SCOPE

This procedure applies to:

- all students at Monash University precincts (including all teaching locations and Monash Residential Services); and,
- all students who are engaging in a University activity (including study tours, clinical and other placements, and events organised by University-affiliated student organisations).

Other policies, procedures and agreements that apply to the conduct of students, such as students who travel overseas or reside in residential colleges, are not superseded or limited by this procedure.

This procedure applies to disclosures and reports made by staff of sexual misconduct by students. It does not apply to inappropriate sexual behaviour by staff members, associates, contractors, agents, adjuncts, official visitors and other individuals performing services/work for and on behalf of Monash University (the University), unless they are also a student. The conduct of a person who is both a staff member and a student is governed by the policies and procedures applicable to staff and students. Students who believe that a staff member, associate, contractor, agent, adjunct, official visitor or other individual performing services/work for and on behalf of Monash University has engaged in inappropriate sexual behaviour should contact the Safer Community Unit.

All references in this procedure to organisational units or positions include equivalent units or positions at Monash Malaysia, IITB-Monash Research Academy (IITB) and Monash Suzhou.

PROCEDURE STATEMENT

This procedure explains how the University supports a culture of respectful personal behaviour by students, and how it manages disclosures and reports of sexual misconduct by students.

1. General Principles

1.1 The University is committed to providing an environment that maintains and promotes respect and integrity in everything it does, and is safe, harmonious and productive for all students.

1.2 The University actively fosters a culture of respectful relationships. It promotes affirmative consent, which exists when both parties actively and clearly agree to sexual conduct free from pressure or coercion, either through clear, verbal communication or non-verbal cues or gestures.

1.3 The University is working to achieve a culture that is safe, healthy, inclusive and empowering for everyone.

1.4 The University recognises that sexual misconduct can involve behaviour by, or towards, a person of any sex, gender, age and sexuality. It can occur between strangers or between people who know each other well, including people involved in an intimate relationship. It can be a single incident or a persistent pattern of unwelcome behaviour.

1.5 Sexual misconduct is never the fault of the person who does not consent to the sexual behaviour.

1.6 All students and staff are responsible for maintaining an environment that is free from sexual misconduct.

1.7 The University will continue to develop and implement a range of prevention strategies that address the risks to the University community of experiencing sexual misconduct, including for those who may be particularly vulnerable to such risks. Prevention strategies include education, awareness-raising, provision of information, skill-building, capacity-building, counselling and other supports, and avenues of complaint for students who have experienced sexual misconduct.

1.8 Students, including complainants, respondents and witnesses, will be treated according to the following principles:

- The University prioritises the immediate safety and wellbeing of the individual who has disclosed or reported the sexual misconduct, and to promote their recovery and empowerment;
• The University treats students with respect and dignity, and in a manner consistent with principles of diversity and inclusion, regardless of gender, cultural background, age, sexual orientation, income, social status, physical and cognitive abilities, sexual, medical or mental health history;
• At all stages of the response, the University will take a trauma-informed and strengths-based approach that emphasises physical, psychological and emotional safety for everyone, including to provide assistance to minimise trauma, distress or any other risks to wellbeing arising from reported incidents or the handling of allegations;
• The University accepts and manages disclosures and reports of sexual misconduct in a culturally-sensitive and compassionate way;
• The University recognises the power imbalances that can exist between staff and students;
• The University facilitates and encourages students to be accompanied by a support person when receiving services from the University;
• The University informs students of their options concerning reporting and responding to allegations, and the services and support available to them; and,
• The University works to ensure the safety, welfare and support of the University community.

1.9 Where unwanted conduct of a sexual nature occurs and such conduct:
• was not perpetrated by a current student;
• was perpetrated by a person who is no longer a student; or,
• did not take place at or in the vicinity of a University precinct or another place where a University activity is taking place, is about to take place or has just taken place,

the University cannot investigate such matters as potential student general misconduct and there are limits on any penalty the University can impose. However, the University recognises that unwanted conduct of a sexual nature affects the health and wellbeing of members of the University community, regardless of where the incident occurred, and offers support services and referrals to all students affected, and addresses the need for safety measures, through the Safer Community Unit (SCU).

