

## **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 are unacceptable at the College.

**All students must 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. It is important to recognise that behaviour which is inconsistent with that set out in this Code of Conduct or elsewhere in this Handbook can have consequences such as those set out below under **Disciplinary Procedures**.

### **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 the College is an affiliated Residential College with Macquarie University, all students must comply with the Macquarie University Student Code of Conduct. In addition, students must comply with the Macquarie University Code of Conduct as if all references to the University were replaced with references to the College. Failure to comply with the Macquarie University Code of Conduct as set out above may lead to consequences not only from the University but also from the College.

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, opinions, 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 is unacceptable and 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 forms of harassment are unacceptable at the College. The College seeks to address, prevent and stop any harassment of student and staff of which it becomes aware. The College takes its responsibility in this area very seriously.

Links to the College's policies on harassment and student grievance procedures appear in Appendix A and also may be accessed from the College's website.

### **Sexual Harassment**

One form of harassment is sexual harassment. It is an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated, where a reasonable person would anticipate that reaction in the circumstances. Sexual harassment can occur in person or through other forms of communication, including electronic communications and internet postings. Some actions may constitute sexual harassment even if unintended. Examples include unwelcome actions such as gestures, display of offensive pictures, comments of a sexual nature, implicit or explicit demands for sexual activities, physical contact such as patting or pinching, repeated phone calls or voice mail messages, entering a person's room without an invitation.

The College views any form of harassment seriously and has a Discrimination and Harassment Policy and a Sexual Harassment Policy. There are both formal and informal procedures for dealing with sexual harassment complaints. 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 do so promptly.

- 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

**Where an RA or staff member is informed of a complaint about noise, 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 is to 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 RA on your floor/or the RA 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, smoking including electronic cigarettes (e cigarettes) inside the College buildings and on the grounds is prohibited.

**Alcohol and Drugs**

***Alcohol***

Students who are under 18 must not consume alcohol in any part of the College at any time.

The consumption of alcohol by others 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 alcohol to formal occasions.

### ***Possession of illegal drugs or substances in College***

Possession of illegal drugs and substances within the College is unacceptable. This includes possession, use, selling and distribution.

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.

Behaviour by a student which is in breach of provisions of this Handbook (referred to now as a breach or being in breach) will be dealt with under this section of the Handbook.

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 a student feels able to approach and talk with the student/s whose breach is causing a problem to that student, as a first step the student is 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. The following steps then take place:

1. The RA or staff member approaches the student/s involved about the breach and requests them to stop.
2. If the RA 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 RA observes a serious or repeated breach, or if the offender refuses to respond appropriately, the RA 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 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. Impose fines;
4. Require a student to undertake community service work within the College grounds of such a nature and for such a period as the Dean of Students determines;
5. Remove certain privileges;
  - a) Recommend that the Principal: take disciplinary action;
  - b) suspend a student from the College for a stated period;
  - c) inform a student that they will not be permitted to reside at the College after completion of the current semester;
  - d) from a specified date, ask the student to leave and possibly deny further access to the College;
  - e) immediately terminate the student's residency.

***The Principal may:***

1. Subject the student to censure and give warning of harsher disciplinary action;
2. Require a student to undertake community service work within the College grounds of such a nature and for such a period as the Principal determines;
3. Impose fines;
4. Remove certain privileges suspend a student from the College for a stated period;
5. Inform a student that they will not be permitted to reside at the College after completion of the current semester;
6. from a specified date, ask the student to leave and possibly deny further access to the College;
7. immediately terminate the student's residency.

***Immediate Suspension or Expulsion***

Notwithstanding any provisions in this Handbook if, in the opinion of the Principal, the breach is such that the immediate suspension or expulsion of a student is required in the interests of the safety of the community or any student, the Principal may suspend or terminate the contract of that student. If agreed, a separate notification may be sent to the parents/guardians of the student.

***Fines***

**Tampering With Fire Equipment**

In all other cases of tampering with any fire equipment by a student which does not result in the fire brigade attending the College, the College may impose a penalty on that student. The penalties for a breach are: **\$150** for a first offence and termination of residency for a second incident plus the full cost of refilling the extinguisher and costs to repair any damage.

**Causing a Fire Call Out**

As a Residential College we have a compulsory minimum response of two fire units per call. If a student causes an alarm to be activated in any of these ways, the student will be liable for all call-out charges and, if property is damaged, the student will also be liable for the associated replacement or other costs.

**Removal of Crockery/Cutlery from the Dining Hall**

- *First instance - \$2.50 per item*
- *Second instance - \$5.00 per item*
- *Third instance - \$7.50 per item and review of accommodation at College.*
- *Disposing of crockery and cutlery in a rubbish bin - \$50 - \$150 depending on number of items and/ or Community Service at the discretion of the Dean of Students or Principal.*
- *Repeat offenders will face a review of their place at the College.*

### **Smoking**

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.

### **Illegal Parking**

Parking on College grounds will result in a fine as follows:

- \$50 – First offence,
- \$100 for second and subsequent offences
- \$100 for car parking in the Disabled parking without a valid authorisation and
- \$150 for second and subsequent offences per day

### **Failure to Return Keys**

In the event that keys and fobs are not returned on time charges will apply.

1-2 days after check out \$50

3-5 days after check out \$150

Over 5 days after check out \$250

If rooms are not vacated on time a room fee will apply.

### **Failure to Leave Room in Accordance with Check-Out Rules**

Students will be charged a cleaning fee \$50 per cleaner per half hour (minimum) if your room is deemed to be in an unreasonable condition and/or a rubbish removal fee \$50 (minimum) if rubbish is left in your room.

### **Moving common-use furniture to study bedroom**

Any common-use furniture found in a student bedroom will result in the student of that room being fined \$50 per item.

### **Lock Out Calls After Midnight**

Please be considerate and try to keep these incidents to a minimum. Students who request rooms to be opened after midnight will incur a \$5 charge.

### **Use of Illicit Drugs**

At the absolute discretion of the Principal and dependent upon the circumstances and the student's attitude and willingness to participate, the Principal may allow/require the student to participate in counselling and/or drug rehabilitation and perform community service. Alternatively, the Principal will terminate the student's accommodation contract with immediate effect.