Statement Regarding Integrity of Student Admissions, Scholarships and Prizes Processes and Decision Making at the University

<table>
<thead>
<tr>
<th>Approving authority</th>
<th>University Council</th>
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<tbody>
<tr>
<td>Approval date</td>
<td>7 October 2014 (4/2014 meeting)</td>
</tr>
<tr>
<td>Advisor</td>
<td>Kathy Grgic</td>
</tr>
<tr>
<td>Next scheduled review</td>
<td>2019</td>
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<tr>
<td>TRIM document</td>
<td>2016/0000138</td>
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</tbody>
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Description
This statement enunciates in a public way the University's commitment to open, transparent and fair decision making processes in the important areas of University admissions, scholarships and prizes.

Related documents
Aboriginal and Torres Strait Islander: First Peoples Selection and Admissions Guidelines for Griffith Health Programs
Aboriginal and Torres Strait Islander Scholarships Policy
Academic Excellence Scholarships Policy
Chancellor’s Medal for Excellence in the PhD Thesis
Code of Conduct
Conflict of Interest Policy
Credit for Prior Learning Policy
Equity Scholarships Policy
Griffith Award for Academic Excellence
Griffith Honours College Policy
Harassment, Bullying and Discrimination Policy
Higher Degree Research Policy
Higher Doctorates by Publication Policy
Medal for Achievement in Bachelor Degree
Personal Relationships in the Workplace
Philanthropy and Fundraising Policy
Postgraduate Qualifications (AQF Level 8 & 9) Policy
Public Interest Disclosure Policy
Higher Degree Research Scholarship Application Assessment and Award Policy
Sports Excellence Scholarship Policy and Conditions
Student Charter
Student Success in External Scholarships and Awards
Undergraduate Programs Admission Policy
Undergraduate Programs Admissions Policy Schedule A: English Language Qualifications accepted by Griffith University for Undergraduate, Postgraduate and Higher Degree Research Admission
Undergraduate Programs Admission Policy Schedule B: Programs for which the Pearson Test of English (Academic) does not satisfy English Language Entry Requirements
Undergraduate Programs Admission Policy Schedule C: Griffith Academic Entry Requirements by Country
University Medal Policy
1. **PRINCIPLES**

Griffith University is committed to operating an admissions, scholarships and prizes process which is demonstrably fair, transparent, professional and underpinned by appropriate and robust policies and procedures. Admissions offers includes those made to domestic and international applicants for programs at the undergraduate, postgraduate and/or higher degree levels.

When making admissions offers for places in its programs and the awarding of scholarships, prizes and bursaries, the University is guided by the following principles:

- the effective operation of the admissions, scholarships and prizes process is ensured by making explicit the criteria by which decisions are made and outcomes are clearly documented
- offers are made on the basis of merit (especially academic achievement) and will be free of patronage, bias, and unlawful discrimination
- where the number of places in a program is limited by a quota, admission offers will be made in order of merit of applicants
- where specific factors or circumstances are taken into account, decisions will be based on formally approved or published criteria. These may include:
  - equity criteria
  - regional bonus points
  - customised programs
  - particular conditions attached to philanthropic scholarships
  - strategic allocation of HDR scholarships into particular research areas
- under the policies relating to *Conflict of Interest and Personal Relationships in the Workplace* any staff involved in the award of scholarships and prizes or the selection and/or admission of students are required to disclose if they have a personal or other relationship with an applicant and written records of such disclosures are made and retained by the University. Such staff will not take any part in the award or admission process
- decisions are consistent and each stage of the process is carried out with honesty and integrity by appropriate staff with relevant and up-to-date knowledge and expertise
- the University reserves the right to withdraw or refuse an admission, scholarship or prize offer where the applicant has provided false, fraudulent, incorrect, incomplete or misleading information.

2. **UNACCEPTABLE BEHAVIOURS**

In making admissions, scholarships and prizes decisions, the University will not tolerate any interference (including nepotism, bribery, threatening or harassing behaviour) or undue influence by anyone (staff, student, or member/s of the public) when deciding to admit, or not, an individual to a program and the selection and offer of a scholarship or prize.

3. **REPORTING A BREACH**

Where a staff member becomes aware of interference, undue influence, or a suspected or alleged breach of the integrity of the University’s admissions, scholarships and prizes processes they have the responsibility, with the full support of the University, to report the matter. The University reassures staff that the reporting of these matters will be taken seriously.

The table below outlines the reporting process to be followed when reporting a breach of the admissions, scholarships and/or prizes process:
### Area or Individual/s Responsible for Suspected Breach:

<table>
<thead>
<tr>
<th>Area or Individual/s</th>
<th>Reports to be Made to:</th>
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<tbody>
<tr>
<td>UG&amp;PG Admissions Office, Student Administration, Student Success Unit, Academic Administration, Academic Services</td>
<td>Academic Registrar</td>
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<tr>
<td>UG&amp;PG Students, Member/s of the Public</td>
<td>Academic Registrar</td>
</tr>
<tr>
<td>International Admissions</td>
<td>Vice President (Global)</td>
</tr>
<tr>
<td>HDR Admissions and Scholarships</td>
<td>Dean, GGRS</td>
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<tr>
<td>Academic Schools and Groups, Academic Registrar</td>
<td>Deputy Vice Chancellor (Academic)</td>
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<tr>
<td>Research Centres and Institutes</td>
<td>Senior Deputy Vice Chancellor</td>
</tr>
<tr>
<td>Deputy Vice Chancellor (Academic), Vice President (Global), Executive Group</td>
<td>Vice Chancellor</td>
</tr>
<tr>
<td>Vice Chancellor</td>
<td>Chancellor</td>
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<td>Chancellor</td>
<td>Crime and Corruption Commission (Queensland)</td>
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### 4. REPORTING OUTCOMES

The reporting process ensures that these matters are taken seriously by the University and are dealt with in a consistent and transparent manner. Investigations resulting in a finding that unacceptable behaviour has taken place will be dealt with under the University’s policies and may result in disciplinary action, termination of scholarship and/or admission offers, and in the case of staff, termination of employment. Such breaches may also result in referral to, and action being taken by, an external statutory authority and/or agency.