2. Support and Advice for Students

2.1 The University provides various avenues of advice and support for students who have experienced sexual misconduct.

2.2 In case of emergency, students should contact police or ambulance. Students can also contact Campus Security. https://www.monash.edu/students/safety-security/security/contacts

2.3 Students can seek support about sexual misconduct from:
• the Safer Community Unit (https://www.monash.edu/safer-community);
• at Monash University Malaysia, Student Advisory and Support (https://www.monash.edu.my/student-life/student-advisory-and-support);
• University Health Service;
• counselling services provided by the University (https://www.monash.edu/health/counselling) or at Monash University Malaysia (https://www.monash.edu.my/student-services/support-services/counselling-and-wellness);
• South Eastern Centre Against Sexual Assault (SECASA) (https://www.secasa.com.au/); and,
• academic support such as special consideration for examinations and assessments (https://www.monash.edu/exams/changes/special-consideration).

2.4 Students can also seek information about sexual misconduct:
• at Monash Suzhou from Chris Wen (+86 512 6299 8035 or Chris.wen@monash.edu); and,
• at IITB from M.S. Unnikrishnan (+91-22-2576 4740 or unnikrishnan.ms@iitbmonash.org).

2.5 Students can seek advice about their rights by contacting external agencies including:
• in Malaysia, the All Women’s Action Society (https://www.hati.my/all-womens-action-society-awam) or the Women’s Aid Organisation (https://wao.org.my);
• community legal centres;
• student associations (https://www.monash.edu/get-started/orientation/student-unions); and
• private lawyers.

2.6 Recognising that students may be traumatised and are participating in an unfamiliar process, SCU or Student Conduct can arrange an interpreter, where possible, for students who wish to make a disclosure or participate in a misconduct process in their preferred language.
3. **Sexual Misconduct is Unacceptable**

3.1 Sexual misconduct by students is unacceptable and will not be tolerated by the University.

3.2 Sexual misconduct is defined in this procedure and includes all types of unwanted conduct of a sexual nature.

3.3 Sexual assault and other unwanted conduct of a sexual nature can amount to criminal conduct, and sexual harassment is a breach of state- and federal equal opportunity laws. A student who has experienced sexual misconduct has the right to report their experience to the police or other external complaints-handling bodies, regardless of any decision to make a disclosure or report to the University. The University’s formal investigations process is not a substitute for a criminal process.

3.4 Sexual misconduct by students, at or in the vicinity of a University precinct or another place where a University activity is taking place, is about to take place or has just taken place, constitutes student general misconduct under section 3 of the **Student General Conduct Policy** and is subject to the processes set out in the **Student General Misconduct Procedure** and Student Academic and General Misconduct: Hearing and Appeals Panels Procedure.

4. **Disclosures to the University**

4.1 Students who have experienced sexual misconduct are encouraged to make a disclosure or a report to the University online at [https://www.monash.edu/safer-community/problem-behaviour/reporting](https://www.monash.edu/safer-community/problem-behaviour/reporting) or by contacting SCU via [https://www.monash.edu/safer-community](https://www.monash.edu/safer-community).

4.2 A person who witnessed or received a disclosure of, but did not personally experience, sexual misconduct against a student may contact SCU for advice and support. Usually, allegations of General Misconduct which comprise sexual misconduct will only be handled as a report with the consent of the person who experienced the sexual misconduct.

4.3 When a student discloses or reports sexual misconduct, the University will:

- encourage students to disclose sexual misconduct without threat of being reprimanded or dismissed;
- minimise the number of times a student is required to recount a traumatic experience;
- prioritise the student’s safety and recovery, and offer support, advice and referrals;
- support the student’s choice and empowerment in what steps they want to take; and,
- make the misconduct procedures as safe and accessible as practicable, including special protections for complainants when they are giving evidence in panel hearings.

4.4 Disclosures of sexual misconduct may be made on an anonymous basis, where either or both of the complainant or respondent are not identified. However, anonymous disclosures may limit the University’s ability to take disciplinary action in relation to the disclosure due to insufficient details of the alleged misconduct or the constraints of procedural fairness.

4.5 The University acknowledges the right of a complainant and a respondent to be afforded an investigation or other determination of the allegation of sexual misconduct in accordance with the **Student General Misconduct Procedure** and Student Academic and General Misconduct: Hearing and Appeals Panels Procedure, subject to external or criminal investigations or proceedings.

