



Policy and Governance Unit, Academic Registrar's Division

STUDENT CONDUCT RULES

Date approved:	17 August 2007	Date Policy will take effect	1 January 2008	Date of Next Review	January 2014
Approved by:	University Council				
Custodian title & e-mail address:	Senior Manager, Policy and Governance Unit governance@uow.edu.au				
Author	Policy Analyst, Policy and Governance Unit				
Responsible Faculty/Division & Unit:	Policy and Governance Unit, Academic Registrar's Division				
Supporting documents, procedures & forms of this policy:	Procedure for Managing Alleged Academic Misconduct by a Student Undertaking Coursework Procedure for Managing Alleged General Misconduct by a Student				
References & Legislation:	State Records Act 1998 General Retention and Disposal Authority GDA23 Academic Integrity and Plagiarism Policy Research Misconduct Policy Code of Practice - Research Campus Access & Order Rules IT Acceptable Use Policy University Code of Conduct Library Code of Conduct Code of Practice – Student Professional Experience Halls of Residence Handbooks Research Misconduct Policy Responsibilities Rights and Respect Online Student Health Assessment and Leave Policy Bullying Prevention Policy Delegations of Authority Policy				
Audience:	Public – accessible to anyone				
Expiry date of Policy:	Not Applicable				

Contents

1	Preamble	3
2	Purpose of Rules	3
3	Definitions, Abbreviations and Glossary	3
4	Application & Scope	6
5	Responsibilities	7
6	Categories of Student Conduct	8
7	Student Misconduct	9
8	Investigations of Alleged Student Misconduct	9
9	Record Keeping and Confidentiality	15
10	Limitation on effect of Rules	15
11	Version Control and Change History	16
	Schedule 1 - Application of Student Conduct Rules to Offshore Students	17

1 Preamble

1. These Rules replace the previous Rules for Student Conduct & Discipline (2004-2007).

2 Purpose of Rules

1. The University of Wollongong (UOW) is committed to providing a safe, equitable and orderly environment for the University community, and expects each member of that community to behave responsibly and ethically.
2. These Rules outline the required conduct of students of UOW, and direct staff and students to University Rules, standards, codes, policies, guidelines, procedures and other requirements which specify acceptable and unacceptable student conduct, and the management of alleged student misconduct.
3. Staff and students seeking further information on student misconduct investigation procedures may contact the Academic Registrar's Division.

Guiding Principles of the University of Wollongong

4. These Rules affirm the Principles of UOW which include commitment to:
 - Intellectual openness and freedom of opinion
 - Integrity
 - Mutual respect and collegiality
 - Foresight, quality and accountability as an institution
 - Equity and social justice

Statement of Values

5. UOW is committed to Academic Integrity, which according to the [Center for Academic Integrity](#), is expressed by the five fundamental values of:
 - a. honesty,
 - b. trust,
 - c. fairness,
 - d. respect, and
 - e. responsibility.
6. UOW supports the promotion of these values in all academic endeavours in teaching, learning and research. Students and staff of UOW are expected to conduct themselves in a manner that reflects these values. The Rules, standards, codes, policies, guidelines, procedures and other requirements specified by UOW and its constituent faculties and academic units have been developed in accordance with these values, and provide direction on translation of these values into action.

3 Definitions, Abbreviations and Glossary

Word/Term	Definition
Academic Misconduct	Conduct of a student when undertaking the preparation, presentation or submission of coursework , or during the course of undertaking research, that is in breach of: <ul style="list-style-type: none">• the Academic Integrity and Plagiarism Policy,

