

TERMS OF REFERENCE

STUDENT DISCIPLINE COMMITTEE (SDC)

Approving Authority: The Senate
Date Approved: 12 November 2018 - Senate 4/18
Review Date: Every 3 years from Date Approved

1. Overview

The SDC is a committee of the Senate and exercises the following Senate provisions:

Statute s29. Powers of Senate

The Senate shall, subject to the Charter and these Statutes, in addition to all other powers vested in it, have the following powers, duties and functions:

(h) *To oversee academic support, to promote and enhance the quality of the student learning experience, and to regulate student discipline.*

Statute s32. Admission and Discipline of Students

(1) *Subject to these Statutes and any Ordinances and Regulations of the University, the Vice-Chancellor may:*

- (a) *exclude or authorise the exclusion of any person from any part of the University or premises in use by it;*
- (b) *refuse to admit any person as a student of the University.*

(2) *The Vice-Chancellor shall report any such exclusion to the Senate at its next meeting.*

The SDC is authorised by the:

- University Statutes
- Ordinance to Provide for the Discipline of Students; and
- Regulations Governing Student Conduct.

2. Objective

The Student Discipline Committee (SDC) is responsible for facilitating a supportive campus environment and promoting professional attitudes in and responsible behaviour by students to create a positive learning environment at USP. As part of ensuring a supportive campus environment, the Committee will have responsibilities in relation to student discipline, and encouraging compliance with the Student Code of Conduct.

3. Membership

Regulation Governing Student Conduct, D2. Discipline Committee

(1) *There shall be Discipline Committees of the Senate for Alafua, Emalus and Laucala Campus.*

(2) *The Committee shall consist of the following members*

- (a) *the Vice-Chancellor or nominee on the Alafua, Emalus and Laucala Campuses, who shall be the Permanent Chair of the Committee;*

- (b) three members selected from a panel approved by the Senate and submitted to the Vice-Chancellor. The panel for a Committee shall contain no less than six names;*
 - (c) two executive members of the Branch Association;*
 - (d) a member of USPSA Federal Council nominated by the Council.*
- (3) ... In the absence of the Permanent Chair the Committee shall elect a chair from among its members.*

4. Duties and Responsibilities

To hear complaints of student misconduct.

5. Meetings and Secretarial

Number of Meetings: The Committee shall meet as least six times a year.

Quorum: Regulation Governing Student Conduct, D2. Discipline Committee

(3) Three members of the Committee shall form a quorum at a meeting of the Committee. Meetings shall be chaired by the Permanent Chair. In the absence of the Permanent Chair the Committee shall elect a chair from among its members. A decision of the majority of members present at a meeting shall be the decision of the Committee. In the event of an equality of votes, the Chair shall have the casting vote.

Reporting: Regulation Governing Student Conduct, D8. Disciplinary Powers of the Committee

(5) All decisions of the Committee finding a student guilty of misconduct shall be reported to the Senate.

Secretary for Laucala: Council and Senate Secretariat

Secretary for Emalus and Alafua: To be appointed by the Pro Vice-Chancellor for those campuses.

6. Confidentiality

All matters discussed by the Student Discipline Committee are confidential and shall not be divulged to any third party without the written approval of the Chair.

7. Conflict of Interest

Committee members, observers, and those in attendance, must declare any conflict of interest at the start of each meeting in relation to agenda items or before any discussion of any matter subsequently arising during the course of the meeting. Where members at Committee meetings are deemed to have a real or perceived conflict of interest, the Chair may require them to excuse themselves while the Committee deliberates on the matter.