4.6 If there is a current police investigation or legal proceeding arising from the same circumstances as a University misconduct process or panel hearing commenced under the **Student General Misconduct Procedure** and Student Academic and General Misconduct: Hearing and Appeals Panels Procedure:

- the police investigation or legal proceeding take precedence over any University misconduct process or panel hearing;
- any action taken by the University in relation to allegations of sexual misconduct will be conducted in a way that avoids, to the extent possible, interference or perceived interference with current, pending or future police investigations or court proceedings;
- the University misconduct process or panel hearing may not be able to proceed until the police investigation or legal proceeding is finalised;
- the University will ensure that any action it takes does not prejudice the police investigation or legal proceeding; and,
- the deferral or temporary suspension of a University misconduct process or panel hearing does not prevent the University taking other reasonable action to implement safety measures or otherwise manage risks to the University community.

4.7 There is no time limitation on making a disclosure or report, which can be about recent or historical incidents of sexual misconduct. If the alleged perpetrator is no longer a student of the University, the University will provide the complainant with support and advice on their reporting options.

4.8 The University will respect the choice of, and support, the complainant:

- to report or not to report an allegation of sexual offence to the police; and,
- to request the University either investigate alleged sexual misconduct or take no action;

subject to:
5. Handling of Information

5.1 The University will keep disclosures and reports confidential, meaning that information contained in disclosures and reports will be handled sensitively and with respect to the people whose identities are ascertainable from the information. The information may be:

- used by SCU to implement appropriate safety measures and to provide support and referrals to the students involved;
- used in the handling of the matter as student general misconduct, if it is referred to Student Conduct;
- recorded on the files and case management systems of SCU or Student Conduct;
- reported (where practicable, in a de-identified manner) to senior executives, Campus Security, the University Risk Management Group or Monash Residential Services, and other staff of the University for the purposes of responding to risk, identifying trends, or developing and assessing the impact of prevention initiatives; and,
- used, recorded or disclosed as required or authorised by law (such as mandatory reporting legislation, or compliance with a warrant or subpoena).

5.2 All staff and students must handle information related to disclosures and reports sensitively, and with respect to the people whose identities are ascertainable from the information.

5.3 If a student provides ‘personal information’ or ‘health information’ (as understood in privacy legislation) in the course of making, responding to, or otherwise participating in, the handling of a disclosure or report of sexual misconduct, the University will comply with the Data Protection and Privacy Procedure with regards to the management of that information.

6. Responsibilities of Staff and Officers of Associations, Clubs and Societies

6.1 Staff and officers of associations, clubs and societies are encouraged to undertake training in responding to disclosures and reports of sexual assault and sexual harassment with respect and compassion (such as https://www.monash.edu/safer-community/workshops-and-training/responding-to-disclosures-of-sexual-assault).

6.2 Officers of associations, clubs and societies are required to report to SCU any allegation of sexual misconduct that comes to their attention with the consent of the person who allegedly experienced the sexual misconduct. If consent is not provided by the person who allegedly experienced the sexual misconduct, that person must be referred to SCU, and the officer of the association, club or society must report the matter to SCU on an anonymous basis.

7. Protection from Victimisation

7.1 Victimisation constitutes student general misconduct under section 3 of the Student General Conduct Policy. The University will not tolerate conduct by a student that victimises a person who:

- makes an allegation, disclosure or report of sexual misconduct to the University or any external agency;
- files a complaint with the police;
- is a complainant, a respondent or a witness in an investigation or hearing in relation to an allegation of sexual misconduct; or,
- is otherwise associated with a student who has pursued rights under this Procedure, under the Student General Misconduct Procedure, Student Academic and General Misconduct: Hearing and Appeals Panels Procedure or under legislation.

7.2 A student who engages in a type of conduct described in paragraph 7.1 engages in general misconduct and is subject to the general misconduct processes set out in the Student General Misconduct Procedure and Student Academic and General Misconduct: Hearing and Appeals Panels Procedure.

8. Role of Safer Community Unit

8.1 SCU is the University’s central point of contact for those within the University community seeking support or other action as a result of any form of inappropriate behaviour including sexual misconduct. SCU also determines and manages risks to the safety of the university community. SCU’s response to people who disclose that they have experienced sexual misconduct is to support the welfare of persons involved and to support and facilitate their safety and recovery and to ensure they are appropriately informed about their reporting options and available safety measures.
8.2 When SCU receives a disclosure or report, whether or not the allegations amount to or are made as allegations of general misconduct, it may:

- take steps to minimise further trauma or distress for the complainant;
- implement appropriate safety measures;
- provide information about formal reporting options and processes;
- provide support and assistance to the complainant and affected students, including referrals to support and assistance provided by the University (e.g. counselling) and by external organisations and agencies (e.g. SEcasa, police, medical treatment and forensic examination immediately after an assault);
- provide guidance and referrals about academic matters, such as the complainant applying for special consideration for examinations and assessments; and,
- where appropriate, work with other University staff to facilitate the handling of matters of student general misconduct.