	<p>Conduct of a student when undertaking the preparation, presentation or submission of coursework , or during the course of undertaking research, that is in breach of:</p> <ul style="list-style-type: none"> • the Academic Integrity and Plagiarism Policy, • Research Misconduct Policy, • Code of Practice - Research, • faculty/unit requirements, • Subject Outlines, or • other University policy documents or requirements setting out student academic requirements.
Academic Registrar's Division	The Division responsible for policy, governance and the management of core student functions.
Assessment	An academic task which a student is required to complete to provide a basis for an official record of achievement or certification of competence in a subject, as stipulated in the Subject Outline.
Balance of probabilities	A decision made on the balance of probabilities considers that the evidence is enough to decide that the allegation is more likely to be true than not true.
Campus	Any land which, for the time being, is the property of UOW or in its possession or under its control, together with any building or other erection or construction of any kind whatsoever, whether permanent or temporary, standing on or affixed to such land or any part thereof.
Casting vote	A second vote given to the Chair of a meeting, exercised only in the event of an equality of votes for and against, for the purpose of breaking the tie.
Community service	A sanction whereby the student provides an unpaid service for the benefit of UOW.
Course	A program of study that includes any course leading to a higher education award and any non-award course.
Coursework	All work undertaken as part of a non-research award course or non-award course, as well as any non-research components of a Higher Degree Research course.
Exclusion	A penalty whereby a student's enrolment is terminated for a defined period. The student must apply directly to UOW for re-admission at the conclusion of the period of exclusion should re-admission be sought.
Expulsion	A penalty whereby a student's enrolment is terminated permanently. An expelled student shall not be re-admitted except by permission of the University Council.

General Misconduct	<p>Conduct of a student that is not Academic Misconduct, but that is otherwise in breach of:</p> <ul style="list-style-type: none"> • the Campus Access & Order Rules; • the IT Acceptable Use Policy and/or associated IT policies; • the Library Code of Conduct; • the Code of Practice – Student Professional Experience; • the Halls of Residence Handbooks; • other University Rules, standards, codes, policies, guidelines, procedures or requirements; or • Faculty and/or academic unit requirements.
Higher Degree Research	Masters-by-Research and Doctorate-by-Research degrees.
International Exchange Program	A program by which UOW students may study part of their course at an approved overseas institution and count this study towards their degree.
Investigation Notice	A notice served on a student which provides details of the investigation into alleged misconduct by that student.
IT	Information Technology
Misconduct	Conduct by a student that is Academic Misconduct or General Misconduct
Natural justice	Principles that ensure that decision-making is fair and reasonable. These involve decision-makers informing people of the case against them or their interests, giving them a right to be heard, not having a personal interest in the outcome, and acting only on the basis of logically probative evidence.
Officer	A person appointed to a particular position of responsibility and/or authority.
Offshore partner institution	An institution with which UOW collaborates to deliver UOW courses at locations outside Australia (excluding UOWD).
Offshore student	A student enrolled at UOW who is undertaking study or research at an offshore location other than the UOWD.
Policy Document	The collective term used to describe University Rules, standards, codes, policies, guidelines, and procedures.
Primary Investigation Officer	A nominated officer who is responsible for making (or helping to make) an initial determination of the allegation of misconduct, and for actioning a low-level

	A nominated officer who is responsible for making (or helping to make) an initial determination of the allegation of misconduct, and for actioning a low-level outcome where appropriate. In the case of academic misconduct, to be nominated, the officer must be at the level of Lecturer or above, combined with appropriate experience.
Reprimand	A formal, written rebuke by an officer.
Rescission	The act of invalidating the conferral of a degree, performed by the University Council.
Staff	Full-time, fixed term, part-time and casual employees of UOW. This term also applies to staff of associated companies, centres, residential complexes and employees of the UniCentre and its tenants, University Recreation and Aquatic Centre, Wollongong Undergraduate Students Association, Wollongong University Postgraduate Association, Illawarra Technology Corporation and its tenants and other groups / bodies / organisations / companies as specified from time to time by the Vice-Chancellor and Principal for the purposes of these Rules.
Student	A person registered for a Course.
Subject Coordinator	An academic staff member with nominated responsibility for the subject.
Subject outline	The document governing content, delivery and assessment of material for a subject.
Suspension	A penalty whereby a student is prevented from enrolling for a defined period. The student may be re-admitted automatically at the conclusion of the period of suspension, should re-admission be sought.
The University	The campuses, facilities, operations, resources and services of the University of Wollongong.
University Council	The governing authority of UOW, acting for and on behalf of the University and controlling and managing the University's affairs.
UOW	University of Wollongong.
UOWD	University of Wollongong Dubai.
Visiting student	A student who undertakes part of their research or training at UOW but who is not registered at UOW.

