

Terms of Reference

Student Academic Misconduct Appeals Committee



University of
Southern
Queensland

Responsible officer	Provost	Approval Date	3 November 2022
Committee Services Officer	Secretary	Approval Authority	Provost

1. Role

The Student Academic Misconduct Appeals Committee is responsible for hearing formal appeals made by students about decisions relating to academic misconduct, in accordance with the Student Appeals Procedure.

2. Functions

The functions and responsibilities of the Student Academic Misconduct Appeals Committee are to:

1. consider and make determinations on appeals about decisions relating to academic misconduct which have been submitted and assessed as meeting the grounds for appeal, in accordance with section 4.1 of the Student Appeals Procedure;
2. ensure appeals from students are considered by the Committee in a timely manner, applying the principles of procedural fairness;
3. be the final internal appeal body for students on these matters; and
4. report to the Provost regarding identified trends and issues arising from appeals, including any need for policy changes arising from consideration of an individual case or cases.

3. Membership

3.1 Members

Members have full participatory and voting rights.

1. A senior academic staff member representing STEM disciplines appointed by the Provost, in consultation with the Deputy Vice-Chancellor (Academic Affairs), from the pool of academic staff representatives (refer 3.2) as Co-Chairperson for a term of two years;
2. A senior academic staff member representing HASS disciplines appointed by the Provost, in consultation with the Deputy Vice-Chancellor (Academic Affairs), from the pool of academic staff representatives (refer 3.2) as Co-Chairperson for a term of two years;
3. One undergraduate student and one postgraduate student who are not members of staff of the University with a staff appointment of 0.4 FTE or more, initially appointed by the Provost for a term of one year, with further terms permitted on approval of the Deputy Vice-Chancellor (Academic Affairs), up to a maximum of three terms; and

4. Two academic staff members, with appropriate consideration given to reflecting the diversity of staff, from the pool of academic staff representatives (refer 3.2).

3.2 Academic Staff Representatives

The Academic staff members of the Committee are drawn from a pool of academic staff representatives, nominated by Heads of School/College and approved by the Deputy Vice-Chancellor (Academic Affairs). Academic staff representatives remain in the pool for a term of two years. Two representatives will be selected from this pool for each sitting of the Committee. Selection will be by the Co-Chairpersons of the Committee and will depend on availability and any conflicts of interest that academic members may have. Academic staff representatives may be renewed for a further term on approval of the Deputy Vice-Chancellor (Academic Affairs).

3.3 Reserve Student Members

The Committee will have a reserve undergraduate and a reserve postgraduate student. Appointment and term of service will be consistent with the substantive membership.

3.4 Co-opted Participants

The Committee may co-opt other persons, as required, to provide advice and assistance in respect of specific issues being considered or when specialist expertise is required. Co-opted persons have participatory rights but no voting rights.

3.5 Observers

Any person with the approval of the Co-Chairpersons may observe a meeting of the Committee. Observers have no participatory or voting rights.

3.6 Student Support Person

A Student who appears before the Student Academic Misconduct Appeals Committee may be accompanied by a Student Support Person or a Student Guild Advocacy Officer, in accordance with section 4.5 of the Student Appeals Procedure. A Student Support Person or Student Guild Advocacy Officer may confer with the Student during the meeting and may be invited by the Chair (or meeting convenor) to present the Student's case in their capacity as a Support Person or Advocacy Officer.

The University will not be liable for any expenses incurred by the Student, any Student Support Person or Student Guild Advocacy Officer, employee or other attendees at meetings of the Student Academic Misconduct Appeal Committee.

3.7 Quorum

The quorum of the Committee is four persons, including one Co-Chairperson and at least one student and one academic member (panel). As far as reasonably practicable, the postgraduate student member should be present when the Committee is considering an appeal from a postgraduate student.

4. Responsibilities of Committee Members

Members of the Committee are to maintain appropriate standards of conduct, in accordance with the Code of Conduct policy, including:

1. Exercising objectivity and impartiality in the discharge of their duties and responsibilities, guided by the highest personal standards of integrity in all matters relating to membership of the Committee;
2. Refraining from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and impartially;
3. Acting in a proper and prudent manner in the use of information acquired in the course of their duties and responsibilities, particularly in regards to the maintenance of confidentiality and privacy of information; and
4. Undertaking any required training.

5. Meetings, Reporting and Minutes

Frequency of Meetings:	The Student Academic Misconduct Appeals Committee will convene as necessary to hear appeals assessed as meeting the grounds for appeal against decisions relating to academic misconduct.
Reports To:	Provost
Minutes:	For all meetings, minutes will be kept as provided for as per University policy and procedure.

6. Conflicts of Interest

In accordance with the Conflict of Interest Policy, members are required to declare to the Chair as soon as possible any real, perceived or potential conflict of interest they may have with any item on the agenda.

Any member who has had involvement or made a determination about, or has a conflict of interest in, the academic misconduct matter which is the subject of an appeal will be ineligible to sit as a member of the Student Academic Misconduct Appeal Committee when that item is being considered by the Committee.

7. Review of Terms of Reference

The Terms of Reference will be reviewed annually by the Student Academic Misconduct Appeals Committee to ensure they remain consistent with the Committee's objectives and responsibilities. Any proposed amendments to the Terms of Reference will be referred to the Provost for approval.

- Modification History

Date	Source	Details
15 July 2022	NEW	Terms of Reference approved by the Provost
3 November 2022	Provost	Minor changes to wording in section 3.2; addition of paragraph in section 3.6 regarding expenses