

Student Misconduct Committee Charter

Section 1 - Purpose

(1) Student Misconduct Committee considers allegations of non-academic misconduct by students and determines whether the allegations have been substantiated.

Section 2 - Accountability

(2) Student Misconduct Committee is a management committee accountable to the Vice-Chancellor and President.

Section 3 - Responsibilities

(3) Student Misconduct Committee undertakes the following:

- a. hears cases of major non-academic misconduct referred to it under [Management of Student Misconduct Policy](#);
- b. considers whether an allegation of major non-academic misconduct against a student is substantiated;
- c. makes a recommendation to the Vice-President (Administration) and University Registrar on any penalty/ies to be imposed where there is a determination that misconduct has been substantiated.

Section 4 - Delegations

(4) Student Misconduct Committee determines whether or not an allegation of student non-academic misconduct is substantiated.

(5) Refer to [Register of Authorities and Delegations](#) (C143) (QUT staff access only).

Section 5 - Membership

(6) Membership categories:

- a. A Chairperson, with suitable experience and senior academic standing nominated by the Provost/Senior Deputy Vice-Chancellor. The Chair should be knowledgeable in University policy and procedures and decision-making, and have wide experience in dealing with student issues;
- b. One senior academic staff member nominated by the Provost/Senior Deputy Vice-Chancellor;
- c. One professional staff member with experience in student administration nominated by the Provost/Senior Deputy Vice-Chancellor;
- d. Two students nominated by the Student Guild on each occasion upon which Student Misconduct Committee is convened to deal with a matter.

(7) Alternate members may be nominated in each membership category with full membership rights. Alternate members may attend a meeting when the ordinary member is unable to attend a meeting.

(8) The quorum for a meeting is three members.

(9) Nominated members of the Committee serve a term of office of up to two years. The length of a nominated member's term of office is recommended to the nominator by the Chair, on advice from the Secretariat.

Section 6 - Meeting Frequency

(10) Student Misconduct Committee meets monthly or as required.

Section 7 - Reporting and Communication

(11) Student Misconduct Committee prepares a report for the Vice-President (Administration) and University Registrar of each student case considered at a meeting.

(12) Student Misconduct Committee may provide feedback to a responsible officer regarding any issues identified in reviewing allegations, from a continuous improvement perspective.

Section 8 - Procedures

(13) Except in regard to quorum, Student Misconduct Committee operates in accordance with [Council Procedure 1 - Committee Operations](#) and [Management of Student Misconduct Policy](#).

(14) Due to the nature of its business, Student Misconduct Committee has a committee operating procedure to assist with its operation and the processes to be followed at meetings. Procedures for the enquiry of the Student Misconduct Committee are provided to a student when an allegation notice is issued.

Section 9 - Secretariat

(15) A nominee of the Vice-President (Administration) and University Registrar is secretary.

Status and Details

Status	Current
Effective Date	25th May 2022
Review Date	30th November 2023
Approval Authority	Vice-Chancellor and President
Approval Date	25th May 2022
Expiry Date	To Be Advised
Responsible Officer	Sonya Betros Director, Governance and Performance
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