4 Application & Scope

1. These Rules apply to the conduct of a person while that person is a student of UOW, and specifically govern the conduct of that person:

- a. while at an Australian campus
 - b. while undertaking study within the virtual / online environment, or
 - c. elsewhere, where:
 - i. the person is representing UOW. This includes conduct during work or clinical placements, practicum or other student professional experience, field trips, academic or sporting competitions; or
 - ii. the conduct affects another member of the UOW community in their capacity as a student or member of staff.
2. Where alleged misconduct becomes evident during a student's period of enrolment, then action will be taken in accordance with Section 8: Investigations of Alleged Student Misconduct,
 3. Where alleged misconduct becomes evident after a student's period of enrolment, action may be taken at the University's discretion.
 4. These Rules apply to the following alleged misconduct by a student enrolled in a UOW program delivered at an offshore partner institution:
 - a. alleged academic misconduct by a student undertaking coursework, as defined in rule 6.3(a);
 - b. alleged breaches of the [IT Acceptable Use Policy](#) and related IT policies; or
 - c. alleged conduct that is detrimental to the proper conduct or reputation of UOW.
 5. With the exception of misconduct specified in rules 4.3(b) and 4.3(c), alleged general misconduct by an offshore student is dealt with by the offshore partner institution in accordance with the policies or rules governing that institution, unless there is a specific agreement between UOW and the offshore partner institution to the contrary.
 6. Conduct by students enrolled in courses or programs delivered at, or undertaking Higher Degree Research at, UOWD is governed by the UOWD Rules for Student Conduct and Discipline.
 7. Conduct by UOW students undertaking simultaneous study at another institution as part of a joint offering of their course is governed by both these Rules and the rules and regulations of the other institution. The other institution may advise UOW of any alleged misconduct by a UOW student. Such misconduct may be recorded by UOW in accordance with the record keeping procedures outlined in the procedures listed in rule 8.1 or 8.2.
 8. Conduct by UOW students undertaking study at an overseas institution as part of the International Exchange Program is governed by both these Rules and the rules and regulations of the overseas institution. The overseas institution may advise UOW of any alleged misconduct by a UOW student. Such misconduct may be recorded by UOW in accordance with the record keeping procedures outlined in the procedures listed in rule 8.1 or 8.2.
 9. Conduct by students of an overseas institution undertaking study at UOW as part of an exchange program is governed by the Rules, codes, policies and procedures of UOW. All investigations of alleged student misconduct by such students will be conducted in accordance with the procedures listed in rule 8.1 or 8.2, including the implementation of an outcome. In addition, UOW may advise the overseas institution of any misconduct found to have occurred.

10. Visiting students who are not registered at UOW may be subject to the provisions of these Rules. In the case of misconduct by such persons, the matter may be referred to their home institution.

5 Responsibilities

1. The University has a responsibility to:
 - a. ensure that these Rules and their associated procedures are accessible and communicated to all staff and students;
 - b. ensure that these Rules and their associated procedures are implemented and applied consistently across all faculties, units and campuses;
 - c. promote best practice in managing student misconduct; and
 - d. ensure that the process for managing student misconduct allows for:
 - i. timeliness of response;
 - ii. fairness of consideration;
 - iii. respect for privacy; and
 - iv. keeping all parties informed of their rights and responsibilities in relation to alleged student misconduct.
2. Students have a responsibility to conduct themselves in accordance with:
 - a. the [Campus Access & Order Rules](#)
 - b. the [IT Acceptable Use Policy](#) and associated IT policies
 - c. the [Library Code of Conduct](#)
 - d. the [Code of Practice – Student Professional Experience](#)
 - e. the [Code of Practice – Research](#)
 - f. the [Halls of Residence Handbooks](#)
 - g. other University Rules, standards, codes, policies, guidelines, procedures or requirements
 - h. Faculty and/or academic unit requirements
3. Staff have a responsibility to:
 - a. be aware of all Rules, standards, codes, policies, guidelines and procedures relating to student conduct;
 - b. encourage acceptable student conduct and discourage unacceptable student conduct; and
 - c. identify and act whenever student misconduct is suspected.
4. All persons involved in investigations of alleged student misconduct have a responsibility to conduct themselves in accordance with these Rules and the procedures listed under rule 8.1 or policy listed in rule 8.2.
5. All parties involved in matters of alleged student misconduct are obliged to preserve confidentiality and respect privacy in accordance with the [University Code of Conduct](#), [Privacy Policy](#), and other relevant privacy legislation.
6. In addition to investigating any allegation of student misconduct, the University shall report the allegation to the Independent Commission Against Corruption (ICAC) if the allegation gives rise to a suspicion on reasonable grounds of corrupt conduct.

