

College Expectations and Code of Conduct

Code of Conduct

Living in Dunmore Lang College is a privilege that presumes a level of responsibility, respect, self-moderation and consideration for others

The majority of students seek to live in quiet, safe and secure surroundings where they can study, work and live effectively and comfortably. Living as part of a larger community requires everyone to exercise restraint and to show respect and care for our impact on others. This includes a recognition that some types of behaviour have to be restrained.

All students need to accept responsibility for their own actions and for those of their guests.

The Principal is ultimately responsible for ensuring that the College operates within the appropriate guidelines and will deal directly with those involved if necessary.

Guidelines

As a College community, our way of operating and the quality of our relationships with each other should reflect and be guided by high ethical and moral standards:

"We should show care and concern for each other and for the common good at all times. We should behave in such a way that no offence, inconvenience or disturbance is caused to other students or to any person employed directly or indirectly by Dunmore Lang College."

In addition, we are required to operate under State and Federal laws and under the by-laws of Macquarie University.

Macquarie University Student Code of Conduct

As an affiliated Residential College with Macquarie University, all Dunmore Lang College students are required to conduct themselves in line with the Macquarie University Code of conduct:

<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/student-code-of-conduct>

Macquarie University is committed to providing a fulfilling and rewarding learning and research experience that enables students to achieve their full academic potential.

This commitment is supported by the [Student Code of Conduct](#) which enshrines your rights and responsibilities into the cultural and structural framework of the University. It is further supported by the [Student Discipline Rules](#) and by an expectation that all students must accept their shared responsibility for maintaining a safe, ethical, harmonious and tolerant University environment, which includes the College as the College is situated within the grounds of the University.

Community Behaviours & Expectations

Discrimination and Harassment

The College promotes an environment where respect for the beliefs, feelings, person and property of others is fundamental and of the utmost importance. Responsibility for maintaining such an environment rests with every student of the College community. Consideration for others is expected at all times and students need to be aware that any undue pressure on, disturbance, or harassment of others will be viewed very seriously.

A good definition of harassment is:

"Harassment is any form of behaviour which is unwelcome, unreciprocated and usually, though not always, repeated. It can be sexual or may arise from discrimination on the basis of gender, race, disability, religion, sexual preference or some other factor".

All harassment is unlawful. The College is required to ensure that any harassment is addressed and eliminated. The College takes its responsibility in this area very seriously.

Links to the College's policies on harassment and student grievance procedures, which have been approved by the Board of Directors of Dunmore Lang College, appear at the end of this Handbook and also may be accessed from the College's website.

Sexual Harassment

One form of harassment is sexual harassment. It covers a range of unwelcome, inappropriate, unsolicited and non-reciprocated behaviour, whether made in person or other form of communication, including electronic communications and internet postings of any sort. Some actions may constitute sexual harassment even if the intention was innocent. Examples include unwelcome actions such as gestures, display of offensive pictures, comments of a sexual nature, implicit or explicit demands of sexual activities, physical contact such as patting or pinching, repeated phone calls or voice mail messages, entering a person's room without an invitation and so on.

The College views any form of harassment seriously and has a Harassment Policy and Procedures. There are both formal and informal procedures for dealing with sexual harassment complaints, all of which are dealt with in strict confidence. It is also possible to have a complaint dealt with by someone outside the College.

If you feel that you are being or have been sexually harassed, or you know of someone else who is being harassed in College, please talk to one of the Contact Officers, the Principal or the Dean of Students.

Noise

The most common complaint from students about other students is excessive noise. Every member of the College community must consider others in this respect and accept responsibility for their own behaviour.

Courtesy and consideration for others requires that noise is kept to a reasonable level at all times in the College. Stereos, TVs, PlayStation, loud conversations or yelling and screaming are not acceptable. A good rule of thumb is if the noise can be heard outside a student's room or the noise is reasonably bothering another person – it is too

loud. Students are also expected to respond courteously to requests to reduce noise and to act within a reasonable timeframe.

- Noise that is disruptive to others is prohibited inside and outside of the College buildings at all times
- Any loud noise after the 11pm noise curfew is prohibited
- During the exam period the noise curfew is 9pm

Breaches of Dunmore Lang College rules and regulations may be dealt with in several ways including fines or community service duties. This is formal notification that excessive noise will be dealt with in this manner.

Where an RA or staff member is informed of a complaint, the student (or their guest) responsible will be asked to stop and if this is not effective the matter will be referred to the Dean or Principal for further action as outlined above. In extreme circumstances or where a student continuously breaks this rule they may be asked to leave the College.

