



Don't get lost along the way

The A to Z Guide to Social Ethics at UNE



Now you're thinking





## The A to Z Guide to Social Ethics @ UNE

The University of New England is committed to providing an inclusive environment that acknowledges and celebrates diversity, is free from all forms of discrimination and harassment, and which encompasses and utilises the skills and ideas of all people, irrespective of race or cultural background, gender or sexual orientation, educational level, socio-economic position, age, disability, or family responsibility. I hope that you will enthusiastically take your place within this environment and enjoy your time here at UNE.

This **A to Z Guide to Social Ethics @ UNE** is designed to help you understand your social rights and responsibilities while studying at UNE and also to give you a clear sense of what is, and what is not, acceptable behaviour for staff, students or visitors. The ultimate aim of the guide is to help you establish a safe and secure lifestyle while you are at UNE, so that you enjoy your time as a student and ultimately achieve your full academic potential.

Whether you dip into and out of this guide as needed, or read it from A to Z, I am sure you will find it a useful resource as you embark on your studies at UNE. You will find within this guide the contact details for a wide range of people who can assist and guide you during your time as a student. We all look forward to meeting you individually into the future.

I wish you every success during your time at UNE and welcome you to our community.

Rhonda Leece

Assistant Director (Student Services)

# A

## Academic Skills

In offering you a place at UNE, the University believes you have the potential to meet the requirements of your course of study. It is up to you, however, to recognise your areas of strength or weakness, and to take responsibility for your own learning. If you are feeling unsure about your academic ability or recognise that some of your general academic skills are a bit rusty (such as essay writing at tertiary level, referencing, reading effectively, or note taking), contact the Academic Skills Office for support. Check out their website at: [www.une.edu.au/tlc/aso/](http://www.une.edu.au/tlc/aso/)

## Access

You have a right to access the facilities and materials needed to undertake your course(s) at UNE, and to participate fully in the life of the University and/or the residential colleges. You also have a responsibility to ensure that you do not deny your fellow students and UNE staff access to resources or facilities needed to perform their duties. If you have concerns about your ability to access what you need at UNE, contact the Student Access and Equity Officer via the Student Assist office. Also check out the Student Assist website at: [www.une.edu.au/student-assist/](http://www.une.edu.au/student-assist/)

## Alcohol

For many of you, commencing your university studies coincides with reaching the legal drinking age and suddenly having a greater level of freedom to decide how you spend your time and money. The University values such freedom but asks you, when exercising yours, to consider how it may impact on others.

For example, is your drinking affecting the safety and wellbeing of you or others? You have a responsibility to ensure you do not attend any classes while under the influence of alcohol, and do not consume alcohol in any areas designated as Alcohol Free Zones. This includes certain areas within the residential colleges.

If you are going to drink, the University encourages you to adopt a harm-minimisation approach. Alcohol can affect people in many different ways. You can aim to limit how alcohol affects you by knowing what a “standard” drink is. Also consider alternating alcoholic drinks with non-alcoholic beverages, eating before you drink, avoiding alcohol if you are taking medication, and arranging in advance safe transportation home.

Check out Australian alcohol standard drink guidelines for men and women on the web at: [www.alcohol.gov.au/internet/alcohol/publishing.nsf/Content/standard](http://www.alcohol.gov.au/internet/alcohol/publishing.nsf/Content/standard)

Also check out the UNE’s “Alcohol and Other Drugs” policy for students. Go to the A to Z listing at: [www.une.edu.au/policies/](http://www.une.edu.au/policies/)

## ALLY

Social ethics are about welcoming diversity within any community. The University is committed to providing a safe, trusting, inclusive environment in which to live, work, and study. The UNE ALLY Network is an informal network of UNE staff and students who identify as ALLIES to gay, lesbian, bisexual, transgender and intersex (GLBTI) staff and students on campus. If you would like more information on the UNE ALLY Network, how to contact an ALLY, or if you wish to become an ALLY, visit the ALLY website at: [www.une.edu.au/eoo/ally/](http://www.une.edu.au/eoo/ally/)

(Also see Q-Space).

## Appeals

While the University expects you to do the right thing by other people, it is also committed to doing the right thing by you. The University recognises your right to appeal any decisions made about you or your assessment tasks that you may consider to be unfair. Check out the “Student Appeals Policy” by going to the A to Z listing at: [www.une.edu.au/policies/](http://www.une.edu.au/policies/)

## Attendance

Social ethics are about developing greater awareness that decisions you make can and do affect others. You might think that it’s “no skin off anyone’s nose” whether you attend your classes or not. This is not the case. Non-attendance not only hinders your learning, but means one less person to contribute to lively debate (in class or online bulletin boards), one less person to add to the vibrancy and attentiveness of a lecture audience, or one less person to instill a commitment to learning among your peers.

It is your responsibility to determine whether class attendance in your course (whether online or in person) is compulsory, mandatory or optional. Some unit coordinators keep an attendance register or roll. Check the attendance requirements of your course in your unit guide, or with your unit coordinator. Also aim to be punctual and arrive on time to your classes in order to minimise disruption.

# B

## Breather

During the day students need a place where they can feel more 'at home'. The Breather is such a space. The Breather is situated on the top floor of the Bistro or 'Stro', off the Central Courtyard, and is a space where students can have a free 'cuppa', relax, read the newspapers, meet class mates, etc. The Breather has a fridge and microwaves so you can save money and bring your own lunch and refreshments - with the expectation that you clean up after yourself (bring your own milk). The Breather also has several noticeboards with information regarding a range of topics that may be of interest to you eg, accommodation, employment, etc. All students are encouraged to make use of the Breather - it is Your space. The Breather is open 9am to 4pm during term time and Residential Schools. For more information about the Breather and Services UNE, go to: [www.servicesune.com.au](http://www.servicesune.com.au)

## Bullying

Bullying comes in many shapes and forms as do bullies. Bullying can be obvious/overt (eg jokes or rumours at the expense of another person; swearing, yelling, or insulting someone; physical assault or threats; humiliating someone or subjecting them to initiation rites) or bullying can be more hidden or covert (eg pressuring a fellow student to drink, take other substances or to engage in illegal or unethical activities; ignoring or excluding someone; undermining friendships; not doing your bit in group projects, or hindering a person from doing theirs). Social ethics are about safety, trust and respect. Bullying is about fear, distrust, and disrespect. Bullying has no place at UNE and is in breach of the "Student Conduct" rules (Check out these rules

by looking at University Policies found at: [www.une.edu.au/policies/](http://www.une.edu.au/policies/) or via the policies link at the Service Quality Unit's web page at: [www.une.edu.au/service-quality/](http://www.une.edu.au/service-quality/)

Check out the Prevent Bullying at UNE webpage at:

[www.une.edu.au/od/preventbullying.php](http://www.une.edu.au/od/preventbullying.php)

Also look under Harassment in this guide.

