WHERE TO START

The first thing to do is read through your allegation notice carefully. The notice will contain important information for your case including why you have been asked to attend a committee, the evidence indicating misconduct has occurred and deadlines associated with your case.

You should consider whether you agree with the allegation or wish to challenge it.

PREPARING A RESPONSE

Before you attend your hearing, you have the opportunity to send through a written statement which outlines your position in the matter. This is your first opportunity to respond to the allegation and provide evidence to support your case. It will also ensure that all important points are covered, should you forget to discuss them on the day of your hearing.

You may like to check that your statement includes:

- Whether you are agreeing or challenging the allegation (and why)
- Any external influences which may have impacted upon your decision making
- A reflection about the overall situation
- Any evidence to support your version of the situation

If you would like feedback on your statement before you send it to the committee, contact Student Advocacy and Support.

ON THE DAY

The Discipline Committee Hearing is a formal process with approximately 3-8 people who will hear your case. You will be given the opportunity to respond to the allegation and the chair and other committee members will ask direct questions about your case. You may be asked to clarify statements or behaviours.

After listening to you, the committee will request that you wait outside while a decision is made about your case. The committee will decide whether you are responsible (and if so, the most appropriate outcome to apply) or not responsible for the allegation. You will then re-enter the room where you will be notified of the decision which will also be sent to your official student email account after the hearings have concluded.

You may like to take a support person along to the committee hearing with you. This person is not a legal representative, nor able to act or speak on your behalf, but is there to reassure you and provide comfort should you find the process intimidating. If you would like Student Advocacy and Support to attend with you, book an appointment to discuss your case as soon as possible.
FREQUENTLY ASKED QUESTIONS

How will I be notified of a student misconduct allegation?
If you have had a matter of misconduct raised, you will receive official notice of this to your student email account. This notice will include the alleged misconduct, available supporting material to be considered and how the university intends to handle your case.

What should I do if I cannot attend a committee meeting?
You should respond to the committee organiser as soon as possible. They will advise whether there is any option to attend the committee via teleconference or whether your case will be heard in your absence. In such situations it is recommended that you submit a written statement for consideration.

What outcome could I receive from a committee meeting?
A committee will decide whether you are responsible or not responsible (based on what is most likely to have occurred) for the alleged misconduct. If you are found responsible the committee will decide which sanction is the most appropriate. See Schedules 1, 2 and 3 of the Student Discipline Procedure for information on available sanctions: https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/student-discipline/Macquarie_University_Student_Discipline_Procedure.pdf

More Frequently Asked Questions are available here: https://students.mq.edu.au/study/getting-started/student-conduct

SUPPORT AVAILABLE

Counselling Services
Tel: +61 2 9850 7497 AHH, Ground Floor, 16 University Avenue wellbeing@mq.edu.au
If you need support with your overall mental health and wellbeing during this time you may like to get in touch with the Counselling Services: https://students.mq.edu.au/support/wellbeing/counselling-services.

Student Advocacy and Support
Tel: +61 2 9850 6410 Level 2, 18 Wally’s Walk
For assistance with:
- helping you understand what to expect with the Discipline Process
- review draft submissions
- attend the committee as a support person
If you would like feedback on the draft of your response, complete the Student CARE MQ Referral form select “Advocacy support” as the reason for referral.

Learning Skills
Visit: https://students.mq.edu.au/support/study/skills-development
To learn more about Academic Integrity at Macquarie University, enrol in Learning Skills online Academic Integrity Module.

For a comprehensive list of support services available to Macquarie University Students, visit: https://students.mq.edu.au/support

Information provided is correct as of October 2020