeting where a case of alleged Academic Misconduct has been escalated from the School Investigative Committee to be potentially Level 2.
3. Consider all the documentary evidence and undertake further investigation of each case as is considered appropriate.
4. Provide a student under investigation with the opportunity to submit additional information in writing.
5. Make a determination regarding the alleged misconduct and the penalty to be applied.
6. Refer cases to the Provost should it be determined that a penalty is warranted that may only be imposed by the Provost.
7. Provide findings of the Academic Discipline Committee to the Student Administration Services office to be included in the student's file and to the Faculty Officer or Campus Manager to be included in the relevant Register of Academic Misconduct.
8. Provide a written statement of the outcome to the student.
9. Ensure implementation of the penalty that has been imposed.

**Membership:**

Director, Student Administration Services [*Chair*]

A Head of School from a different school to the one in which the student is studying

A Course Convenor who has not previously been involved in the management of the allegation

**Recording Secretary:**

A minute-taker (invitee), other than the designated members, should be present to take the Minutes of the meeting.

**Meeting Schedule:**

The Academic Discipline Committee will meet as needed.

**Quorum:**

Three (3) members, including the Chair.

**Authority:**

The Academic Discipline Committee reports to the Learning and Teaching Committee.

**Table of Amendments:**

<b>Version Number</b>	<b>Approved by</b>	<b>Date</b>	<b>Short description of amendment</b>	<b>Review Date</b>
1.0	Academic Board	11 October 2023	N/A	As needed