



St. Albert's College

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RESIDENT CONDUCT POLICY

PREAMBLE

St. Albert's College is a Catholic community of learners. Members of this community are supported in their endeavours to identify and develop their own individual gifts and to thus reach their potential. They are also challenged to contribute to the collaborative climate, which underpins effective learning and the development of each individual. This approach reflects the firmly held view that individual potential is best realised in a caring community that explicitly promotes faith, service and learning.

In seeking to achieve its vision, St. Albert's College strives to be:

- **A Community of Faith, Hope and Love**
Through opportunities to develop the student's understanding of their faith, to attend communal liturgies, to foster relationships with other members of the community and through the way people in the community treat each other.
- **A Community of Learning**
Through the promotion and support of effective learning practices and the promotion of lifelong learning.
- **A Community of Care**
Which attempts to develop relationships based on Gospel values and respect for each other and which attempts to ensure that the individual needs of each student are met through such avenues as a Pastoral Care Programme.
- **A Community of Service**
Through a conscious effort to be globally aware and to act in a spirit of Stewardship towards the earth and its people, through works of charity reflecting the Church's mission for the poor and underprivileged and through working in partnership with the local community.

St. Albert's College believes in the dignity and sacredness of each person in the college community. We therefore seek to provide a harmonious and supportive environment, where all behaviour is based on Christian values and the fundamental rights and responsibilities of the community members. It is a place where the respect for the beliefs, feelings, person and property of others is of the utmost importance. In this way the College provides an environment that will foster the growth of the whole person – spiritually, socially, emotionally, intellectually and physically.

As the Residents at St. Albert's College are also UNE students, each student is covered by student conduct rules that relate to their membership of:

1. St. Albert's College and the UNE Residential College System
2. UNE

This policy outlines the guidelines and procedures relating to the conduct of the Residents at St. Albert's College.

DEFINITIONS AND INTERPRETATIONS

In this document, unless the context otherwise requires, the following terms are used:

“**Affiliate**” is a non-resident who has been accepted into the JCR or College Sports Club as an associate member. An affiliate is not a member of the College.

“**Appeals Officer**” is a person authorised to uphold appeals or uphold or vary penalties.

“**College**” means St. Albert’s College, UNE, Armidale. The Residential College affiliated with UNE, that is administered by the Trustees of the Catholic Church in the Diocese of Armidale. It includes the buildings, the grounds and parking areas adjacent to these buildings.

“**College’s Academic Policy**” means the College policy dealing the academic support network in the College and with the consequences of a student who fails multiple examinations at UNE.

“**College Exclusion (Suspension)**” means the student is prohibited from entering the College for a specified period not exceeding twelve months. On completion of the specified period of exclusion, the student is eligible to return to the College although conditions on readmission may be applied.

“**College Expulsion**” means the permanent separation of the Student from the College.

“**Dean**” means the Dean of Students of St. Albert’s College, UNE.

“**Exclusion**” means the student is prohibited from entering any defined part of the University’s premises for a designated period.

“**Expulsion**” means the permanent separation of the student from the university.

“**Investigating Officers**” is a person authorised, with delegated authority to investigate and determine cases relating to student misconduct.

“**Junior Common Room (JCR)**” means the student association at the College.

“**Master**” means the Master of St. Albert’s College, UNE.

“**Misconduct (Behavioural Misconduct)**” means student (or resident) conduct which:

- a. interferes with the fundamental goals or mission of the College or university.
- b. impairs the freedom of other persons to pursue their studies or to participate in the life of the College or university.
- c. disrupts the due processes of the College or university or causes damage to College property, university property or the personal property of residents.

“**Penalty Unit**” means a fixed amount of money that comprises a fine. This amount of money is determined by the UNE Council.¹

“**Probation**” means the student is reprimanded and if found guilty of further acts of misconduct, during a specified period not exceeding three years, further and more severe penalties may be imposed.

“**Reprimand**” means the student has been found guilty of misconduct and is formally admonished with a record kept on the Student’s individual College file.

“**Resident**” means a residing student member of St. Albert’s College.

“**Resident Advisor or RA**” means a student given a leadership position by the Master.

“**Student**” means a student enrolled at UNE.

“**Student Conduct Appeals Committee**” means a UNE committee established to consider appeals against decisions and penalties handed down under the UNE Student Misbehaviour Policy.

“**UNE**” means the University of New England at Armidale.

“**UNE Residential System**” means the system consisting of all the residential colleges at UNE.

¹ \$50 in 2007

“**University Member**” is a Head of a Residential College who is authorised to act as an Investigating Officer to investigate and determine cases relating to student misconduct.