8.3 In order to minimise potential harm to any person and to address any safety concerns, SCU may decide to implement safety measures pending the resolution, investigation or conclusion of the handling of a disclosure or report, in which case:

- the safety measures may be ongoing or may apply for a set period of time;
- the safety measures will be proportionate in substance and duration, to the seriousness and circumstances of the alleged conduct;
- the safety measures may include, but are not limited to, directions that:
  - restrict a respondent's access to buildings and/or University property (where that decision is made in conjunction with the Security Manager);
  - temporarily prevent a respondent from attending specified classes, activities and/or positions of leadership;
  - relocate a respondent from University accommodation; and,
  - prohibit a respondent from speaking to or approaching another person, including by social media, email, letter, telephone or through a third party;

8.4 A student’s failure to comply with a safety measure may constitute a breach of a reasonable direction and general misconduct pursuant to the Monash University (Council) Regulations.

8.5 A student’s compliance with, or failure to comply with, safety measures may be taken into account by a decision-maker in any later disciplinary proceedings in determining the penalty for student general misconduct that is proven.

8.6 When the SCU receives a report of sexual misconduct and the complainant consents to the referral, SCU will refer the report to the Responsible Officer, General Misconduct to handle in accordance with the Student General Misconduct Procedure.

8.7 In coordinating the University’s response to an allegation of sexual misconduct, the SCU may also involve other internal stakeholders such as the Executive Director, Campus Community Division, Faculty staff, Counselling staff, Monash Residential Services, the Responsible Officer General Misconduct, Monash Security, Monash Human Resources and the Office of General Counsel.

9. Role of Student Conduct

9.1 The purpose of the Student Conduct is to ensure that the University takes a consistent approach to student general misconduct and to provide support to all parties involved in allegations of general misconduct.

9.2 Student Conduct aims to deal with allegations of student general misconduct through a process that:

- is impartial and fair to all parties involved;
- is responsive to complex and sensitive issues;
- imposes penalties that are proportionate and appropriate; and,
- is handled in a timely manner.

9.3 If SCU refers a report to the Responsible Officer General Misconduct as a matter of student general misconduct, Student Conduct:

- handles the matter until it has been determined or closed, including any delegated actions; and,
- provides the complainant, respondent and witnesses with support with respect to the Student General Misconduct process, while SCU continues to provide support, referrals and safety measures in the broader context to both parties.

10. General Student Misconduct Processes and the Role of the Responsible Officer, General Misconduct

10.1 Reports that are referred to the Responsible Officer General Misconduct by SCU will be handled in accordance with the Student General Misconduct Procedure and Student Academic and General Misconduct: Hearing and Appeals Panels Procedure, which enable the Responsible Officer General Misconduct, following initial assessment of a referral, to (amongst other things):

- dismiss the report and take no further action;
- refer the report for alternative resolution;
• investigate the report and if proven, determine a penalty; or,
• refer the report to a Student Misconduct Panel (SMP) for investigation and determination.

10.2 The Responsible Officer General Misconduct or a SMP may use appropriate internal University resources (e.g. SCU) or external resources to assist in the conduct of an investigation of a report, including delegating the investigation. Whether or not it delegates the investigation of the report, the Responsible Officer General Misconduct or SMP will be the ultimate decision-maker on whether the allegations are proven and will determine any penalty consistent with the Student General Misconduct Procedure and Student Academic and General Misconduct: Hearing and Appeals Panels Procedure.

10.3 The Student General Misconduct Procedure and Student Academic and General Misconduct: Hearing and Appeals Panels Procedure provides, amongst other things, that determinations of the Responsible Officer General Misconduct or a SMP that a student has engaged in Sexual Misconduct may be appealed by that student to a Student Appeals Panel (SAP). Following a hearing, the relevant SAP may dismiss, confirm, alter or reject any finding or penalty determination made by the Responsible Officer General Misconduct or a SMP.

