

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. We 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, we are 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.

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

UNE Student Support Services & Staff

A

Academic Integrity

Your academic work needs to be done in a fair and honest way. Anyone reading your work needs to understand how your ideas came about, where you got the information from, and who expressed the same or similar ideas before you. UNE has an Academic Integrity Module (AIM) which will educate you about ethical study practices. All students have a responsibility to complete the AIM which is a Moodle unit that you can access via your myUNE student portal. Academic Misconduct includes cheating, plagiarism and other conduct that improperly advantages you and may unfairly disadvantage other students. It can have very serious consequences for your future employment options after graduation. For more information about how to avoid academic misconduct, go to: www.une.edu.au/current-students/resources/academic-skills/plagiarism

If you are involved in an academic misconduct investigation you are encouraged to get advice and support from the Independent Student Advocates at uni4me@une.edu.au www.uni4me.com.au/

(Also see Plagiarism)

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/current-students/resources/academic-skills

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 Special Needs Office via the Student Support office.

Also check out the Student Support website at: www.une.edu.au/current-students/support/student-support

Advocacy

Advocates are people who can put a case on someone else's behalf. You may find yourself advocating on behalf of another student or perhaps you may need someone to speak on your behalf about a matter of concern. There are two independent student advocates at UNE who can assist with advice and support for any issues you or someone you are concerned about are experiencing at UNE. The advocates work from 9-5 Monday to Friday at the uni4me office in the top courtyard, next to TuneFM. You can contact them at uni4me@une.edu.au Check out more information about what the uni4me staff provides at: www.uni4me.com.au

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 or reduction 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

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/

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/ You may also like to seek assistance and advice regarding appeals from the Independent Student Advocates who can be contacted at uni4me@une.edu.au or via www.uni4me.com.au

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 via 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 notice boards with information regarding a range of topics that may be of interest to you e.g. 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 Intensive Schools. For more information about the Breather and other student spaces, venues and services at UNE, go to: www.unelife.com.au

Bullying

Bullying comes in many shapes and forms as do bullies. Bullying can be obvious/overt (e.g. 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 - i.e. hazing) or bullying can be more hidden or covert (e.g. 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 code of conduct. Check out the Student Behavioural Misconduct rules by looking at University Policies found at: www.une.edu.au/policies/

(Also see Harassment in this guide)

Bystander

As a member of the UNE community you will be witness to behaviours happening around you; the majority of which will be positive and ethical. If you encounter behaviours in others that cause you concern, you do not have to be a passive bystander. There are ways to intervene in a situation (in the moment or afterwards) that can lead to a positive outcome all round vs doing nothing. An ethical bystander is someone who considers ways to intervene that minimise risk to self and others but are likely to improve the situation there and then or in the long run. This might, for example, involve seeking guidance from Student Support staff, a unit coordinator, the Student Grievance Unit, Safety and Security, a student leader, or a friend if you witness something untoward, illegal, inappropriate, or unethical happening. Turning a “blind eye” to concerning events does not help you or others. Social ethics are about not being complicit to something you do not feel comfortable with. For guidance, you can contact the Student Grievance Unit www.une.edu.au/current-students/my-course/managing-my-course/complaints-compliments-and-feedback

C

Career Planning

Students embark on study for a whole range of reasons. For many of you, study is the stepping stone to a particular career path - even if you are still unsure what that path is. Your time at university can include a phase of “exploring” career options, “experiencing” some career skills, and “enacting” or making the career pathway happen. Social ethics are about you taking charge of your career - being in the “driver’s” seat of the next exciting phase of your life rather than sitting in the “passenger” seat. For more information about practical steps you can take to be career ready, go to the Career Development homepage www.une.edu.au/careers Also check out the Career Development Online Moodle unit in your myUNE student portal.

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, falsifying

data in an experiment, or missing an exam and lying about the reasons. Plagiarism is a form of cheating. For more information on this, refer to Plagiarism in this guide.

