



ICHAS

Section 2(a) – Terms of Reference for Decision making Structures

Subject:	Terms of Reference for the Disciplinary Committee		
Date Approved by Board of Directors:			July 2021
Policy Version	1/2021	Date due for Revision	July 2024

PURPOSE (including Scope of Functioning/ Key Responsibilities and Accountabilities) The Disciplinary Committee is a subcommittee of the Quality & Standards Committee which may be convened by the Registrar on an ad hoc basis to consider issues of alleged or suspected academic impropriety or breaches of the Code of Conduct on the part of students. For minor offences or first offences of a less serious nature, the College may rely on informal methods. Formal disciplinary actions will be enacted where serious offences occur or where offences are repeated following informal interventions. Any Learner who is the subject of a disciplinary procedure has the right to appeal as per the Policy on Appeals.

Where considered necessary, appointments are made by the Vice President (Academic Affairs) based on the recommendations of the Registrar who then convenes the Disciplinary Committee to consider the nature of alleged misconduct or impropriety and make appropriate recommendations. It will normally restrict its deliberations to more serious allegations or suspicions.

MEMBERSHIP

Membership may be drawn from the following;

- Registrar (Chair)
- Quality Assurance & Enhancement Officer
- Director of Graduate or Undergraduate Studies (as appropriate)
- Other members of College staff or external expertise as may be necessary.

ROLE AND RESPONSIBILITIES

The committee to be convened by the Registrar (who acts as Chair) as necessary; membership will be based on nature of alleged disciplinary offence. A minimum 3 persons will be included who may be drawn from across the College (or occasionally drawing on external expertise) according to, or as relevant to the alleged disciplinary issue under consideration.

Role & Expectations of the Chair

The Chair convenes and manages meetings, provides documentation and reports as necessary to members for the proper functioning of the Committee. The Chair also arranges that the Disciplinary Committee issues a report to the Quality & Standards Committee and to subjects of alleged or suspected impropriety and/or academic impropriety including such recommendations as the Committee sees fit to make.

Role & Expectations of Members of the Disciplinary Committee

Committee members are expected to be appropriately prepared for meetings, must read relevant reports and documentation in advance.

Operating Procedures

The Chair of the Committee convenes meetings with adequate notice.

- At the commencement of the meeting, the Chair outlines the procedures of the meeting.
- Meetings are held in a timely and efficient manner.
- Minutes are recorded and available to any internal Committee or if necessary, to the Academic Awarding Body.

Meetings of the Disciplinary Committee

Frequency of Meetings: The committee meets as required.

Quorum: The quorum for a meeting is 3 members. Where a quorum not possible, the meeting will be adjourned until a time determined by the Chairperson.

Appointment to the Disciplinary Committee: Appointments to the Disciplinary committee are made by the Vice President (Academic Affairs) and are made on an ad hoc basis, based on the nature of the circumstances being considered.

Powers of Decision Making

The Committee is a decision-making body. It investigates circumstances related to allegations of breaches of discipline across a number of policies.

Reporting Relationships

The Disciplinary Committee provides a report based on its investigative function to relevant Programme Boards and Academic Council through the Quality & Standards Committee.