# C

## Cheating

Taking credit for another person's work is a form of bullying and it is also cheating. Social ethics are about honesty and integrity and about creating a level playing field. Cheating undermines that. Cheating includes things like: having someone else write your essays; copying another person's work; bringing unapproved materials into an exam that creates an unfair advantage; and lying. Plagiarism is a form of cheating, but for more information refer to Plagiarism. You may find the following joke sobering (unknown source via the www).

"Four uni friends were so confident about their exams, that the weekend before they decided to visit some friends and have a big party. They had a great party and spent Sunday recovering. They didn't get back to the campus until early Monday morning. Rather than take their exam, they decided they would explain to their professor why they missed it. They said they visited friends but on the way back they had a flat tyre, causing them to miss the exam. The professor agreed they could do an alternative exam the next day. The students were so excited and relieved. They studied that night for the exam. The professor placed them in separate rooms and gave them the test booklet. They answered the first problem worth 5 points. Cool, they thought! Each student in their separate room thought this is going to be easy. They turned to the next page which said "For 95 points, which tyre?"

To ensure that you are clear about how missed exams are handled at UNE, please refer to the Student Centre's information about missed exams which can be found on the Special Examinations form at: [www.une.edu.au/exams/](http://www.une.edu.au/exams/)

Please note that missing an exam due to partying too hard is not a valid excuse.

## Collegiality

Social ethics are about having a sense of collegiality among your fellow students and a sense of belonging at UNE. They are about appreciating that you are all here to achieve a common purpose - to discover your full academic and personal potential; not the potential to drink the most beer, have the most hangovers, lowest class attendances and highest fail rate!

Rather than having an “us” and “them” mentality, collegiality is about appreciating the value of belonging to the University community, and that you are all ambassadors for UNE. This is irrespective of whether you are: an off campus student living in Far North Queensland; an on campus student living in “town”; a student living in one of the residential colleges or village; a mature age student; a recent school leaver; or an international student.

One of the most common reasons for students choosing to “drop out” of university is that they feel isolated, or different, or think they don’t fit in. Unfortunately, other students can add to a person’s sense of feeling different by humiliating, alienating, and discriminating. It is, therefore, important to create a collegial environment. If you have thoughts of dropping out, we encourage you to have a re-think by looking at the Don’t Drop Out web page at: [www.une.edu.au/dontdropout/](http://www.une.edu.au/dontdropout/)

Also contact the staff at Student Assist who can be found at:

[www.une.edu.au/student-assist](http://www.une.edu.au/student-assist)

For those of you who are first year on or off-campus students, one way for you to feel connected to other students is via the UNE Peer Support program. This program aims to assist newly enrolled students settle into their role with greater ease by being matched with a senior student in the same or similar degree. Peer supporters are there to assist and encourage you to find your way through those early stages of university life. To find out more about peer support programs and other activities, go to the Insider’s Guide at: [www.une.edu.au/insidersguide](http://www.une.edu.au/insidersguide)

Also find out about Life @ UNE by going to the “current students” link on the UNE homepage. Check out UNE’s student societies, clubs and associations.

For off-campus students in NSW, check out your closest UNE Access Centre by going to: [www.une.edu.au/ac/](http://www.une.edu.au/ac/)

UNE Access Centres are accessible 24 hours a day, 7 days a week. They provide you with access to study facilities, study skills workshops, and opportunities to meet other students.

## Communal Living

Many of you will be experiencing communal living for the first time; either in the form of share housing or a college residence. Communal living can be an exciting way to form close friendships, or it has the potential to become a nightmare that leads to deep rifts between people.

Communal living works well when people behave in ethical, socially responsible ways. For example, where people have a common understanding about what they can or can't expect from each other (clear house rules or cleaning and cooking rosters). Social ethics is about apologising when things go wrong (such as when others' sleep is disrupted, the bin hasn't been put out, you haven't paid your share of the rent on time, or you are responsible for spreading rumours about your housemates). Ethics also involve being mindful of how others may view things you want to do (such as whether to play heavy metal music at midnight, to display pornographic posters, to smoke indoors, or to bring a kitten into the house). For tips on how to make communal living work, check out The Share Housing Survival Guide at: [www.rlc.org.au/sharehousing](http://www.rlc.org.au/sharehousing)

## Complaints

The University is committed to hearing your views about what is or isn't working, or what you do or don't like during your time at the UNE. Rather than sit on any concerns that you might have, the University encourages you to bring complaints or feedback (positive or negative) to the attention of relevant staff. If you raise a complaint sooner rather than later, the University is in a better position to work towards a solution, and you can save yourself a whole lot of stress.

Complaints are taken seriously and every effort will be made to resolve a matter in a timely manner. Where possible, complaints should be directed to relevant staff in the area that you have a complaint about. For example, concerns about a unit are best directed to the Unit Coordinator. If the matter is not resolved, it should then be brought to the attention of the Head of School. Complaints go to the next level of responsibility (eg Dean) only when they can't be resolved at a previous level.

If you have a "student administration" concern, you are encouraged to let relevant Student Centre staff know about it as soon as you can. If the matter has not been resolved for you, then you can contact the Service Quality Unit. The SQU is an independent body whose role is to ensure quality service to students and staff. For more information about the Unit, go to: [www.une.edu.au/service-quality/](http://www.une.edu.au/service-quality/)

If you have a complaint that has not been resolved via other avenues, or if you are unclear about your options, you can contact a University Ombudsman for assistance. For further information about the UNE Ombudsman and contact details, go to: [www.une.edu.au/ombudsmen/](http://www.une.edu.au/ombudsmen/)

You can also let the University know how you “feel” about an individual unit or subject of study by clicking the appropriate emoticon for that unit in your UNE Student Portal. Feedback about your level of happiness with your study is important to the University.

(Also see Appeals, Bullying, Equity, Harassment, Ombudsman, Sexual Harassment, Sexual Assault, Student Assist and Service Quality Unit).

## Confidentiality

It is your right to have all of your personal records within the University kept private and accessed only by those authorised to do so. You also have a responsibility to ensure that you do not disclose any confidential information relating to a University matter, and that you do not try to gain unauthorised access to University information. If you do, this may be deemed a breach of the Student Conduct Rules. Check out the Rules under University Policies listed at: [www.une.edu.au/policies/](http://www.une.edu.au/policies/) (Also see Technology and World Wide Web).