7. If, during an investigation into alleged student misconduct under these Rules, a Subject Coordinator, Primary Investigation Officer or Faculty Investigation Committee has reasonable grounds to believe that the alleged misconduct is related to a student's serious health condition, the matter must be reported to a Designated Staff Member under the [Student Health Assessment and Leave Policy](#).

6 Categories of Student Conduct

1. The University has, centrally and through its constituent faculties and academic units, established Rules, standards, codes, policies, guidelines, procedures, and requirements governing acceptable and unacceptable conduct of students during their studies at the University. Most of these are available via the [Policy Directory](#) or elsewhere on the University website.

Academic Conduct

2. Academic conduct is based on the five fundamental values of Academic Integrity. Students are responsible for ensuring that all aspects of their academic studies are conducted in a manner that observes these academic values.
3. Academic conduct can be separated into two categories:
 - a. Academic Conduct of a Student undertaking Coursework: the conduct of a student when undertaking the preparation, presentation or submission of coursework. Acceptable and unacceptable academic conduct of a student undertaking coursework is outlined in the [Academic Integrity and Plagiarism Policy](#), [Code of Practice - Research](#), faculty/unit requirements, Subject Outlines, and other University policy documents setting out student academic requirements.
 - b. Research Conduct of a Higher Degree Research Student: the conduct of a Higher Degree Research student in the course of undertaking their research. Acceptable and unacceptable research conduct of a Higher Degree Research student is outlined in the [Research Misconduct Policy](#), [Code of Practice - Research](#), faculty/unit requirements and other University policy documents setting out student research requirements.

General Conduct

4. In addition to conduct relating to academic studies, UOW also defines general conduct expected of students. Acceptable and unacceptable general conduct is outlined in:
 - a. the [Campus Access and Order Rules](#)
 - b. the [IT Acceptable Use Policy](#) and associated IT policies
 - c. the [Code of Conduct – Library](#)
 - d. the [Code of Practice – Student Professional Experience](#)
 - e. the [Halls of Residence Handbooks](#)
 - f. Other University rules, standards, codes, policies, guidelines, procedures or requirements
 - g. Faculty and/or academic unit requirements

7 Student Misconduct

1. Conduct by a student that is in breach of the policy documents and requirements stipulated in rules 6.3 and 6.4 is student misconduct.
2. Student misconduct is not tolerated by UOW and will be investigated. Where there is an adverse finding of a student misconduct investigation, appropriate action will be taken.

8 Investigations of Alleged Student Misconduct

1. Investigations of:
 - a. alleged academic misconduct by a student undertaking coursework will be carried out in accordance with the [Procedure for Managing Alleged Academic Misconduct by a Student Undertaking Coursework](#).
 - b. alleged general misconduct by a student will be carried out in accordance with the [Procedure for Managing Alleged General Misconduct by a Student](#).
2. Investigations of alleged research misconduct by a Higher Degree Research Student will be carried out in accordance with the [Research Misconduct Policy](#).

Principles of Natural Justice

3. Investigations of alleged student misconduct will observe the principles of natural justice, including:
 - a. informing all parties of the procedure being followed and providing them with access to relevant Rules, standards, codes, policies, guidelines and procedures;
 - b. informing the respondent of any allegation made against them, and allowing time for a response in accordance with the timeframes stipulated in the procedures listed in rule 8.1 or in the policy listed in rule 8.2;
 - c. providing the respondent with the opportunity to state their case, provide an explanation and/or put forward a defence;
 - d. conducting a factual investigation of the allegation, interviewing all relevant and available parties and considering all relevant information; and
 - e. acting fairly, impartially and without bias by considering all relevant information, including any mitigating factors.

