

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

<b>Approving authority</b>	University Council
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<b>TRIM document</b>	2018/9006098
<b>Description</b>	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 and Recognition of Prior Learning Policy](#)
- [Equity Scholarships Policy](#)
- [Griffith Award for Academic Excellence](#)
- [Griffith Honours College Policy](#)
- [Staff Harassment, Bullying and Discrimination Policy](#)
- [Staff Sexual Assault and Sexual Harassment Policy](#)
- [Higher Degree Research Policy](#)
- [Higher Doctorates by Publication Policy](#)
- [University Medal Policy](#)
- [Personal Relationships in the Workplace](#)
- [Philanthropy and Fundraising Policy](#)
- [Postgraduate Qualifications \(AQF Level 8 & 9\) Policy](#)
- [Public Interest Disclosure Policy](#)
- [Higher Degree Research Scholarship Policy](#)
- [Sports Excellence Scholarship Policy and Conditions](#)
- [Student Charter](#)
- [Student Success in External Scholarships and Awards](#)
- [Undergraduate Programs Admission Policy](#)
- [Undergraduate Programs Admission 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](#)

## 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.

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## 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.

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## 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:

<b>Area or Individual/s Responsible for Suspected Breach:</b>	<b>Reports to be Made to:</b>
UG&PG Admissions Office, Student Administration, Student Success Unit, Academic Administration, Academic Services	Academic Registrar
UG&PG Students, Member/s of the Public	Academic Registrar
International Admissions	Vice President (Global)
HDR Admissions and Scholarships	Dean, GGRS
Academic Schools and Groups, Academic Registrar	Deputy Vice Chancellor (Academic)
Research Centres and Institutes	Senior Deputy Vice Chancellor
Deputy Vice Chancellor (Academic), Vice President (Global), Executive Group	Vice Chancellor
Vice Chancellor	Chancellor
Chancellor	Crime and Corruption Commission (Queensland)

#### 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.