

Student Integrity and Misconduct

1. Purpose

- 1) Students must adhere to the standards of behaviour outlined in UQ College's (UQC, the College, we, our) Student Code of Conduct and must not engage in misconduct as defined within it.
- 2) This policy, along with the Student Integrity and Misconduct Procedure, promotes honesty and academic integrity, fosters mutual respect, and ensures a safe environment for both the UQ College and The University of Queensland (UQ) communities.
- 3) The policy:
 - a. establishes fair and just procedures for addressing allegations of misconduct, supports the maintenance of good order and effective management at UQ College and UQ, and outlines the processes for reporting, investigating, and hearing misconduct allegations, and
 - b. provides a framework for determining penalties when misconduct is proven and enables UQ College to manage the student body, including the authority to expel students in cases of serious or repeated misconduct.

2. Principles

- 4) This policy and the Student Integrity and Misconduct Procedure should be understood and applied by considering:
 - a. the purpose of the policy (as explained in Section 1) and the purpose of each section.
 - b. relevant human rights, following the *Human Rights Act 2019 (Qld)*; and
 - c. our commitment to a safe environment for everyone, in line with the:
 - i. *Education Services for Overseas Students Act 2000* (ESOS Act),
 - ii. National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018),
 - iii. *National Vocational Education and Training Regulator Act 2011*,
 - iv. National Standards for ELICOS providers and courses, and
 - v. National Standards for Foundation Programs.

3. Scope

- 5) This policy and the Student Integrity and Misconduct Procedure apply to student behaviour that:

DOCUMENT TITLE	Student Integrity and Misconduct Policy		
CONTENT OWNER	Chief Executive Officer	DOCUMENT AUTHOR	Senior Manager, Administration
DATE PUBLISHED	12/11/2025	VERSION	1.0
		REVIEW DATE	12/11/2026
Warning – uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice.			

- a. occurred on land or property owned, leased or occupied by UQ College or UQ (or entities it controls) or a UQ College or University-affiliated residential college,
 - b. occurred using, or was facilitated by, UQ College/UQ ICT resources or other equipment,
 - c. occurred in relation to a program or course that has a connection to UQ College/UQ,
 - d. occurred when the person was representing UQ College in any capacity,
 - e. relates to another member of the UQ College/UQ community, or
 - f. otherwise has the potential to affect their suitability to continue as a student at UQ College/UQ having regard to:
 - i. whether they may be trusted to comply with the [Student Code of Conduct](#), or
 - ii. the wellbeing and safety of members of the UQ College/UQ community.
- 6) This policy and the Student Integrity and Misconduct Procedure apply no matter when or how the conduct happened:
- a. Whether the person was acting as a student or in circumstances related to their student status.
 - b. Even if the conduct happened before this version of the policy and procedure started.
- 7) This policy and the Student Integrity and Misconduct Procedure apply even if an allegation notice was issued before this version of the policy and procedure started.
- 8) If an allegation notice was given before this version started:
- a. a UQ College Senior Manager can send the case to a misconduct hearing; or
 - b. the student can appeal the decision following the associated procedure.
- 9) For clarity, a Senior Manager within the College has the discretion not to proceed with a misconduct allegation under this policy and procedure.

3.1 Conflicts of interest

- 10) Staff involved in misconduct or appeals processes must disclose actual, perceived or potential conflicts of interest (whether personal, financial or otherwise) as soon as they become aware of them.
- 11) A decision-maker who has a conflict of interest must refer the alleged misconduct to an appropriate decision-maker at the same or higher level. The appointed decision-maker will then hear the allegation in place of the original decision-maker but will apply the same level of misconduct as the original decision-maker.

3.2 Student rights

- 12) In accordance with the requirements of procedural fairness, students have the right to:
 - a. have a case of alleged misconduct dealt with as promptly as possible,
 - b. receive a copy of, or an opportunity to inspect, all relevant evidence held by the decision-maker, unless there are lawful or compelling reasons to prevent full disclosure,

- c. be given an opportunity to appear before the decision-maker to answer the allegation, and
- d. appeal a decision to a designated person or body who is not the decision-maker.

