

## Appendix 2

### ALLEGATION NOTICE – CASE INVOLVING ACADEMIC MISCONDUCT Decided by the Head of School or the Executive Dean

Date

Name of Student  
Student's Address

Dear Name

**Student Number:**

**Full name of student**, it is alleged that in semester **X**, **Year**, being a student of this University you were guilty of misconduct in that:

**(Quote appropriate section/s of Statute 4, Schedule 2. If there is more than one allegation, list them separately and give them a number – eg allegation 1, allegation 2 etc). As an example:**

- (a) you cheated in an assessment by having in your possession unauthorised material while in an examination room in contravention of Statute 4, Schedule 2 (*Allegation 1*);
- (b) you cheated in an assessment in contravention of Statute 4, Schedule 2 (*Allegation 2*)
- (c) you attempted to cheat in an assessment in contravention of Statute 4, Schedule 2 (*Allegation 3*)

Details of the misconduct are that while enrolled in **Course code** and attempting the **Assessment item and weighting**, you **Description of the alleged misconduct**.

Under section 10 of University Statute 4, I will hear and decide these allegations. I invite you to attend a meeting on **Date and Time of meeting, Location** when I will be hearing and deciding these allegations. You may be accompanied by another person who is not legally qualified, if you wish. One option open to you is to contact the Education Resources Organiser of the University of Queensland Union for advice, on 3377 2212. It is your responsibility to ensure any witnesses who are attending to support your case are available at the commencement of the hearing. Please note that if you choose not to attend, the hearing may proceed in your absence.

It would be helpful if, before the meeting, you could advise me how you wish to plead. You should note that you can change your plea at any time before or during the meeting. Please read the attached sheet carefully and indicate how you wish to plead to these allegations and whether you wish to attend the hearing.

For your information I attach a copy of Statute 4, Student Discipline and Misconduct. Further information you may wish to consult include the following which are available on the web (provide web addresses as appropriate):

- HUPP3.60.1 – *Procedures for Dealing with Student Discipline and Misconduct*
- HUPP3.40.12 – *Academic Integrity and Plagiarism* (if applicable)
- HUPP3.40.1 – *Student Charter* (or HUPP4.60.2 - *Postgraduate Research Student Charter* if applicable)

Yours sincerely,

**Name of decision-maker**  
**Title**

Att.

**ALLEGATION NOTICE FOR A CASE INVOLVING ACADEMIC MISCONDUCT  
Decided by a Disciplinary Board**

**Date**

**Name of Student  
Student's Address**

**Dear Name**

**Student Number:**

**Full name of student**, it is alleged that in semester **X, Year**, being a student of this University you were guilty of misconduct in that:

**(Quote appropriate section/s of Statute 4, Schedule 2. If there is more than one allegation, list them separately and give them a number – eg allegation 1, allegation 2 etc). As an example:**

- (a) you had in your possession unauthorised material while in an examination room in contravention of Statute 4, Schedule 2 (*Allegation 1*);
- (b) you cheated in an assessment in contravention of Statute 4, Schedule 2 (*Allegation 2*)
- (c) you attempted to cheat in an assessment in contravention of Statute 4, Schedule 2 (*Allegation 3*)

Details of the misconduct are that while enrolled in **course code** and attempting the **Assessment item and weighting**, you **Description of the alleged misconduct**.

Under section 10 of University Statute 4, a Disciplinary Board will hear and decide these allegations. However, under Section 11 of Statute 4, if you consent to the case being dealt with under this section, the President of the Academic Board may hear the case and may make one or more of the penalty orders which a Disciplinary Board may make. It would be helpful if, prior to the meeting, you could advise me how you wish to plead. You should note that you can change your plea at any time before or during the meeting. Please read the attached sheet carefully and indicate how you wish to plead to these allegations and, where appropriate, your preference for the decision-maker. Detach and return that page to me in the enclosed pre-paid envelope no later than **Date**.