11. Sexual Misconduct by a Person who is both a Staff Member and a Student

11.1 Sexual misconduct by a person who is both a staff member and a student amounts to a breach of that person’s responsibilities both as a staff member and as a student.

11.2 Alleged sexual misconduct by a person who is both a staff member and a student may be handled under the policies and procedures applicable to staff, or the policies and procedures applicable to students, or both as determined by the University.

11.3 Students who experience sexual assault or sexual harassment by a staff member are encouraged to seek advice and support from SCU or SECASA, and to report their experiences to the University under the Resolution of Unacceptable Behaviour and Discrimination Procedure. SCU can assist students to make a report of sexual assault or sexual harassment by a staff member.

12. Professional Standards, Mandatory Reporting and Legal Proceedings

12.1 Nothing in this procedure takes precedence over:
• professional standards regarding confidentiality between clients and medical practitioners, nurses, psychologists and lawyers;
• mandatory reporting requirements prescribed by child safety legislation;
• legal obligations applicable to the University and the ability of the University to take appropriate action in managing risks that impact the University regarding sexual offences; or,
• any criminal investigation, court order or legal proceeding.

12.2 Nothing in this procedure will pre-empt, limit or delay students’ rights to pursue other avenues for the resolution of allegations, such as direct application to the Victorian Human Rights and Equal Opportunity Commission, the Australian Human Rights Commission or the Victoria Police, or the equivalent agencies and authorities in other jurisdictions.

DEFINITIONS

| Complainant | For simplicity, this Procedure refers to people who have experienced sexual misconduct as ‘complainants’. The University acknowledges that people who have experienced sexual misconduct may refer to themselves as a complainant, discloser, victim or survivor. |
| Consent | Consent means free agreement where the person engaging in conduct of a sexual nature (respondent) reasonably believes that the other person (complainant) freely agrees to it. A person does not freely agree to an act in circumstances including the following—
(a) the person submits because of force or the fear of force to that person or someone else;
(b) the person submits because of the fear of harm of any type to that person or someone else;
(c) the person submits because she or he is unlawfully detained;
(d) the person is asleep, unconscious, or so affected by alcohol or another drug as to be incapable of freely agreeing;
(e) the person is incapable of understanding the sexual nature of the act;
(f) the person is mistaken about the sexual nature of the act or the identity of the person; or
(g) the person mistakenly believes that the act is for medical or hygienic purposes. |
| Disclosure | A person makes a Disclosure of Sexual Misconduct to a staff member if the person states that they or |
another person have been subjected to Sexual Misconduct, and the person who was subjected to the alleged Sexual Misconduct indicates that they do not want to make a Report.

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<tr>
<th><strong>Hazing</strong></th>
<th>Hazing includes any action or situation (e.g. initiation ceremony, ritual, challenge or other activity) with or without the consent of participants, for the purpose of admission into, affiliation with, or as a condition for, continued membership or acceptance into a group (e.g. club, team, hall, society). Hazing activities may be intentional or unintentional and may cause or be likely to cause humiliation, discomfort, embarrassment, abuse or physical and or emotional harm to any individual or group.</th>
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| **Procedural Fairness** | Procedural fairness means that decisions are made:  
• in accordance with the rule against bias;  
• only after the respondent has been given an opportunity to know the allegations against them, to have a reasonable opportunity to respond to those allegations, and knowledge of any prejudicial material that may be taken into account by the decision-maker; and  
• without undue delay. |
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<tr>
<th><strong>Report</strong></th>
<th>A person makes a report if the person states that they want allegations of Sexual Misconduct to be handled as a matter of student General Misconduct in accordance with the Student General Misconduct Procedure.</th>
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<th><strong>Respondent</strong></th>
<th>A person against whom an allegation of sexual misconduct has been made.</th>
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| **Sexual Assault** | Sexual Assault means any contact, threat of or intent to have contact, or compelling another person to have contact, of a sexual nature committed without consent against, toward or with regard to a person, including but not limited to:  
• rape,  
• sexual penetration,  
• non-penetrative sexual activity,  
• sexual touching  
• assault with intent to commit a sexual offence,  
• threat to commit a sexual offence, and  
• the administration of a drug or intoxicating substance with the intention of rendering a person incapable of resistance to participation in acts of a sexual nature. |
| --- | --- |