General Principles Guiding Investigations of Alleged Student Misconduct

4. Persons or committees conducting investigations under the procedures listed in rule 8.1, or in the policy listed in rule 8.2, will act in accordance with the principles of natural justice and are not bound by the rules of evidence required in court proceedings.
5. Decisions regarding alleged misconduct are findings of fact, determined on the balance of probabilities.
6. Persons or committees will report apparent or suspected criminal conduct by a student to the Academic Registrar, who will report the matter to the Police as necessary.

7. All parties involved in an investigation will be treated with respect and impartiality, and any issues put forward by the student such as a disability or medical condition will be taken into consideration.
8. The confidentiality of parties involved in an investigation will be respected, subject to the need to fully investigate the matter and any legal requirements for disclosure.

Officers Authorised to Conduct Investigations of Alleged Student Misconduct

9. The following officers and committees may undertake investigations of alleged academic misconduct by a student undertaking coursework or general misconduct by a student, in accordance with the procedures listed in rule 8.1:

Academic Misconduct by a Student undertaking Coursework

- Subject Coordinator
- Primary Investigation Officer
- Associate Dean, Sub-Dean, or equivalent appointed by the Dean
- Faculty Investigation Committee
- Student Conduct Committee
- Council Committee of Appeal
- Academic Registrar or standing nominee
- Vice-Principal (Administration) or standing nominee

General Misconduct

- Primary Investigation Officer
 - Student Conduct Committee
 - Council Committee of Appeal
 - Academic Registrar or standing nominee
 - Vice Principal (Administration) or standing nominee
10. The Research Misconduct Policy stipulates officers and committees that are authorised to undertake investigations of alleged research misconduct by a Higher Degree Research student.
 11. Other persons may assist in the conduct of investigations of alleged student misconduct, as appropriate.

Outcomes of Investigations of Misconduct

12. Where student misconduct is found to have occurred, the following outcomes may be applied in accordance with the Delegations of Authority Policy and the procedures listed in rule 8.1.

Academic Misconduct by a Student undertaking Coursework

Low-Level Outcomes

- Submission of an alternative assessment task
- Resubmission of assessment task with a mark penalty
- Deduction of marks for assessment task
- Zero mark in assessment task, providing that this will not automatically result in failure of the subject

Medium-Level Outcomes

- Zero mark or reduced mark in subject

High-Level Outcomes

- Reprimand from the Vice-Chancellor
- Deferred Suspension by the Vice-Chancellor subject to one or more conditions (e.g. good behaviour, demonstrated consultation with a registered professional, academic performance)
- Immediate Suspension by the Vice-Chancellor (with or without also suspending any scholarship the student may hold)
- Exclusion from UOW by the Vice-Chancellor
- Expulsion from UOW by the Vice-Chancellor
- Withhold official certification (eg academic transcript, degree testamur) for up to three months
- Rescission of degree by the University Council

General Misconduct by a Student

Library Misconduct

Low-Level Outcomes

- Reprimand from the University Librarian or Standing Nominee
- Fine (as prescribed in the Library Borrowing Conditions) for overdue items
- Temporary restriction of Library privileges
- Charge for costs of replacing or repairing any damaged property up to \$1000

High-Level Outcomes

- Reprimand from the Vice-Chancellor
- Charge for costs of replacing or repairing any damaged property in excess of \$1000
- Fine of up to \$1000
- Immediate Suspension by the Vice-Chancellor (with or without also suspending any scholarship the student may hold)
- Deferred Suspension by the Vice-Chancellor subject to one or more conditions (e.g. good behaviour, demonstrated consultation with a registered professional, academic performance)
- Exclusion from UOW by the Vice-Chancellor
- Expulsion from UOW by the Vice-Chancellor
- Any other penalty that the Vice-Chancellor deems appropriate

