Flowchart

Appeals

- Student lodges notice of intention to appeal with Academic Secretary
- Academic Secretary establishes an 'Academic Appeal Committee' (AAC)
- AAC confirms, sets aside, varies or substitutes any penalty imposed
- Student can exercise right to external review of decision

Delegated Process – Statute

- Head of Department to establish discipline committee as per Statute 13.1 (rules for notification/committee composition).
- Penalties imposed under Statute 13.1.11 (1).
- The HOD must bring every allegation of misconduct, and the decision made in relation to it, to the attention of the Dean.
- The Dean must inform the Academic Registrar of any penalties, which must be recorded on the student's file (centrally and at faculty level) as per Statute 13.1.18.

Formal Process – Statute

- Matter brought to attention of Dean by HOD.
- Dean to decide whether to proceed.
- Dean to establish discipline committee as per Statute 13.1 (rules for notification/committee composition).
- Penalties imposed under Statute 13.1.11 (1).
- The Dean must inform the Academic Registrar of any penalties, which must be recorded on the student's file (centrally and at faculty level) as per Statute 13.1.18.

Preliminary Process – Based on Statute

- Examiner/lecturer suspects academic misconduct.
- Examiner/lecturer advises the Chair of the Examination Board (Head of Department). The examiner and/or the Head of Department should consider educative responses to academic misconduct before pursuing recommended discipline processes.
- HOD may:
  - refer the matter to the Dean regarding the possible presentation of a case of academic misconduct to a discipline committee under 13.1.10 (see formal process above); or
  - establish and chair the committee as a delegate of the Dean. The Dean may delegate his or her power to establish and chair the committee, under Statute 13.1.10 (6), to the Head of Department in advance (see delegated process above).