

Student Conduct Procedure

Section 1 - Purpose & Scope

Purpose

(1) This Procedure supports the [Student Conduct Rule](#) by establishing the framework for managing reports of student misconduct at the University of New England (UNE). It ensures fair, timely and proportionate responses to conduct concerns while upholding UNE's values and commitment to procedural fairness.

Scope

(2) This Procedure applies to all matters of alleged student misconduct as defined in the [Student Conduct Rule](#). It does not apply to:

- a. Academic misconduct handled by the [Student Academic Integrity Policy](#);
- b. Research misconduct handled by the [Code of Conduct for Research Rule](#), [Research Conduct - Managing Potential Breaches Procedures](#), Higher Degree Research student policies; or
- c. UNE Representative misconduct handled by the UNE [Code of Conduct](#) and enterprise agreements.

(3) This Procedure applies to conduct that occurs:

- a. on all UNE premises and facilities;
- b. at UNE activities, clubs, societies, events, and placements;
- c. in online and virtual spaces connected to UNE;
- d. that affects the UNE community;
- e. that affects UNE reputation or the reputation of UNE students and staff;
- f. in residential colleges and affiliated accommodation; and
- g. at an activity whilst representing UNE.

Application to Former Students

(4) This Procedure may apply to persons who were students at the time of the alleged misconduct, even if they are no longer enrolled at UNE. Where a person is no longer enrolled, the University will consider whether it is appropriate to proceed with the matter, taking into account the nature and seriousness of the alleged conduct, any ongoing risk to the University community, and whether meaningful action can be taken.

Section 2 - Principles

Procedural Fairness

(5) All students involved in conduct processes will:

- a. be informed of allegations and material against them;

- b. have an opportunity to respond;
- c. have an opportunity to access support or advocacy;
- d. be treated impartially; and
- e. have decisions based on evidence.

Person Centered and Trauma-Informed Approach

(6) For sensitive matters or those involving harm, particularly sexual harm or violence, UNE commits to the following principles:

- a. Adopt a person-centered approach, consulting with reporters
- b. Minimise re-traumatisation risks
- c. Provide appropriate support services to promote recovery and healing

Confidentiality and Privacy

(7) To protect all parties and maintain the integrity of the process, information about conduct matters should only be shared with:

- a. Your nominated support person
- b. Your legal representative
- c. Your counsellor or health practitioner
- d. An independent student advocate
- e. Your immediate family or household members
- f. Other support services

Note: these people are also expected to maintain confidentiality.

(8) The University will only share information about the matter with people who are directly involved in the report or managing the process.

(9) All personal information is managed in accordance with the University's Privacy Management Rule.

Respectful Participation

(10) We ask all participants of any conduct matter to:

- a. Communicate courteously and respectfully;
- b. Engage cooperatively with the process; and
- c. Respond to requests for information within reasonable timeframes.

(11) If you're finding it difficult to engage with the process, please let us know so we can discuss support options or adjustments.

(12) Behaviour that is threatening, intimidating, or deliberately obstructive may constitute a breach of the [Student Conduct Rule](#) for students or a breach of the [Code of Conduct](#) for Staff and will be addressed separately.

Section 3 - Reporting Student Misconduct

Making a Report

(13) Reports about student conduct may be made by any person for all matters as follows: except Gender Based Violence, Research Conduct and Academic Integrity can be made to the Student Grievance Unit (SGU):

- a. Online via the [SGU website](#); or
- b. in person, by phone or in writing to any UNE Representative who will refer the report to SGU.

(14) For conduct matters involving Gender Based Violence, reports are made to the [Safe Communities](#) team.

(15) For Academic Integrity matters reports are made to the Academic Integrity Unit.

(16) For Research Conduct matters reports are made to the Research Services, Research Integrity team.

Anonymous Reports

(17) Anonymous reports can be made through the [Grapevine](#) service.

(18) Anonymous reports may be accepted, however UNE's ability to investigate or take action may be limited by the level of information and detail provided in the report.

Time Limits

(19) We encourage you to report misconduct as soon as you feel able to do so. This helps us respond effectively and gather relevant information.

