

GENERAL MISCONDUCT

What do I need to do?

Step 1 - Read the letter and review any evidence

Make sure you understand what you are being accused of. If no evidence is provided for the charge, or the evidence appears unclear or incomplete, you can reply to the email to ask questions and request further evidence. In most instances, you will have been given a hearing date with the Student Misconduct Committee, unless one of the criteria for immediate exclusion has been alleged.

Step 2 - Contact us

Student Advocacy can support you to respond to the allegation. We can:

- Help you to understand what you're being accused of.
- Help with your response - we can give you initial advice, review a draft and give you feedback before you submit it.
- Help you prepare for a hearing.
- Attend the hearing with you as a support person.

Please [complete our appointment form](#) to discuss this with one of our Advocates.

Step 3 - Write a response

Depending on the circumstances, your response may be written to either contest the allegation, or to reduce the penalty. If the matter relates to potentially illegal behaviour under civil or criminal law, please seek external legal advice before responding. Anything you write or say in response to the allegation can be used in further legal proceedings and so it is critical that you understand the legal implications of this process.

Step 4 - Attend a hearing

You have the right to take a support person to any hearing related to misconduct. This person cannot be acting as a legal professional and cannot speak unless invited to do so by the chair, but it can be very helpful to have someone there to take notes and debrief with you afterwards. We strongly recommend that students take a support person - one of our Advocates can attend with you, or you can take a friend or family member if you prefer.

A hearing is like an interview, and may be conducted by a single person, or a committee. A committee will include relevant University staff and, if it is heard by the Student Misconduct Committee, may include a Federation student and/or external members of the community. No-one who has been involved in the case prior to the charge should be part of the decision-making process, and if you'd like to discuss this, please get in touch with us. The hearing chair will explain the charge and ask you questions. You have the right to answer their questions (or to not answer them), make any additional points you think are relevant and to ask questions of them. Once you have left the hearing, the outcome will be communicated to you via your student email at a later date. Possible penalties if the charge is upheld are listed in the [Student Regulation](#) (Section 52).