

9.7 The University Disciplinary Committee

The University Disciplinary Committee shall consist of three members approved by the Provost/President.

9.7.1 Meeting Notification

- a. A meeting of the Disciplinary Committee shall be scheduled upon completion of the preliminary investigation, or within approximately 20 business days. Should the timeframe need to be adjusted, the student shall be both notified and updated accordingly of any delays in scheduling the proceedings.
- b. The student shall be given a notice of no less than 2 business days regarding the date, time, and place of the meeting that they are required to attend. The notice of the hearing shall include both the details of the allegations against the student and the rules and regulations regarding the allegations. The notice of the hearing will confirm details of any student suspension that maybe in place at the time.
- c. The student shall be informed of their right to be heard in person at the meeting.
- d. The student shall be informed of their right to call witnesses.
- e. The student shall be informed of their right to be accompanied by a colleague who is not professionally engaged in legal practice or otherwise experienced in advocacy by reason of employment. The colleague should be another student or staff member of the University, or may be a member of the Students' Union.
- f. The student shall inform the counselor of the Disciplinary Committee of any written documents that they intend to present on their own behalf at the meeting. Copies of these documents must be provided to the counselor at least 1 business day before the scheduled meeting.

9.7.2 Meeting Protocol

- a. The committee may review the case in the student's absence if the student fails to appear without an acceptable excuse; or fails to notify the secretary of the committee that they do not wish to appear.
- b. The protocol for the proceedings shall be as follows:
 1. Introduction of those in attendance.
 2. The case against the student will be presented by the authorized person or their nominee. In presenting the case against the student, the authorized person shall advise the committee of the allegations as outlined in the notice to the student.
 3. The student shall respond to the allegations and shall have the opportunity to question the person presenting the case against them at the discretion of the committee chair.
 4. The committee shall have the opportunity to question both the person presenting the case and the student.
 5. Witnesses may be called by either party solely to present their evidence and to answer questions from the committee, another party, or the chair. Once they have completed their testimony and there are no further questions, the witness must leave the meeting.
 6. The person presenting the case shall make a summary of the allegations; new evidence will not be admissible at this time.
 7. The student shall make a summary in response to the case; new evidence will not be admissible at this time.
 8. The case presenter and the student shall withdraw whilst the Committee deliberates its decision in private.
- c. Witnesses are required to attend to give evidence in person. The Committee may accept a witness's written statement regarding the evidence if it is not possible for the witness to attend the hearing.
- d. The Committee may impose time limits on oral addresses and submissions of evidence.

- e. The Committee shall rely solely on the evidence presented verbally at the hearing or evidence that has been approved for written submission.
- f. The Committee may take a period not exceeding 20 working days investigating the case, thereby, deferring its deliberations and final verdict accordingly.
- g. The Committee shall find the allegation of misconduct proven if the evidence presented is sufficient or irrefutable. A majority ruling by the Committee is needed to issue a final verdict.
- h. The decision of the Disciplinary Committee shall be communicated by the Committee Chair to the student in writing, within 5 working days of the incident and the Counselor must be informed. If no appeal against the decision is received within the timeframe then the Committee decision will be final.
- i. If the student decided to appeal the initial decision then the appeal must be submitted to the course College Dean within 3 working days of the decision writing. The College Dean must organize a new committee with different members and the new committee must decide on the case within 5 business days. The decision of the appeal committee is considered final, and must be communicated to the student and the Counselor by the chair of the appeal committee.
- j. The student shall respond to the allegations and shall have the opportunity to question the person presenting the case against them at the discretion of the committee chair
- k. No committee shall take place through email unless approved by Student Affairs Dean or Vice Dean.
- l. The secretary of the Committee shall document the minutes of the hearing, the decision of the Committee, and any penalty to be imposed.
- m. Copy of the minutes must be send to Student Affairs Dean or Vice Dean.
- n. During the committee works and the appeal process the student grade must remained Incomplete.

9.7.3 Authority of the Disciplinary Committee

- a. The Committee shall have at their discretion the authority to impose one or any combination therein of the possible penalties as detailed in Section 8.
- b. The student has a right to appeal both a finding of misconduct and/or any penalty imposed under the summary procedures as detailed in Section 9.