

MAC Student Code of Conduct

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Superseded Documents	Student Code of Conduct February 2020 Student Code of Conduct September 2021
Related Documents	MAC Student Handbook MAC eLearning Handbook MAC Library Policy MAC Library Guidelines MAC Academic Freedom Policy ACT Academic Integrity Policy for Coursework Awards ACT Grievance Resolution Policy – Students ACT Wellbeing and Safety Policy ACT Sexual Assault and Sexual Harassment Policy ACT Support for Students Policy ADM Workplace Behaviour Policy ADM Workplace Health and Safety Policy

1. Purpose

To describe the behaviour expected of students who are studying at Mary Andrews College.

2. Scope

This policy applies to all students enrolled – both credit and auditing students – both on campus and online.

3. Biblical Framework

As a Christian college, we consider the Bible the word of God which we take seriously in all areas of our lives including our interactions with staff and students at college. Response to our faith is not just the first commandment – loving the Lord your God with all your heart, mind and soul – but also the second commandment – loving your neighbour as yourself (Matt 22:38). This should be at the core of all our interactions with one another at college.

Principles

4.1 Expectations of Students

As a student studying at MAC you are encouraged to:

- Profess a personal Christian faith;
- Be active members of a Christian church.

We require all students to:

- Follow a lifestyle that expresses Christian and biblical values and standards;
- Treat everyone – staff, students, volunteers and all members of the MAC community – with respect, dignity, impartiality and courtesy;
- Treat everyone equitably irrespective of gender, race, disability, medical condition, cultural background, age;
- Avoid any behaviour that might reasonably be perceived as sexual, racial or gender-based harassment or otherwise intimidating;
- Respect the potentially diverse views and opinions of others including in relation to scripture;
- Maintain the confidentiality and privacy of about the stories and situations other students may share in the context of the classroom, formation groups, or other college activities;
- Attend class and actively participate in learning activities;
- Avoid any conduct that results in hurt or damage to person or property;
- Strive to submit assessment tasks on time;
- Use assessment to evaluate your progress towards learning objectives;
- Be familiar with, and abide by, MAC's policies and procedures;
- Notify the Dean of Students as soon as possible if difficulties arise that cause substantial absences, issues with submission of assignments, or other issues which may impact your ability to study at MAC;
- Pay all fees and charges on time, including fines for overdue library books as outlined in the library policy. Students understand that enrolment in units and graduation from MAC may be restricted if overdue library books are not replaced or the appropriate fines paid to the college by the required date.

4.2 Appropriate Behaviour

Appropriate behaviour includes, but is not limited to:

- 4.2.1 Respect for all staff, students, volunteers and all members of the MAC community;
- 4.2.2 Honest, fair and impartial treatment of all, free from discrimination;
- 4.2.3 Respect for each individual's confidentiality and privacy;
- 4.2.4 Preparing for each class by undertaking and completing the required work;
- 4.2.5 Attending all set lectures; If unable to attend for any reason to notify the college before the lecture.

- 4.2.6 Arriving to class at the times shown on the timetable;
- 4.2.7 Avoiding all forms of academic misconduct;
- 4.2.8 Following procedures for classroom behaviour as determined by the lecturer;
- 4.2.9 Always ask permission before recording (audio or video) any college activities or events, including recording during classes.

4.3 Inappropriate Behaviour

Inappropriate behaviour includes, but is not limited to:

- 4.3.1 Copying, cheating, plagiarism or collusion on assignments;
- 4.3.2 Violence of any kind, which will not be tolerated;
- 4.3.3 Damage or abuse of MAC property;
- 4.3.4 Using offensive language;
- 4.3.5 Stalking, bullying or any form of harassment;
- 4.3.6 Smoking, use of alcohol or illegal drugs on MAC site;
- 4.3.7 Inappropriate use of email, mobile communications and the Internet.

Any student found to be in serious breach of the MAC Student Code of Conduct may be asked to attend a meeting with the MAC Principal and Dean of Students.

4.4 Treatment of Student by MAC Staff and Volunteers

Students at MAC can expect:

- 4.4.1 To be treated with courtesy and respect;
- 4.4.2 To be treated equitably irrespective of gender, race, disability, medical condition, cultural background, age;
- 4.4.3 To rely on the privacy of their personal information;
- 4.4.4 To be provided with timely and accurate information as it pertains to courses, enrolment and administrative matters;
- 4.4.5 To receive an outline for each unit of study, showing the outcomes, assessment and other requirements and expectations;
- 4.4.6 To have reasonable access to staff;
- 4.4.7 That the facilities and equipment used are safe and comply with workplace health and safety guidelines.