## Contraceptives

(See Sexual Health)

## Copyright

Think about how you might feel if you put a whole lot of intellectual effort into creating something that other people then used without your permission and without rewarding you in any way. Angry? Annoyed? When downloading photos, images or music from the web, when photocopying sections of a book, or when using computer databases, games, and/or DVDs, check that you are not in breach of copyright law. You have a responsibility to respect other’s copyright and to abide by copyright law. For more information, check out UNE’s Copyright web pages at: [www.une.edu.au/copyright/](http://www.une.edu.au/copyright/) (See Plagiarism).

# D

## Disability Support

Social ethics are about creating, where possible, “a level playing field”. They are about the University putting reasonable measures in place that make education accessible to as many people as possible, and to help students reach their full potential. Support and assistance are available for students with temporary or ongoing disabilities who may require support or special consideration during their studies. Support includes provision of note-taking assistance, alternative formats for examinations and adaptation of learning material. This support is also available to students with temporary disabilities arising from accidents and illnesses which may occur during the year. Students with special needs are encouraged to register with the Student Disability Support Unit within Student Assist at the earliest opportunity so that appropriate support can be arranged. To find out more about how to register, go to: [www.une.edu.au/student-assist](http://www.une.edu.au/student-assist)

## Discrimination

(See Equity)

## Drugs

While some people might mistakenly think that DRUGS 101 is an introductory unit at university, the reality is that imbibing in nefarious substances is not a requirement for university entry or for remaining at university. The University does not condone the use of illicit drugs. Illicit drug use is in breach of the University’s Student Conduct Rules. Drugs can seriously interfere with your and other’s abilities to go about the fundamental goals of teaching, learning, researching, and being safe at university. The University encourages you to find accurate and up-to-date information about the short-term or long-term effects of various drugs. You can do this by checking out the Australian Drug Foundation website at:

[www.adf.org.au](http://www.adf.org.au) - particularly their site on drug info at: <http://druginfo.adf.org.au/>

Increase your knowledge about how substances affect your physical and psychological health.

If you do choose to use legal and/or illegal/illicit drugs, take a harm-minimisation approach. For example, aim to use smaller amounts of the drug, use sterile equipment, respect other people's right to not use the drug, talk to a GP or counsellor about how the drug affects you, avoid using several different drugs at once, read up about the drug, and think about how your drug use might be impacting on those around you. For more information about the reasons for a harm minimisation approach, go to: [http://druginfo.adf.org.au/druginfo/fact\\_sheets/harm\\_minimisation1/harm\\_minimisation1.html](http://druginfo.adf.org.au/druginfo/fact_sheets/harm_minimisation1/harm_minimisation1.html) (Also see Alcohol).

## Due Dates

While University staff have a responsibility to provide students with information about assessment tasks and due dates in a timely manner, you have a responsibility to submit your tasks by the specified due dates and by whatever means are specified within your School (eg e-submission). You have a responsibility to check out the Assignment Extension Policy within your School. For assignments that cannot be completed before the commencement of the exam period within a given semester, you need to look at the requirements to apply for a Special Extension of Time (SET). The SET application form can be found at the Student Centre's web page: [www.une.edu.au/for/current-students/forms/](http://www.une.edu.au/for/current-students/forms/) along with other forms such as for Special Consideration or Special Examinations.

# E

## Email

Social ethics are about thinking before you click that email send button. The immediacy of email increases our potential to write things we may later regret. Also, at times it can be difficult to gauge the tone of an email. Capital letters in emails, for example, are often interpreted as the equivalent of shouting, as is use of bold type. Persistent emails or emails with sexually explicit material may also be construed as harassment (See Sexual Harassment).

It doesn't take long for your email account to fill, which then means you exceed your disk quota and can't receive further emails. Get into the habit of checking your UNE email account at least once a week for important notices from the University. This will ensure you can respond promptly to correspondence. It is important that you use your UNE email account for all university correspondence. It can be difficult to discern legitimate emails from junk or SPAM if you have an email address like playbunny@ ... or raunchyman@ ... Also not a great way to convey your professionalism to academic staff or to prospective employers on your CVs! If you want to check only one email address, you can forward your UNE emails to your preferred email account. For guidelines about emails, go to: [www.une.edu.au/it-services/students/email/guidelines.php](http://www.une.edu.au/it-services/students/email/guidelines.php)

## Environment

Social ethics are not just being mindful of how you affect other humans, but are also about how you impact on the animal and plant species in your immediate and wider surroundings. Social ethics are about having due regard for the environment. They are about thinking twice before printing an email or document. They are about recycling that drink bottle, or riding a bike rather than driving to campus. They are also about embarking on studies that show how we can protect and sustain the environment. If you are interested in promoting environmental sustainability and biodiversity, then check out the Talloires declaration at: [www.une.edu.au/talloires/](http://www.une.edu.au/talloires/) Perhaps join a local Landcare group or the UNE Landcare group (enquire with Ecosystem Management staff at UNE).

## Equity

Equity protects us all ... Diversity reflects us all. Equity staff within Student Assist are committed to supporting the UNE's vision to provide an inclusive environment which is open to all - to students, to staff, to their families and to their communities. We ask you to make the same commitment. If you experience any form of discrimination from fellow students or staff (based on your age, gender, race, ethnicity, religion, sexual orientation, socio-economic position, disability, family responsibilities), or harassment (sexual or other), you can talk about the matter to Equity staff or you can contact any of the Equal Opportunity Advisors who are located throughout the University and can be found at: [www.une.edu.au/eo/complaints/advisers.php](http://www.une.edu.au/eo/complaints/advisers.php) For more information about Student Access and Equity staff, go to: [www.une.edu.au/student-assist/](http://www.une.edu.au/student-assist/)

# F

## Finances

Upon starting university, some of you may be managing your own finances for the first time. Managing your finances with a sense of social responsibility does not mean shouting every round of drinks. At university, it means things like paying your course fees on time, paying library or parking fines, paying your college fees or rent, paying back your mate if you borrow a twenty, and budgeting for the cost of text books. If you do not pay any monies owed to the University, this may hinder you from re-enrolling, borrowing books, or from graduating. Being financially responsible also means finding out about what's available to help you "stay in the black". Check out the Current Students web page for finance tips at: [www.une.edu.au/for/current-students/](http://www.une.edu.au/for/current-students/)

Also find out about the various scholarships on offer by going to:

[www.une.edu.au/scholarships/](http://www.une.edu.au/scholarships/)

You may well satisfy the criteria for receiving a scholarship.

## Freedom

The core business of a university is to look at new ways of thinking or of doing things, to challenge current ideas and beliefs, to provide social commentary, to test existing theories, to create paradigm shifts, to question the status quo. Freedom to express ideas without censure or reprisal is fundamental to a democracy. Freedom of speech, however, is not about attacking another person. It is about respecting each other's right to have differing views or beliefs -like agreeing that it's ok to disagree.

