

# Advocacy & Welfare

## Behavioural Misconduct

### Responding to an allegation of Behavioural Misconduct

If you have received notification that you are being investigated for behavioural misconduct, you will need to **wait for an official letter** from the Student Grievance Unit (SGU) before taking any action. You do not need to contact the SGU prior to receiving the letter. This letter should state the alleged breach of policy that is being investigated and provide you with options to respond. You will be given the choice of attending a meeting or writing a response. We would strongly encourage you to provide a response as this allows you to add your version of events. No decision has been made on the outcome at this stage. Once you draft your response Advocacy will be happy to provide feedback on it, we can work on it together until it is ready to submit.

#### Important before you start:

- Ensure you check the deadline for your response
- Read the letter and evidence thoroughly – if there is anything you do not understand, Advocacy can explain this to you
- Honesty is favoured as this process is about restoring your integrity, so keep this in mind if you know that you have breached policy, be honest about what has occurred and cooperate in the process
- Be brief, clear and to the point
- Consider whether there are any mitigating circumstances

**Contact Advocacy and Welfare on [advocacy@une.edu.au](mailto:advocacy@une.edu.au) or 6773 3116. Make a booking if you would like some support and feedback on your response.**



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## IMPORTANT TO KNOW

### **If you are going to attend a meeting:**

- An Advocate can attend your meeting as a support person
- Check the suggestions below in “If you are admitting to the allegation” and “If you are denying the allegation”
- Prepare a document with dot points you wish to discuss
- Be confident in your interview and clearly state whether you are accepting the allegation or disputing it

### **If you are writing your response:**

- Start by addressing your response to the SGU officer who sent you the letter (e.g. Dear Dr Smith, Dear Ms Jones)
- Explain the purpose of the letter (e.g. I am writing to address the allegation of Behavioural Misconduct that I received on 4th May 2023)
- Clearly state whether you are accepting the allegation or disputing it

### **If you are admitting to the allegation:**

- Be honest in explaining what has occurred
- Review the evidence sent to you by the SGU officer
- Explain what happened
- If there is anything that you dispute explain why including your own supporting evidence
- Explain mitigating factors – personal/health/work issues that impacted you at the time of the incident
- Reflect on your actions and how they may have impacted yourself and others including your reputation, your peers, university staff, your school/college and the reputation of the university
- Apologise for your actions
- Describe the actions you will take to ensure this does not happen again (e.g. counselling, attending an education program related to your incident, taking a break from alcohol, staying away from your emails when you know you are in a bad headspace, contacting a friend or helpline for support when you are upset, etc).

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## **If you are denying the allegation:**

- Thoroughly review the evidence sent to you by the SGU officer
- Address each comment or piece of evidence and demonstrate how it does not constitute a breach of the policy
- Gather any supporting documentation if you believe that it was not you that breached the policy, for example
  - a detailed recount of where you were and what you did that day/night, including times and links to evidence, such as a photo that is stamped with the location and time or a transaction in your bank statement.
- Explain anything else you want the SGU Officer to consider

## **Contact us:**

Send us an email:  
**[advocacy@une.edu.au](mailto:advocacy@une.edu.au)**

Reach us by phone:

**6773 3116**

