



DUCHESNE COLLEGE

Student Code of Conduct 2021

VISION AND VALUES OF DUCHESNE COLLEGE

Vision

Inspiring personal formation within an inclusive community and an atmosphere of wise freedom.

Values

We seek: “Strength in the Light of Truth”, as expressed in our motto: “*Robur in Luce Veritatis*”.

- We respect each individual within our community
- We embrace diversity and inclusivity
- We aim for the highest standards in all our undertakings
- We value and promote charity and service
- We are committed to our Vision

INTRODUCTION AND PURPOSE

This Code of Conduct is based on Duchesne College’s (the College) expectations of residents and associate members (students) with regard to their personal conduct and their academic conduct. Students of the College are expected to be familiar with and adhere to both the University’s and this College’s code of conduct as a condition of being a student of the College.

The College is committed to ensuring that the College environment is safe, respectful and recognises and values the diversity of student experience and expectations and is committed to treating students, both personally and academically, in a fair, inclusive and transparent manner consistent with the College’s values.

SCOPE

This policy is applicable to all Duchesne College residents and associate members and their guests in respect of all actions and activities relating to or impacting on the College, The University of Queensland, other colleges, other universities, students and staff.

PERSONAL CONDUCT

All residents and associate members must:

- Contribute positively to the Duchesne College community and display a responsible, respectful attitude at all times.
- Be mindful of their own safety and security, and that of others.

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- Conduct themselves in a disciplined manner when representing the College, including within the University and in mentoring, external or internship contexts.
- Treat all students, staff, alumnae, Council members, volunteers, any visitors to the College and any other members of the public with respect, dignity, impartiality, courtesy and sensitivity.
- Ensure a warm welcoming approach to all residents and associates to forge strong inclusive relationships throughout the College.
- Act honestly and ethically in their dealings with the College, University and all persons cited above.
- Maintain a cooperative and collaborative approach to inter-personal relationships.
- Read and respond respectfully, as required, to all official correspondence from the College, including email and telephone messages and meet required deadlines. Students should note that the College staff communicate directly with students, rather than their parents, except in extenuating circumstances.
- Respect the privacy of students, staff, alumnae, Council members, volunteers and /or any other members of the public.
- Ensure that they do not act in a manner that unnecessarily impedes the ability of students, staff, alumnae, Council members, volunteers or any other member of the public to carry out their study, research or works at the College and/or university.
- Ensure that they do not interfere with another student's peaceful occupation of their residential room or communal area and ensure that noise is kept to a minimum between 10pm and 8am.
- Never engage in unlawful activities. This may result in cancellation of residency/associate membership at the College.
- Ensure the college is kept informed of all relevant personal information which may impact their academic performance, residency or associate membership.
- Ensure that you do not act in a manner that unnecessarily or unreasonably impedes the ability of students, staff, alumnae, Council members, volunteers and or any other members of the public to access or use the resources of the College or university.
- Ensure that you do not engage in, become involved in, or encourage discrimination, harassment, sexual harassment, hazing or bullying of any students, staff, alumnae, Council members volunteers or any other member of the College, university or public either directly or as a bystander. Discrimination, harassment and/or bullying behaviours (including gossiping, hazing, exclusion etc) are unacceptable in any form, including in person and or as a group, online, via mobile/mobile apps and within/outside the College/intercollegiate community.
- Honour your-financial commitments to the College.
- Abide by all College policies and procedures as amended from time to time.
- Treat all college property with care and respect.
- Comply with your statutory duties and your other civil law duties at all times.

BREACHES OF THE CODE OF CONDUCT

Re-enrolment for a subsequent year is not automatic, and the Head of College will take into consideration any breaches of the Code of Conduct in considering an application for re-enrolment. A serious breach of the Code of Conduct will immediately jeopardise a student's place at the College. If a Student's enrolment contract is cancelled by the College, the student/family would remain liable for the full year's fees under that contract.

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PROTOCOLS AND PROCEDURES

The following protocols and procedures apply to all Duchesne College residents and associate members involved in a misdemeanor or serious incident.