Being at university is not only about having the freedom to express new ideas, but is also about discovering one's personal freedom. For many of you, university coincides with the first move away from home. This may be the first time ever that you've needed to decide what to eat, when to sleep, who to socialise with, whether or not to drink alcohol, how to spend your money, and who to be intimate with. Being at university should be a wonderful time for personal discovery and growth. To keep it wonderful is contingent upon you exercising your personal freedom in a way that does not encroach on the freedom of others. For example, your decision to not go to sleep until 2am should not prevent others from getting a good night's rest earlier in the evening. Keep in mind how your choices affect others.

## Fun

Your time at university is not just about studying. It is about finding safe ways for you and those around you to have fun. By promoting social ethics, the University is not setting out to be a “kill joy”, but is asking you to treat each other with dignity and respect. Unfortunately, some people’s idea of fun involves making jokes at another person’s expense, or subjecting others to initiation rites, peer group pressure, taunts, insults and public humiliation. This is not fun for the person on the receiving end. It is abuse (see Bullying and Harassment). Think about safe ways that you can celebrate important achievements (submitting an assignment, winning a sporting game) and milestones (turning 18; getting your licence) while at university. For tips on how to celebrate safely, check out the Youth Safe website at:

[www.youthsafe.org/current-projects/safe-celebrating.html](http://www.youthsafe.org/current-projects/safe-celebrating.html)

Keep the following message in mind- “Celebrate. Don’t violate”.

Also find out how to “get a life @ UNE” by going to:

[www.une.edu.au/for/current-students/une-life.php](http://www.une.edu.au/for/current-students/une-life.php)

# G

## Graduate Attributes

Several of the attributes that you will be expected to have developed during your time at UNE are: communication skills; a global perspective; social responsibility; and team work. You can start developing these attributes by being open to different communication styles across cultures; thinking about how your thoughts and actions impact on others or the environment or globally; by working collaboratively with others; appreciating the contributions of others; and following through with agreed tasks. For more information about the attributes of a UNE Graduate, have a look at:

[www.une.edu.au/gamanual/](http://www.une.edu.au/gamanual/)

Also speak to the Career Development staff within UNE Student Assist about how you can become career ready. Go to [www.une.edu.au/student-assist/](http://www.une.edu.au/student-assist/)

## Global Perspective

(See Graduate Attributes)

# H

## Harassment

Harassment and bullying often refer to the same thing, but harassment can be a single incident. Harassment is unwelcome and unwanted behaviour that it is reasonable for you to regard as offensive, distressing, humiliating, threatening, intimidating or abusive. The University is committed to keeping the campus free from all forms of harassment, but it needs you to make the same commitment. Take time to stop and reflect on your behaviour. Are you coming across as loud, controlling, judgemental? Are you making negative comments about what someone wears, how they look, or their lifestyle? Are you freezing someone out or spreading malicious rumours? Are you teasing, mocking, pressuring, or belittling someone? Think about whether you would want to be treated in the way you are treating others. If you encounter harassment at UNE, consider contacting the Student Equity staff at Student Assist. For details, go to: [www.une.edu.au/student-assist/](http://www.une.edu.au/student-assist/)

Also check out the Prevent Bullying at UNE webpage at [www.une.edu.au/od/preventbullying.php](http://www.une.edu.au/od/preventbullying.php)

(Also see Bullying, Sexual Harassment, Sexual Assault)

## Human Rights

(See Equity and Rights)

## Independent Learning

Independent learning does not mean locking yourself away in your study and having minimal interaction with others. It is about taking responsibility for your own learning. It is about being active rather than passive - for example, letting others know if you have a concern rather than sitting with it (whether it is financial, academic, personal, etc). Contact student support staff at UNE so that they can point you in the right direction. [www.une.edu.au/student-assist](http://www.une.edu.au/student-assist) [www.une.edu.au/insidersguide](http://www.une.edu.au/insidersguide)

Independent learning is also about bouncing ideas around with other students yet producing your own work for assessment. It is about chasing up some extra reading references rather than limiting yourself to what's on the expected reading list. It's about prioritising and setting your own deadlines in order to avoid the dreaded assignment due date "bottleneck". It's about being an active learner - someone who questions the material you have been given and who doesn't limit themselves to just learning by rote.

Being an independent learner is also about recognising that being enrolled at university and paying university fees does not automatically lead to the guaranteed completion of a degree. While the University would like to see all its students graduate, this is not a given. The University's objective is to help you to help yourself. The onus is on you to demonstrate that you have met the minimum requirements of your course. Also, if you are a first year internal student, your **First Year Advisor** can help you gain some of the skills to be an independent learner:

[www.une.edu.au/tlc/aso/students/services/help-for-you.php](http://www.une.edu.au/tlc/aso/students/services/help-for-you.php)

If you need academic support, contact the Academic Skills Office:

[www.une.edu.au/aso/](http://www.une.edu.au/aso/)

(See Academic Skills)

## Indigenous

Social ethics or responsibility means appreciating that we are interconnected or interdependent. We are connected to others as well as to our environment - something that indigenous Australians have known for some time. The Anaiwan people are the traditional owners or custodians of the land that UNE is situated on. By recognising

and paying respect to the traditional owners of the land, hopefully we are reminded of our own responsibility to care for the land, its flora and fauna.

Among the University's alumni are members of the Anaiwan community. The UNE welcomes members of all Aboriginal and Torres Strait Islander communities to consider UNE as a place of learning. The Oorala Centre is a study support and advisory centre for internal and external Aboriginal and Torres Strait Islander students of the UNE. To find out more about Oorala, its support services, entry to UNE, or its programs, go to: [www.une.edu.au/oorala/](http://www.une.edu.au/oorala/)

## International Students

Social ethics are about engaging with other people in a positive way, creating opportunities for them to engage with you, and experiencing our connectedness with people from all cultures and faiths. Our hope is that staff and students from all over the world who choose to work and study at UNE, also have opportunities to experience many enriching facets of the Australian culture. If you would like to become involved with the international community at UNE, consider joining the Armidale International Association to help maintain supportive links between the international students and Armidale community. For details, go to: [www.une.edu.au/aia/](http://www.une.edu.au/aia/)  
(Also see Xenophobia)

## Internet

(See Technology and World Wide Web)

# J

## Jokes

(See Harassment)

## Justice

Social ethics are about justice and fairness for all parties. If, while you are at university, a situation arises that means you need to lodge a complaint against another person, or someone lodges a complaint against you, the complaint will be handled according to the principles of natural justice. These principles ensure that all parties to a complaint are given a fair hearing. If, for example, someone alleges that you assaulted them, the principles of natural justice ensure that you are given an opportunity to put forward your case in response to any allegations. The University stresses that all members of the University community have the right to lodge a complaint without fear of reprisal or retribution. For more information on the principles of natural justice, check out the following web page:

[www.une.edu.au/eoo/equitypolicies//natjustice.php](http://www.une.edu.au/eoo/equitypolicies//natjustice.php)

(Also see Complaints, Equity, Harassment, Ombudsman)

# K

## Kindness

Your time at university is not simply about cramming your head full of facts. It is about developing the graduate attributes mentioned earlier, like social responsibility and team work. It is about being or becoming a person that people want to be around - someone who has compassion, humanity, kindness.

