



UK | DUBAI | MALAYSIA

SCHOOL DISCIPLINE COMMITTEE

TERMS OF REFERENCE

1. Constitution and Purpose

- 1.1 The purpose of the School Discipline Committee is to be responsible, on behalf of the Senate and the University Discipline Committee, for **all considerations of their School's academic student discipline cases**.
- 1.2
- a) The School Discipline Committee (SDC) is established as a Sub-Committee of the [University Discipline Committee \(UDC\)](#).
 - b) Each Primary Academic Unit (i.e., School) will be required to have one SDC, representing all locations and modes of study to consider academic misconduct allegation cases regarding all courses within their School.
 - c) The University Discipline Committee (UDC) is responsible for, and retains oversight of, all University academic misconduct cases and decisions; delegating, where appropriate, certain Category A and all Categories B academic misconduct offences to School Discipline Committee(s), in accordance with the [Student Academic Misconduct Policy](#), who may impose sanctions as required.
 - d) The UDC is established as a Committee of the Senate. The UDC reports to the Senate on matters of strategy, policy and regulation related to its remit, including submission of an annual report on cases considered under the procedures and its year-end self-assessment.
 - e) [Ordinance C4](#) permits the Senate to establish standing committees and to prescribe the terms of reference, including the remit and composition.
 - f) The Senate must approve the Terms of Reference of any standing sub-committees that are to exercise delegated powers of the Senate and the UDC.

2. Remit

- 2.1 The University Discipline Committee delegates authority to the School Discipline Committee to:
- a) be responsible for, and retain oversight of, all Category B academic misconduct offences and decisions in accordance with the Student Academic Misconduct Policy, who may impose sanctions as required;
 - b) hear and adjudicate upon individual cases of alleged misconduct categorised as Category B offences in accordance with the Student Academic Misconduct Policy, and impose sanctions as required;
 - c) submit an annual report to the UDC on cases considered under the procedures and its self-assessment, as well as a formal review of its effectiveness every year;
 - d) engage with the University's Academic Integrity Group (AIG) on matters arising from disciplinary cases and contribute to the development of academic integrity matters;
 - e) to provide advice on such matters related to the Committee's purpose as may be referred to the Committee from time to time by the UDC.

3. Composition and Membership

3.1 The Committee shall comprise:

a) **Standing members**

Chair: As designated by the Head of the applicable Primary Academic Unit, and approved by the UDC – this is required to be reviewed annually by the School and prior to an existing Chair stepping down, the Executive Dean must appoint a replacement in sufficient time to allow seamless handover of matters, *(Normally expected to be drawn from an Experienced Academic Member of the School with a wealth of knowledge of the University Regulations and Processes)*

Vice-Chair: As designated by the Head of the applicable Primary Academic Unit, or their nominee, and approved by UDC.

b) **Members Appointed by the School**

There must be members of the Committee from each campus: Members are therefore expected to be drawn from all campuses which the School operates, and nominated with a view to helping the Committee reflect the geographical spread of the University.

The School is expected to draw members from each of the academic disciplines within that School, so that there is representation from each academic discipline available to the Committee.

Therefore, Schools should seek to appoint at least two members of staff from each campus and at least one member of staff from each discipline (the same member of staff can be appointed for both campus and discipline).

The School should seek, where possible, to have a distribution of staff from each campus proportionate to their overall academic staff at each location.

4. Equality, Diversity and Inclusion

4.1 The Committee will exercise its responsibility, as far as possible, to promote diversity of representation within its membership and the membership of any working group or committee established by the Committee. The Committee will also act to promote equality of opportunity for all colleagues who are involved in carrying out the business of the Committee.

5. Quorum

5.1 The quorum necessary to transact business is a **minimum of two academic members of staff**, at least one must be the Chair or the Vice-Chair, or their approved delegated Chair.

5.2 Members who are participating in a meeting by means of audio-visual conferencing or other means enabling them to communicate with all members present at the meeting simultaneously shall be deemed to be present at the meeting and to count towards the quorum.

5.3 Those persons present at the Committee, including those 'in attendance' who are not members of the Committee shall not be entitled to vote or determine academic decisions (e.g., penalties) at meetings of the Committee on matters related to the exercise of the powers of the Committee. The Chair (or in their absence, the Vice-Chair or their delegate) shall rule on instances where a vote is required, and whether any matter under consideration pertains to the exercising of delegated powers of the Committee.

6. Chair

- 6.1 The Chair of the Committee is nominated by the Head of the applicable Primary Academic Unit and approved by the UDC.
- 6.2 The Vice-Chair of the Committee is nominated by the Head of the applicable Primary Academic Unit, and approved by the UDC, and shall act as Chair in the absence of the Chair.
- 6.3 In the absence of both the Chair and the Vice-Chair, the School will, on the recommendation of the Chair or Vice-Chair, appoint an Interim Chair, as their delegate.