“**Withdrawal of Services**” means the withdrawal of specified services for a designated period, such as:

- (a) Computer facilities - loss of user rights and access for not more than 1 semester
- (b) Loss of access to specified buildings and precincts for not more than 1 semester.
- (c) Loss of access to specific rooms, such as the JCR for not more than 1 semester.

POLICY

1.1 Responsibility for the smooth running of our College and for maintaining a harmonious and supportive community rests with each and every student and staff member at St. Albert’s College.

- a. It is therefore a requirement of College membership that each Resident takes personal responsibility to abide by and assist in the enforcement of these rules.
- b. Each Resident is expected to show consideration for others and respect their privacy and rights at all times. Thus any undue pressure on, disturbance of, or harassment of, others will be viewed seriously.
- c. Each Resident is to show respect for College property, their own property and the property of others.

1.2 As a UNE student residing at St. Albert’s College each Resident is required to familiarise themselves with the relevant rules and procedures of the College and the university. When accepting the College offer of membership they sign an Accommodation Agreement in which they agree “to the College’s ethos, codes of conduct, rules and policies”. When enrolling at UNE they sign a similar document with the university.

1.3 Due to the complexity of the situation at UNE, Residents may find themselves coming under more than one set of rules. Residents at St. Albert’s College will be subject to:

- a. **College Resident Conduct Rules** when the Resident is located at St. Albert’s College, represents St. Albert’s College or when they carry out any action that reflects on St. Albert’s College.
- b. **UNE Residential System Student Conduct Rules** when a Resident carries out any action that affects another college, the smooth running of the UNE Residential System or reflects on the UNE Residential System.
- c. **UNE Student Behavioural Misconduct Rules** apply when a Resident is located on the UNE campus, at another UNE Residential College, represents UNE or when they carry out any action that reflects on The University of New England.

In cases where there is doubt the College Master will decide which set of rules will apply to a given situation.

1.4 JCR Affiliates are not members of the College and if they are UNE students they come under UNE Residential System Students Conduct Rules and UNE Student Misconduct Rules. Non-UNE students come under State laws. The Master has the power to exclude affiliates and cancel their affiliate with the JCR or College Sports Club.

- 1.5 The Master has overall responsibility for the discipline of Residents within the College. To fulfil this responsibility the Master has the power to expel, suspend, fine or reprimand students. In addition the Master may require a student to carry out community service and other appropriate tasks or undergo counselling as a condition of remaining at College.
- 1.6 The Master as Head of College is also University Member and has the authority to act as specified in the UNE Student Behavioural Misconduct Rules.

PROCEDURES

2. UNE's STUDENT BEHAVIOURAL MISCONDUCT RULES AND STUDENT BEHAVIOURAL MISCONDUCT RULES INVESTIGATION AND PENALTY GUIDELINES

- 2.1 The UNE rules are found on the UNE website at (<http://www.une.edu.au/policies/student.php>). A copy is attached to this policy (Appendix 4).

3. UNE RESIDENTIAL SYSTEM STUDENT CONDUCT RULES

- 3.1 The UNE Residential System rules are found in the relevant handbook. A copy is attached to this policy (Appendix 3).
- 3.2 When a student is uncertain about conditions in which they find themselves or the rules that apply to them they should seek advice from the Master or Dean.

4. COLLEGE RESIDENT CONDUCT RULES

- 4.1 The College Resident Conduct Rules are found on the College website (<http://www.une.edu.au/campus/st-alberts/home/htm>). A copy is attached to this policy (Appendix 2).
- 4.2 When a student is uncertain about any of the rules that apply in the College they should seek advice from the Master or Dean.

5. THE MASTER'S AUTHORITY FROM THE BOARD

- 5.1 At St. Albert's College the Master retains the right to use his authority to impose any penalty that is appropriate to the situation.
- 5.2 The penalties that may be imposed for Misconduct and breaches of the College Rules consist of the following:
 - a. A reprimand;
 - b. A fine and/or a requirements to make good the replacement of damaged items with a new item;
 - c. Community service;
 - d. Tasks relevant to the misconduct – e.g. cleaning up
 - e. Tasks appropriate to the misconduct – e.g. research on the effects of alcohol;
 - f. Suspension of privileges.
 - g. Withdrawal of Services and Access to College facilities or activities;
 - h. College Exclusion (suspension) from membership of the College for a fixed period not exceeding twelve months;
 - i. College Exclusion (suspension) from membership of the College that requires attendance with a counsellor as a condition of their return to the College;
 - j. College Expulsion (removal from the College).

