APPENDIX 1: STUDENT DISCIPLINE PROCEDURE ACADEMIC CONDUCT HANDLING AND RESOLVING ALLEGED STUDENT BREACHES OF THE ACADEMIC HONESTY POLICY RESPONSIBLE TOOLS **PROCEDURE** OFFICER / PARTICIPANT Academic Integrity Make an Academic Misconduct Allegation # Notifier (MQstaff, student or broader ent breach of the <u>Academic In tegrity Policy</u> or any other Universi may specify an expected standard of student academic conduct] community member) Misconduct Allegation must: Student Discipline Rules (SDR [most commonly academic staff] dent Discipline Procedure be made to the Unit Convenor (UC) of the unit in which the alleged breach occurred; ## Unit Convenor (UC) 2. be a written not ification including details of the alleged misconduct & any available supporting material; 3. contain the notifier's details including MQ ID number of staffor student notifiers. NOTIFICATION The Macquarie University Code for the Responsible Conduct of Research (the Research Code) [if not fix ation of a cademic Misconduct Allegation is not in writing, the UC may accept and subsequently reduce to writing] [a notifier can be asked for further details; and can be required to verify any details by statutory declaration] Head of Department (HoD) [respond to notifier via 'response to notifier of alleged breach' letter as appropriate] UC discusses with Head of Department (HoD) ### MQ Website ent Conduct FAQs the conduct, even if shown, is insignificant, like ly ina dvertent and/or would not breach an expected standard of student conduct SDPCorrespondence Alleged breach warrant further consideration? 'response to notifier of alle ged breach' otifier is a student or bro community member) er age learnin g opportunity] Further investigation He ad of Department (HoD) appoints Investigator (on authorisation from the Registrar) Academic Integrity Policy Student Code of Conduct further assess allegation, identify applicable University Regulation(s), collate supporting material make reasonable enquiries and conduct fact-finding as necessary Investigator (normally UC or an Student Discipline Rules as appropriately experienced other) Investigator makes recommendation INVESTIGATION AND ESCALATION Student Discipline Procedure Notifier (if further details of misconduct allegation required) MQ Website insufficient evidence to Recommendation Student Respondent (if clarifying interview with student required to inform recommendation scalate alleged breach for resolution? support further escalation SDP Correspondence quest for clarifying interview with student respondent' seeded to in form recommen dation) **Escalate for resolution** Investigator provides recommendation to escalate (via <u>alleged academic breach form</u> with supporting material) to Faculty Student Administration Manager *** who confirms escalation and assesses if alleged breach is SDP Correspondence Faculty Student Administration 'serious student misconduct' by considering if allegation involves: Manager or other nominated Faculty contact 'initial notification to student re alleged fra udulent medical 1. dishonestly giving or obtaining assistance from another person in an academic exercise incl. purchase of submitted assessment material; 2. the submission of forged documentation (if forged medical documentation send initial notification to student letter whist matter gets resolved); or 3. not just academic conduct but also includes a related general conduct threach (threatening behaviour or other general misconduct); or 4. a student with previous conduct breaches(i.e. repeat offienders); or 5. any other matter substantially affecting University reputation (i.e. of external focus incl. externally focused participation units & academic exercise. documents Investigator (normally UC) Governance Services (as required) (complete dif alleged breach escalated for resolution) Seriou misconduct? Academic Integrity Policy Faculty Student Administration Student given option to accept Manager or other nominated Faculty contact Refer to UDC for resolution responsibility and a prescribed dent Discipline Procedure (SDP [FSAM forwar ds'alleged academic breach form' and supporting material to Governance Services at discipline committee@mq.edu.au] sanction > and student accepts MQ Website Chair, Faculty Discipline Committ Student Conduct FAQs No Student Respondent SDP Correspondence pre-Discipline Committee option not offered or accepted Governance Services (as required) nt acceptance option Breach proven and Faculty Discipline Committee (FDC) RESOLUTION Refer to FDC for SDP Correspondence Discipline Committe e 'notification to student resolution ### resolved respondent Faculty Discipline Committee (FDC (provide record of FDC decisions to Governance Services via discipline committee@mqedu.au incl. all related documents for recording in the SDPTerms of Reference 'Eaculty Discipline Committee Discipline Committee meeting and resolution [student notified of Discipline Committee meeting via 'andification in student respondent' letter approx. 5 working days before Committee meeting] [the FDC may apply sanctions from Schedule 1.d. (1)(a) and (2). SDP; the UDC may apply any appropriate sanction including from Schedules 1.2 and 3. SDP] University Discipline Committee Central Discipline Register) SDP Guidelines [student formally notified of Discipline Committee decision via 'outcome to student ent' letter within 10 working days of Committee decision University Discipline Committee (The student has the option to request permission from the Registrar to appeal a decision of a Discipline Committee (request to be made by the student within 20 working days of the student receiving the Discipline Committee decision) >> 'Schedule of Sanctions' Registrar SDP Correspondence Discipline Committee (UDC referral upon Registrar approval) Student Respondent out come to student respondent Requestto appeal? Academic Integrity Assess grounds of appeal Registrar Student Discipline Rules (SDR tudent Discipline Procedure (APPEAL AND EXTERNAL REVIEW Permission to appeal granted MQ Website and appeal upheld University Discipline Committee (UDC) SDP Correspondence UDC - Appeals Panel SDPTerms of Reference No not granted or upheld Student Respondent SDP Guidelines Referred to original Discipline Governance Services Breach proven and resolved Committee or sanction varied >> SDP Correspondence Appeal Committe e appeal outcome to stude **External Review** Student Respondent # Gwen the nature and central coordination Final Examinations, invigitators first identify poss ble final examination misconducts notify Governance Services via the Examinations Office. Governance Services then directly refer the callegation as appropriate for FDC or UDC resolution ## Alleged academic misconduct by a research student is notified to the Director, Research Ethics (with advice from a Research Integrity Advisor available to notifier prior); with subsequent handling & resolution of allegation specified in

- ### Or the equivalent position(s) or body in MQ affiliates / controlled entities. > Staff considering this issue are encouraged to contact Governance Services as required via discipli-
- >> The student may also request a re-hearing by original Discipline Committee, if fresh evidence becomes available to student within 20 working days of the student being notified of the decision
- >>> Should the ap peal be uphed on procedural grounds, the original decision is set aside & referred back to a Discipline Committee for reconsideration. Alternatively, should appeal be upheld based on an inappropriate sanction, the Appeals Panel can suspend the sanction, set it aside and impose a new sanction or refer the sanction to a Discipline Committee for reconsideration; see Part 6 of the SDP for full details Minor Amendment 23 feb 2018. Terminology Change, Hiquary Committee from Session 1 2018.

 Minor Amendment 5 April 2018 Academ et the conserty Policy (regized with 'Academ's titering to Policy'. Amendment 11 December 2018 Removal for decreace to MQ Sudent Ombudsman