

The Deputy Vice-Chancellor, Research & Impact:
Reviews the decision if requested by **Complainant** and/or the **parties** involved.

- May refer the matter to the **Office of Research Training Quality and Integrity**
- May refer matters of possible misconduct to **People and Culture** for further determination.

Office of Research Training, Quality and Integrity.

- Considers the complaint with regard to research integrity.
- Remedial action may be undertaken, as required
- Will inform the AEC Chairperson of their decision in writing.

Animal Welfare Officer or the AEC Executive Officer receives a complaint regarding animal welfare at Victoria University.
Advises **Complainant** the complaint must be received in writing.

Animal Welfare Officer notifies the **AEC Executive Officer** regarding the complaint and the **Executive Officer** forwards the written complaint to the **AEC Chairperson**

Animal Welfare Officer via **AEC Executive Officer** formally notifies in writing the:

- **SPPL license holder**
- **AEC members**
- In complaints about the operations of the **AEC** itself, the matter is referred directly to the **Office of Research Training, Quality of Integrity.**

The AEC deliberates on the complaint to decide if it has merit. If the complaint has merit then one of more of the following may occur:

1. Appropriate remedial action for Researcher or Teaching staff. This will comply with “The Code”.
2. Referral of the complaint to the **Office of Research Training, Quality and Integrity** after discussion with the **SPPL** and **AEC Chairperson.**
3. Referral of the complaint to a **College Dean, Executive Director of a Research Institute or Director of a Centre** for matter unrelated to the Code. They may take remedial action and notify the **AEC** and **AEC Executive Officer.**

The AEC Chairperson via the **Executive Officer** will provide:

- Notification in writing to **Complainant** and **all parties** regarding the outcome of the investigation of the complaint by the **AEC** and/or the **Office of Research Training, Quality and Integrity.**
- Extends right to review decision to **Complainant** and **all parties** involved. This review must occur within 1 month of decision being finalized.

Complainant.
Contacts **Animal Welfare Officer** or **AEC Executive officer**