A Misdemeanor	A Serious Incident
A minor wrongdoing Behaviour which may amount to a less serious crime under the Law of Queensland or of the Commonwealth	A major wrongdoing A serious breach of Student Code of Conduct A more serious crime under the Law of Queensland or of the Commonwealth
Includes but not limited to; <ul style="list-style-type: none"> • Noise violation as per Resident Code of Conduct • Minor non-compliance with the Student Code of Conduct (as determined by the Head of College) • Complaints brought by other Colleges • Disrespect for College property • Non-response to multiple requests to tidy common living areas 	Includes but is not limited to; <ul style="list-style-type: none"> • Vandalism of College or student property • Non-approved drinking events within the College boundaries • Report of a criminal offence brought to the Head of College by another College • Contravention of the Social Media Policy • Use of foul language or any behavior that brings the College into disrepute while wearing student merchandise or representing the College • Underage drinking • Drinking alcohol prior to a sporting event representing Duchesne College

Procedure

Consequences will apply to any student who is involved in a misdemeanor or serious incident. The following table will be used as a guide

Level	Example	Consequences
Level 1	<ul style="list-style-type: none"> • Minor non compliance with the Student Code of Conduct – e.g. noise violation, abuse of rules regarding guests in the College 	<ul style="list-style-type: none"> • Letter of apology as appropriate and as directed • Reparation and apology in person • Attendance at regular meeting with the Head of College or delegate
Level 2	<ul style="list-style-type: none"> • Contravention of alcohol policy – first warning • Contravention of social media policy 	<ul style="list-style-type: none"> • Letter of apology as appropriate and as directed • Reparation and apology in person • College community service (2-5 hours) • Meeting with the Head of College and their delegate on a weekly basis until Community Service is completed • Incident report in file • Letter of warning on file

Level 3	<ul style="list-style-type: none"> • Behaviour which may amount to a more serious criminal offence in the nature of vandalism and theft (evidence provided) • All reports of behaviour which may amount to a less serious crime • Contravention of alcohol policy – second warning • Repeated misdemeanours 	<ul style="list-style-type: none"> • Letter of apology as appropriate and as directed • Reparation and apology in person • College community service (5-10 hours) • Meeting with the Head of College and their delegate on a weekly basis until Community Service is completed • Incident report in file • Letter of warning on file • Letter to parents/guardian • Matter reported to the police if considered appropriate at the sole discretion of the Head of College
Level 4	<ul style="list-style-type: none"> • Supply or possession of an illicit substance • Other behaviour which may amount to a more serious crime under the Law of Queensland or of the Commonwealth 	<ul style="list-style-type: none"> • Supply or possession of an illicit substance must be reported to police. • Other behaviour of a more serious criminal nature will be the subject of an automatic police report. Further consultation with parents/guardians and other administrative and law enforcement bodies may be required

DISSEMINATION OF POLICY

The College will ensure that this policy is disseminated to residents, associate members, staff, the College Council and other key stakeholders as per the following;

- Publish policy on the College’s website;
- Inform prospective residents, associate members, parents/guardians about applicable policies as part of the admissions process to Duchesne College;
- Remind student leaders of their obligations under this Policy during P Week;
- Inform new residents/associate members about the Policy during Orientation Week and at other student information sessions; and
- Ensure that student leaders and students acknowledge that they have read and understood this policy.

RELATED LEGISLATION AND DOCUMENTS

Related Duchesne College Policy Documents	Resident Handbook Student Leadership Agreement Alcohol Policy Academic Care Policy and Procedures Bullying, Discrimination and Harassment Policy Sexual Misconduct Policy
Other Documents	<u>UQ Student Charter</u>

FEEDBACK

College staff, residents, associates, and parents/guardians may provide feedback or inquiries about this policy by emailing: manager@duchesne.uq.edu.au

APPROVAL AND REVIEW DETAILS

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Approval and Review	Details
Policy Approval Authority	Chair of College Council
Last Updated	17 March 2021
Approved Date	23 March 2021
Review Date	1 December 2021
Policy Administrator	Head of College