



## **CODE OF CONDUCT FOR STUDENTS ENROLLED AT THE UNIVERSITY OF NOTRE DAME AUSTRALIA**

### **OVERVIEW**

The University of Notre Dame Australia encourages students to pursue excellence in everything that they do. Respect for self and others both within and outside the University community, lies at the heart of our standards of conduct.

The purpose of this Code of Conduct is to provide students with guidance on the standards of conduct expected of them during their time enrolled at the University.

The Code does not address all possible issues concerning the conduct of students but provides a set of principles to be adopted by students while undertaking their studies and conducting their relationships with fellow students, teaching staff and the community.

In addition to this Code of Conduct each School may provide its own Code of Conduct to which students of that School shall be bound.

The obligations contained in this Code of Conduct exists alongside all those other obligations provided for in all rules, regulations, policies and procedures of the University as from time to time are in force and as from time to time are amended.

### **GENERAL PRINCIPLES GUIDING STUDENTS**

All students enrolled at the University have a responsibility to:

- Respect and uphold the Objects of the University
- Treat other students, staff and members of the community with respect, courtesy and without discrimination
- Act honestly and with integrity
- Act responsibly and refrain from conduct that may be detrimental to the reputation of the University or the orderly and safe functioning of the University and its activities.

### **STANDARDS TO BE OBSERVED**

#### **Policies, Procedures and General Conduct**

Once a student enrolls in the University, he or she is expected to observe the following obligations:

- (i) Observe and be familiar with all Rules and Regulations concerning their conduct that are in force and may be

amended from time to time, in particular any obligations placed on them in the following:

- i. Statutes of the University;
  - ii. Rules, Regulations and Bylaws of the University;
  - iii. Code of Conduct of the University;
  - iv. Policies and Procedures of the University.
- (ii) Comply with all laws of the State and Commonwealth including local by-laws.
  - (iii) Conduct themselves at all times in a manner that is courteous and respects the rights and reputations of students, staff and visitors to the University.
  - (iv) Do not engage in any scandalous behaviour
  - (v) Avoid behaviour that could be perceived as harassment, intimidation, discrimination on any basis, bullying or threatening in any other way.
  - (vi) Carry out their academic studies conscientiously and with honesty and diligence and maintain satisfactory academic progress.
  - (vii) Attend classes (lectures, tutorials, seminars and practical work) and examinations.
  - (viii) Submit original work and abide by deadlines when submitting work for assessment.
  - (ix) Be familiar with enrolment status and deadlines for withdrawal of subjects and payment and liability for enrolment fees.
  - (x) Conduct themselves in a safe, orderly and proper manner in any class or library or other University facility so as not to affect the working environment of others or cause injury or harm to any other person.
  - (xi) Not use any form of physical violence or any act which may cause serious personal injury to another.
  - (xii) Use University facilities, resources and information in a proper manner.
  - (xiii) Not willfully damage, steal or use without authority the property of the University or any other property belonging to or used by the University, its students or employees.

- (xiv) Not use, sell or possess drugs or alcohol on University premises, including any Hall of Residence or be impaired by the use of drugs or alcohol on University premises. Students should be aware of the University's ***Students Drugs and Alcohol Policy***.
- (xv) Maintain and observe all safety and health procedures.
- (xvi) Not conduct themselves in a manner detrimental to the reputation or to the orderly functioning of the University and its activities, including any conduct that may cause any serious disturbance of the University community, the Residential community or the local community, infringing on the rights and well-being of others.

### **ADDRESSING A POSSIBLE BREACH OF THE CODE**

To promote and maintain the standards of conduct expected of the University it is important that any student or employee who has a concern about the conduct of a student is able to raise their concern freely and without fear of intimidation or repercussion. To encourage students and employees to come forward with any concern the University will:

- Consider all complaints seriously;
- Investigate, where appropriate, formal complaints immediately;
- Take all reasonable steps to ensure any person who makes a complaint in good faith is protected against any disadvantage, victimisation or discrimination because he or she reported a breach of this Code;
- Follow the appropriate procedures.

In most instances an allegation of a breach of the Code of Conduct will be dealt with by the procedure outlined in the ***University of Notre Dame Australia Regulations: General Regulations***.

If, upon investigation, those responsible for conducting the investigation form the opinion that the allegation was made maliciously or with intent to harm the student to whom the allegation was made against or for some other reason was not made in good faith, the allegation itself may give rise to a breach of this Code by the student who made the allegation.

The University may initiate disciplinary action against any student responsible for making a malicious or harmful allegation.

If a student or staff member is unsure about how to commence the process for allegations that a student has breached the Code of Conduct he or she should contact the Manager, Registrar's Office for assistance.

<b>Policy Name:</b>	Code of Conduct for Students Enrolled at the University of Notre Dame Australia
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<b>Responsible Officers:</b>	(i) Legal Counsel (ii) Manager, Registrar's Office
<b>Date Approved by V-C :</b>	8 January 2007, 15 December 2009
<b>Date Implemented</b>	8 January 2007
<b>Modification date:</b>	15 December 2009
<b>Date of Next Review:</b>	December 2010
<b>Related Policies:</b>	
<b>Related Forms:</b>	Application for Unit Enrolment for Staff Members Form Application for Staff Study Time Form