7. Frequency of Meetings

- 7.1 The Committee shall meet as deemed necessary to discuss Category B academic misconduct offences.
- 7.2 The Chair of the Committee may choose to hold periodic strategy days consistent with the strategic function of the Committee.
- 7.3 Unless in exceptional circumstances, meetings should not be cancelled or rescheduled and should proceed as arranged. If a meeting requires to be cancelled or rescheduled in exceptional circumstances, members will be notified by the Clerk as soon as possible, and normally within not less than five working days of the scheduled meeting date.
- 7.4 The majority of meetings will be held online via Microsoft Teams and members will be expected to join remotely. Where the clerk is unavailable to attend the meeting, the meeting will normally be expected to proceed. In such circumstances, the Chair will record the meeting, to allow the clerk to produce the minutes of the meeting (the recording then deleted once the minutes have been produced).

8. Attendance at Meetings

- 8.1 **In attendance**
The following are eligible to attend meetings:
- a) Chair of the University Discipline Committee
 - b) Vice-Chair of the University Discipline Committee
 - c) Head of Policy & Governance Division
 - d) Senior Student Conduct Officer
- 8.2 The student may request to be accompanied at the meeting (normally via the Student Union or Student Advice Hub) and must submit such a request in advance of the meeting. The person accompanying the student is not entitled to contribute to the meeting (e.g. answer questions for the student) and will have no input in the decision making of the Committee.
- 8.3 Other officers and members of the School community may be asked to attend when appropriate, with the agreement of the Chair.
- 8.4 The following are normally in attendance at meetings:
- The Clerk to the Committee, drawn from the University Student Conduct Office.

9. Reserved Business

- 9.1 There may be occasions when the Committee's business is designated reserved and/or sensitive. On such occasions, with the approval of the Chair, any persons in attendance may be asked to withdraw from the meeting during consideration of a particular reserved item of business.

- 9.2 The record of matters which the Chair and the Committee are satisfied should be dealt with on a reserved basis will be identified within the minutes.

10. Conflict of Interest

- 10.1 Where it is identified that a member of the Committee has a conflict of interest with respect to a case, the Chair may request that the member in question withdraw from participation in relevant business. Depending on the nature of the case, this may allow for participation in discussions without taking part in decision making or may require complete non-participation and/or withdrawal from that part of the meeting.
- 10.2 All instances of identified conflicts of interest shall be recorded in the minutes.

11. Reporting Procedures

- 11.1 The Committee's matters relating to misconduct offences (agendas, case evidence, minutes-, and any relevant papers) will only be made accessible to members of the Committee considering the case to allow members to conduct their business; access will be removed for all members other than the chair and staff in the University Student Conduct Office, following the outcome of a particular case.
- 11.2 The Chair will report to the University Discipline Committee, their School Leadership Team, and where required the Senate, on any matters which the Committee considers ought to be brought to the attention of the UDC, their School or the Senate. These matters will be highlighted in the University Discipline Committee's report and on any matters requiring the approval of the Senate.
- 11.3 The Committee's records of discipline cases (papers, minutes) are NOT included in the University's Freedom of Information Publication Scheme.

12. Forward Planning

- 12.1 The Committee will review its Terms of Reference and submit recommendations on them to the University Discipline Committee annually for consideration, as part of all School's Discipline Committees. Any agreed changes to the Terms of Reference will be endorsed by the UDC to the Senate, for their approval.
- 12.2 As part of its annual year-end self-assessment, the Committee reviews its performance in fulfilling its remit and considers possible modifications to its Terms of Reference. This also gives it opportunity to review the Composition (including the gender balance of its membership, and the opportunity to receive contributions from the University's different campuses) and to submit recommendations as appropriate to the Senate.

13. Supporting Information

- 13.1 **Groups feeding into the Committee**
NONE
- 13.2 **Effectiveness and lifespan**
This is an established sub-committee of the University Discipline Committee, and its lifespan is ongoing.
An annual year-end self-assessment is conducted, with a formal review of effectiveness every five years.
- 13.3 **Actions that may be taken by the Committee**

Note, Receive, Consider, Endorse, Approve, Recommend, Reject.
- 13.4 **Minuting style**

Traditional/formal minutes in accordance with internal University guidance.

13.5 **Resources**

Clerk Allocated from within the Policy and Governance Division (University Student Conduct Office)

Administrative support Allocated from within the Policy and Governance Division (University Student Conduct Office)

Version	Amendments	Approved by
V1.0 (June 2025)	New Terms of Reference created and approved.	June 2025