IT Misconduct

Low-Level Outcomes

- Reprimand from the Deputy Vice-Principal (Finance and IT) or standing nominee

- Charge for costs of replacing or repairing any damaged property up to \$1000
- Requirement of community service

High-Level Outcomes

- Reprimand from the Vice-Chancellor
- Charge for costs of replacing or repairing any damaged property in excess of \$1000
- Withdrawal or restriction of access to IT Account
- Fine of up to \$1000
- Immediate Suspension by the Vice-Chancellor (with or without also suspending any scholarship the student may hold)
- Deferred Suspension by the Vice-Chancellor subject to one or more conditions (e.g. good behaviour, demonstrated consultation with a registered professional, academic performance)
- Exclusion from UOW by the Vice-Chancellor
- Expulsion from UOW by the Vice-Chancellor
- Any other penalty that the Vice-Chancellor deems appropriate

Misconduct in University Residence

Low-Level Outcomes

- Reprimand from the Head of Residence or Standing Nominee
- Requirement of community service
- Withdrawal of resident privileges
- Temporary or Permanent eviction from a University Residence
- Charge for costs of replacing or repairing any damaged property up to \$1000

High-Level Outcomes

- Reprimand from the Vice-Chancellor
- Charge for costs of replacing or repairing any damaged property in excess of \$1000
- Fine of up to \$1000
- Immediate Suspension by the Vice-Chancellor (with or without also suspending any scholarship the student may hold)
- Deferred Suspension by the Vice-Chancellor subject to one or more conditions (e.g. good behaviour, demonstrated consultation with a registered professional, academic performance)
- Exclusion from UOW by the Vice-Chancellor
- Expulsion from UOW by the Vice-Chancellor
- Any other penalty that the Vice-Chancellor deems appropriate

Other Misconduct

Low-Level Outcomes

- Reprimand from the Academic Registrar or Standing Nominee
- Fine of up to \$250
- Charge for costs of replacing or repairing any damaged property up to \$1000
- Limitation of student's right of access to the University

High-Level Outcomes

- Reprimand from the Vice-Chancellor
 - Charge for costs of replacing or repairing any damaged property in excess of \$1000
 - Fine of up to \$1000
 - Mark penalty in assessment and/or subject where the misconduct could affect academic performance
 - Immediate Suspension by the Vice-Chancellor (with or without also suspending any scholarship the student may hold)
 - Deferred Suspension by the Vice-Chancellor subject to one or more conditions (e.g. good behaviour, demonstrated consultation with a registered professional, academic performance)
 - Exclusion from UOW by the Vice-Chancellor
 - Expulsion from UOW by the Vice-Chancellor
 - Withhold official certification (eg academic transcript, degree testamur) for up to three months
 - Rescission of degree by the University Council
 - Any other penalty that the Vice-Chancellor deems appropriate.
13. The [Research Misconduct Policy](#) stipulates outcomes that may be applied where research misconduct by a Higher Degree Research student is found to have occurred.

Urgency Provisions

14. Where alleged academic misconduct by a student undertaking coursework, or general misconduct by a student:
- a. is the subject of investigation by the Police or other civil authorities;
 - b. may bring the University and its staff and students into disrepute;
 - c. involves extreme harassment or vilification which breaches the University's Principles, Statement of Values and policies;
 - d. threatens the welfare or study of other students or staff; or
 - e. is otherwise considered to be serious enough to warrant immediate action,
- a recommendation may be made to the Vice-Chancellor that the following action be taken, pending the outcome of the investigation:
- f. temporary block of the student's IT access;
 - g. limitation of the student's right of access to the University;

