

Student General Conduct

1.0 Purpose

2.0 Scope

3.0 Procedure

3.1 The University's approach to student conduct | 3.2 Conduct that raises a wellbeing and safety concern | 3.3 Minor bad behaviour | 3.4 Student General Misconduct | 3.5 Overview of responding to student conduct | 3.6 Student wellbeing and safety process and outcomes | 3.7 Student General Misconduct process and outcomes | 3.8 Fair and responsive processes

4.0 Definitions

5.0 Information

6.0 Related policy documents and supporting documents

1.0 Purpose

This procedure supports the *Student Conduct, Wellbeing and Safety Policy*, the *Student Charter Framework*, and the *Sexual Harm Prevention and Response Policy*, providing a formal framework for the management of student conduct that does not meet the University's conduct expectations and/or poses a risk to safety and wellbeing of the student or the University community.

Its purpose is to ensure a consistent, supportive and procedurally fair approach to the management of student conduct, including:

- conduct that raises a wellbeing and safety concern
- minor bad behaviour
- misconduct
- serious misconduct.

2.0 Scope

This procedure applies to all students of the University in all career levels, modes of study and locations, physical or digital, participating in activities organised or under the auspices of the University.

For the purpose of this procedure, the term "student" includes:

- all enrolled students and HDR candidates at the University
- students with 'active' enrolment status, including those who are not 'carrying load' and students on approved leave, including leave of absence, deferment or between enrolment periods, and
- where the University is considering preventing future enrolments by a person due to misconduct uncovered after graduation, a graduate of the University (please note that penalties and interventions other than prevention of future enrolment are not available for General Misconduct committed by graduates while they were students).

3.0 Procedure

3.1 The University's approach to student conduct

1. The University addresses student conduct with a primary focus on the safety and wellbeing of students, as well as considering the potential impact on others in the University environment.
2. Student conduct concerns are addressed, wherever possible, through a supportive model. The University will:

- a. offer impacted students advice, support and resources to assist their safety and wellbeing needs
 - b. make every effort to minimise imposing restrictions on a student that may disadvantage their academic progression
 - c. when applying a penalty or restriction, follow a procedurally fair process that prioritises the safety and wellbeing of all parties
 - d. be sensitive to the possible effects of cultural differences and language barriers in interactions with students.
3. When a Concerned Person raises a concern about a student's wellbeing and safety, including behaviours that may be considered unsafe to themselves or others, the University provides a process for supporting the affected student and managing their enrolment. The University's Work Integrated Learning agreements set out the reporting obligations of a work placement or work experience provider, the student and the University.

3.2 Conduct that raises a wellbeing and safety concern

1. The University recognises that there may be personal factors that contribute to a student's conduct and/or academic progress. Staff should be alert to indicators that a student's safety and wellbeing may be of concern, especially when a student's behaviour changes over time. Indicators of concern include, but are not limited to:
 - a. a decline in academic performance or a failure to submit assessment items
 - b. poor participation or engagement with course work, including with peers and teaching staff
 - c. failure or continued difficulties in meeting deadlines, managing administrative tasks or communicating effectively with others
 - d. behaviours that may be considered 'out-of-character'
 - e. difficulty in maintaining standards of behaviours that conform to the norms of the classroom or professional environment
 - f. a pattern of behaviour or communication that seems irrational, highly inconsistent, or leads to unreasonable requests
 - g. frequent interruptions in studying due to health-related issues.

3.3 Minor bad behaviour

1. Some minor undesirable behaviours may not amount to misconduct. Where possible, such behaviour should be managed at the local level. In these instances, staff should make clear to the student that the behaviour is unacceptable.
2. Some student behaviours that concern or frighten others may be the result of personal issues or mental health concerns. While the behaviour is undesirable, staff should exercise judgment regarding an appropriate response and consider if a referral to the wellbeing and safety process is the better course of action.
3. In managing minor bad behaviour, staff may:
 - a. require a student to leave the class, location or online platform where the unacceptable behaviour is occurring
 - b. refuse to deal with the student (leave the counter or online platform, terminate the phone call, terminate the meeting) until the student has changed their behaviour

- c. require the student to stop the particular conduct that is proving disruptive (e.g. turn off a mobile phone or other noise-making device, cease kicking at a chair) and/or
 - d. advise the student that their conduct may be managed under the student General Misconduct process if their unacceptable behaviour continues.
4. The behaviour of students may, at times, be based on feelings of exasperation or injustice, and staff can often play a role in defusing such situations.