4. Misconduct

4.1 Rules on misconduct

- 13) Students must not engage in misconduct.
- 14) Misconduct is defined in the UQ College [Student Code of Conduct](#) and includes academic misconduct and general misconduct.

4.2 Misconduct procedures

- 15) The Senior Manager, Administration will have primary responsibility for administering the procedures for dealing with misconduct.
- 16) The following positions (referred to as Investigating Officers from here on) are empowered to make decisions and take steps under this policy and procedure.
 - a. Senior Manager, Academic Pathways
 - b. Senior Manager, Administration
 - c. Senior Manager, English Language Pathways
 - d. Manager, Academic Pathways
 - e. Manager, Bridging English
 - f. Manager, Assessment
 - g. Manager, Integrated English and Customised Programs
 - h. Manager, Student Administration
 - i. Manager, Academic Administration
 - j. Course Coordinators, Academic Pathways.
- 17) The Investigating Officer will decide how to deal with an allegation of misconduct in accordance with the procedure.
- 18) Where the Investigating Officer decides to refer a matter to a misconduct proceeding, the matter will be heard and determined by a Misconduct Committee in accordance with the procedure (and where relevant, will include the imposition of a penalty permitted by the policy).
- 19) A student may appeal a final decision made by a Misconduct Committee in accordance with the procedure.
- 20) Where a student decides to appeal a decision of a Misconduct Committee, it will be heard and determined by UQC's Chief Executive Officer (CEO) or their delegate in accordance with the procedure.

4.3 Conduct register

- 21) The Senior Manager, Administration will maintain a Conduct Register that records details of allegations and findings of misconduct.

5. Misconduct decision making bodies

- 22) The Senior Manager, Administration must ensure the following details are recorded in a central repository:
- the name of investigating officers and decision-makers,
 - the date they last completed the Complaint and Misconduct Management Module, and
 - the date they are due to complete the Complaint and Misconduct Management Module again.

5.1 Misconduct Committee composition

- 23) A Misconduct Committee must consist of at least two people from section 4.2 above, with one member designated as chair. Additional stakeholders (e.g. note-taker) may be included as required.
- Committee members may agree on who will serve as chair. If consensus cannot be reached, the matter should be referred to the Senior Manager, Administration for resolution.
- 24) A Misconduct Committee remains active until a final decision on the matter is made.
- 25) Decisions must be made by consensus. If consensus cannot be reached, the chairperson will make the final determination.
- 26) For each misconduct hearing, the following must be recorded in a central repository:
- names of committee members,
 - date of the hearing, and
 - the outcome and decision/penalty imposed.

5.2 Misconduct appeals

- 27) Appeals relating to misconduct decisions will be reviewed and decided by the CEO (or their delegate).
- 28) Further information is available in the Complaints and Appeals Policy and Procedure.

6. Misconduct penalties

6.1 General misconduct

- 29) A Misconduct Committee may impose one or more of the following penalties:
- suspend a student for 2 weeks or less,
 - impose a probationary enrolment that is provisional on the student's good behaviour,
 - direct a student to pay compensation of not more than \$1,000, in accordance with directions to be issued by the Senior Manager, Administration,

- d. Instruct the student to act or behave in a manner deemed necessary or appropriate,
- e. direct the student to undertake remedial or educational activities,
- f. direct the student to undertake counselling, and/or
- g. a written warning or reprimand.

6.2 Academic misconduct:

- 30) A Misconduct Committee may impose one or more of the following penalties:
 - a. any of the penalties referred to in clause 28, and/or
 - b. assign a penalty on the specific item (or part thereof) in which the academic misconduct occurred, including imposing a maximum achievable grade/mark, penalty on the grade/mark awarded or requiring the student to resubmit work.
 - c. assign a penalty on the grade for the course in which the academic misconduct occurred, including a maximum achievable grade/mark, or penalty on the grade/mark awarded.
- 31) In addition to the above, the CEO may impose one or more of the following penalties:
 - a. refuse or cancel credit for any course,
 - b. revocation of an award,
 - c. suspension from UQ College for a specified period of up to 5 years, or
 - d. expulsion from UQ College.

