

## MIECAT STUDENT CODE OF CONDUCT

This Code of Conduct has been formulated to provide a clear statement of MIECAT's expectations of students in respect of academic matters and personal behaviour.

This code of conduct applies to:

- All enrolled students of MIECAT
- Higher Degree Research Students including those awaiting examination of submitted theses
- All activities on MIECAT premises and all external activities related to study and research, including workplace or practicums
- Actions taken by students representing MIECAT at conferences or seminars

### PREAMBLE

The Student Code is the basis for the relationship between MIECAT and our students. MIECAT is committed to providing a fulfilling and rewarding learning and research experience that enables students to achieve their full academic potential. This commitment is underpinned by an expectation that all members of MIECAT will conduct themselves in a manner consistent with MIECAT's values and guiding principles to maintain our strong tradition of excellence in learning, teaching and research, innovation and community engagement.

### THERE ARE FIVE PRIMARY STUDENT RESPONSIBILITIES UNDER THIS CODE:

1. A condition of enrolment that students inform themselves of MIECAT'S rules and policies affecting them, and conduct themselves accordingly.
2. An obligation to act with integrity in academic work, to ensure that all academic work is conducted ethically and safely.
3. An obligation to observe standards of equity and respect in dealing with every member of the MIECAT community.
4. An obligation to use and care for MIECAT resources in a lawful and appropriate manner
5. An obligation to not diminish MIECAT's reputation in the carrying out of academic and other associated activities.

It is not possible, to cover every circumstance and situation in the Code. If a circumstance or situation arises which is not expressly covered in the Code, individuals are expected to act in accordance with the underlying principles of the Code.

Where a student breaches the Code of Conduct MIECAT may take disciplinary action. Such matters will be handled in accordance with Academic Misconduct and/or Non Academic Misconduct policies and procedures.

## STUDENTS ROLES AND RESPONSIBILITIES

### CONDITIONS OF ENROLMENT – STUDENTS MUST:

- Inform themselves of all MIECAT rules and policies which apply to them
- Ensure that their contact details are up to date
- Ensure that they read all emails sent by MIECAT
- Identify themselves truthfully when required to do so by a MIECAT staff member and produce their student card on request to a MIECAT staff member fulfilling the requirements of that staff member's duties.

### INTEGRITY IN ACADEMIC WORK – STUDENTS ARE EXPECTED TO:

- Conduct themselves honestly and in compliance with MIECAT policy
- Refrain from engaging in plagiarism or other academic misconduct
- Conduct themselves in a manner conducive to the proper functioning of MIECAT
- Actively participate in the learning process and take responsibility for their own education and direct their own learning
- Attend scheduled course teaching and learning activities
- Submit assessment tasks by required dates and times, unless unforeseen or exceptional circumstances arise
- Behave ethically, avoiding any action or behaviour that would unfairly advantage or disadvantage either themselves or another student
- Comply with the conventions of academic scholarship and ensure the proper use of copyright material
  - Gain permission for any recording, photographing or referencing of others' material
  - Ensure their academic activities are conducted safely and do not place others at risk of harm, including abiding by all ethics requirements in relation to that academic activity
- Be familiar with the programs and resources made available or recommended by MIECAT to assist them in conducting their studies and appropriately
- Refrain from behaving in any way which impairs the reasonable freedom of other persons to pursue their studies, work or research or to participate in the life of the MIECAT.

### EQUITY, RESPECT AND SAFETY – STUDENTS ARE EXPECTED TO:

- Treat all MIECAT staff, other students, and visitors with courtesy, tolerance and respect. This extends to teaching staff in venues off-campus and online, and supervisors and others involved in workplace fieldwork or practicum
- Respect the rights of others to be treated equitably, free from all forms of unlawful discrimination, harassment and bullying
- Respect the rights of others to express political and religious views in a lawful manner

- Maintain a cooperative and collaborative approach to interpersonal relationships
- Respect the privacy of employees, volunteers, any other members of the public and other students
- Refrain from engaging in endangering behaviour: Taking or threatening action that endangers the safety, physical, or mental health, or life of any person, or creates a reasonable fear of such action.
- Refrain from engaging in stalking: a pattern of unwanted conduct directed at another person that threatens or endangers the safety, physical, or mental health, or life or property of that person, or creates reasonable fear of such threat or action
- Refrain from engaging in any form of sexual misconduct
- Refrain from behaving in a way that disrupts or interferes with any teaching, learning or academic activity of MIECAT
- Refrain from engaging in unlawful behaviour
- Comply with any reasonable direction or request from a MIECAT staff member where the direction or request supports safety, good order and compliance with MIECAT policy
- Refrain from using, possessing or supply a prohibited weapon or any prohibited substance on campus
- Refrain from participating in any learning activity, such as, classes or supervision sessions, under the influence of alcohol or a prohibited substance.

#### MIECAT RESOURCES – STUDENTS ARE EXPECTED TO:

- Use and care for all MIECAT resources, such as buildings, equipment and grounds, library, information and communication technology resources, in a lawful and ethical manner, mindful of the need for resources to be shared by all members of the MIECAT community
- Use and care for resources, such as buildings, equipment and grounds, library, information and communication technology resources, in a lawful and ethical manner in venues off-campus and online, whilst on workplace practicum
- Refrain from engaging in behaviour that is detrimental to, or misuses MIECAT property, including the Library collection, arts studio, and all arts resources

#### MIECAT REPUTATION – STUDENTS ARE EXPECTED TO:

- Conduct themselves in an appropriate manner while on workplace or other practicum
- Ensure their actions or inactions as a student do not harm, or bring into disrepute, MIECAT's reputation or good standing
- Refrain from using MIECAT'S name, reputation or logo for private gain or the gain of a third party, or private business or commercial purposes, without prior permission

- Refrain from using MIECAT's resources for private gain or the gain of a third party, or private business or commercial purposes, without prior permission

### Version history

<b>Date of issue</b>	<b>Version</b>	<b>Author</b>	<b>Summary of changes</b>
15/05/18	1.0	S. Bush	Created in line with Academic Board feedback
31/05/18	1.0	S. Bush	Issued to Academic Board for approval