At this point you might be thinking the University has gone “soft” and “mushy”. We haven’t. We are trying to show that universities are not cold, clinical institutions - but that staff and students are expected to treat each other with respect, fairness, kindness, and good old fashioned courtesy or “manners”. Kindness is not simply about bestowing gifts on people - especially as staff cannot accept gifts or inducements from students - it’s about: sharing a lift into the University; returning books to the library; bouncing ideas off one another; looking out for each other at a social function; entering classrooms quietly; checking how your fellow students are going; checking when is convenient to contact staff; and keeping staff informed, as a courtesy, about how you are going or what support you need.



## Leadership

Every time you show consideration and respect for others, you are being a leader - particularly among your peers. Being a leader is not about forcing others to follow your lead, but is about motivating others, promoting a safe, trusting environment and challenging behaviours that go against that. We have the capacity to lead in varying contexts and ways. If you want to discover your leadership potential, then find out about the range of professional development activities available as part of the New England Award at UNE: [www.une.edu.au/nea/](http://www.une.edu.au/nea/)

## Library

The libraries at UNE are shared resources that rely on all users doing the right thing by others. This includes things like: not smoking, eating or drinking in the libraries; turning mobile phones and audible pagers off; not damaging materials; not talking in silent zones; and not interfering with the belongings of other library users. It also includes things like: returning library materials on time (including high use items in the Reserve collection); and paying fines for overdue materials. Please note that unpaid fines affect your borrowing rights. For more information about library rules, select "Guidelines" at the UNE Library "About" page: [www.une.edu.au/library/about/](http://www.une.edu.au/library/about/)

Also check out the "Learning Commons" in the Dixon Library - a space for individual study and collaborative learning that includes an allocated area for a well-earned coffee or tea break.

# M

## Mental Health

Social ethics are about having an open, enquiring mind rather than looking at things in a black and white or rigid way. Mental health or illness is an area that has long been plagued by stigma, misinformation and myths. In order to inform and to debunk many of the myths, NSW Health [www.health.nsw.gov.au/](http://www.health.nsw.gov.au/) and organisations like Beyond Blue [www.beyondblue.org.au](http://www.beyondblue.org.au) have produced excellent information about various mental illnesses. Check them out so that you can better understand the needs of people experiencing a mental illness. When we are experiencing good psychological or emotional health, we are able to meet the demands of everyday life. When meeting those demands becomes too difficult, our mental health can suffer. If you need some support to help you manage your mental health, you can contact the Student Disability Support and/or Counselling staff within Student Assist. Also know that it is unlawful for the University to discriminate in certain specified ways against a student with a temporary or permanent disability. For more information, go to: [www.une.edu.au/student-assist/](http://www.une.edu.au/student-assist/)

## Mobile Phones

As a courtesy to others, mobile phones and audible pagers are not to be used in lectures, classrooms, or in libraries and study areas. If you need to have your phone on to receive an urgent call, it is courteous to check with the relevant lecturer/academic whether that would be acceptable.

## Money

(See Finance)

# N

## New England Award

Many of you probably already have a clear sense of what it means to be a good, ethical, socially responsible person - a good citizen. You might be the sort of person who already does many "good" things within your community for purely altruistic reasons. Let's admit though that every now and then, it is great to have your efforts recognised. It's also rewarding for others to show they appreciate what you are doing. The New England Award is UNE's way of acknowledging the efforts you make to be a good citizen and is awarded at your graduation ceremony. You may be showing your sense of community by getting involved in social, cultural or sporting events, by being on a committee, by doing casual paid or volunteer work, by organising events within your community or college, or by engaging in a range of extracurricular activities like workshops on campus. Find out what sorts of activities, on and off campus, make you eligible for New England Award points by going to the NEA web page at: [www.une.edu.au/nea/](http://www.une.edu.au/nea/)

# O

## OH&S

The University of New England is committed to the principles of Occupational Health and Safety (OH&S) and the provision of a safe and healthy work environment for all staff, students and visitors. The University needs you to make the same commitment because OH&S is everyone's responsibility. To meet this commitment each student must follow instructions and safe working procedures at all times, and take all reasonable care to prevent personal injury or injury to others. Students must report to University staff any incidents and dangerous occurrences which affect or are likely to affect their safety or the safety of others. OH&S policies and incident report forms can be found at the UNE Occupational Health and Safety home page at: [www.une.edu.au/ohs/](http://www.une.edu.au/ohs/)

Students who use laboratory equipment and who attend field trips are particularly encouraged to check out the information on risk identification and assessment.

## Ombudsman

If you feel that you have been unfairly treated by the University - by individuals, offices, committees, boards or any other group within the University - you can turn to a University Ombudsman for assistance.

Approaching a UNE Ombudsman should normally be considered a last resort. When all other avenues appear to have failed, or you are not clear what your options are, or you wish to discuss your concerns in confidence, a UNE Ombudsman may be able to assist you.

An Ombudsman may also be able to help if you have good reasons for not using the established appeals procedures that are in place. Note that as a matter of policy an Ombudsman will not deal with complaints from their own school and will normally avoid dealing with complaints from their own faculty. For further information about the UNE Ombudsman and contact details, go to: [www.une.edu.au/ombudsmen/](http://www.une.edu.au/ombudsmen/)

(See Appeals, Complaints, Service Quality Unit)

# P

## Peer Pressure

(See Bullying, Harassment, Sexual Assault)

## Personal Details

While the University has a responsibility to keep you informed about your enrolment status, unit enrolment details, your results, etc, you also have a responsibility to notify the University about relevant changes to your circumstances. Fortunately, it is now much easier for you to notify UNE about your current mailing and home addresses, telephone contact details, and even future-dated addresses. myUNE is your online link to the University from anywhere at any time. You can update your contact details online by going to: <https://my.une.edu.au>

You will first need to register for your UNE username before you can enter your login details. If you change your name, you will need to notify the University in writing and must provide relevant verifying documentation - particularly if you want your new name to appear on your graduation certificate.