To ensure you are clear about how missed exams are handled at UNE, please refer to Student Central’s information about missed exams which can be found at: www.une.edu.au/exams/

Please note that missing an exam due to misreading an exam timetable 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 contacting Student Support staff at: www.une.edu.au/current-students/support/student-support

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 Mentoring 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 mentors are there to assist and encourage you to find your way through those early stages of university life. To find out more about peer mentor programs and other activities, go to the Insider’s Guide at: www.une.edu.au/insidersguide

Also find out about life at UNE by going to the UNE Life homepage at: www.unelife.com.au The “current students” link on the UNE homepage will also take you to a range of student supports and services. Check out UNE’s student societies, clubs and associations at www.uni4me.com.au

For off-campus students in NSW, check out your closest UNE Regional Study Centre by going to: www.une.edu.au/ac/ UNE Study 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 our "Living in a Shared House" Tip Sheet at www.une.edu.au/current-students/support/student-support/counselling/tip-sheets

Communication

The manner in which we communicate to others quickly conveys whether we respect that person or persons and are being mindful of their needs. Ethical, respectful and courteous communication is a given for all students and staff at UNE. For tips on how you can have clear, positive communication with staff in your time at UNE, go to the following tip sheet developed by the counsellors within the Student Support area. www.une.edu.au/__data/assets/pdf_file/0019/13339/student-staff-communication.pdf

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 Course Coordinator, then the Head of School. Complaints go to the next level of responsibility only when they can't be resolved at a previous level.

If you have a "student administration" concern, contact Student Central staff via AskUNE. Select the appropriate topic on the online form to ensure that your query goes to the right area sooner. If the matter has not been resolved for you, then you can contact the Student Grievance Unit. The SGU 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/current-students/my-course/managing-my-course/complaints-compliments-and-feedback

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 myUNE Student Portal. Feedback about your level of happiness with your study is important to the University.

(Also see Appeals, Bullying, Equity, Harassment, Sexual Harassment, Sexual Assault, Student Support and Student Grievance 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 code of conduct. Check out the Student Behavioural Misconduct rules under University Policies listed at: 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/

(Also see Plagiarism).

Cyberethics

With ever-increasing ways to communicate online (social media sites, email, sms/texting, discussion boards), there is greater potential to wrongly assume that how you communicate in one online space is OK in another. As a student, there are cyberspaces where you can engage in more informal, social chat (e.g. Facebook, Twitter), but there are also contexts where the communication is expected to be more formal, where you do not use text language (e.g. in online unit discussion boards), and where you need to be especially mindful of the wide range of people who may see or read the information you post. For guidelines about how to be ethical in cyberspace, check out the following.

<http://policies.une.edu.au/view.current.php?id=00067>

<http://policies.une.edu.au/view.current.php?id=00047>

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 that require specific adjustments, accommodations or changes made for the purpose of study. Support includes provision of note-taking assistance or digital recordings, 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, or those providing care for another person with a disability. Students with special needs are encouraged to register with the Special Needs Office within Student

Support 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/current-students/support/student-support/disability-support

Discrimination

(See Equity)

Drugs

While some people might mistakenly think that DRUGS 101 is an introductory unit at university, the reality is that taking 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 others' 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 Alcohol and Drugs Foundation website at: <http://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-reduction or 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.

(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 (e.g. 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 trimester, you need to look at the requirements to apply for a Special Extension of Time (SET). The SET application form and other forms can be found via the "current students" webpage by going to the My Course tab then to "forms and procedures" link: www.une.edu.au/current-students/my-course/managing-my-course/forms-and-procedures

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 the 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/current-students/support/it-services/email/email-guidelines

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/about-une/areas/administration/facilities-management-services/environment/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 the Special Needs Office within Student Support 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 or family responsibilities), or harassment (sexual or other), you can talk about the matter to Equity staff www.une.edu.au/current-students/support/student-support/disability-support or you can contact the Student Grievance Unit www.une.edu.au/current-students/support/student-support/complaints-compliments-and-feedback

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/current-students/my-course/fees/financial-assistance

Also find out about the various scholarships on offer by going to: 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 and 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. Celebrate. Don't violate. For tips on how to celebrate safely, check out the Youth Safe website at:

www.youthsafe.org/images/stories/Infographics/Infographic_SaferCeleb_Youthsafe.pdf