To minimise your noise disturbing others, we ask you to:

- Avoid making undue noise in bedrooms, corridors, bathrooms as well as balcony and courtyard areas
- When playing your music, please keep the volume down and the door closed, or wear headphones
- Do not gather in rooms, corridors, balconies or in the courtyard area after 11pm
- Respect any other student's request to you to reduce your noise level.

Unfortunately, the courtyard and balcony areas act like amplifiers, especially at night. If you are in these areas, please make every effort to keep the noise level down, especially in the evening.

The College should be quiet after 11pm.

What to do if you are disturbed by another student's noise?

You are encouraged first to ask the individual/ individuals responsible to be quiet. If this fails, ask the Resident Adviser on your floor/or the Resident Adviser on Duty (9856 1000) to assist. If these steps fail, contact Senior Duty. RAs and staff will do everything possible to keep the identity of a person making a noise complaint anonymous.

Smoking

From 1 January 2011, Macquarie University became smoke free, except for designated smoking zones across campus.

The College also has a policy of providing a smoke-free environment for staff and students. Cigarette smoke is a pollutant, a health hazard to users and bystanders, and if it triggers fire alarms, will cause considerable disturbance to the whole community.

Under our policy and health and safety regulations, smoking including electronic cigarettes (e cigarettes) inside the College buildings and grounds is prohibited. Smoking anywhere on the College campus will result in an automatic fine of \$50. Additional fines and consequences will apply where a fire alarm is triggered by your smoke.

Alcohol and Drugs

Alcohol

The consumption of alcohol in College must remain moderate at all times. Binge drinking of any sort is prohibited in College due to its adverse effects on the individual's health and welfare and that of the College community. Students who drink to excess or whose alcohol-affected behaviour disturbs other people will be subject to a formal warning and may jeopardise their place in College.

Alcohol is not permitted in the Dining Hall or courtyard during meal times, except in the case of formal/special dinners when it is served by the College under licence. To comply with the licence, students must not bring their own liquor to formal occasions.

Students who are under-age are reminded that under-age drinking is illegal and is not allowed in the College.

Possession of illegal drugs in College

Possession of illegal drugs within the College is unacceptable and will result in immediate termination of a student's residency. This includes:

- possession of illegal drugs or other illegal substances;
- use and/or being under the influence of illegal drugs or other illegal substances;
- selling and/or distribution of illegal drugs or other illegal substances.

At the discretion of the Principal, any incidents involving illegal substances will be referred to the Police for further action.

Disciplinary Procedures

At times, student behaviour requires action to be taken in order to ensure the behaviour stops, damages are limited and affected persons are accorded a sense of justice or closure.

Underpinning the College's approach to such matters is the aim to:

- Provide a fair and, as far as possible giving due consideration to individual privacy, open and transparent process
- Provide appropriate privacy and confidentiality to all involved persons
- Where possible, aim for a sense of Restorative Justice over fines or other disciplinary actions.

All involved students will be encouraged to bring a support person to all meetings.

A translator will be provided if required.

Initial response from students and/or duty staff

If student/s feel able to approach and talk with the student/s who are causing a problem, as a first step they are encouraged to ask those concerned to stop. If there is any hesitation about approaching the other party or a reasonable approach has been ignored, the student should immediately contact the Community Manager/ RA on Duty (9856 1000) or the College Office.

1. The first step is for the RA or staff member to approach the student/s involved about the breach and request them to stop.

2. If the Resident Adviser or staff member considers that the breach is not serious and the student responds readily and positively, no further action is required.
3. If a Resident Adviser observes a serious or repeated breach, or if the offender refuses to respond appropriately, the Resident Adviser will record date, time, nature of the breach, name(s) of the student(s) involved and pass these details to the Dean of Students and or the Principal for review.
4. Where possible, if disciplinary action is taken against a student that student's name will be treated in confidence.

Disciplinary Process

The Dean of Students (or Principal) may:

1. Subject the student to censure and give warning of harsher disciplinary action;
2. Refer serious matters to the Principal with a recommendation of disciplinary action to be taken;
3. Require a student to undertake community service work within Dunmore Lang College grounds of such a nature and for such a period as the Dean of Students shall determine;
4. Remove certain privileges;
5. Recommend that the Principal:
 - a) take disciplinary action;
 - b) suspend a student from Dunmore Lang College for a stated period;
 - c) inform a student that they will not be permitted to reside at Dunmore Lang College after completion of the current semester;
 - d) from a specified date, ask the student to leave and possibly deny further access to Dunmore Lang College.

Poor behaviour may represent a breach of the Code of Conduct which can result in being asked to leave the College.

Immediate Expulsion

Notwithstanding any provisions in this policy if, in the opinion of the Principal, the breach is such that the immediate exclusion of a student is required in the interests of the safety of the community or any student, the Principal may terminate the contract of that student. If agreed, a separate notification will be sent to the respective parent/guardian of those involved.