## Plagiarism

Academia is about fostering and acknowledging original thoughts, ideas, writing, etc. If someone puts time and energy into creating something new, imagine how they feel upon discovering that someone else has put the creation forward as their own, or has not acknowledged the author's work. Social ethics are about respecting intellectual property and acknowledging the achievements of others. Plagiarism is when a person uses someone else's thoughts or writings without acknowledging the source. It includes things like: using direct copies of someone else's sentence(s) or paragraphs without the use of quotation marks or appropriate referencing; developing someone else's idea without referencing the original source of that idea; and paraphrasing or summarising someone else's material without citing the source.

In order to avoid plagiarism and academic misconduct, it is vital that you respect and respond to the University's policies on plagiarism, and that you are familiar with the referencing conventions in your discipline. The UNE policies on plagiarism can be found under P listings at: [www.une.edu.au/policies/](http://www.une.edu.au/policies/) Also check your myUNE for the latest information about how to avoid plagiarism.

As a student, you must sign and date a Plagiarism Declaration form for every assignment that you submit. When you submit assignments electronically, clicking the send button is also equivalent to signing a Declaration.

For tips on how to keep track of what material you got and where you got it, go to eSKILLS UNE Keeping Track at: [www.une.edu.au/library/eskillsune/keeping/](http://www.une.edu.au/library/eskillsune/keeping/)

## Privacy

(See Confidentiality)

## Punctuality

(See Attendance and Due Dates)

# Q

## Q-Space

Heterosexuals can take for granted the fact that they live in a world of “heterosexual privilege”- heterosexuals can assume they have every right in the world to talk about, brag about and show pictures of their significant others, while transgender or lesbian, gay and bisexual people cannot without fear of acts of discrimination, vilification or violence. The University is committed to all staff and students having equal rights to disclose and express their sexual identity in a safe, respectful environment. As a step to creating such an environment, the University supported the creation of the Q-Space, also known as the Queer Space - a safe and accepting venue where queer students and staff could meet. The Q-Space is in building E16, next to the Oorala Centre. Students can obtain a key from UNE Safety and Security. For more information about the Q-Space, check with Services UNE or email [qspace@une.edu.au](mailto:qspace@une.edu.au) Services UNE also has a range of free publications available in the Breather - such as Lesbians on the Loose, and the Sydney Star Observer (see Breather). Also check out the UNE ALLY Network web page at: [www.une.edu.au/eo/ally/](http://www.une.edu.au/eo/ally/) (See ALLY)

# R

## Racism

(See Equity And Xenophobia)

## Referencing

Check out different referencing styles at:

[www.une.edu.au/tlc/aso/students/publications/referencing.php](http://www.une.edu.au/tlc/aso/students/publications/referencing.php)

(See Plagiarism)

## Research

During the course of your studies, you will be required to conduct research within or outside of the University. You may need to conduct research that involves the participation of humans and/or animals, or your research may require you to look at a body of literature, to conduct experiments that don't involve any life forms, to analyse previously collected data, or to develop computer software.

Social ethics are about conducting your research with honesty, integrity, and awareness that you are an ambassador for UNE - especially when you are conducting research off-campus that involves the participation of animals, humans, outside organisations or locations (eg government departments, hospitals, sacred sites, national parks, mines, etc).

Social ethics are about not falsifying your research data, not using someone else's data without their permission, not coercing people to participate in research, and not misrepresenting the purpose of your research. As a student, you need to be aware of the ethical considerations of any research that you conduct or participate in. Ask for guidance and support from your unit coordinator or supervisor. Also check out information on research ethics available from the UNE Research Services home page at: [www.une.edu.au/research-services/ethics/](http://www.une.edu.au/research-services/ethics/)

## Religion

The University is a place where people are free to practice their faith without fear of persecution or vilification. The University has a number of chaplains whose role includes helping you become involved in a faith community. Although the various chaplains at UNE are appointed by particular faith communities and most of the chaplains are Christian, you do not need to be a member of their particular faith group, or even a religious person in order to talk to a chaplain. Although part of a chaplain's role is to support people who belong to their particular faith or denomination, they're also there for all members of the University community - students, staff and their families. For more information about Chaplaincy at UNE, or to find out how to contact other Christian and non Christian religious groups that meet in Armidale, check out the Chaplaincy web page at: [www.une.edu.au/chaplaincy/](http://www.une.edu.au/chaplaincy/)

To find out about the UNE Mosque Management Association (UMMA) or the International Muslim Students Association (IMSA), go to: [www.une.edu.au/mosque/](http://www.une.edu.au/mosque/)

## Rights

Hopefully you have figured out that one of the key aims of this publication is to ensure your rights as a student at UNE are protected - rights such as: freedom from discrimination based on race, sex, disability, age, or sexual orientation; freedom of speech; freedom to practice a religion; the right to participate fully in the University community and to attain an education; and the right to a safe environment that is free of bullying and all forms of harassment. For more information about your student rights, check out the Student Equity webpage at [www.une.edu.au/student-equity/](http://www.une.edu.au/student-equity/) or contact Student Equity staff at Student Assist.

There are so many other rights that we can so easily take for granted - the right, for example, to clean drinking water, food, shelter, being able to vote, and being treated fairly. To refresh your memory on our basic human rights, check out the Human Rights Commission's home page at: [www.humanrights.gov.au/](http://www.humanrights.gov.au/)

# S

## Safety and Security

Social ethics are about looking out for your safety and protection and that of other people and their belongings which, in turn, makes the job of the UNE Safety and Security team easier. The UNE Safety and Security team, which consists of well-trained customer-oriented security personnel, offers a support service which assists the UNE community in protecting life and property, and in the control of traffic and parking on campus. The team provides uniformed Safety and Security patrols of the campus. It also provides a night-ride service which operates during the academic term. It leaves from the Dixon Library (7.00pm, 8.00pm, 9.00pm and 10.00pm) and the Law Library (7.05pm, 8.05pm, 9.05 pm and 10.05pm) then to the college residences to drop off students. Note that the 8.00pm service also goes into town and drops off and picks up students from the Post Office. The Safety and Security team also provide services such as: alarm monitoring and response; emergency assistance; care of lost property; visitor assistance; and personal/property safety awareness programs. For more information, go to: [www.une.edu.au/fms/campus-services/security/](http://www.une.edu.au/fms/campus-services/security/)

Within the University, dial 81 for non life-threatening emergencies. Call 000 for emergency services outside UNE.

