

Student Disciplinary Committee (SDC)

Terms of Reference:

- a) To consider student disciplinary cases referred to the SDC by the Director of Student Affairs or Heads of Departments/Units and Wardens.
- b) To determine/recommend counselling and/or disciplinary actions as appropriate.

Membership*:

Chairman: To be appointed by the President

Members: Faculty/School Deans or their representatives

One Warden who is a member of academic staff, appointed by the President

One current full-time undergraduate student (nominated by Faculty/School Dean, as co-ordinated by the Office of Student Affairs)

Co-opted Member: One co-opted member appointed by the President, if appropriate

Secretary: A staff member of the Registry

* If any member has played a significant role in earlier stages of the case under consideration, that member will be excused from the Committee and will not participate in the Committee's action on that particular case.

Sub-group on Academic Misconduct Appeals

Terms of Reference:

The Sub-group on Academic Misconduct Appeals is delegated by the Student Disciplinary Committee to consider appeals against the decisions of the Boards of Examiners on academic misconduct cases. The Sub-group may confirm, modify or overturn the decisions of the Boards of Examiners as appropriate. The review of each case may include one or both of the following:

- a) Review of procedures used by the Boards of Examiners, and/or
- b) Review of the merits of the case and the decision on the form of penalties taken by the Boards of Examiners.

The Sub-group will present a summary of cases to the Academic Quality Assurance Committee for Undergraduate Programmes (for undergraduate cases)/Postgraduate Studies Committee (for postgraduate cases) on an annual basis for onward submission to the Senate for noting.

Membership [^]:

Chairman: A member of academic staff at the rank of Associate Professor or above, appointed by the President

Members: One representative from each Faculty/School

Co-opted Member: One co-opted member appointed by the Chairman, if appropriate

Observer: One current full-time undergraduate student (nominated by Faculty/School Deans, as coordinated by the Office of Student Affairs)

Secretary: A member of staff of the Registry

[^] If any member has played a significant role in earlier stages of the case under consideration, that member will be excused from the Sub-group and will not participate in the Sub-group's action on that particular case. An alternate member may be appointed by the Dean of the Faculties/School of Graduate Studies concerned to consider the case.