

Student Code of Conduct

1. PURPOSE/OBJECTIVE

To ensure that all students studying at Macquarie City Campus (MQC) are entitled to a safe and secure study environment.

2. APPLICATION

This policy applies to all students at MQC.

3. POLICY STATEMENT

The Student Code of Conduct outlines standards of acceptable behaviour required of you to protect the rights of all students. In order to maintain the reputation and integrity of the campus, MQC treats students in a fair and just manner both academically and personally. The safety and wellbeing of everyone on campus is our priority. Inappropriate behaviour will not be tolerated and could lead to suspension or dismissal.

1. Expectations of students

As a student studying at MQC you are expected to:

- 1.1 Treat everyone with respect, dignity, impartiality and courtesy.
- 1.2 Treat everyone equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, age, political conviction.
- 1.3 Respect the opinions and views of others.
- 1.4 Avoid any behaviour that might reasonably be perceived as sexual, racial or gender based harassment or otherwise intimidating.
- 1.5 Avoid any conduct that results in damage to property or person.
- 1.6 Attend classes, participate in class activities and submit assessment tasks on time.
- 1.7 Use assessment to engage in self-critical evaluation in terms of your progress towards learning objectives.
- 1.8 Approach your study program cooperatively and collaboratively
- 1.9 Familiarise yourself with, and abide by, Macquarie University's and MQC's policies and procedures.
- 1.10 Maintain high standards and a studious approach to your study program.
- 1.11 Notify MQC as soon as possible if difficulties arise that cause substantial absences.

2. Treatment of Students

As individual students of MQC can expect:

- 2.1 To be treated with courtesy and respect.

- 2.2 To be treated equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, age or political conviction.
- 2.3 To be able to freely communicate and voice alternative points of view in rational debate.
- 2.4 To rely on the privacy of your personal information
- 2.5 To be provided with timely and accurate information as it pertains to courses, enrolment and all administrative matters.
- 2.6 To receive a printed copy of the unit outline for unit of study, showing the objectives, assessment and other requirements and expectations.
- 2.7 To have reasonable access to lecturing staff in private consultation hours.
- 2.8 That the facilities and equipment used are safe and comply with OH&S guidelines.

3. Appropriate Behaviour

What is appropriate behaviour?

- 3.1 Respect for all staff and students.
- 3.2 Honest, fair and impartial treatment of all, free from discrimination.
- 3.3 Respect for each individual's confidentiality and privacy.
- 3.4 Turning off all mobile phones during class times and examinations.
- 3.5 Not eating or drinking in the classrooms.
- 3.6 Preparing for each class by undertaking and completing the required tutorial laboratory work.
- 3.7 Attending all lectures, tutorials, workshops and other contact sessions.
- 3.8 Arriving to class at the times shown on the timetable.
- 3.9 Participating actively in learning activities.
- 3.10 Avoiding all forms of academic misconduct see http://www.mq.edu.au/policy/docs/assessment/policy_code_of_practice.html
- 3.11 Providing constructive feedback when evaluating units and lecturers.
- 3.12 Following rules of classroom behaviour as determined by your class lecturer.
- 3.13 Appropriate use of email, student portal and internet.

4. Inappropriate Behaviour

What is inappropriate behaviour?

- 4.1 Copying, cheating, plagiarism or collusion.
- 4.2 Violence of any kind will not be tolerated.
- 4.3 Drug or alcohol abuse.
- 4.4 Damage or abuse of MQC property.
- 4.5 Using offensive language.
- 4.6 Stalking, bullying or any form of harassment.
- 4.7 Smoking in Smoke Free Zones.
- 4.8 Inappropriate use of email, mobile communications and the internet.

5. Disciplinary Committee

- 5.1 Any student found to be in serious breach of the MQC Code of Conduct can be asked to attend a meeting with the MQC Disciplinary Committee. This committee will be comprised of the Campus Director & Principal, the MQC Academic Manager and one other person from MQC deemed to be impartial to the circumstances in question.

- 5.2 A student who is asked to attend a meeting with the MQC Disciplinary Committee may be accompanied by one other person.
- 5.3 A student who is not satisfied with an outcome of the committee is entitled to access the MQC Non-Academic Grievances and Appeals Policy. The student has 20 working days to start proceedings. All appeals will be considered within 10 working days after the submission.
- 5.4 Following the outcome of an internal appeal, students have the ability to lodge an external appeal to the New South Wales Ombudsman.

4. DEFINITIONS

- N/A

5. RELATED DOCUMENTS

- Centre for Macquarie English (CME) Student Code of Conduct - <http://www.cme.mq.edu.au/policies/conduct.html>
- MQC Non-Academic Grievances and Appeals Policy
- MQC International Student Fee and Refund Policy

AMENDMENT HISTORY

Department:	Student Services	
Approval Authority:	SMT	
Approval Date:	05 November 2010	
Date for Next Review:	05 November 2013	
Revision Date	Version	Summary of changes
05/11/2010	1	New policy developed and implemented in line with MQ Policy