## Service Quality Unit

In expecting the best from you, it is also reasonable for you to expect the best from us. The Service Quality Unit is an independent body whose role is to monitor the quality of service provided to you by the University (activities like: processing of your enrolment; timely assessment of academic work; release of examination results; updating of your academic record; and arranging your graduation). The mission of the Unit is to ensure quality service to all students, staff and other users of the services provided by the University's administrative, academic and other units. This is done by resolving complaints from students or on behalf of students. For more information about the Unit, go to: [www.une.edu.au/student-assist](http://www.une.edu.au/student-assist)

## Sexual Assault

Some students are under the seriously mistaken belief that coming to university means that sex and beer are "available on tap". Wrong! Sex is not there for the taking. Sex, whether in a casual encounter or within an ongoing relationship, is something to be negotiated and freely consented to by all parties. Sex without consent is a very serious crime. Sexual assault is a violation of a person's body, their sense of self, their sense of safety, their right to choose.

Think about any general situation where you have given your free consent for something to happen. You most likely wanted to know what you would be consenting to. You may have needed or wanted time to think about your decision. You hopefully said YES without any coercion, pressure or duress. You may have needed to know that you could change your mind without reprisals. When negotiating sex, aim for a clear understanding that you and the other person(s) are comfortable with what is happening. "The way they flirted told me they wanted it!" or "They didn't say no" are not good enough indicators. Don't try to read the other person's mind or assume that they want what you want. Check out what the other person is thinking or feeling. For more information about sexual assault, or how to contact the staff at Student Assist, go to: [www.une.edu.au/student-assist/](http://www.une.edu.au/student-assist/); or speak to a SHAPES Rep (see SHAPES).

## Sexual Harassment

Sexual harassment is a form of sex discrimination, is unlawful, and is serious. It is unwanted and unwelcome sexual behaviour that it is reasonable for someone to find offensive, distressing, humiliating and/or intimidating. The Human Rights Commission also states that sexual harassment, irrespective of whether it occurred once or repeatedly, deliberately or unintentionally, has nothing to do with mutual attraction or friendship. Unfortunately, it is something that may occur from student to student, student to staff, staff to student, staff to staff, or may involve a visitor to UNE.

Sexual harassment might include: wolf whistles; leering or staring; sexually explicit jokes, gestures, comments, emails, text messages or posters; someone being overly familiar by brushing up against you or touching you in an unwelcome way; requests for sex or dates; and intrusive questions about your private life or body.

If certain behaviours go unchallenged, people can fall into the trap of thinking that the behaviours must be OK - even when they find themselves cringing, feeling uneasy, frightened, intimidated or uncomfortable when witnessing or experiencing such behaviours. People often stop themselves challenging certain behaviours by saying things like: "Oh. That sort of thing always happens around here" or "Maybe I'm overreacting". There is a good chance that a person in the same situation would feel similarly to you. For more information about sexual harassment, check out the UNE Equity Office's policy on sex-based harassment and discrimination at: [www.une.edu.au/eoo/](http://www.une.edu.au/eoo/); talk to Student Equity staff at Student Assist, speak to a SHAPES Rep (see SHAPES), or go to the Human Rights Commission website at: [www.hreoc.gov.au/](http://www.hreoc.gov.au/)

Also think about how each person in the following scenarios might feel.

**Scenario 1:** A female student met a male student during orientation and they started dating. She called the relationship off during second term. The male student then started to make persistent phone calls, would check the whereabouts of his ex-girlfriend and turn up there, sent rude text messages and emails, and always sat next to his ex-girlfriend in class. The female student started to avoid classes and was reluctant to answer her phone or tell people where she was going.

**Scenario 2:** A male student enjoyed his studies in a particular unit but dropped out after a fellow student repeatedly brushed up against him during prac classes, often stared at him, and once asked about his sex life.

## Sexual Health

Acting in a socially responsible, ethical way is important in the bedroom or wherever you choose to have sexual encounters. Sexual health is not only about protecting your health, but that of others. If you have a sexually transmissible infection, it is important that you seek medical treatment and that you minimise the risk of others contracting the infection. If you don't have an STI, take steps to remain STI free.

If you are not ready to start a family, don't assume that your sexual partner is taking or using a contraceptive or is the only one responsible for taking or using a contraceptive. It is a good idea for all sexual partners to check that contraceptive measures are in place. For sexual health and contraceptive information, contact the UNE Medical Centre on 6 773 2916, your GP, or your local Community Health Centre. Call into Services UNE or Student Assist for information pamphlets, and free condoms, lube sachets or oral dams (when available).

## SHAPES

SHAPES stands for Sexual Harassment and Assault Peer Education and Support and is a program where students actively tackle attitudes and behaviours on campus and in the community that constitute sexual harassment and assault. The program also trains students in how to support peers who may have been harassed or assaulted.

Try to keep in mind the following messages:

"Only yes means yes" or "Too wasted to say no is too wasted to say yes" or "No shape to say no is no shape to say yes". These are messages that SHAPES Reps across campus advocate. SHAPES Reps are students or peers trained to tackle attitudes and behaviours on campus that constitute sexual harassment and assault. If you are concerned that you or someone else is experiencing sexual harassment or assault, talk to a SHAPES Rep. Find out more about SHAPES by going to the webpage at: [www.une.edu.au/shapes/](http://www.une.edu.au/shapes/)

## Socialising

(See Freedom and Fun)

## Special Needs

(See Disability Support)

## Specials

Social ethics are about having compassion, being reasonable, and appreciating that people may come up against unexpected, extenuating circumstances that prevent them from reaching their full potential. So what has that got to do with “specials”? “Specials” at UNE do not refer to “red light” or “red dot” campus bargains. “Specials” refer to a range of measures that the University will put in place if you can verify that illness or other unavoidable circumstances have prevented you from attending an exam, adversely affected your examination performance at the time of the exam or in the period immediately before, and/or adversely affected your ability to complete and submit required work prior to the commencement of the examination period in the relevant semester.

The University allows for “specials” because it appreciates that study does not occur in a vacuum, but that unforeseen, negative circumstances can arise. Specials are a means of creating equity and fairness. In order to maintain fairness, it is important that you do not abuse the University’s Special Assessment Policy which can be found at: [www.une.edu.au/policies/pdf/specialassessment.pdf](http://www.une.edu.au/policies/pdf/specialassessment.pdf)

The onus is on you to provide appropriate supporting evidence if you need to apply for a Special Extension of Time, a Special Examination, Special Consideration, or a late application for Withdrawal without failure. Application forms can be found by clicking onto “Current Students” on the UNE home page, then clicking “Forms and Procedures”: [www.une.edu.au/for/current-students/](http://www.une.edu.au/for/current-students/)

## Sport

Social ethics are not just about how you behave in lectures, classrooms, or within the colleges. They are also about how you conduct yourself on the sporting field, track, court, in the pool, as well as how you behave after a sporting event or game.

