

**INFORMATION FOR STUDENTS AND STAFF ON PROCEDURES
FOR DEALING WITH STUDENT MISCONDUCT**

The University's policy on student misconduct is set out in Statute 17 and the Regulations for Student Conduct and Discipline which are in the University Calendar at the following Web address:

<http://www.publishing.uwa.edu.au/calendar/latest/> From May 2003

<http://www.admin.uwa.edu.au/reg/secretariat/POLICIES-PROCEDURES.HTM> Under Student Discipline (temporary location)

Information for students

Purpose

The purpose of the Regulations is to inform students of behaviour which the University regards as misconduct and to implement fair and just procedures for dealing with cases of possible misconduct. You will find that Schedule 1 at the end of the Regulations gives a series of examples of misconduct e.g. cheating in an exam or vandalism.

Process

You will also find that the Regulations explain the process which will apply to any alleged cases. Flowcharts summarising the process and the levels of staff authority are on the Web at the following address under the heading Student Discipline:

<http://www.admin.uwa.edu.au/reg/secretariat/POLICIES-PROCEDURES.HTM>

Advice

If you need advice regarding your rights or the process to be followed in a case of alleged misconduct, the following people may be able to help you:

- Your Faculty's Sub-Dean or Associate Dean
- Guild Education Officers
- Registrar's Office staff (Student Services or University Secretariat)

If you experience any action by another student which deliberately and/or seriously affects your rights under the Charter of Student Rights, you are advised to report the matter to the Registrar who will determine what action to take.

Penalties

If it is determined that you have committed an act of misconduct, one or more of the penalties set out in the Regulations may be imposed. Penalties will be imposed in proportion to the nature and severity of the misconduct. Some guidance for staff is provided below.

Right of appeal

You should be aware that, except for immediate one-day exclusions for disruption/obstruction of classes/facilities, you have the right to appeal against any determination made by a staff member. Your case will then be considered by the next most senior person or body with responsibility for dealing with misconduct. This person or body may increase or reduce the original penalty except in the case of fines which may not be increased as a result of an appeal.

*Information for staff*Process

Flowcharts summarising the process and the levels of staff authority are on the Web at the following address under the heading Student Discipline:

<http://www.admin.uwa.edu.au/reg/secretariat/POLICIES-PROCEDURES.HTM>

A member of staff may obtain advice from the Registrar concerning the most appropriate member of staff to deal with an instance of misconduct.

Penalties

Penalties must be imposed in proportion to the nature and severity of the misconduct. For academic misconduct only an academic penalty should be imposed. For non-academic misconduct, a non-academic penalty should be imposed.

The following guidance is offered to staff in order to promote equitable outcomes for students. However, each case is different and the person or body responsible for determining the penalty will need to take account of differing circumstances.

Type of misconduct	Suggested penalties
Cheating in an exam	<ul style="list-style-type: none"> • Zero mark for the exam • If deliberate, extensive or repeated, zero mark for the entire unit
Plagiarism in an assignment	<ul style="list-style-type: none"> • If deliberate, extensive or repeated, zero mark for the assignment or the entire unit depending on the severity of the offence. • If minor, reduced mark for the assignment.
Disruption of classes	Cancellation of right to attend classes for between 1 and 7 days

A full list of possible penalties is included in the Regulations for Student Conduct and Discipline. Staff should note that only senior staff or a Board of Discipline may impose the more severe penalties listed.

Written notification to students

Except for immediate one-day exclusions for disruption/obstruction of classes/facilities, staff who determine a case of misconduct must confirm their decision to the student in writing within ten (10) University working days. This letter must inform students about their right to appeal. Except for minor misconduct in relation to the Library Rules, a copy must also be forwarded to Central Records to be placed on a confidential file for that student.

Suggested templates for letters to students are on the Web at the following address under the heading Student Discipline: <http://www.admin.uwa.edu.au/reg/secretariat/POLICIES-PROCEDURES.HTM>