(20) Reports made more than twelve (12) months after an incident may still be accepted and investigated where:

- a. the alleged conduct is serious in nature;
- b. there are compelling reasons for the delay (such as trauma, fear of reprisal, or only recently becoming aware of the conduct);
- c. it is still possible to conduct a fair investigation; and/or
- d. there is an ongoing risk to the University community.

(21) We recognise that some forms of harm, particularly sexual harm and gender-based violence, may take time to disclose. These matters will be assessed individually and sensitively.

Section 4 - Preliminary Assessment

Acknowledgment and Information

(22) Within five (5) working days of receiving a report, SGU will:

- a. acknowledge receipt of the report; and
- b. provide information about:
 - i. the process and expected timeframes;
 - ii. available support services;
 - iii. your right to have a support person; and
 - iv. confidentiality and privacy.

Initial Assessment

(23) SGU will assess:

- a. whether the matter falls within the scope of the [Student Conduct Rule](#);
- b. whether there is sufficient information to proceed;
- c. whether the matter should be referred to another process; and
- d. what action is appropriate (see the content under the heading Decision on Action below).

Protection from Adverse Consequences

(24) The assessment will include consideration of steps needed to protect all parties, including witnesses, from adverse consequences of making a report or participating in this process.

Special Requirements for Gender-Based Violence

(25) [Safe Communities](#) will refer formal reports of Gender Based Violence to SGU where the alleged respondent is a student.

(26) Formal reports must be referred for investigation regardless of the context in which it occurs.

(27) SGU must consider the safety and wellbeing of students and staff when determining the scope of the investigation.

(28) For reports of gender-based violence, a risk assessment must be conducted by UNE staff with specific expertise and training in this area.

(29) For residential students, this risk assessment must be completed within 48 hours of receiving the report.

(30) Risk must be monitored on an ongoing basis. Appropriately trained staff will work with the discloser and respondent to develop individual support plans with appropriate measures and supports.

Referral to Other Processes

(31) SGU may refer reports/matters to:

- a. Academic Integrity processes for academic misconduct;
- b. [Safe Communities](#) for advice or other action;
- c. External authorities (police) for criminal matters; or
- d. Other UNE policies and processes where more appropriate.

Decision on Action

(32) SGU will determine whether one or more of the following actions should be taken:

- a. no further action (with reasons documented);
- b. referral to another process;
- c. request further information or conduct preliminary inquiries before making a decision on action;
- d. issue a guidance notice or provide education or training;
- e. attempt informal resolution;
- f. proceed to formal investigation;
- g. recommend temporary suspension or other interim measures (see Interim Measure section below); and/or
- h. where there is a report or disclosure of gender-based violence, UNE will have regard to the views of the discloser in determining the action.

Notification

(33) The student(s) involved will be notified in writing of the decision on action, next steps, responsibilities of the parties and timeframes within ten (10) working days of the report.

(34) If the report concerns an allegation of gender-based violence, the notification must be made to the discloser and respondent on the same day, and the discloser must be notified first.

Section 5 - Informal Resolution

(35) Informal resolution is voluntary for all parties and may be appropriate for:

- a. minor first-time incidents;
- b. matters where all parties genuinely agree to participate; or
- c. situations where education or dialogue would be effective.

(36) Informal resolution may not be appropriate for:

- a. Gender-based violence or sexual harm;
- b. serious misconduct involving significant harm or risk;
- c. matters where there is a power imbalance between parties; or
- d. situations where a party does not genuinely consent to participate.

Methods

(37) Informal resolution may include:

- a. facilitated discussion;
- b. guidance notice, education or training;
- c. written undertakings;
- d. apology (where appropriate); and/or
- e. other agreed outcomes.

Outcome

(38) If resolved informally, a confidential record is kept but no formal finding of misconduct is made. The matter is considered closed subject to compliance with the agreed resolution.

Section 6 - Formal Investigation

Authorised Investigators

(39) SGU will investigate student misconduct matters and provide information to the decision makers below.

