

DISCIPLINE

The *Student Rights Service* is here to ensure that your rights are upheld if you are accused of general or academic misconduct.

Introduction

Misconduct offences can result in penalties ranging from fines to exclusion.

You should always be considered innocent until proven guilty. If a member of the faculty accuses you of misconduct, you will have the chance to present your side of the story. Disciplinary procedures can be stressful with serious consequences, so seek help early from friends, counsellors, Student Rights Officers or all of the above.

Academic Misconduct

Includes cheating or assisting another student to cheat

If this relates to an examination, you will appear at a Faculty Discipline Committee (FDC) Hearing.

If this relates to other cheating (e.g. plagiarism), the Chief Examiner will either disallow the work or report it resulting in a FDC hearing.

If the Chief Examiner disallows your work, you may appeal to the FDC for a hearing.

General Misconduct

Includes attacking, harassing, intimidating or threatening another person; interference with property, a teaching situation, a ceremony or an exam; copying computer software without permission; entering a computer file belonging to another person; smoking in buildings; having unauthorised material in an examination.

Normally the Associate Dean in your faculty will refer the matter for a FDC Hearing.

FDC Hearings

Prior to your hearing you will receive relevant information and names of witnesses. You can request a copy of the FDC's file and you will normally be given at least 7 days to prepare.

You will be given the opportunity to admit to the charge and provide relevant information, or deny the charge, question witnesses and/or provide your own witnesses and evidence. A support person may accompany you into the hearing.

Your Student Rights Officers:

 9905 3118 OR  9905 3126
 studentrights.msa@adm.monash.edu.au

Possible Penalties

A reprimand; a fine not exceeding \$500; disallowance of the work in question; failure in the unit; payment for any damages caused; suspension from the university; exclusion.

Appeals to the Central Discipline Committee

You may appeal an FDC decision within 28 days on one or more of the following grounds: excessive penalty; bias; significant procedural irregularity; evidence not available at the time of the FDC hearing.

Preparing a Case for the FDC

You should write a comprehensive statement of your version of events and submit this at least two days before the hearing. Include:

- A description of events;
- A discussion of motive or lack thereof;
- An outline of previous good history, including references if appropriate;
- Mitigating circumstances if you are admitting guilt;
- Discussion of what you regard as an appropriate penalty (if you are admitting guilt) including why you believe that suspension or exclusion may be excessive in your case. Pleading guilty at an early stage will often count in your favour when the FDC is considering a penalty.

Gather character references and bring them with you.

Dress smartly and arrive early.

Respond honestly and thoroughly.

A Student Rights Officer can help you with all of these steps. It is highly recommended that you seek our advice early in the process.

The information above is a guide only and not exhaustive

Your Student Rights Officers:

 9905 3118 OR  9905 3126
 studentrights.msa@adm.monash.edu.au