3.4 Student General Misconduct

1. Student General Misconduct is unacceptable behaviour, acts or omissions by a student in or on a University Site, using University services or facilities, or while participating in University activities. It occurs when a student, without reasonable cause:
 - a. fails to comply with a lawful direction, order or request of a University staff member or an external party engaged in or associated with the delivery of University-related activity
 - b. does something (or fails to do something) that results in danger to the safety or health of any person
 - c. engages in sexual harm as defined in the *Sexual Harm Prevention and Response Policy*
 - d. engages in physical or emotional harm, harasses, discriminates against, bullies, intimidates or threatens any University staff member, student or University community member, or external party engaged in the delivery of University activity
 - e. causes any person to hold reasonable fear for their safety or physical or psychological wellbeing on a Griffith University campus or University activity
 - f. impairs the ability of any person to participate in any legitimate University activity
 - g. does something (or fails to do something) where that act or omission disrupts or might disrupt the peace or good order of the University
 - h. brings the University into disrepute
 - i. discloses confidential information concerning any matter relating to the University or University activity
 - j. damages, interferes with or causes loss to any property in or on a University Site or property owned by a third party within the University's possession or control
 - k. makes a false representation regarding a matter affecting them as a student of the University
 - l. provides falsified documents in relation to University activities
 - m. breaches any University policy and procedure
 - n. breaches an Act of the Commonwealth or the State of Queensland to which the University is subject while participating in activities organised or under the auspices of the University.
2. Conduct described in A-N above constitutes student General Misconduct. A finding of student General Misconduct will result in the University's application of a penalty unless the University determines that the matter is more appropriately managed as a wellbeing and safety concern. The range of available penalties is provided in section 3.7 (Student General Misconduct process and outcomes).

3.5 Overview of responding to student conduct

1. Student conduct that raises a safety and wellbeing concern is managed through three key approaches:
 - a. Informal Safety and Wellbeing Concern

- b. Formal Safety and Wellbeing Concern
 - c. Fitness to Study assessment
- 2. Student General Misconduct is managed through two key approaches:
 - a. Potential misconduct: Investigation and decision by relevant Decision-maker
 - b. Potential Serious Misconduct: Investigation and decision by the relevant Senior Decision-maker
- 3. Whether a matter is sufficiently serious to warrant a referral to the Senior Decision-Maker will be a question of judgement. As a general guide, Serious Misconduct includes, but is not limited to:
 - a. conduct which, if found to occur, would likely result in a sanction that only the senior Decision-maker can impose (e.g. exclusion from the University)
 - b. serious behavioural issues that present an ongoing risk to the University community (unless the behaviour is being addressed under the safety and wellbeing process)
 - c. conduct that involves alleged Sexual Harm, referred from the Student Reports of Bullying, Harassment, Discrimination and Sexual Harm Procedure
 - d. very serious alleged conduct that may cause damage to the reputation or standing of the University
 - e. fraudulent or corrupt conduct.

3.6 Student wellbeing and safety process and outcomes

3.6.1 Informal safety and wellbeing concerns

1. Where an informal concern regarding student wellbeing and safety is raised, the following actions are available to Responsible Staff:
 - a. contact Student Safety and Wellbeing, who will reach out to the student and/or provide advice and support to staff on how to best manage any impact of the student's conduct on others in the University
 - b. refer the student to University support services such as counselling, disability and learning services, international student advisors, online resources or external agencies to access support
 - c. advise the student about processes to disclose their health condition for the implementation of reasonable accommodations or adjustments
 - d. advise an HDR candidate about applying for an extension of time to complete progress review milestones
 - e. advise the student about applying for special consideration in relation to course or assessment tasks
 - f. advise the student about applying for withdrawal from the course due to special circumstances as per the Enrolment Procedure
 - g. advise an HDR candidate about applying for a voluntary leave of absence as per the Higher Degree by Research Enrolment and Variations to Candidature Procedure
 - h. advise the student about applying for voluntary interruption of studies as per the Enrolment Procedure
 - i. refer the matter to the Director, Student Health, Counselling and Wellbeing
 - j. raise a formal safety and wellbeing concern.