Decision Makers

(40) The following University members are decision makers authorised to investigate and determine cases:

(41) For matters in their areas:

- a. Head of School

- b. Director UNE Residential System
- c. Directors of Research, Graduate Research School
- d. Director, International Relationships and Recruitment
- e. Director Library Services and University Librarian

(42) For any matters:

- a. Executive Principal Student Journey or nominee
- b. Executive Principal Education Futures or nominee
- c. Chief Operating Officer or nominee

Investigation Process

Notification to Respondent

(43) The Respondent Student will be provided with:

- a. written notice of the allegations of misconduct, including specific conduct alleged, dates and location of conduct, relevant provisions of the Student Conduct Rule and other policies allegedly breached and relevant supporting documentation;
- b. a copy of this Procedure and the [Student Conduct Rule](#);
- c. explanation of investigation process with expected timeframes (including facts which may lead to delays) and possible outcomes;
- d. information about support services;
- e. opportunity to respond in writing and/or at an interview within ten (10) working days and to be accompanied by a support person; and
- f. consequences of not responding.

Investigation Interview

(44) The Respondent will be advised of:

- a. time, date and place for interview (with at least five (5) working days notice);
- b. right to be accompanied by a support person (not an advocate);
- c. right to provide a written submission instead;
- d. right to provide evidence;
- e. right to nominate witnesses to be interviewed;
- f. option to participate by online/virtual meeting if needed; and
- g. right to review the record of interview (eg. written notes or audio recording (with consent of parties)).

Evidence Gathering and Consideration of Penalty

(45) The Investigator may:

- a. Interview witnesses
- b. Review documents and evidence (such as emails, messages, social media, CCTV)
- c. Make relevant inquiries
- d. Contact other parties to gain relevant information
- e. Seek expert advice or other services related to the investigation
- f. Where there is contradictory information the investigator may seek further information from any party, usually

only once.

Updates

(46) UNE will keep you informed about the progress of the investigation by adhering to the timeframes set out in this Procedure.

(47) If we need more time due to complexity, availability of witnesses, or other reasonable circumstances, we will:

- a. let you know as soon as possible;
- b. explain the reason for the delay; and
- c. give you a revised timeframe.

Interim Measures

(48) The Executive Principal Student Journey, Executive Principal Education Futures (or if they are unavailable), a member of the Senior Executivemay (by written notice with reasons) impose interim measures at any time after a report is made or during management of a report.

(49) The Director UNE Residential System or a Head of College may impose interim measures in relation to the Residential Colleges or Residential Services at any time after a report is made or during management of a report.

(50) Interim measures may only be imposed to prevent or minimise risks to:

- a. the physical or psychological health, safety or wellbeing to any UNE student or staff member;
- b. the integrity of an investigation;
- c. the proper and orderly functioning of University activities; or
- d. University property.

(51) Interim measures may include:

- a. a temporary suspension, relocation or restriction from:
 - i. University campus, premises and facilities including student accommodation;
 - ii. systems and services including email and virtual spaces for learning or work;
 - iii. or resources, clubs and activities; or
 - iv. a position or representative role.
- b. a temporary direction to the student, including regarding their UNE communications (eg. form, content, length, recipients) or about their participation in UNE activities.

(52) The student will be notified in writing and offered an opportunity to respond to the proposed decision to impose interim measures:

- a. before the measure is imposed where practicable and safe to do so; or
- b. as soon as practicable after the exclusion is imposed (usually within two (2) working days).

(53) Students subject to interim measures may respond at a meeting, in writing, by phone or video, may be accompanied by a support person, may propose alternative arrangements or request academic adjustments. The response should address why the interim measure is not necessary, any alternative measures, impact of the exclusion on the student and any mitigating circumstances.

(54) The person deciding the interim measure will consider the nature and seriousness of the conduct, risks to safety

and wellbeing, integrity of the investigation and/or University activities or property, likelihood of further incidents, risk of reprisals, alternative measures and impact of exclusion on the student.

(55) The person imposing the interim measure may confirm, vary or revoke the interim measures and the student will be notified within five (5) working days of their response.

(56) Interim measures (including immediate action) are temporary and do not constitute a finding of misconduct. They remain in effect for a stipulated timeframe (preferred) or until the matter is resolved, determined or the measures are varied or revoked.

(57) A breach of interim measures may constitute misconduct under the [Student Conduct Rule](#).

