



## Academic Council Committee on Student Conduct and Capacity (ACCSCC)

*Approved by Academic Council on 27 April 2017*

*(last updated ACEC 30 May 2024)*

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### **Purpose and Functions**

The purpose of the Academic Council Committee on Student Conduct and Capacity is to provide oversight of process relating to student discipline, capacity to study and fitness to practise.

### **Terms of Reference**

The ACCSCC shall:

1. Maintain oversight of student discipline and constitution of the Student Conduct Panel, capacity to study and fitness to practise policies and processes.
2. Make recommendations to the Registrar and the Academic Council in relation to any issues or opportunities for enhancement identified arising from the monitoring and review of student disciplinary, capacity to study fitness to practise policies and processes.
3. Monitor the processes under its remit to ensure they are operated in an efficient and timely manner.
4. Receive reports from Schools and committees established to hear student cases.
5. Establish such and so many sub-committees as necessary to effectively execute its functions.
6. Review and approve the proposed new Student Fitness to Practise statements and revisions to the existing statements, and maintain a Register of Programmes subject to Student Fitness to Practise Policy.

### **Composition**

The following shall be members of the ACCSCC:

- Chair (appointed by the President)
- Dean of Graduate Studies
- Dean of Undergraduate Studies
- Dean of Students
- Three members of Academic Council, nominated by the President
- One Head of School representative, nominated by the President
- One representative of the College Vice-Principals for Teaching and Learning
- One representative of Corporate and Legal
- Two representatives of Students' Union, nominated by the Students' Union President
- One representative of students, nominated from a Student Leadership Group
- Two representatives of the Student Conduct Panel
- Student Engagement Manager / Head of Student Engagement, Conduct, Complaints and Appeals
- Director of Assessment, or their nominee
- Co-opted members as necessary

### **Committee Support**

The ACCSCC shall be supported by the Student Engagement, Conduct, Complaints and Appeals Office.

### **Conduct of Business**

- The Committee should meet at least three times a year.
- The meetings shall be convened by the Chair with a minimum of seven days' notice of a meeting.
- The members of the Committee may not nominate others to attend meetings on their behalf.
- A meeting shall be considered quorate when a third of the members are present.
- The ACCSCC shall ensure that the processes under its remit operate in an efficient and timely manner.

### **Reporting Responsibility**

- The Academic Council Committee on Student Conduct and Capacity shall report to Academic Council at least once during the academic session.