I invite you to attend a meeting on **Date and Time of hearing, Location**, when these allegations will be heard and decided. You may be accompanied by another person who is not legally qualified, if you wish. One option open to you is to contact the Education Resources Organiser of the University of Queensland Union for advice, on 3377 2212. It is your responsibility to ensure any witnesses who are attending to support your case are available at the commencement of the hearing. Please note that if you choose not to attend, the hearing may proceed in your absence.

For your information I attach a copy of Statute 4, Student Discipline and Misconduct. Copies of the following policies from the Handbook of University Policies and Procedures (HUPP) are also enclosed:

HUPP3.60.1 – *Procedures for Dealing with Student Discipline and Misconduct*

HUPP3.40.12 – *Academic Integrity and Plagiarism* (where applicable)

HUPP3.40.1 – *Student Charter* (or HUPP4.60.2 - *Postgraduate Research Student Charter* if applicable)

Yours sincerely,  
**Secretary of Disciplinary Board**

**INDICATION OF PLEA (for cases NOT being heard by the Disciplinary Board)**

**Purpose of this form**

This form has two purposes:

- (a) to indicate to the **insert decision-maker** (eg Head of School) how you wish to plead to the allegation/s; and
- (b) to allow you to indicate whether you will be attending the hearing

**How to fill out the form**

1. Please read the allegation/s listed below and circle the plea you wish to make. If there is more than one allegation, you must indicate how you wish to plead to each one separately.
2. Please indicate below if you will be attending the hearing.
3. Sign and date the bottom of the form and return in the reply-paid envelope provided, by **(insert due date)**.

**Considerations**

- If you admit the misconduct, the hearing will decide your penalty.
- If you do not admit the misconduct, the **(insert decision-maker eg Head of School)** will decide whether, on the basis of the evidence before it, you committed the misconduct, and if so, your penalty.

**FULL NAME OF STUDENT**, it is alleged that in semester **X, YEAR**, being a student of this University you were guilty of misconduct in that you:

<b>ALLEGATION</b>	<b>NUMBER</b>	<b>PLEA (please circle)</b>
Allegation 1 (state as per allegation notice)	Allegation 1	Admit / Do Not Admit
Allegation 2 (state as per allegation notice)	Allegation 2	Admit / Do Not Admit

Will you be attending the hearing on **(date)** YES  NO

-----  
**Signature of student)**

-----  
**(Date)**

**INDICATION OF PLEA (where the Disciplinary Board is the decision-maker)**

**Purpose of this form**

This form has three purposes:

- (a) to indicate to the Disciplinary Board how you wish to plead to the allegation/s; and
- (b) to provide you with the option to choose to have the matter dealt with by the President of the Academic Board under Section 11 of Statute 4;
- (c) to allow you to indicate whether you will be attending the hearing.

**How to fill out the form**

1. Please read the allegation/s listed below and circle the plea you wish to make. If there is more than one allegation, you must indicate how you wish to plead to each one separately.
2. Please indicate below whether you would prefer the matter to be dealt with by the President of the Academic Board.
3. Please indicate below if you will be attending the hearing.
4. Sign and date the bottom of the form and return it in the reply-paid envelope provided, by (insert due date).

**Considerations**

- If you admit the misconduct, the hearing will decide your penalty.
- If you do not admit the misconduct, the hearing will decide whether, on the basis of the evidence before it, you committed the misconduct, and if so, your penalty.
- If you choose to be heard by the President of the Academic Board, the process is less formal but he/she will have the power to impose one or more of the same penalties as the Disciplinary Board.

**FULL NAME OF STUDENT**, it is alleged that in semester **X, YEAR**, being a student of this University you were guilty of misconduct in that you:

<b>ALLEGATION</b>	<b>NUMBER</b>	<b>PLEA (please circle)</b>
Allegation 1 (state as per allegation notice)	Allegation 1	Admit / Do Not Admit
Allegation 2 (state as per allegation notice)	Allegation 2	Admit / Do Not Admit
Etc..		

Do you wish your case to be heard by the President of the Academic Board/Secretary and Registrar?

(please circle as appropriate): YES  NO

**If yes, a fresh hearing date will be scheduled.**

If not, will you be attending the hearing on **(date)** YES  NO

-----  
**(Signature of student)**

-----  
**(Date)**