3.6.2 Formal safety and wellbeing concerns

1. A Concerned Person may raise a formal concern about a student's safety and wellbeing via the **Report a Concern** form.
2. Indicators that a formal concern may be required include, but are not limited to:
 - a. the student continues to engage in concerning conduct, or there remains a safety and wellbeing concern, despite earlier interventions
 - b. the presenting student conduct appears out of context with the student's usual conduct
 - c. others have raised concerns regarding the student's conduct
 - d. situations where there is a level of uncertainty regarding how best to approach a student conduct, safety and wellbeing issue
 - e. there is written material suggesting a student may be struggling with academic, personal or multiple issues
 - f. the student makes a statement about causing harm to themselves and/or others
 - g. you have experienced or been informed of notable and concerning changes in a student's demeanour.
3. When completing the **Report a Concern** form, the Concerned Person should provide as much detail as possible, including:
 - a. the student of concern and the impact of the conduct
 - b. any actions already taken in an attempt to resolve the concern
 - c. any supporting documentation.
4. Student Safety and Wellbeing will liaise with the person who reported the concern to gain any additional information that may contribute to establishing a supportive resolution to the conduct of concern if this is possible and safe. This may include:
 - a. identifying the safety and wellbeing impact student conduct may have on the student and others in the University
 - b. considering supportive arrangements that allow the student to continue with their studies.
5. Student Safety and Wellbeing will also consider developing an action plan aimed at resolving concerns about the student's study capacity or their integration into the University environment. This plan may encompass strategies for implementing additional personal or academic support and making necessary adjustments to the student's study plan, along with any immediate and interim actions required to ensure the student's and others' safety, as outlined in section 3.8.3.
6. The Report a Concern will be delegated to an appropriate Decision-maker as outlined in section 3.7.9 (Student General Conduct Decision-makers) of this procedure within three (3) working days of receipt.
7. Once any identified supports are put in place to ensure the safety and wellbeing of the student and of others that the student's conduct may impact, a Decision-maker may:
 - a. initiate or appoint a delegate to undertake a preliminary investigation of an allegation of student conduct of concern
 - b. review any relevant documents
 - c. make enquiries they deem to be necessary

- d. seek advice from an appropriate subject matter expert (e.g., Vice President (Global) where an international student is involved)
 - e. refer the matter to another Decision-maker
 - f. base decisions on the balance of probabilities
 - g. consider the safety and wellbeing impacts that the decisions may incur and seek advice from Student Safety and Wellbeing
 - h. report the matter as a potential General Misconduct matter to student-integrity@griffith.edu.au and copy in their Head of Element (HoE)
 - i. determine that the matter should be managed under the Fitness to Study assessment process
 - j. determine there is no valid safety and wellbeing issue to be addressed and dismiss the concern.
8. Allegations of student conduct causing Sexual Harm are addressed under the Serious Misconduct approach.

3.6.3 Fitness to Study assessment

1. Where the student conduct is considered to significantly compromise their capability to meet the academic demands of their study:
 - a. The Decision-maker will review all collateral information from relevant sources and consult with the Deputy Registrar regarding the intent to follow this process.
 - b. The Decision-maker will advise the student of their options:
 - Withdraw due to Special Circumstances
 - Voluntary leave of absence.
 - c. Where the student is opposed to the options in B above, the Decision-maker will request the student to provide appropriate evidence or complete a medical/psychological assessment by an independent registered health professional to establish the student's fitness to study and to make recommendations for reasonable adjustments should they determine the student is well enough to study.
 - d. Where the student refuses to comply with C, the Decision-maker can decide based on available information. If the decision is that the student is Unfit to Study, the available outcomes are:
 - imposition of involuntary leave of absence
 - referral to appropriate Decision-maker regarding termination of enrolment in the program, as defined under Student General Conduct Decision-makers.
2. The Decision-maker must advise the student in writing of the decision, along with relevant stakeholders. The advice should include the basis for the decision, the student's right to have the decision reviewed and contact details for support services.
3. Where student conduct is assessed as a matter of concern to not only the student but also to others, or where the Decision-maker determines that the wellbeing process is no longer appropriate for managing the student's ongoing enrolment with the University, the matter may also, or alternatively, be managed as General Misconduct.

3.7 Student General Misconduct process and outcomes

3.7.1 Reporting misconduct

1. Staff who consider that a student may have engaged in misconduct should promptly refer it to the Manager, Student Integrity, via the student-integrity@griffith.edu.au email, providing details of the alleged misconduct. They should also copy the referral to their supervisor or HoE.
2. Students who consider a fellow student may have engaged in misconduct should refer their concern to their supervisor, Course Convenor, Program Director or HoE.
3. The Manager, Student Integrity, refers the incident to the appropriate Decision-maker as outlined in 3.7.9 (Student General Conduct Decision-makers).
4. Reports of alleged misconduct involving Sexual Harm, Bullying, Discrimination or Harassment should be lodged via **Report a Concern**. Staff and students should also contact Student Health, Counselling and Wellbeing for support.

