

Faculty Academic Misconduct Committees Charter

Section 1 - Purpose

(1) Maintaining academic integrity is vital to QUT's reputation and the reputation of its graduates ([Academic Integrity Policy](#)). The Faculty Academic Misconduct Committee considers allegations of academic misconduct by students and determines whether allegations have been substantiated.

Section 2 - Accountability

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

Section 3 - Responsibilities

(3) Faculty Academic Misconduct Committee undertakes the following:

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

Section 4 - Delegations

(4) Faculty Academic Misconduct Committee determines whether or not an allegation of student academic misconduct is substantiated.

(5) Refer to [Register of Authorities and Delegations](#) (C132) (QUT staff access only).

Section 5 - Membership

(6) Membership categories:

- a. One senior academic staff member of the faculty as chair, nominated by the chair of Faculty Academic Board;
- b. One academic staff member of the faculty drawn for each meeting from a pool of academic staff nominated by the chair of the Faculty Academic Board;
- c. One academic integrity officer, who may be from a different faculty;
- d. One student of the faculty nominated by the chair of the Faculty Academic Board (or a student from the QUT Student Guild in the case of QUT College).

(7) Nominated members of the committee serve a term of up to two years.

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

Section 6 - Meeting Frequency

(9) Faculty Academic Misconduct Committee meets as required.

Section 7 - Reporting and Communication

(10) Faculty Academic Misconduct Committee prepares a report for the Executive Dean or Vice-President (Administration) and University Registrar on each student case considered at a meeting.

Section 8 - Procedures

(11) Faculty Academic Misconduct Committee has been established in accordance with the [University Committee Governance Policy](#) (Section 5) and except in regard to quorum, Faculty Academic Misconduct Committee operates in accordance with [Council Procedure 1 - Committee Operations](#) and [Management of Student Misconduct Policy](#).

(12) Due to the nature of its business, Faculty Academic Misconduct Committee has a committee operating procedure to assist with its operation and the processes to be followed at meetings. The procedure is provided to a student when an allegation notice is issued.

Section 9 - Secretariat

(13) A nominee of the Executive Dean of the relevant faculty is secretary.

Section 10 - Application

(14) Consistent with [Management of Student Misconduct Policy](#), the QUT College will establish a Faculty Academic Misconduct Committee as set out in this policy.

Status and Details

Status	Current
Effective Date	22nd March 2024
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