



DUNMORE LANG COLLEGE

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 what is 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

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 University's [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 University's [Student Conduct Rules](#) and by an expectation that you must accept your 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.

As the College is an affiliated Residential College with Macquarie University, you must comply with the Macquarie University Student Code of Conduct while living in the College. Failure to comply with this Code may lead to consequences not only from the University but also from the College.

Community Behaviours & Expectations

Complaints and Raising a Concern

You can register a complaint, in person, through your RA/any RA, SRA, Community Supervisor, staff or online via the QR code on the notice boards in student rooms and common areas. Online notifications can be named or anonymous.

Discrimination and Harassment

The College community is founded on respect for the beliefs, opinions, feelings, person and property of others. 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.

The College works within the following definition of harassment:

"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".

The College takes its responsibility in this area very seriously and will address, prevent and stop any discrimination or harassment of students and staff of which it becomes aware.

Links to the College's policies on harassment and student grievance procedures appear in the Student Handbook and are also available on the College website.

Sexual Harm and Sexual Harassment

Sexual assault means any intentional or reckless act, use of force or threat to use force involving some form of sexual activity against another person without the person's consent.

Sexual harassment includes unwelcome sexual advances, requests for sexual favours or other conduct of a sexual nature that 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 or contact.

Some actions may constitute sexual harassment even if unintended. Examples can include 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 and/or entering a person's room without an invitation.

The College takes its responsibility in this area very seriously and will address, prevent, and stop any harassment of students and staff of which it becomes aware.

Links to the College's policies on sexual assault and sexual harassment and student grievance procedures appear in the Student Handbook and are also available on the College website.

There are both formal and informal procedures for dealing with sexual assault and sexual harassment complaints. It is also possible to have a complaint dealt with by someone outside the College.

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 responsibly for their own behaviour.

Courtesy and consideration for others requires that noise is kept to a reasonable level at all times in the College with no noise after 11pm during the academic year and after 9pm during the exam periods. If the noise can be heard outside your room or the noise is reasonably bothering another person, including noise coming from common areas – it is too loud. You are also expected to respond courteously and promptly to requests to reduce noise.

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 of Students or Principal for further action.

To minimise noise disturbing others, we ask you to:

- Keep the volume down and bedroom doors closed, or wear headphones
- Not gather in rooms, corridors, balconies or courtyard areas after 11pm (9pm during exam periods)
- Respect any requests to reduce your noise.

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

If comfortable to do so, ask the individual/ individuals responsible to be quiet or contact your RA to assist or, after hours, the Duty RA or Community Supervisor on 9856 1000. RAs and staff will do everything possible to keep the identity of a person making a noise complaint anonymous.

Smoking/Vaping and e-cigarettes

Macquarie University is a smoke-free campus except for designated smoking zones across campus. The College is also a smoke-free environment, and this includes vaping and e-cigarettes anywhere in the College buildings and on the grounds.

Smoking/vaping or the use of e-cigarettes anywhere on the College campus will result in an automatic fine of \$50. Additional fines and consequences will apply if a fire alarm is triggered. Please refer the Student Handbook.

Alcohol and Drugs

Students who are under 18 must not consume alcohol in any part of the College, except at formal dinners under the supervision of staff and RAs.

The consumption of alcohol by all residents must always remain within reasonable limits. Excessive drinking 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 mealtimes, except on Friday and Saturday nights where students are welcome to bring a drink to have with their dinner and 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, as well as nitrous oxide, 'nangs' or other types of dissociatives within the College is unacceptable. This includes possession, use, selling and distribution.

At the 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.

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

Any evidence of dealing illicit drugs will be referred to NSW Police without notice to any involved parties.

Disciplinary Procedures

At times, student behaviour requires action to be taken to ensure the behaviour stops, damage is 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 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, an 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.

Any illegal activities will be dealt with at the highest level and are not eligible to be considered within the restorative justice framework.

All involved students will be encouraged to bring a support person to meetings and a translator/ interpreter will be provided, if required.

When an issue or complaint is raised, the following steps take place:

1. The staff member or the RA will approach the student/s involved about the breach and request they stop.
2. If the staff member or the RA in consultation with the Dean of Students considers that the breach is not serious and the student responds readily and positively, no further action is required.
3. If an 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 may refer it further at the time or the following day.

4. Where possible, and even if disciplinary action is taken against a student, the complainant's name will be kept private.

Role of the Principal and Dean of Students

The Principal or the Dean of Students may:

1. Subject the student to censure and give warning of harsher disciplinary action.
2. Impose fines.
3. 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 and impose an hourly fine if the community service is not completed.
4. Remove certain privileges.
5. Refer serious matters to the Principal with a recommendation of disciplinary action to be taken:
 - a) suspend a student from the College for a stated period.
 - b) inform a student that they will not be permitted to reside at the College after completion of the current semester.
 - c) from a specified date, ask the student to leave and possibly deny further access to the College.
 - d) immediately terminate the student's residency and deny further access to the College.

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. A separate notification may also be sent to the parents/guardians of the student.

Fines

There are other fines not mentioned above for other infringements. Refer to the Handbook for a complete list.