3.7.2 Preliminary investigation

1. A misconduct Decision-maker may undertake a preliminary investigation of the alleged misconduct if they have reasonable grounds to believe it has occurred. A delegate may be appointed to undertake a preliminary investigation on a Decision-maker's behalf.
2. During a preliminary investigation, a Decision-maker (or delegate) should:
 - a. comply with the rules of procedural fairness
 - b. seek advice and support as required without being bound by legal rules of evidence
 - c. make all enquiries they believe to be relevant, including reviewing any relevant documents
 - d. make their decision on the balance of probabilities based on an objective and unbiased assessment and
 - e. maintain an appropriate level of confidentiality and privacy and consider the health, safety and wellbeing of every person involved at all times.
3. After the preliminary investigation, the Decision-maker must decide whether to:
 - a. dismiss the report and take no further action
 - b. issue a warning
 - c. issue a written notice (see 3.7.3)
 - d. where the student is displaying behaviours of concern, refer the matter to the wellbeing process for resolution in another way, considering any mitigating factors
 - e. refer the matter to another Decision-maker
 - f. refer the matter to the Senior Decision-Maker (see 3.7.7) for consideration as Serious Misconduct where there is evidence that meets the standards referred to in section 3.5 (Overview of responding to student conduct).
4. Based on the student cohort, nature, risk and/or complexity of the alleged misconduct, a Decision-maker may request:
 - a. advice from an appropriate subject matter or area expert (e.g. Vice President (Global) where an international student is involved)

- b. by referral to the Deputy Vice Chancellor (Education), that an external investigation is undertaken
- 5. If the Decision-maker determines there is a case to answer, a written notice is issued.

3.7.3 Written notice

1. If the Decision-maker decides to proceed against a student, the Decision-maker must issue a written notice to the student, copied to the Manager, Student Integrity and for HDR candidates, the Senior Manager, HDR Operations.
2. The written notice must:
 - a. outline the alleged misconduct and identify which section of the *Student Conduct, Safety and Wellbeing Policy* or another University policy has been allegedly breached and
 - b. provide details of the alleged behaviour and
 - c. provide the student with a copy of the relevant and disclosable information on which the allegation is based or the opportunity to inspect all relevant and disclosable documentation (see 3.8.1 Procedural Fairness and Burden of Proof) and
 - d. include a link to the *Student Conduct, Safety and Wellbeing Policy* and the *Student General Conduct Procedure* and
 - e. advise that the student's results may be withheld pending the resolution of the matter and
 - f. provide the student with the opportunity to respond in writing within a reasonable timeframe (minimum five (5) business days) and/or
 - g. advise the student that they are required to appear before the Decision-maker to answer the allegation, specifying the time, date and place of a meeting (which may be virtual) or indicating the process whereby a suitable time for the meeting can be arranged. The advice should indicate that the student may be accompanied by (but not legally represented by) a support person. A note-taker, provided by the Decision-maker, must attend the meeting and take notes of the meeting, which will be supplied to the student and Manager, Student Integrity.

3.7.4 Decision/outcomes and notice of decision

1. Upon completion of the investigation, the Decision-maker must decide that the student:
 - a. has not engaged in misconduct
 - b. has engaged in misconduct, and determine whether one or more penalty orders as outlined in General Misconduct outcomes apply or
 - c. has engaged in conduct that may amount to Serious Misconduct and refer the matter to the Senior Decision-Maker for decision.
2. The Decision-maker must give the student notice of the decision within 20 days of the date of issue of the written notice or temporary Suspension order. If a longer period is required for complex matters, the student must be informed of the delay and the likely timeframe for a decision. The decision notice must:
 - a. outline the misconduct and which section of the *Student Conduct, Safety and Wellbeing Policy* has been breached
 - b. clearly state how the decision was reached and why the Decision-maker came to the decision
 - c. outline the relevant and disclosable information on which the findings were based
 - d. outline any relevant findings

- e. if relevant, state that the matter has been referred to the Senior Decision-maker for consideration as a Serious Misconduct matter
- f. state the penalty imposed (if any)
- g. outline any mitigating or aggravating factors considered in imposing the penalty
- h. outline the rights of review and, where permissible, appeal
- i. copy the decision to the Manager, Student Integrity and for HDR candidates, the Senior Manager, HDR Operations.