7. Other matters

7.1 Withholding results

- 32) If a student has been given an allegation notice under the procedure, the Senior Manager, Administration may permit withholding of the student's academic results until the misconduct proceeding (including an appeal) is finalised or until any penalty has been served or discharged.

7.2 Interim suspension

- 33) The CEO may issue a written direction to the student, including an interim suspension from UQ College or its premises, if deemed necessary to prevent a substantial risk to safety, property, or the orderly conduct of College activities.
- 34) Before imposing the interim suspension, the CEO must make reasonable efforts (considering the seriousness and urgency of the risks) to allow the student an opportunity to respond.
- 35) The CEO must provide written notice of the suspension to the student as soon as practicable.
- 36) The suspension takes effect when the student receives the notice or is reasonably expected to have received it. A notice sent to the student's UQ email address is deemed received 24 hours after dispatch.
- 37) Subject to clause 43, the suspension ends if no allegation notice is issued within 28 days of the suspension notice.

- 38) The notice period may be extended by up to 28 additional days if a decision on issuing an allegation notice is still pending.
- 39) If no allegation notice is issued by the end of the notice period, the suspension remains in effect until the misconduct process (including any appeal) is concluded or the CEO lifts the suspension.
- 40) The CEO's authority to impose an interim suspension is intended to support the effective operation of the College and is based on a risk assessment. It does not imply that misconduct has occurred or will be proven.
- 41) The CEO must lift the suspension if satisfied that the risk has passed. The student may request this at any time during the misconduct process.
- 42) Decisions made by the CEO under this section are final and not subject to appeal or review within UQ College.
- 43) The decision to impose an interim suspension may coincide with an incident being concurrently managed under the College's [Student Critical Incident Management Policy and Procedure](#).
 - a. In such cases, the CEO will notify relevant stakeholders, including UQ College Board Members and senior executives at UQ.

7.3 Notices

- 44) A notice to a student under this policy is sufficient if it is in writing and is:
 - a. sent to the student's UQ email address; or
 - b. mailed to the student's most recently provided mailing address.

7.4 Refund of fees

- 45) No fees paid by a student for a period when their enrolment is cancelled under this policy are refundable or repayable.
- 46) No fees paid by a student are refundable or repayable if the student is suspended or expelled from UQ College in line with Section 6 of this policy.

7.5 Outstanding penalties

- 47) If a penalty imposed under this policy remains outstanding, the Senior Manager, Administration may issue a notice requiring the student to appear before the Misconduct Committee to review the original penalty and determine whether to impose a new or additional penalty.
- 48) The notice must include:
 - a. a description of the outstanding penalty or penalties,
 - b. the date, time, and location of the hearing,
 - c. an invitation for the student to attend the hearing, noting they may be accompanied by a support person who is not a lawyer, and
 - d. a statement that the hearing may proceed in the student's absence if they do not attend.
- 49) The hearing must follow the process outlined in this policy.
- 50) After considering any evidence presented by the student, the Misconduct Committee may impose any penalty available under this policy.

- 51) As soon as practicable after deciding, the Misconduct Committee must:
 - a. provide the student with written notice of the decision, including reasons, and
 - b. ensure a copy of the notice is saved in the student's file within the College's student management system.
- 52) While any penalty remains outstanding, UQ College may refuse to:
 - a. release the student's results for completed assessments,
 - b. grant credit for completed courses, or
 - c. confer any award the student is otherwise eligible to receive.
- 53) A student may apply to the CEO for the release of results, credit, or the conferral of an award, which may only be granted in exceptional circumstances.