Section 7 - Findings & Penalties

Standard of Proof

(58) Findings must be made on the balance of probabilities. This means it is more likely than not that the conduct occurred. The more serious the allegation is, the more compelling the evidence needs to be to establish it on the balance of probabilities, but the standard remains the same.

Findings

(59) The Decision Maker will determine for each allegation whether on the balance of probabilities, the alleged misconduct is substantiated or is not substantiated.

Penalties

(60) In determining penalty, the Investigator will consider past conduct history, the severity of the conduct, adverse effects on individuals or UNE, mitigating circumstances, aggravating circumstances, proportionality and consistency.

(61) Investigators listed under the heading 'Decision Makers' in Section 6 may impose one or more of the following minor or major penalties.

Minor Penalties

(62) Minor penalties may include:

- a. reprimand;
- b. probation (up to three (3) years);
- c. suspended penalty (up to three (3) years);
- d. written and/or public apology;
- e. withdrawal of services (up to three (3) months);
- f. fine or restitution or payment for damage (up to five (5) penalty units);
- g. residential college or system exclusion (up to 12 months); or
- h. education.

Major Penalties

(63) Major penalties may include:

- a. any penalties listed in Minor Penalties;
- b. fine or restitution or payment for damage (up to ten (10) penalty units);

- c. withdrawal of services (up to three (3) years);
- d. Residential college or system exclusion (up to three (3) years);
- e. Residential college or system expulsion;
- f. exclusion from enrolment (up to three (3) years);
- g. exclusion from University premises (up to three (3) years);
- h. expulsion (subject to Vice-Chancellor and Chief Executive Officer ratification);
- i. revocation of award (requires Council approval); or
- j. where the substantiated allegation is of gender-based violence against a residential student and the Decision Maker determines the action to be necessary to protect the safety of residents and after seeking the views of the discloser the Investigator must expel the student from the residential system.

Provisional Notification of Outcome

(64) Within (five) 5 working days of the investigation interview or written response, the Respondent will receive written notice of:

- a. provisional findings on each alleged breach and reasons – eg. addressing whether the alleged conduct occurred and if it was in contravention of the [Student Conduct Rule](#);
- b. proposed penalty (if any);
- c. opportunity to respond within five (5) working days; and
- d. support services available.

Response to Provisional Findings

(65) The Respondent may, by written notice and within 5 working days of receiving provisional notification:

- a. accept the findings and proposed penalty; or
- b. make submissions on the proposed penalty.

(66) If no response is received within five (5) working days or any extended timeframe without reasonable explanation the provisional findings are final.

Final Determination

(67) If a response is received within 5 working days, the Decision Maker will:

- a. review all material including the student's response;
- b. confirm, vary or withdraw the proposed penalty;
- c. make a final determination

Final Notification

(68) The Respondent will receive written notice of:

- a. final findings and detailed reasons;
- b. final penalty imposed (if any);
- c. date penalty takes effect;
- d. appeal rights and process; and
- e. support services available.

(69) If the matter concerns an allegation of gender-based violence:

- a. procedure timeframes must be adhered to and the final notification given within 45 days of the commencement of the formal investigation;
- b. extensions of time will only be allowed by the Investigator or Decision Maker where required in a particular context;
- c. unless otherwise requested, the discloser will on the same day also be provided with written notice of the outcome of the process, (including the decision, reasons and any penalties) and their right to complain to the [National Student Ombudsman](#); and
- d. the discloser must also be given notice within two (2) working days of any appeal by the Respondent along with information on potential outcomes of the appeal.

Section 8 - Appeals

Grounds for Appeal

(70) Appeals may be made by a Respondent on one or more of the following grounds:

- a. procedural unfairness or failure to follow this Procedure;
- b. the decision was not supported by the evidence;
- c. new and compelling information that was not available at the time of the decision and could not reasonably have been provided earlier; or
- d. the penalty is disproportionate to the misconduct.