- h. termination of the student's right of access to the University; or
 - i. immediate suspension of the student from the University.
- 15. The following officers may, after preliminary review, make a recommendation as detailed in rule 8.14:
 - a. Subject Coordinator
 - b. Primary Investigation Officer
 - c. Chair of a Faculty Investigation Committee
 - d. Chair of the Student Conduct Committee
 - e. Deputy Vice-Chancellor (Academic)
- 16. Upon receiving a recommendation under rule 8.15, the Vice-Chancellor or standing nominee of the Vice-Chancellor may either:
 - a. accept the recommendation, impose a temporary block of IT access, limitation or termination of right of access, or immediate suspension, and, where appropriate, direct the officer that made the recommendation to refer the matter to the Student Conduct Committee as soon as possible and within a maximum of ten working days; or
 - b. not accept the recommendation for immediate suspension, limitation or termination of access, or temporary block of IT access, and refer the matter back to the officer that made the recommendation for further investigation in accordance with the procedures listed in rule 8.1.
- 17. Where action is imposed under rule 8.16, the officer that recommended the action to the Vice-Chancellor or standing nominee of the Vice-Chancellor will:
 - a. ensure that the student is served with a written notice of the temporary block of IT access, limitation or termination of right of access, or suspension, as a matter of urgency;
 - b. refer the matter to the Student Conduct Committee for the service of an Investigation Notice in accordance with the appropriate procedures listed in rule 8.1; and
 - c. notify the Academic Registrar in writing, for advice to relevant officers.

Disruption to Teaching Activities

- 18. In accordance with the [Campus Access and Order Rules](#), every supervising staff member is empowered to request a student involved in disorderly conduct during a teaching activity (such as a lecture, tutorial or practical demonstration) that impedes the normal functioning of that activity to leave the activity for the duration of the activity, provided that:
 - a. the supervising staff member must first request the student to discontinue the disorderly conduct; and
 - b. the supervising staff member must report each exercise of this power to the Dean of the relevant faculty, to the Manager, Security Services and to the Academic Registrar (for consideration of the conduct as possible general misconduct by a student).
- 19. Note: If a student refuses to comply with a request to leave a teaching activity, academic staff are advised to contact Security for further assistance on 4221 4555.

9 Record Keeping and Confidentiality

1. Files relating to investigations of alleged student misconduct will be retained and disposed of in accordance with the University's [Records Management Policy](#), the [State Records Act 1998](#), and the [General Retention and Disposal Authority GDA23](#).
2. Cases of academic misconduct by a student undertaking coursework and general misconduct by a student will be recorded on the appropriate register in accordance with the procedures listed in rule 8.1.
3. Cases of research misconduct by a Higher Degree Research student will be recorded in accordance with the [Research Misconduct Policy](#).
4. All parties involved in matters of alleged student misconduct are obliged to preserve confidentiality and respect privacy in accordance with the [University Code of Conduct](#), [Privacy Policy](#), and other relevant privacy legislation.

10 Limitation on effect of Rules

1. Nothing in these Rules affects:
 - a. the authority of any person or body at the University duly authorised to administer any University Rule not inconsistent with these Rules; and, in particular,
 - b. any power of a committee or person or other authority within the University to withdraw a student from a course, or to cancel the enrolment of a student, or to refuse a person further enrolment for any course or subject, or to deal otherwise with their case, by reason of their failure to satisfy academic requirements or to pay any fee, fine, charge or other money payable to the University.
2. Nothing in these Rules affects the power of University Council to make rules given by any provision of the By-laws.
3. Nothing in these Rules will be interpreted as limiting in any way any power vested in University Council by the Act or any other rule of the University or as limiting the right of the University to enforce by any other means any right vested in it or to take any other action which it may be entitled or empowered to take in the circumstances.

11 Version Control and Change History

Version Control	Date Effective	Approved By	Change Details
1	23 June 2006	University Council	Amendments to Rules for Student Conduct & Discipline resulting from Council recommendations
2	1 January 2008	University Council	Student Conduct Rules and accompanying procedures to replace the Rules for Student Conduct & Discipline
3	1 January 2008	Vice-Principal (Administration)	Minor editorial amendment: "IT Director" changed to "Deputy Vice-Principal (Finance and IT)"
4	6 February 2009	University Council	Minor amendment to High-Level Outcomes for Other Misconduct: additional outcome "Mark penalty in