8. Definitions

Term	Definition
Academic Integrity	Has the meaning given in the UQ College Student Code of Conduct.
Academic Misconduct	Has the meaning given in the UQ College Student Code of Conduct.
Allegation Notice	Means the notice given to a student that contains the allegation(s) and any details of the misconduct proceeding.
Appeals Board	Means the body constituted to hear and determine a misconduct proceeding on appeal.
Complaint and Misconduct Management Module	Means the training module approved from time to time by the Academic Registrar for staff or students of UQ, it's controlled entities or external members who are eligible to be appointed to a Misconduct Committee.
Conduct	Means a positive act, or the failure or omission to act.
Conduct Register	A register that records: a. details of allegations of misconduct about a student, b. details of actions taken to resolve allegations under the Student Integrity and Misconduct Policy and Procedure, c. findings made where an allegation of misconduct against a student is referred to a misconduct proceeding to be determined under the Student Integrity and Misconduct Policy and Procedure, and d. details required by the Student Integrity and Misconduct Policy and Procedure in relation to: i. an authorised person, and ii. a Misconduct Committee.
Expulsion	Means a student is expelled, their enrolment is cancelled, and they are prohibited from enrolling in any courses or programs at UQ College in the future except with written permission from the CEO granted in their absolute discretion (provided permission is not given within 5 years from the date the expulsion took effect).
General Misconduct	Has the meaning given in the UQ College Student Code of Conduct.
Investigating Officer	The following positions are empowered to make decisions and take steps under the Student Integrity and Misconduct Policy and Procedure. a. Senior Manager, Academic Pathways b. Senior Manager, Administration c. Senior Manager, English Language Pathways

Term	Definition
	d. Manager, Academic Pathways e. Manager, Bridging English f. Manager, Assessment g. Manager, Integrated English and Customised Programs h. Manager, Academic Administration i. Manager, Student Administration j. Course Coordinators, Academic Pathways.
Lawyer	Means a person who holds a degree or formal training in law (e.g. LLB or JD or equivalent) and/or a person admitted or qualified to be an Australian lawyer.
Misconduct	Means either academic misconduct or general misconduct.
Misconduct Committee	Means a Misconduct Committee hearing and determining a misconduct proceeding at first instance.
Misconduct proceeding	Means a misconduct process carried out in accordance with the Student Integrity and Misconduct Procedure.
Policy	Means the Student Integrity and Misconduct Policy.
Procedure	Means the Student Integrity and Misconduct Procedure.
Student	Means a person enrolled as a student at UQ College or who was enrolled at the time of the alleged misconduct, regardless of whether they are a student at the time of the hearing of the misconduct proceeding.
Support person	Means a person accompanying a student at a hearing before a decision-maker.
Suspension	Means that a student's enrolment is suspended, and the student is prohibited from entering the UQ College campus or UQ's land, sites or part of the land or sites or engaging in an activity as a student for the duration of the period of the suspension.
Training requirements	Means: on request from the Senior Manager, Administration, completing the Complaint and Misconduct Management Module within 6 months of receiving the request.
University	Means The University of Queensland.
UQ College and UQ Community	Means any current UQ College and/or UQ student, graduate, staff member, contractor, volunteer, official visitor, holder of an honorary appointment, adjunct academic and support position holder, or supplier of academic placements or academic related services, or a representative group thereof.

9. Associated information

Website links

- [Education Services for Overseas Students \(ESOS\) Act 2000](#)
- [The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018](#)

Documents

- [Complaints and Appeals Policy](#) (*under review*)
- [Complaints and Appeals Procedure](#) (*under review*)
- [Student Code of Conduct](#)
- [Student Code of Conduct Factsheet](#)
- Student Integrity and Misconduct Procedure

10. Relevant contacts

UQ College Student Administration

Phone	+61 7 3346 6770
Email	<u>studentadmin@uqcollege.uq.edu.au</u>

11. Document history

Version	Summary of changes	Author	Action date
1.0	New policy created	Kellie Brady	3 November 2025