Guideline: submitting a report under Student Misconduct procedures

*The following is provided as a GUIDE ONLY to assist the University community in submitting a report regarding student misconduct under the relevant University Rules, policies and procedures, such as: the Discipline Rule, Student Code of Conduct and Sexual Misconduct Policy.*

If you choose to submit a report, the allocated case officer may discuss the following preliminary questions with you, if the information is not already indicated in your report.

* Are you currently feeling safe from any immediate threat or harm? If you are in immediate danger call 000 (Police).
* If safe, have you been accessing and receiving wellbeing support: for example, support from a counselling service, ANU Student Safety and Wellbeing team, ANUSA, PARSA, Dean of Students Office, Canberra Rape Crisis Centre and/or your GP?
* Is the misconduct connected with ANU because it happened, for example:
	+ on or in an ANU premises or in an ANU student residence?
	+ during an ANU activity such as a field trip, placement, function or event?
	+ when using University information infrastructure or services?
* Has the misconduct been reported elsewhere? For example, through the ANU [Disclosure Tool,](https://www.anu.edu.au/students/health-safety-wellbeing/getting-help-at-anu/disclosure-of-sexual-misconduct) to a student accommodation or an academic College? If so, where?
* Have there been any previous proceedings in relation to the misconduct? Were any steps taken to address the misconduct?
* Are there any current proceedings, legal or otherwise, currently in progress in relation to the misconduct?
* What steps, if any, have you taken to resolve your complaint? For example, through remediation or mediation, if relevant?

Report details

Describe your complaint and any incidents or repeated occurrences

The report is a statement of your description of events. It is generally told in chronological order and should describe:

* what the complaint is about
* what occurred?
* who was involved?
* include dates and times of any or all incidences (if you can)
* any relevant details about relationships (if any) of persons involved

As a guide, the descriptive section of the report is generally 1-2 pages in length, case dependent.

Impact Statement (Optional)

Including a statement of the current or on-going impact the incident has had on you can assist the Delegate in determining the appropriate action by reference to the effect of the misconduct. This information may also assist with well-being supports and safety planning.

You may decide later whether you wish this information to be included in your final report.

Requested Actions (Optional)

This part allows you to tell the Delegate what action you would like to be taken if misconduct is found. The actions that can be taken following a finding of misconduct can be found in rule 37 of the [Discipline Rule](https://www.legislation.gov.au/F2021L00998/latest/text).

Whilst SC&A cannot guarantee that specific actions requested will be imposed following a finding of misconduct, any requests that are made are legitimate considerations that a Delegate will review before making their decision.

Supporting Documentation (Optional)

Insert any support documentation you have, such as text messages, communications, images, or any other relevant material. The report may also include:

* Witness statements (if any)
* A statement supporting a description of impact on the complainant
* Statements from other persons effected similarly by the respondent

Supporting statements can be de-identified but if not, permission to include statements in the report will need to be confirmed directly from the person(s) making the statement.

Please note that all material included in the report will be provided to the respondent as part of the inquiry process only once permission from all named parties has been received, including yourself and any named third parties.

Your permission for the report to be submitted and, as needed, used in an inquiry process:

I acknowledge that if a complaint includes allegations about another individual, that person will be provided with a copy of all relevant documentation including this report

I give permission for this complaint and any attached documents (other than this cover letter) to be made available to the Delegate for their consideration

I understand the importance of maintaining confidentiality as a matter of safety and wellbeing for all persons involved, and to support the integrity of University processes

|  |  |
| --- | --- |
| Full Name\*: |  |
| Student ID: |  |
| Preferred contact method\*\*: |  |

\* If you wish to submit a de-identified report or complaint, you may do so, however, it may restrict actions available under the Rule

\*\* ANU will use your ANU email account for primary communications. Should you prefer a secondary form of contact, you can let us know here.

Please submit your report to: reports@anu.edu.au