| **Sexual Harassment** | Sexual Harassment means all unwanted or unwelcomed conduct of a sexual nature which a reasonable person would expect to cause the other person to feel intimidated, insulted or humiliated. Sexual Harassment:  
• can occur in a single incident or a series of incidents;  
• can be experienced by witnessing behaviour not directed to that person e.g. overhearing a lewd joke;  
• can affect all genders;  
• can be physical, spoken, visual or written. Sexual harassment can include conduct such as (but is not limited to):  
• sending explicit or sexually suggestive emails, text messages, memos, messages or posts on social networking sites;  
• obscene or threatening communications such as phone calls, letters, emails, text messages or posts on social networking sites.  
• displaying or sending images, images or footage which are sexually explicit or pornographic;  
• making comments or asking intrusive questions about someone’s personal life, private life, sex life or the way they look;  
• sexually suggestive comments or ‘jokes’;  
• sexually suggestive behaviour such as leering or staring;  
• deliberately brushing up against someone, touching, fondling or hugging;  
• displaying offensive screen savers, photos, calendars or objects;  
• repeated requests to go out;  
• requests for sex;  
• indecent exposure; and/or  
• unwanted sexual attention. |
Sexual Misconduct means student general misconduct (for the purposes of the Student General Conduct Policy and the Student General Misconduct Procedure) of a sexual nature, and includes:

- Sexual assault;
- Sexual harassment; and
- any conduct of a sexual nature without consent, including: obscene, indecent, threatening language or behaviour (including indecent exposure); observation, filming, imaging or distributing an image of a person’s genital or anal region or an intimate image without consent (e.g. revenge pornography); and stalking or hazing of a sexual nature.

Stalking means repeated attempts to impose unwanted communications and/or contacts on another in a manner that could be expected to cause distress and/or fear in any reasonable person.

For the purpose of this procedure, a University activity includes (but is not limited to):

(a) conduct at all residential accommodation owned by or operated by Monash University;
(b) all activities undertaken while on study abroad programs, exchange or other study tours which are organised or endorsed by Monash University;
(c) learning activities, clinical and other placements, work integrated learning, internships, fieldwork, or any other type of practicum organised, managed or endorsed by a faculty;
(d) events, competitions, cultural activities and conferences at which Monash University is represented or participating;
(e) University-affiliated student organisations, clubs and societies, and events that they organise, sponsor, arrange, manage or endorse (whether the event was sanctioned by the University or not);
(f) virtual spaces (including online forums, communities and platforms) arranged, supplied or facilitated by Monash University;
(g) Monash University information and communication technology resources, including email systems and using Monash University internet connections;
(h) gatherings of Monash University students, staff members and/or their guests that are sponsored, arranged or endorsed by Monash University;
(i) events at Monash University performance venues, e.g. social or sports clubs meetings, barbeques, fund-raisers, book launches, seminars, reading groups and conferences;
(j) conferences, seminars, business partner sponsored/arranged events;
(k) events sponsored, arranged or endorsed by Monash University that take place on external premises;
(l) off-campus activities undertaken as part of teaching and/or research activities involving staff, students and/or authorised volunteers; and
(m) conduct occurring at a private venue where one of the above activities was taking place, was about to take place or had just taken place.

A University precinct is defined in the Monash University (Council) Regulations, and for the purpose of this policy and all related procedures also includes the University campuses and teaching locations (including Malaysia, Prato, IITB, Monash Suzhou, a University-managed or -operated residential accommodation facility (e.g. Monash Residential Services), all property owned, leased or occupied by Monash University (or any entities it controls) and any lands or roads within any Monash University Campus.

GOVERNANCE

Parent policy
Student General Conduct Policy

Supporting schedules
N/A

Associated procedures
Student General Misconduct Procedure
Data Protection and Privacy Procedure
Information Technology Acceptable Use Policy
| Legislation mandating compliance | Monash University Act  
Monash University (Council) Regulations  
Higher Education Standards Framework (Threshold Standards) 2015 |
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<td>Category</td>
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| Approval                        | Chief Operating Officer & Senior Vice-President  
16 October 2019                                                   |
| Endorsement                     | Executive Director, Campus Community Division  
15 October 2019                                                   |
| Procedure owner                 | Executive Director, Campus Community Division                  |
| Date effective                  | 1 December 2019                                                |
| Review date                     | 1 December 2022                                                |
| Version                         | 1.2 (Minor amendments effective 17 December 2020)             |
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