It’s great to celebrate a win. We simply ask you to do it safely. “CELEBRATE. DON’T VIOLATE”. As a sportsperson, you are expected to be a positive role model or mentor for your peers. Sporting competitions rely upon players sticking to the rules of the game. These rules also include things like respect for your fellow players, coaches, referees, team managers, spectators, etc. This University is proud of its sporting tradition and sporting facilities, and encourages you to find out more by going to: [www.une.edu.au/sportune/](http://www.une.edu.au/sportune/)

Find out about sports clubs, sports scholarships, sports awards, as well as how to participate in intercollegiate and intervarsity events.

## Support

Supporting yourself and others is an integral part of social ethics. Yet sometimes, in your efforts to support others, you may find yourself doing too much for the other person, think you are not doing enough, or you may be feeling overwhelmed, “burnt out” or even a little resentful. The other person may also still feel uncertain about how to support themselves. If you need support for yourself or for another student for personal or academic matters but are unsure what is available to you, please know that there is an integrated student support team at UNE whose role is to guide you in the right direction. For more information about integrated student support at UNE, go to: [www.une.edu.au/insidersguide](http://www.une.edu.au/insidersguide) or contact support staff within Student Assist [www.une.edu.au/student-assist](http://www.une.edu.au/student-assist)

## Sustainability

(See Environment)

# T

## Technology

Technology provides us with tools that unfortunately can be misused. As a student at UNE, you are given the opportunity to access sophisticated technology - to conduct your research, store information, and to communicate with others. Social ethics are about not abusing the technology, not only because you may forfeit future access, but because improper use of the facilities can disadvantage others. Most of you will use information technology such as computer databases, email, and the internet. Social ethics means things like: leaving a computer lab tidy; not eating, drinking or smoking in computer labs; not gaining access to another person’s emails; not trying to gain unauthorised access to the computer systems; not sending emails under a false identity; not sending unsolicited emails or chain letters (SPAM). The Information Technology Directorate has clear rules and conditions for the use of UNE computing and communication facilities. These can be found at the following web page at: [www.une.edu.au/policies/itc.php](http://www.une.edu.au/policies/itc.php)

(Also see World Wide Web)

# U

## Universal Rights

(See Rights)

# V

## Vandalism

(See Zero Tolerance)

## Vilification

(See Equity)

## Violence

(See Zero Tolerance)

## Volunteer

When we are feeling under greater pressure to “achieve” or to get everything done, we can fall into the trap of becoming more focused on ourselves as an individual, rather than the community around us. Social ethics are about developing a sense of the other. Volunteering your time, energy and ideas to various tasks within the University or wider community is a great way of getting out of yourself and, ironically, of also feeling better about yourself. Consider approaching Services UNE to see what you can get involved in at: [www.servicesune.com.au/](http://www.servicesune.com.au/)

Or have a look at the range of extracurricular activities you can undertake at UNE listed in the New England Award web page at: [www.une.edu.au/nea/](http://www.une.edu.au/nea/)

Find out about the volunteer organisations in your local community. For Armidale students, check out what is available at: [www.armidaleregion.com.au](http://www.armidaleregion.com.au) or via the community directory at: [www.armidale.nsw.gov.au/community/directory.html](http://www.armidale.nsw.gov.au/community/directory.html) for information about the Armidale Volunteer Referral Services.

# W

## World Wide Web

In order to access the World Wide Web and email through UNE, to access online units, and to use the library resources, you need a UNE account. Your UNE account allows you free access to the World Wide Web to assist you in meeting your obligations as a student. One of your obligations is to access the internet in an ethical manner. A condition of keeping your UNE account is, for example, that you do not use the web to access and disseminate offensive and illegal material, that you are not in breach of copyright laws, and that you do not use your account for commercial purposes or private gain. When applying for a UNE account, you will have agreed to abide by certain rules and conditions of use. To refresh your memory about these rules, go to: [www.une.edu.au/policies/itc.php](http://www.une.edu.au/policies/itc.php) where you can also refer to the UNE's policies about its own web pages.

(Also see Copyright and Technology)

# X

## Xenophobia

Xenophobia is defined as a deep dislike of foreigners. There is no place for xenophobia at UNE or elsewhere for that matter. This University and the surrounding community thrive on cultural diversity. Our international, local and indigenous students make the campus a richer place to be in; richer in terms of ideas, opinions, spirituality, traditions, food, music, global perspectives. (See Indigenous, and International Students)

# Y

## Youth

The University recognises that the youth of today are the professionals of tomorrow. Many of you, once you graduate, will be required to abide by a code of conduct relevant to your profession - whether it be nursing, law, accountancy, teaching, or psychology to name a few. One of the graduate attributes that the University wants all students to develop is social responsibility. The information contained in this publication is to encourage you to now take steps towards ethical action and socially responsibility. You can do this by:

- Acknowledging the social and ethical implications of your actions;
- Appreciating the impact of social change;
- Recognising social justice issues relevant to your discipline and professional area;
- Demonstrating responsibility to the community; and
- Appreciating the importance of sustainable development.

For more information, go to: [www.une.edu.au/gamannual/](http://www.une.edu.au/gamannual/)

(Also see Graduate Attributes)

# Z

## Zenith

The University's objective is to prepare you for life-long learning in pursuit of your personal and professional development; to help you aspire towards the ZENITH of your personal and academic potential. The University is committed to providing an environment that is a catalyst for you to tackle your life-long learning with great enthusiasm or ZEAL.

## Zero Tolerance

The University has zero tolerance for antisocial or discriminatory behaviour from its staff or students. Antisocial behaviour does not mean being shy or introverted. It means behaving in a way that society considers offensive and/or abusive to others. It includes things like: willfully destroying property; physically and/or sexually assaulting another person; going on a rampage while drunk; forcing others to take illicit substances; stealing; disrupting classes; making racist or sexist remarks; and threatening or intimidating others. If you behave in such a manner, you may find yourself before the Student Disciplinary Committee, and you could potentially be excluded from the University. Make yourself familiar with the Student Conduct rules at UNE - check out these rules by looking at the A to Z of University Policies found at: [www.une.edu.au/policies/](http://www.une.edu.au/policies/) If you are the victim of any antisocial or discriminatory behaviour, the University encourages you to lodge a complaint and to seek support. If you are unsure what to do, talk to the Student Equity or Counselling staff at Student Assist. Check out the Student Assist web page at: [www.une.edu.au/student-assist/](http://www.une.edu.au/student-assist/)

(Also see Bullying, Complaints, Harassment, Ombudsman, Sexual Assault, Sexual Harassment and SHAPES)

## Zones

The University has many types of zones: smoke free zones; alcohol free zones; no parking zones; and disabled parking zones to name a few. The University is also a harassment-free (all forms) and discrimination-free zone. Social ethics are about being aware of your surroundings; taking note of the signs, policies, and expected standards of behaviour that promote safety, trust and respect.



Now you're thinking