

Detail: Adequate but not excessive detail is provided in relation to reporting, recording, confidentiality and the appeals process ([AISP 2010-2012](#)).

Example: Queensland University of Technology's [Management of student misconduct](#) policy provides an example of the actions available to students when they respond to an allegation of an academic integrity breach. In particular, see points (v) to (ix) which specify details relating to who can attend the meeting and what support is available to the student.

Queensland University of Technology

8.1.7 Dealing with allegations of major misconduct

Because significant cases of misconduct may, if substantiated, result in the imposition of a penalty upon the student, the procedures to be followed must be consistent with requirements of natural justice. All of the following steps must be undertaken in relation to misconduct which is alleged to have occurred whilst a person is a student at QUT.

(a) Allegation notice

Allegations of misconduct must be put to the student in writing. To ensure receipt by the student, the allegation notice must be posted to the student's current postal address in the student management system, and a copy forwarded to the student's email address employed by the University for student communications. A notice must contain the following information to assist the student to understand the nature of the allegation(s), the process for dealing with the allegation(s), and the student's rights

- (i) the relevant section of the QUT Student Code of Conduct ([E/2.1.4](#)) alleged to have been breached
- (ii) the particulars or evidence of the incident or conduct giving rise to the allegation(s)
- (iii) the date, time and place set for a meeting at which the allegation(s) of misconduct will be considered by the misconduct committee responsible for dealing with misconduct in that category
- (iv) any person proposed to be interviewed by the misconduct committee at the meeting
- (v) the student's right to respond to the allegation(s) by, if the student elects, attending the meeting, and in any case, by providing written submissions on the allegation(s) or the type of penalty which could be imposed if an allegation is substantiated
- (vi) the student's right to arrange for the attendance of a person with relevant information to be interviewed by the misconduct committee at the meeting
- (vii) the student's right to be accompanied or represented by a support person at the meeting (8.1.7(c))
- (viii) the consequences of non-attendance or of failing to provide written submissions, including the powers of the misconduct committee to determine an allegation and impose a penalty on the student
- (ix) the support services provided by the QUT Student Guild to assist a student in responding to allegations.

The chair of the misconduct committee which deals with significant cases of misconduct in the relevant category is responsible for ensuring that an allegation notice in this form is sent to the student. Copies of all

documents or written evidence to be taken into consideration by the misconduct committee should be provided to the student at the same time as the allegation notice is sent.

(b) Time for meeting

The misconduct committee meeting at which the allegation(s) will be considered must be held no less than 10 working days and not more than 20 working days after the date upon which the allegation notice was sent to the student.

(c) Meeting procedures

Meetings of the relevant misconduct committee will be conducted in accordance with [Council Procedure 1 - Committees](#). If a student is not present at the meeting within 10 minutes of the starting time for the meeting, the misconduct committee may proceed to determine the matter without further recourse to the student, though the misconduct committee must take into account any written submissions provided by the student prior to the meeting date and time.

If the student is present, the student must be given the opportunity to ask questions of any person interviewed by the committee and may present any facts, evidence, documents or oral submissions relevant to the allegation(s). The student may be accompanied to the meeting by a support person, who will hold rights of audience only as defined in [Council Procedure 1 - Committees](#).

A representative may attend the meeting in the student's place, and has the same rights of audience and debate as the student. However, neither the student nor the University is entitled to have a legal representative (being a person who has been admitted as a legal practitioner in any Australian jurisdiction) present during the meeting.

A support person or representative must not be another student involved in or associated with the student's case.

A report of discussion and the findings of the misconduct committee on the student's case must be prepared.

Source: http://www.mopp.qut.edu.au/E/E_08_01.jsp

Acknowledgement:

This content is an adaptation of the format from the following resource:

Academic Integrity Standards Project (AISP): Aligning Policy and Practice in Australian Universities (2012). *Elements of exemplary academic integrity policy*, Office for Learning and Teaching Priority Project 2010-2012, <http://www.aisp.apfei.edu.au/content/exemplary-elements-policy>.