Appeal Officers

(71) The following University members are authorized to act as appeal officer to uphold appeals or to uphold or vary penalties:

- a. Executive Principal Student Journey, Executive Principal Education Futures, or Chief Operating Officer (not the original decision-maker)
- b. Fines/Exclusion from residential system penalties: Executive Principal Education Futures (may refer to Student Conduct Appeals Committee)
- c. Expulsion/Exclusion from University enrolment or premises/revocation: Student Conduct Appeals Committee

Student Conduct Appeals Committee

Composition

(72) The Student Conduct Appeals Committee is appointed for two years by the Vice-Chancellor and Chief Executive Officer and comprises:

- a. Deputy Vice-Chancellor or nominee (Chair)
- b. general staff member (HEO 7 or higher)
- c. three (3) academic staff (Level C or above, from different schools and at least one Head of School)
- d. community member (not current/former UNE staff member); and
- e. Director UNE Residential System or a Head of College

(73) At least one member must have legal qualifications.

(74) A Committee Quorum is four (4) members.

(75) The Student Conduct Appeals Committee may be constituted by an even number of members, in which case the chair has the casting vote.

(76) In the event that a member of the Student Conduct Appeals Committee has been involved in the initial investigation or determination of the case, the Chair of the Student Conduct Appeals Committee may co-opt another person of equivalent standing to the member standing aside, to serve as a member of the Committee.

Appeal Process

Lodging an Appeal

(77) All appeals must be in writing within ten (10) working days (twenty (20) working days if penalty is termination of enrolment) and must:

- a. State grounds and provide supporting evidence; and
- b. Submit to designated Appeal Officer or Committee Chair via email to sguforstudents@une.edu.au.

Appeal Hearing

(78) When a valid appeal is lodged, an appeal hearing will be:

- a. held within fifteen (15) working days where possible;
- b. conducted in private;
- c. student may bring a support person;
- d. may participate by phone, video or written submission.

Appeal Outcome

(79) Within ten (10) working days, Respondent notified of their appeal outcome, and this would include:

- a. decision and reasons;
- b. any varied penalty; and
- c. external review options or right to complaint to the [National Student Ombudsman](#).

(80) If the matter concerns an allegation of gender-based violence:

- a. Procedure timeframes must be adhered to and the appeal outcome given within twenty (20) days of commencement;
- b. extensions of time will only be allowed by the Appeal Officer or Committee Chair where required in a particular context; and
- c. unless otherwise requested, the discloser will on the same day also be provided with written notice of the outcome of the process, (including the decision, reasons and any penalties) and their right to complain to the [National Student Ombudsman](#).

(81) The Student Grievance Unit will be notified of all Appeal outcomes.

Section 9 - Special Considerations

International Students

(82) Where there is a report of student misconduct involving an international student where the misconduct outcome may affect enrolment, the student must upon notification (see Section 4 above) be provided with information about potential visa implication and support options.

(83) The Director, International Relationships and Recruitment must be notified at the same time and kept updated in order to:

- a. implement support options;
- b. give student notice of intention to report with twenty (20) working days to access internal appeal process before cancelling enrolment;
- c. where possible assist to maintain the student's enrolment during internal appeal process;
- d. notify Department of Education of final outcome if required; and
- e. ensure compliance with [ESOS Act](#).

Students with Disabilities

(84) Reasonable adjustments may include:

- a. accessible venues;
- b. Auslan interpreters;
- c. additional time for responses; and/or
- d. alternative communication methods.

Criminal Matters

(85) If a matter involves alleged criminal conduct, UNE may notify the Police or other relevant government authority where required by law.

(86) Any action or investigation under this Procedure may be suspended where there is an external investigation or proceedings (in consultation with the relevant external authority).

Aboriginal and Torres Strait Islander Students

(87) Aboriginal and Torres Strait Islander students will be offered culturally appropriate support throughout this process, including:

- a. connection with Oorala Aboriginal Centre staff;
- b. consideration of cultural factors that may be relevant to the matter or the process; and
- c. flexible communication methods that respect cultural preferences.

Section 10 - Records & Reporting

Record Keeping

(88) Those involved in handling misconduct reports under this Procedure will maintain comprehensive records in accordance with relevant legal obligations.

(89) Information and records collected under this Procedure will be managed confidentially and in accordance with the University's [Records Management Rule](#).

Notation on Records

(90) Expulsion and exclusion will be noted on your academic transcript.