Also find out how to get involved with events in the UNE community by going to:

www.uni4me.com.au/ and www.unelife.com.au

G

Graduate Attributes

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

Also speak to the Career Development staff within UNE Student Support about how you can become career ready. Go to www.une.edu.au/current-students/support/student-support/

Global Perspective

Whether studying online or on-campus, university study opens up a whole world of resources, perspectives, and people. As you study, you're awareness of where you and your thinking fit in the global scheme of things will develop. You may wish to enhance you're appreciation of other cultures, peoples, and lands by considering a UNE student exchange program. For more information about study overseas for up to a year, go to: www.une.edu.au/current-students/my-course/exchange

(See Graduate Attributes)

H

Harassment

Harassment and bullying often refer to the same thing, but harassment can be a single incident whereas bullying is repeated unreasonable behaviour. Harassment is unwelcome and unwanted behaviour that 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 or 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 equity staff within the Special Needs Office or staff in the Student Grievance Unit. For details, go to: www.une.edu.au/current-students/support/student-support/

(Also see Bullying, Sexual Harassment, Sexual Assault)

Health

While none of us has complete control over our health and may find ourselves unwell at the worst possible time, there are steps we can all take to look after our well-being. Promoting and prioritizing your health and well-being is one of the most effective ways to ensure you are able to respond to the needs of others and the demands of your study and life more generally. To assist with this, UNE students can access for free the UNE Medical Centre for GP consultations. www.une.edu.au/current-students/support/student-services/une-medical-centre UNE encourages you to engage in appropriate help-seeking behavior and to do it sooner rather than later where possible. If you require psychological support, the UNE Counselling Service can assist.

<http://www.une.edu.au/current-students/support/student-support/counselling>

Human Rights

For information about your human rights, see Equity and Rights in this guide. Also go to the Human Rights Commission website: www.humanrights.gov.au/

(See Equity, 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/current-students/support/student-support or 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 course. 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/current-students/get-started/first-year-advisors

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

www.une.edu.au/aso/

You can also access online academic support via a link in your Moodle units to Studiosity essay feedback and live chat.

(Also 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 on-campus and off-campus 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/

Inherent Requirements

Inherent requirements are the fundamental parts of a course or unit that must be met by all students. They are the abilities, knowledge and skills you need to complete the course. Students with a disability or chronic health condition can have adjustments made to enable them to meet these requirements. There may also be other considerations, such as cultural or religious considerations, that may impact your capacity to meet an inherent requirement and may require adjustments. However, any adjustments must not fundamentally change the nature of the inherent requirement. You have a responsibility to ensure you can meet the requirements of your course. For more information about inherent requirements go to: www.une.edu.au/current-students/my-course/managing-my-course/inherent-requirements

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 International Student Ambassador Program (ISAP) which is an extra-curricular program open to both domestic and international on-campus students. Ambassadors represent the UNE to current, new and prospective students and to the wider Armidale community. For details, go to:

www.une.edu.au/current-students/support/international-students/international-student-ambassador-program

(Also see Xenophobia)

Internet

(See Technology, 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.ombo.nsw.gov.au/__data/assets/pdf_file/0017/3707/FS_PSA_14_Natural_justice_Procedural_fairness.pdf

(Also see Complaints, Equity, Harassment)

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 and 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 what may be considered inducements from students - it's about sharing a lift into the University, returning books to the library on time, bouncing ideas off one another, looking out for each other at a social function, entering classrooms quietly, communicating online in a respectful tone, 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.

L

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/

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 "Policies and Guidelines" at the UNE Library "About Us" page: www.une.edu.au/library/about-us

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 or snack.

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/ and organisations like Beyond Blue www.beyondblue.org.au have produced excellent information about various mental health conditions. Check them out so that you can better understand the needs of people experiencing a mental health concern. 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 Special Needs Office and/or Counselling staff within Student Support. Also know that the University is guided by anti-discrimination laws to help ensure the needs of a student with a temporary or permanent disability are best met. For more information, go to: www.une.edu.au/current-students/support/student-support

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 or online. Find out what sorts of on and off campus activities are eligible for New England Award points by going to the NEA web page at: www.une.edu.au/nea/

O

Occupational Health and Safety

(See WH&S)

Orientation

New students joining the UNE community bring with them a diverse range of backgrounds, values and expectations. While such diversity is welcome, it can bring with it some challenges; for example, when expectations about what are deemed acceptable behaviours clash with what is expected in the UNE context. Students who are orienting to the new environment of tertiary study should feel welcomed and have a “compass” of sorts to guide them. That is partially what this A to Z guide aims to do. For more tips about how you can get the most of your orientation time at UNE, go to the “Commencing at Uni” tip sheets at: www.une.edu.au/current-students/support/student-support/counselling/tip-sheets

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 and 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.

