

## **CCNME Disciplinary Committee: Terms of Reference**

### **Purpose**

The purpose of the Disciplinary Committee is to investigate and determine if a major breach of the Learner Code of Conduct has occurred, in a suspected case, on the part of a learner.

### **Roles and Responsibilities**

The Disciplinary Committee is a subcommittee of the CCNME Academic Council and has delegated authority to maintain oversight of learner discipline and management of learner conduct. The Disciplinary Committee directly reports to the CCNME Academic Council.

It has responsibility to:

- Convene the members of the Disciplinary Committee to include representation from the Academic Integrity Committee, if relevant;
- Provide the learner with notification of meeting date (five working days' notice);
- Treat learners fairly and consistently within the CCNMEs Learner Code of Conduct and Disciplinary procedure;
- Review, hear, consider and adjudicate allegations and suspected cases of breaches of learner conduct, together with awarding penalties for such breaches;
- Provide the learner with written confirmation of the panel decision and access to Appeals policy and procedure, if requested;
- Maintain a record of the process and outcome of the hearing using the appropriate form;
- Maintain records of suspected, alleged or proven cases of breaches to Learner Conduct to inform effective prevention approaches;
- Submit an annual report to Academic Council on activities of the Committee;
- Contribute to the Programme Monitoring, Review and Evaluation Report.

### **Role and Responsibilities of the Chairperson:**

The Chairperson of the CCNME Disciplinary Committee will be nominated by the Academic Council. The role of the Chairperson is to:

- Ensure all CCNME Disciplinary Committee activities are in line with the Academic Councils Written Constitution and Standing Orders
- Provide strategic direction and leadership at CCNME Disciplinary Committee Meetings and directing Committee discussions
- Ensure minutes accurately reflect CCNME Disciplinary Committee discussions and actions
- Provide reports of CCNME Disciplinary Committee activities to the Academic Council
- Submit a report to the Chairperson of the Academic Council outlining the decisions made.

### Responsibilities of Disciplinary Committee Members:

- All members of the Disciplinary Committee must declare any conflict of interest. In such cases, the Chairperson of the Committee will ensure that the individual withdraws from the committee and a new member is nominated by the CCNME Academic Council
- Actively participate in meetings through attendance, investigation, discussion and decision making
- Maintain confidentiality of all matters discussed at Disciplinary Committee meetings

### Nomination of Members to the Disciplinary Committee

Committee Members are nominated by the CCNME Academic Council based on the nature of the breach of Code of Conduct being considered and may be drawn from the following Director of Centre, Quality Enhancement Representative, other member CCNME (or external expertise) which may be sought in accordance with, or as relevant to the alleged disciplinary matter being investigated. A member of the Disciplinary Committee will not have been involved in the initial investigation of the suspected breach of Code.

### Membership

Position	Member	Voting Rights
Chairperson	Ex-officio	Yes
Nominated Director of Centre	Ex-officio	Yes
Tutorial Team member	Ex-officio	Yes
Quality Enhancement Representative	Ex-officio	Yes
Academic Integrity Representatives (x2) in the event of an Academic Integrity breach	Ex-officio	Yes
Secretary	Ex-officio	No
External Expertise – (may be obtained in accordance with, or as relevant to the alleged disciplinary matter being investigated)	Nominated	Yes

### Conduct of Business – Meetings

#### Notice of Meetings

Each member of the Disciplinary Committee shall be entitled to five working days' notice of a meeting.

#### Frequency of Meetings

Meetings of the Disciplinary Committee shall be agreed with the Chairperson of the CCNME Academic council and meetings will be held as required.

### Quorum

Meetings of the Disciplinary Committee will consist of three voting members, and must include the Chairperson. If a quorum is not reached the Chairperson will close the meeting and not allow any business to be discussed and will reconvene a meeting at the earliest opportunity.

### Decisions

The decision of the Committee will be made by consensus and shall be announced as the decision of the Committee. If the Committee cannot reach agreement, and opinions are equally divided the Chairperson of the Committee will have the casting vote.

The votes of individual Committee members shall be confidential and votes or information showing how the decision was reached by a unanimous or a majority vote shall not be disclosed.

The Committee shall provide a report based on its findings and recommendations to relevant Programme Boards and Academic Council within ten working days of the date of the meeting. If the Disciplinary Committee finds against the learner the committee will determine recommendations to be implemented and provide the learner with a copy of the report.

### **Review of Terms of Reference**

The Chairperson of the CCNME Academic Council reviews the terms of reference every two years and any amendments are ratified by the CCNME Academic Council.