	6 February 2009	University Council	Minor amendment to High-Level Outcomes for Other Misconduct: additional outcome "Mark penalty in assessment and/or subject where the misconduct could affect academic performance".
5	17 April 2009	University Council	Migrated to the UOW Policy Template as per the Policy Directory Refresh
6	5 February 2010	University Council	References to <i>Council Committee of Appeal (Student Discipline)</i> amended to <i>Council Committee of Appeal</i> , as per University Council Resolution 2010/03.
7	Autumn Session 2011	University Council – 15 October 2010	Major review
8	March 2011	Snr Mgr, Policy & Governance	Links updated to new Policies and references to revised Codes and deletion of Code of Practice – Students
9	17 May 2011	Director, Employment Equity and Diversity Unit	References to Anti-Bullying Policy amended to Bullying Prevention Policy.

Schedule 1 - Application of Student Conduct Rules to Offshore Students

Application

1. Misconduct by offshore students that is governed by the Student Conduct Rules and associated procedures is defined in rule 4.4 of the Student Conduct Rules.

Procedures for management of alleged misconduct by an Offshore Student

2. The following modified features apply to management of alleged misconduct by an offshore student. Where otherwise not stipulated, the procedures listed in rule 8.1 of the Student Conduct Rules apply without modification.

Primary Investigation of an Allegation – Stage 1

3. A member of staff of UOW or an offshore partner institution may refer an allegation of misconduct by a student to an appropriate Primary Investigation Officer as soon as possible after the alleged misconduct has occurred.
4. In the case of alleged academic misconduct by a student undertaking coursework, the appropriate Primary Investigation Officer is the UOW offshore course coordinator or their nominee (to be approved by the Dean of the relevant faculty).

Faculty Investigation Committee

5. The Faculty Investigation Committee comprises:
 - a. a member of academic staff from UOW appointed by the Dean, as Chair; and
 - b. a member of academic staff from either UOW or the partner institution appointed by the Chair in consultation with the Dean.
6. The Chair has the casting vote.

Student Conduct Committee

7. The Student Conduct Committee comprises:
 - a. a Deputy Vice-Chancellor or Chair of Academic Senate or nominee, appointed by the Deputy Vice-Chancellor (Academic), as Chair;
 - b. a senior member of staff of UOW or the partner institution, appointed by the Chair; and
 - c. a student appointed by the Vice-Chancellor.

University Council Committee of Appeal

8. With the exception of the procedural matters specified in rules 9 to 15 below, the provisions of the procedures governing consideration of an appeal by the University Council Committee of Appeal apply without modification.

Procedural Matters

9. An offshore partner institution must notify the UOW Academic Registrar of the outcome of any investigation under that institution's own policies or rules of alleged general misconduct by a student enrolled at UOW.
10. An appeal by a student against a decision of the Primary Investigation Officer, Faculty Investigation Committee, or Student Conduct Committee must be lodged in accordance with the procedures with either:

- a. the Academic Registrar (or equivalent) of the offshore partner institution;
 - b. the UOW Academic Registrar, for appeals against decisions of a Primary Investigation Officer or Faculty Investigation Committee ; or
 - c. the Vice-Principal (Administration), for appeals against decisions of the Student Conduct Committee.
11. An appeal lodged with the Academic Registrar (or equivalent) of the offshore partner institution must be referred to the UOW Academic Registrar or Vice-Principal (Administration) as appropriate.
12. An investigation or appeal meeting at any stage of the investigation process may be conducted by tele-conference or video-conference. In such a case, a member of staff of UOW or an offshore partner institution may be present to assist the student at the partner institution. This does not preclude the right of the student to nominate their own support person in accordance with the Investigation Committee Procedures outlined in the procedures listed in rule 8.1 of the Student Conduct Rules.
13. The time limit for serving a student with a written Investigation Notice is twenty working days from the date of referral to the committee.
14. The time limit for serving a student with written notice of the outcome of the investigation and appeal processes is twenty working days from the date of the committee meeting.
15. The Vice-Chancellor has the power to waive any of the time limits set out in the Rules or accompanying procedures where there is a compelling reason to do so. This does not preclude the power of a committee Chair to extend time limits as detailed in the Procedures listed in rule 8.1 of the Student Conduct Rules.