- 5.3 A Resident may seek a review of any decisions made by the Master under this policy by writing to the Appeals Officer. The Appeals Officer in this case is the Chairman of the St. Albert's College Board of Directors. Any written request for a review must be lodged within fourteen (14) days of the advice from the Master of the original decision.
- 5.4 Where an appeal is lodged, the Chairman or his nominee, in consultation with the Master, may confirm or vary any such decision and confirm or vary any penalties imposed.

6. THE MASTER'S AUTHORITY AS A MEMBER OF THE UNIVERSITY

- 6.1 The Master may also act as a University Member, when dealing with Residents of the College or with offences committed in St. Albert's College by affiliates or other UNE students.
- 6.2 Where the Master sees that the circumstances of the misconduct are not so serious, then he may treat it as a simple breach of discipline and investigate and determine the issue and exercise the powers specified in section 6.4,
- 6.3 Where the Master sees that the circumstances of the misconduct are serious, then he may reserve the matter to the Director of Residential Services.
- 6.4 The penalties that may be imposed for misconduct consist of the following:
 - a. A reprimand.
 - b. Such minor penalties as specified in the Residential College Code of Conduct.
 - c. Probation.
 - d. Community service, not exceeding 8 hours in total duration.
 - e. Withdrawal of services for a period not exceeding three months;
 - f. A fine, not exceeding five penalty points and/or a restitution payment.
 - g. College exclusion (suspension) or the temporary denial of entry to the premises of the College.
- 6.5 Any fine imposed by the Master may be suspended for a period of up to 12 months (subject to acceptable behaviour) or commuted to community service at the discretion of the Master.
- 6.6 A Resident may seek a review of any decisions made by the Master, acting under this authority by writing to the Appeals Officer. The Appeals Officer in this case is the Director of the Residential System.
- 6.7 The Appeals Officer may review the fine or action taken and may:
 - a. affirm or annul the action taken; or
 - b. increase or decrease a fine; or
 - c. increase or decrease the period of exclusion.

7. DELEGATED AUTHORITY FROM THE MASTER

- 7.1 The Master has delegated most of his Board authority in this area to the Dean of Students and the Dean may impose:
 - a. A reprimand;
 - b. Such minor penalties as specified in the Residential College Code of Conduct;
 - c. Probation;
 - d. Suspension of privileges;
 - e. Community service, not exceeding 4 hours in total duration;
 - f. Withdrawal of services and access to College facilities or activities for a period not exceeding one month;
 - g. A fine, not exceeding three penalty points and/or a requirement to make good the cost incurred to replace damaged items with a new item;

- h. College exclusion (suspension) or the temporary denial of entry to the premises of the College for a fixed period not exceeding three months;
 - i. College Exclusion (suspension) from membership of the College.
- 7.2 The Master has not delegated his UNE authority to any other person at the College.
- 7.3 During any period in which the Master is unable by reason of absence or illness to exercise his powers and responsibilities under this policy, including both Board authority and UNE authority, those powers and responsibilities (other than the power to delegate powers not already delegated) may be exercised by the Dean of Students.
- 7.4 The Master has delegated authority to act as Investigating Officers to the Dean and the Senior Resident Advisor (SRA), to assist them to maintain discipline in the College.
- 7.5 The Master has delegated Board authority to the College Disciplinary Committees to assist them to investigate and determine issues of misconduct within the College. The Disciplinary Committees may impose the penalties specified for each committee.
- 7.6 The Master has delegated Board authority to the Resident Advisors (RAs) to assist them to maintain discipline in the College during the absence of the Master or Dean.
- e.g. After hours or on College organised events.
The RA's may impose the following penalties:
- j. a reprimand;
 - k. recommend a fine to a maximum value of \$100 (two penalty points);
 - l. recommend a restitution payment for damages to student property;
 - m. up to 1 hour of community service;
 - n. tasks relevant to the misconduct – e.g. cleaning up.
- The Academic Advisors take on the delegated authority given to the RAs during Exam curfew and Exam time.
- 7.7 No other group of students has any delegated authority over the residents of the College.
- 7.8 A Resident may seek a review of any decisions made by any person with delegated authority by writing to the relevant Appeals Officer. Any request for a review must be lodged with the Appeals Officer within seven (7) days of the advice of the decision from the person with delegated authority.
- a. The Appeals Officers are:
 - i) For the Dean = The Master
 - ii) For the Senior Resident Advisor = The Dean
 - iii) For the Resident Advisors = The Dean
 - iv) For Disciplinary Committees = Refer to Appendix 1

DURATION

This policy has been reviewed and updated during December 2008 and comes into effect in March 2009 and will be reviewed by March 2011.