3.7.5 General Misconduct outcomes

1. If a student's behaviour or action is found to have amounted to misconduct, one or more of the following penalty orders are available:
 - a. any intervention outlined in section 3.8.3 (Immediate and Interim Actions) designed to ensure the safety of all parties
 - b. reprimand
 - c. Directives
 - d. Probationary Enrolment
 - e. require the student to pay restitution
 - f. Suspension from attending all or any specified classes for a specified period not exceeding six months
 - g. Suspension from accessing or using all or any specified University facilities or services for a specified period not exceeding six months
 - h. Suspension or termination of an HDR scholarship
 - i. change to an HDR candidate's supervisory team or project arrangements
 - j. Refuse or Cancel Credit for a Course
 - k. exclude the student from the University for a period of up to 12 months (Senior Decision-maker only)
 - l. exclude the student from the University permanently (Senior Decision-maker only).
2. The Decision-maker must decide on a penalty that is proportionate to the conduct, having regard to what is just and fair in the circumstances.
3. Certain penalties for misconduct may be noted on a student's official or unofficial academic transcript in accordance with the *Academic Transcript Policy*.
4. Students are also encouraged to both understand and recognise the impact of their behaviour or actions on individuals or groups of people and may be requested to formally apologise.

3.7.6 Suspension (not more than six months) as a penalty

1. Where a Decision-maker wishes to impose a Suspension for a period not exceeding six months, the Decision-maker needs to consider the nature of the misconduct with the impact of the Suspension on the student's ability to complete their study or project in a timely manner including where there are visa and scholarships impacts. The following scenarios may apply:
 - a. **Immediate Suspension and cancellation of enrolment without academic or financial penalty:** The Suspension may cause the cancellation of a coursework student's enrolment in one, several or all courses for the trimester/teaching period with no fail

grades recorded and without liability for tuition fees, student contribution or loss of scholarship.

- b. Immediate Suspension and cancellation of enrolment with academic and financial penalty:** The Suspension may cause the cancellation of a coursework student's enrolment in one, several or all courses for the trimester/teaching period with fail grades and with full fee liability or loss of scholarship. This penalty is applicable where the student has already effectively ceased studying a course(s), such that the student will be awarded fail grades.
 - In this situation, the Misconduct should not remove the grade(s) associated with course assessment marks already completed.
 - c. Immediate Suspension of HDR candidate enrolment:** The Suspension will cause the cessation of research activities for the Suspension period and will not be counted towards the period of candidature for the degree. The Decision-maker will notify candidates of any impacts on their studies resulting from the Suspension period and determine if scholarship holders have their scholarship payments suspended.
 - d. Suspension in the next trimester/teaching period:** The student is permitted to complete the current trimester/teaching period's enrolment or research activities but is prohibited from enrolling in certain or all courses or undertaking certain research activities for the next.
2. In all cases, the advice of the Suspension must be conveyed to Student Integrity, who will liaise as appropriate with Student Business Services, the Griffith Graduate Research School and Griffith International to apply the Suspension.
3. Note that applying a Suspension to an international student may affect their student visa. If a Decision-maker wishes to impose a Suspension on an international student, please contact Student Integrity.

3.7.7 Referral to a Senior Decision-Maker

1. A Senior Decision-Maker will consider the following:
 - a. cases referred to them by a Decision-maker, and
 - b. cases triaged at the outset as being potential Serious Misconduct, including Sexual Harm.
2. If the matter is referred to the Senior Decision-Maker for assessment as a Serious Misconduct matter, a referral Notice must be:
 - a. created using the appropriate template
 - b. sent to the student via their University email address
 - c. copied to the Manager, Student Integrity and for HDR candidates, the Senior Manager, HDR Operations.
3. If the case is referred, the Decision-maker should provide the Senior Decision-Maker with the findings of their preliminary investigations and any conclusions reached to minimise duplication of effort. However, the Senior Decision-Maker may also initiate or appoint a delegate to undertake further investigation if they believe it is warranted.

3.7.8 Senior Decision-maker outcome

1. Upon completion of an investigation, the Senior Decision-Maker will determine one of the following outcomes:
 - a. the student has not engaged in Serious Misconduct

- b. the student has engaged in Serious Misconduct.
- 2. If a finding of Serious Misconduct is made, a penalty order may be imposed.
- 3. The Senior Decision-Maker can impose any of the orders listed in section 3.7.5 (General Misconduct outcomes), including:
 - a. excluding the student from the University for 12 months
 - b. excluding the student from the University permanently.
- 4. The decision notice must include those items in section 3.7.4 (Decision/outcomes and notice of decision), and where the penalty applied includes exclusion, a link to the re-admission process.
- 5. A copy of the decision notice is provided to the student, the Manager, Student Integrity and for HDR candidates, Senior Manager, HDR Operations. A copy is placed on the student's file, marked 'confidential'. A copy of the decision notice is also provided to the Decision-maker who referred the allegation.