(91) Other penalties will be recorded on your student file only.

(92) A WUN (Withdrawn Unenrolled) grade will be recorded for units if you are excluded or expelled after the census date.

Section 11 - Support Services

(93) There are a variety of [UNE support services](#) available to students. These may include:

- a. UNE [Academic Skills Office](#)
- b. Counselling and Psychological Services (CAPS)
- c. Student Accessibility & Wellbeing Office (SAWO)
- d. UNE Student Grievance Unit
- e. Oorala Aboriginal Centre
- f. Library Services
- g. UNE Urgent Mental Health Support Line
- h. International Student Support
- i. Residential College support
- j. UNE Ally Network
- k. Safety and Security

(94) There are also some independent support services for students, run by [UNE Life](#), such as Student Advocacy and Welfare.

Section 12 - Definitions specific to this Procedure

(95) Academic misconduct – (refer to [Student Academic Integrity Policy](#)).

(96) Balance of probabilities - means the standard of proof that requires a decision maker to consider whether it is more probable than not that an action, incident or event occurred.

(97) Casting vote – is an extra vote given by a chairperson to decide an issue when the votes on each side are equal.

(98) Cost of any damage – means the monetary value of any damage to, or loss of, any property (including the cost of repair or replacement).

(99) Decision Maker - means the person appointed to decide on a Student Misconduct investigation.

(100) Discloser – means a person who has shared information about their experience of Gender-based Violence.

(101) Exclusion or Excluded - means a Student is:

- a. excluded from entering UNE premises or any defined part of UNE premises or engaging in an activity as a Student; or
- b. excluded from enrolment in a particular course at UNE for the specified period of the exclusion after which the Student is eligible to return to UNE.

(102) Formal Report - means the provision through formal reporting channels of information about their experience of conduct or Gender-based Violence by a Discloser to a Provider, which requires the Provider to consider taking steps beyond the offer and provision of support services, including (without limitation) the commencement of an investigation and/or a disciplinary process in appropriate circumstances.

(103) Guidance Notice - means a notice in writing to the respondent student detailing their inappropriate conduct, and providing an opportunity for the student to correct their conduct.

(104) Gender-based Violence - means any form of physical or non physical violence, harassment, abuse or threats, based on gender, that results in, or is likely to result in, harm, coercion, control, fear or deprivation of liberty or autonomy.

(105) Interim measures/Interventions - means an interim measure as described in Clause 50.

(106) Penalty Unit - means the monetary value defined by the [Crimes \(Sentencing Procedure\) Act 1999](#) (NSW) at the time the penalty is imposed.

(107) Person-centred - means ensuring that the Discloser's or Reporter's needs and preferences are at the centre of decisions made in response to the Disclosure. The response systems, Policies and Procedures affirm the Discloser's dignity and support their healing by genuinely considering their wishes and the impact that decisions may have on them, while at all times ensuring the safety and wellbeing of the Discloser and other Students and Staff.

(108) Probation - means the Student is reprimanded in writing and, if found guilty of further acts of behavioural misconduct, during a specified period, further and more severe penalties may be imposed. If a further breach occurs, the Student will also be formally admonished with a record held on the Student's individual file.

(109) Procedural fairness - in a decision-making context, means the decision is made in accordance with the rule against bias and the hearing rule (i.e., a Respondent is given an opportunity to present their case with knowledge of any prejudicial material that may be taken into account by the decision-maker).

(110) Reporter - means a person who has made a formal report about their experience of misconduct including Gender-based Violence.

(111) Reprimand - means an official statement confirming the fact that a finding of misconduct has been sustained, issued in writing to the Student coupled with a caution against repeating the conduct. A copy of a reprimand will be held on the Student's individual file.

(112) Research misconduct - (refer to [Code of Conduct for Research Rule](#), [Research Conduct - Managing Potential Breaches Procedures](#), Higher Degree Research student policies)

(113) Resident - means a person that resides in Student Accommodation.

(114) Residential college - includes any on-campus residential accommodation, including St Albert's College. This includes separate accommodation facilities associated with a college, such as on-campus houses and/or flats that are used by residents, affiliates and Students as well as the buildings, blocks, floors, courts, grounds and parking areas associated with these buildings.

