

What do I do if there is a report made about me?

Anyone can make a report of concerning, threatening or inappropriate behaviour. Being involved in a process if a report is made about you can often be a stressful time. This factsheet will help you understand what is involved in the process, what your rights are and where to seek further support and advice.

What constitutes concerning, threatening or inappropriate behaviour?

Behaviour that is illegal or against University policies, such as:

- Physical or verbal abuse, including damage to University property
- Bullying, vilification, harassment
- Stalking, threats or intimidation
- Disrupting the orderly conduct of the University, including disruptive classroom behaviour

What happens when a report is made about me to Safer Community?

Student behaviour and conduct concerns can be reported to Safer Community.

Safer Community will as appropriate:

- manage the situation informally through education, restorative justice and reinforcing the standards of conduct expected of students
- put in place temporary health and safety and/or investigation integrity measures, such as a direction not to contact another person or attend the University or part of it
- conduct preliminary enquiries into the alleged conduct, and if there is enough evidence to support a finding of student misconduct, refer the matter to the area responsible for investigating student misconduct
- provide referrals to other University processes and support services
- notify the Police if a student or situation is considered to be high-risk

If the matter is investigated, you may be asked to meet with the investigator for an interview or to provide a detailed written statement about what happened. Available evidence, such as CCTV footage, will be collected. This process does not investigate criminal acts but will investigate whether the alleged conduct constitutes student general misconduct.

The investigator will keep you updated about the process and next steps. The evidence gathered during the investigation, if sufficient, may be provided to the General Misconduct Officer who may appoint a specialist investigator or request more information from you about what happened, in a meeting, hearing or written response, in order to decide whether general misconduct has occurred.

What are the possible outcomes of General Misconduct?

The General Misconduct Officer may:

- dismiss the referral and take no further action
- refer the matter back to Safer Community for informal resolution
- refer the matter back to the investigator for further enquiries to be conducted
- determine that the alleged conduct cannot be substantiated, and take no further action
- determine that the alleged conduct can be substantiated, i.e. determine that general misconduct has occurred, and impose sanction/s appropriate to the circumstances

What are the possible sanctions?

- a) a reprimand
- b) a fine
- c) order the student to pay for the cost of restoring or repairing damaged property (if occurred)
- d) prohibit the student from entering, remaining at or using areas or facilities of the University
- e) suspend or exclude the student from the University
- f) any other prescribed penalty

What are my rights?

If a report is made about you, you have the right to:

- know the allegations you are facing
- have an opportunity to respond to the allegations (to tell your side of what happened)
- have an appropriate support person (other than a legal practitioner or person studying a law degree) present in all meetings/hearings
- appeal the outcome with the University Appeals Committee or University Ombudsman
- access University support services

Where can I get support?

Safer Community - P: 9479 8988 | W: latrobe.edu.au/safercommunity

Provide information, assistance and referrals to support you throughout a misconduct process.

Student Advocacy - W: itsa.com.au/advocacysupport

Offer independent, student representation in misconduct matters, including talking to people on your behalf and attending meetings as a support person.

Student Health & Wellbeing - W: latrobe.edu.au/students/support/wellbeing

A range of free and confidential services to support your health and wellbeing, including:

- Wellbeing Resource Centre
- Counselling
- Men's Wellbeing Support
- LGBTIQ+ Health and Wellbeing
- Indigenous Health and Wellbeing

International Student Services - P: 9479 1199 | W: latrobe.edu.au/students/international
Advice, information and support from International Student Services team.