3.7.9 Student General Conduct Decision-Makers

DECISION TYPE	DECISION-MAKER	REVIEW	APPEAL
INTERIM MEASURES			
Misconduct: Interim measures other than Interim Suspension	Relevant Student General Misconduct Decision-maker	Provost	None
Wellbeing: Interim measures other than Interim Suspension	Deputy Registrar	Deputy Vice Chancellor (Education)	None
Interim Suspension	Deputy Registrar	Deputy Vice Chancellor (Education)	None
STUDENT WELLBEING AND SAFETY			
Unfit to Study and involuntary leave of absence imposed: Non-award, Undergraduate and Postgraduate students	Program Director	Dean (Learning and Teaching)	University Appeals Committee

DECISION TYPE	DECISION-MAKER	REVIEW	APPEAL
Unfit to Study and enrolment in the program is terminated: Non-award, Undergraduate and Postgraduate students	Deputy Registrar	Deputy Vice Chancellor (Education)	University Appeals Committee
Unfit to Study and involuntary leave of absence imposed: HDR candidates	HDR Convenor	Dean (Research)	University Appeals Committee
Unfit to study and enrolment in the program is terminated: HDR candidates	Dean, Griffith Graduate Research School	Deputy Vice Chancellor (Research)	University Appeals Committee
STUDENT GENERAL MISCONDUCT			
Student misconduct in Professional Placement or WIL (excluding cases of sexual harm and other serious misconduct): Non-award, Undergraduate and Postgraduate students	Dean (Learning and Teaching)	Deputy Vice Chancellor (Education)	None
Student misconduct in Professional Placement or WIL (excluding cases of sexual harm and other serious misconduct): HDR candidates	Dean (Research)	Dean Griffith Graduate Research School	None
Student misconduct in Residential Colleges (excluding cases of sexual harm and other serious misconduct)	Director, Campus Life	Deputy Vice Chancellor (Education)	None
All other student misconduct (excluding cases of sexual harm and serious misconduct)	Deputy Registrar	Deputy Vice Chancellor (Education)	None

DECISION TYPE	DECISION-MAKER	REVIEW	APPEAL
Serious Misconduct, including Sexual Harm	Deputy Vice Chancellor (Education)	Provost	University Appeals Committee
Cases referred by other Decision-makers	Deputy Vice Chancellor (Education)	Provost	University Appeals Committee

3.8 Fair and responsive processes

3.8.1 Procedural Fairness and Burden of Proof

1. All student general conduct processes will at all times align with the expectations of procedural fairness outlined in the *Student Conduct, Wellbeing and Safety Policy*.
2. When managing a student conduct matter, all Decision-makers are bound by the principles of confidentiality. Information may only be disclosed to others in circumstances where it is necessary by virtue of a person's role in the investigative and report handling process; where there is consent from the student who has made a report in matters involving alleged Sexual Misconduct; where there is a risk of harm to a person or persons or as required by law.
3. The standard of proof for all Decision-makers is the balance of probabilities. In other words, a Decision-maker will make a finding of a breach of student conduct if they are satisfied on the balance that it is more likely than not that the conduct took place.
4. The onus of proof rests with the University rather than the student.

3.8.2 Student support

1. Student conduct processes may have adverse personal or academic consequences for a student. A student who undergoes the process will be offered accessible support and directed to information about advocacy or support services of the University, including Counselling and Wellbeing, Health and Medical Services and Student Safety and Wellbeing.
2. Student advocacy for respondents requiring assistance in preparing for a meeting or responding to an allegation of misconduct is provided through the Student Representative Council, Student Guild or Postgraduate Student Associations. International students may also wish to contact their International Student Advisor. Aboriginal and Torres Strait Islander Students may seek further support through the GUMURRII Student Success Unit.

3.8.3 Immediate and Interim Actions

1. Immediate and interim actions are appropriate when a staff member believes on reasonable grounds that a student's behaviour:
 - a. puts any person, including the staff member or the student themselves, at risk or
 - b. presents a risk to the operation of the University and/or its professional practice providers.
2. Staff should handle the immediate situation by one or more of the following actions:
 - a. requiring a student to leave the class or the location of the incident

