

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 non-academic misconduct referred to it under [Management of Student Misconduct Policy](#);
- b. considers whether an allegation of 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 (clause 13 of CP1), Student Misconduct Committee operates in accordance with the [University Committee Governance Policy](#), [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	22nd March 2024
Review Date	1st December 2025
Approval Authority	QUT Council
Approval Date	19th March 2024
Expiry Date	To Be Advised
Responsible Officer	Sonya Betros Director, Governance and Performance
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