APPENDIX 2: STUDENT DISCIPLINE PROCEDURE

GENERAL CONDUCT

HANDLING AND RESOLVING ALLEGED BREACHES OF THE STUDENT CODE OF CONDUCT

<table>
<thead>
<tr>
<th>TOOLS</th>
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<tr>
<td>Student Code of Conduct</td>
</tr>
<tr>
<td>Student Discipline Rules of Procedure</td>
</tr>
<tr>
<td>Student Discipline Procedure Information Gateway (SDPG)</td>
</tr>
<tr>
<td>MQ Website Student Conduct FAQs</td>
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<tr>
<th>PROCEDURE</th>
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<tbody>
<tr>
<td>Make a General Misconduct Allegation *</td>
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<tr>
<td>- In an alleged student or student organisation breach of the Student Code of Conduct (or other University Regulations which may apply in a particular context)</td>
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<td>- Misconduct Allegation must:</td>
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<tr>
<td>1. be addressed by the Registrar and made to Governance Services at Student Discipline Rules of Procedure **</td>
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<tr>
<td>2. be a written notification (including details of the alleged misconduct &amp; all available supporting material)</td>
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<tr>
<td>3. contain the notifier’s name, address and email address (if M/QR number of staff or student notifiers),</td>
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<td>- in written notice for further detail, and can be required to supply any additional statutory declarations (apropriately, answering student conduct related emergency situations distributed on email are first notified to MQ website or the Registrar response within 5 working days of initial notification to student or making available to the Registrar response in the Student Discipline Rules of Procedure).</td>
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Further Investigation *** |
- investigation is made to establish alleged breach and present available evidence |
- investigation recommendation |

Escalate for resolution |
- Assess if the alleged breach is “serious student misconduct” by considering whether the allegation involves: |
  1. substantial harm or threat of substantial harm to the health or safety of any person; or |
  2. substantial damage or threat of substantial damage to the property of any person; or |
  3. a student with previous conduct breaches (i.e. repeat offenders); or |
  4. any matter substantially affecting University reputation (i.e. submission of false documentation or other dishonest dealings). |

Refer to UDC for resolution |
- Student given option to accept responsibility and prescribed sanction and student accepts (student notified of decision) |

Discipline Committee meeting and resolution |
- Student notified of Discipline Committee meeting |
- Student’s response to request for clarification made within 5 working days |
- Student provided opportunity to present appeal |
- and whether to uphold the appeal and/or replace the recommended sanction |

Assess grounds of appeal (student notified as to working days within which to make appeal and appeal upheld) |
- UDC appeals to the UDC-AP (student notified of outcome of appeal) |

Permission to appeal granted and appeal upheld (UDC appeals to the UDC-AP) |
- UDC-AP to the Registrar (student notified of outcome of appeal) |

Breached proven and resolved |
- student notified of decision |
- student referred to original Discipline Committee or sanction varied |

RESOLUTION

RESPONSIBLE OFFICER / PARTICIPANT |
- Governance Services |
- Referred to original Discipline Committee |
- UDC - Appeals Panel |
- Student Respondent |
- MQ Student Ombudsman |

External Review |
- MQ Ombudsman |

# To this end, student may request to be heard by original Discipline Committee, if such evidence as the student is unable to present within 5 working days of the student being notified of decision. |
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