- b. terminating their interactions with the student at that point in time, e.g. leave the service point, terminate the phone call, terminate the meeting, indicate in an e-mail that there will be no further correspondence
 - c. seeking assistance from a supervisor, another staff member or Campus Support Team (extension 7777 or 1800 800 707) in managing a situation.
 - d. contacting any specialist professional expertise that may be required, e.g. Student Health, Counselling and Wellbeing and/or
 - e. referring the matter to be dealt with under this procedure.
3. Following the immediate response, the staff member will report the matter to the relevant Decision-maker.
4. Where the Decision-maker makes an initial determination that the situation is volatile, dangerous or unstable and requires immediate and urgent control, they will contact emergency services in the first instance and inform the Campus Support Team.
5. If it is deemed that the situation poses an ongoing risk, the Decision-maker can impose an interim Directive other than an Interim Suspension or refer the matter to the Deputy Registrar to consider imposing an Interim Suspension.
6. An interim Directive may include:
 - a. measures to ensure that all parties are safe and that the student is offered the support necessary to return to study
 - b. directions to a student not to attend campus or other Griffith premises
 - c. directions to a student relating to contact or communication with other students, staff, or other members of the University community
 - d. conditions or restrictions on the times or dates or the way in which a student may attend Griffith premises or participate in Griffith-related events, activities, and functions, including where those events or activities occur online
 - e. restrictions on a student's access to or use of University facilities or resources, including but not limited to computing and network facilities, such as online learning portals, email or other technology infrastructure or services.
7. The Decision-maker must notify the Director, Campus Life that an interim Directive has been issued and Campus Support (security) when an Interim Suspension has been issued for one or more of the University campuses.
8. Within five (5) working days of the issue of the Interim Directive, the Decision-maker must issue the student with a misconduct written notice or initiate the wellbeing and safety assessment process.
9. When an Interim Suspension is lifted, the Deputy Registrar must advise the student, the original Decision-maker and Campus Life in writing.
10. A student under an Interim Directive must still be permitted to meet with the Decision-maker as required by the process. Where a student would have difficulty attending or where circumstances mean it would be inappropriate for them to attend in person, students must be enabled to appear online.
11. An interim Directive other than an Interim Suspension remains in force while enquiries are undertaken and pending the outcome of any wellbeing and safety assessment or misconduct proceedings.
12. An Interim Suspension remains in force until one of the following events takes place:

- a. there is no misconduct written notice issued within (five) 5 working days or a preliminary wellbeing and safety assessment has assessed the risk to self and others as low.
 - b. the Decision-maker recommends to the Deputy Registrar to lift the Interim Suspension.
 - c. the Deputy Registrar lifts the temporary Suspension because they are reasonably satisfied that the risk necessitating the Interim Suspension has passed.
13. Interim measures will be imposed for the minimum amount of time assessed as required to ensure the safety and wellbeing of all parties while the matter is being considered through the misconduct or other processes.
14. The maximum period of a single Interim Suspension is two (2) weeks from the time that the student has the capacity to respond to the notification. However, an Interim Suspension may be renewed a maximum of one (1) time for a total of four (4) weeks maximum time.

3.8.4 Next Steps

1. A student who is found to be unfit for study or to have engaged in misconduct or Serious Misconduct may request a review of a decision made by a Decision-maker on the grounds that the process detailed in this Procedure was not properly followed or that there is new information available that was not considered by the Decision-maker. Students found to have committed Serious Misconduct also have a right of Appeal.
2. The process and criteria for accessing a Review or Appeal are provided in the *Student Review and Appeals Policy and Procedure*.

4.0 Definitions

Bullying has the meaning given in the *Student Conduct, Wellbeing and Safety Policy*.

Concerned Person means a student, staff member, member of the public or personnel in a professional placement or work integrated learning setting with a concern about a student's wellbeing and safety.

Dean means a person bearing that title, including a person for the time being acting in or occupying that title.

Decision-maker is a person authorised to make a decision.

Deputy Registrar means a person bearing that title, including a person for the time being acting in or occupying that title or a person in a substantially similar position.

Directive is an order issued by the Decision-maker requiring a student to cease an activity or behaviour, including (but not limited to) directing a student to have no further contact with another student or staff member.

Director, Campus Life means a person bearing that title, including a person for the time being acting in or occupying that title, or a person in a position that is substantially similar who is responsible for the management of resolution of breaches of residential community standards and other grievances within the Griffith Residential Colleges.

Director, Student Health, Counselling and Wellbeing means a person bearing that title, including a person for the time being acting in or occupying that title, or a person in a position that is substantially similar, who is responsible for ensuring the resources of Student Health, Counselling and Wellbeing are used to best meet individual and collective student need and may identify appropriate external medical or health practitioners to undertake medical assessments where they are required to establish a student's fitness to study.

Discrimination has the meaning given in the *Student Conduct, Wellbeing and Safety Policy*.