(115) Residential college expulsion - means permanent expulsion of the Respondent Student from one or more of the residential colleges.

(116) Respondent Student - is a Student who is alleged to have engaged in conduct which might, if proven, constitute misconduct, or who has been found to have engaged in misconduct.

(117) Revocation of award - is the cancellation of a University of New England award by the Council.

(118) Trauma-informed - means an approach that applies the core principles of safety (physical, psychological and emotional), trust, choice, collaboration and empowerment. It should minimise the risk of re-traumatisation and promote recovery and healing to the greatest extent possible.

(119) Student - has the same meaning as in Section 1(4) of the [Student Conduct Rule](#) (including applicants, admitted students, enrolled students and graduates:

- a. An admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study;
- b. An enrolled student is a student who is enrolled in a unit of study at UNE.

(120) Student Accommodation - means accommodation offered or provided to a Student by:

- a. Provider directly;
- b. Student Accommodation Provider; or
- c. an Affiliated Student Accommodation Provider

but in each case does not include any of the following accommodation:

- a. accommodation arranged under a homestay program where Students are offered opportunities to live with local families;
- b. rental properties that are leased through residential tenancy agreements with a private landlord and are not offered exclusively for accommodation for Students;
- c. rental properties that are in premises used for student accommodation and are owned by individual landlords and leased through residential tenancy agreements; or
- d. hotels or serviced apartments that are used to provide temporary accommodation for Students.

(121) Student Accommodation Provider - means a provider of Student Accommodation that is not itself directly owned, managed and/or operated by a Provider but is nevertheless under the Control of the Provider.

(122) Student Misconduct - includes misconduct as defined by Part B of the [Student Conduct Rule](#).

(123) Support Person - is an individual who accompanies a Student to Student Conduct Interviews, providing emotional support, and practical assistance to the Student to assist in navigating the process. Support persons are not able to advocate on the Student's behalf in relation to the allegations or possible penalties.

(124) Suspended Penalty - the penalty maker may suspend a penalty in lieu of good behaviour for a specified period. If the respondent Student is found to have breached the [Student Conduct Rule](#) again during the specified period, the subsequent penalty maker will be required to issue a new penalty, including a penalty for the initial breach.

(125) Temporary suspension - means to prohibit a Student for a specified period from attending any teaching session or assessment session or entering UNE premises, using UNE's computing and network facilities, or representing UNE, on terms and conditions imposed by UNE.

(126) UNE premises - means any buildings, streets, driveways, footways, and any other areas owned or controlled by UNE and includes premises on which research, workshops, camps, placements, examinations, professional, field or vocational placements are carried out or form part of a course, and any other study activities controlled or supervised by, or in the temporary possession of UNE, including premises hired or temporarily possessed by UNE for workshops, camps, examinations or assessment, or other learning or study activities, and also includes the premises of any interstate or international partner of UNE.

(127) UNE representative - means a University employee (casual, fixed term or permanent), contractor, agent,

appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

(128) UNE representative misconduct – (refer to UNE [Code of Conduct](#) and enterprise agreements).

(129) Written undertakings – a formal promise or commitment in writing where a person agrees to do or stop doing specific actions to resolve a report.

Status and Details

Status	Current
Effective Date	8th January 2026
Review Date	8th January 2029
Approval Authority	Executive Principal Student Journey
Approval Date	8th January 2026
Expiry Date	Not applicable
Unit Head	Tanya Pelle Director Student Services dir-studentservices@une.edu.au
Enquiries Contact	Student Journey +61 2 6773 1795

Glossary Terms and Definitions

"Senior Executive" - Means the Vice-Chancellor, Deputy Vice-Chancellor, Deputy Vice-Chancellor Research, Chief Financial Officer, Chief Operating Officer, Assistant Vice-Chancellor Transition and Executive Director Future Students, Engagement & Technologies.

"Residential College" - Includes any on-campus residential accommodation. This includes separate accommodation facilities associated with a college, such as on-campus houses and/or flats that are used by residents, affiliates and Students as well as the buildings, blocks, floors, courts, grounds and parking areas associated with these buildings.