Fitness to Study concern means a situation where the student has demonstrated through their behaviours that:

- their capacity to study and/or to function in University life is significantly impaired and cannot be assisted through reasonable adjustments or support services.
- their continued enrolment may pose a risk to their own or others' wellbeing and/or safety.
- their continued enrolment may disrupt the ability of others to work or study.

General Misconduct is defined in section 3.4 of this procedure.

Harassment has the meaning given in the *Student Conduct, Wellbeing and Safety Policy*.

Higher Degree by Research (HDR) refers to a Research Masters or Research Doctorate where:

- Research Masters means a Level 9 qualification as described in the AQF and where a minimum of two-thirds of the program of learning is for research, research training and independent study.
- Research Doctorate means a Level 10 qualification as described in the AQF and where a minimum of two years of the program of learning, and typically two-thirds of the qualification, is research.

Interim Suspension is the barring of a student from any or all of the University's campuses or a field trip or placement location immediately and effectively until a penalty under the *Student General Conduct Policy* is imposed or the wellbeing and safety assessment process is initiated.

Probationary Enrolment means that a student's continued enrolment is subject to their good behaviour. Any future instances of misconduct may result in Suspension or exclusion. An allegation of misconduct while the student is on a Probationary Enrolment must still be dealt with through the procedures outlined in sections 3.6 and 3.7.

Refuse or Cancel Credit for a Course means taking away a passing grade that has already been awarded to the student and awarding a grade of Fail (2). If the Decision-maker wishes to cancel the credit but not award a fail grade, the advice of Student Life should be sought.

Responsible Staff means those undertaking roles that include student support. For example, academic roles such as Course Convenor, HDR Supervisor, Placement Officer or Program Adviser and other roles such as Griffith Accommodation Manager, Griffith International Student Advisers or, more generally, the Registrar.

Senior Decision-maker means the Deputy Vice Chancellor (Education) or Deputy Vice Chancellor (Research) for HDR matters.

Serious Misconduct is described in section 3.5.3.

Sexual Harm is any unwanted behaviour of a sexual nature. Sexual Harm includes sexual assault, rape, sexual harassment, sex-based harassment, and any other unwanted sexual behaviour, whether online or in person. The harm may result in a person feeling uncomfortable, frightened, distressed, intimidated, or physically or psychologically harmed.

Sexual Misconduct is a broad term that incorporates any misconduct of a sexual nature or with a sexual element.

Site includes any land or part thereof which, for the time being, is the property of the University or in its possession or under its control, together with any structure of any kind, whether permanent or temporary, on that land.

Suspension can mean the Suspension of access to services and/or campuses or enrolment.

University means Griffith University, established by the Griffith University Act 1998.

5.0 Information

Title	Student General Conduct Procedure
Document number	2024/0000020
Purpose	<p>This procedure supports the <i>Student Conduct, Wellbeing and Safety Policy</i>, the <i>Student Charter Framework</i>, and the <i>Sexual Harm Prevention and Response Policy</i>, providing a formal framework for the management of student conduct that does not meet the University's conduct expectations and/or poses a risk to safety and wellbeing of the student or the University community.</p> <p>Its purpose is to ensure a consistent, supportive and procedurally fair approach to the management of student conduct, including:</p> <ul style="list-style-type: none">• conduct that raises a wellbeing and safety concern• minor bad behaviour• misconduct• Serious Misconduct.
Audience	Students
Category	Academic
Subcategory	Student Services
UN Sustainable Development Goals (SDGs)	<p>This document aligns with Sustainable Development Goal/s:</p> <p>3: Good Health and Well-Being</p> <p>5: Gender Equality</p>
Approval date	18 March 2024
Effective date	Trimester 1 2024
Review date	2029
Policy advisor	Registrar

Approving authority

Vice Chancellor

6.0 Related Policy Documents and Supporting Documents

Legislation

Higher Education Standards Framework (Threshold Standards) 2021

Policy

Resolution of Breaches of Residential Community Standards and other Grievances within the Griffith University Residential Colleges Policy

Sexual Harm Prevention and Response Policy

Student Academic Integrity Policy

Student Charter Framework

Student Conduct, Safety and Wellbeing Policy

Student Critical Incident Management Policy

Student Review and Appeals Policy

Procedure

Academic Records Procedure

Enrolment Procedure

Higher Degree by Research Enrolment and Variations to Candidature Procedure

Student Breaches of Academic Integrity Procedure

Student Reports of Bullying, Harassment, Discrimination and Sexual Harm Procedure

Student Review and Appeals Procedure

Form

Report a Concern form

Report a Concern (anonymous disclosure or report) form