Committing plagiarism and other forms of academic misconduct as a student may have serious detrimental consequences on your future employment or academic career.

In order to avoid plagiarism and academic misconduct, it is vital you respect and respond to the University's policies on plagiarism, and are familiar with the referencing conventions in your discipline. The UNE policies on plagiarism can be found at www.une.edu.au/current-students/resources/academic-skills/plagiarism. Here you will also find a link to the Academic Integrity Module (AIM) which all students have a responsibility to complete. The AIM will educate you about ethical study practices at UNE. Also check your myUNE for the latest information about how to avoid plagiarism. If you are requiring assistance or advice on an academic misconduct investigation, including for plagiarism, contact the Student Advocates at uni4me@une.edu.au. 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 have used and where you sourced it, go to eSKILLS at: <http://une.au.libguides.com/eSkills2/Essay>

Privacy

(See Confidentiality)

Punctuality

(See Attendance, Due Dates)

R

Racism

(See Equity and Xenophobia)

Referencing

Check out different referencing styles at:

www.une.edu.au/current-students/resources/academic-skills/referencing (Also see Plagiarism)

Research

During the course of your studies, you will be required to conduct research within or outside 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 (e.g., 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 integrity and research ethics at: www.une.edu.au/research/ethics-and-grants

Religion

The University is a place where people are free to practice or not practice a 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/

To find out about the UNE Mosque Management Association (UMMA) or the International Muslim Students Association (IMSA), go to: www.une.edu.au/current-students/support/student-services/muslim@une

Respect. Now. Always.

UNE has partnered with other Australian Universities in a national initiative to prevent sexual assault and harassment. Universities need to be places of respect and safety. The Respect. Now. Always. campaign seeks to prevent assault and harassment by raising awareness, supporting students in need of help, and giving bystanders the confidence to speak up. You can help UNE ensure it meets best practice with regards to preventing sexual assault and harassment. For more information go to: www.une.edu.au/current-students/support/respect-now-always and www.universitiesaustralia.edu.au/uni-participation-quality/students/Student-safety/Respect--Now--Always-#.WG3Mtk27qUI

(See Bystander, Sexual Assault, Sexual Harassment)

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/current-students/support/student-support/disability-support/student-equity or contact the Special Needs staff at Student Support.

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/

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 UNE Safety Shuttle service which operates during the academic term. On Monday to Saturday the shuttle leaves from the Dixson Library (7.00pm, 8.00pm, 9.00pm and 10.00pm), the Law Library (7.05pm, 8.05pm, 9.05 pm and 10.05pm), and the Northern Carpark (7.10pm, 8.10pm, 9.10pm and 10.10pm) then to the college residences and into town on a specified route to drop off students. The Safety and Security team also provide services such as staff/student escorts, alarm monitoring and response, emergency assistance, care of lost property, visitor assistance and personal/property safety awareness programs. There is also a late "Night Rider" bus service from venues in town back to campus. For more information, go to: www.une.edu.au/campus-life/campus-information/safety-and-security

For non-life threatening emergencies within the University dial 6773 2099.

For critical emergency services dial 000, then call Safety and Security (6773 2099) who can support the situation until Emergency Services arrive.

Sexual Assault

A few 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 and 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 information about preventative and reporting measures at UNE to respond to sexual harassment and assault, go to the Respect. Now. Always webpage. www.une.edu.au/current-students/support/respect-now-always To contact the staff at Student Support, go to: www.une.edu.au/current-students/support/student-support

(Also see Respect)

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, posters, text messages or online posts, 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 policy on sex-based harassment at: <http://policies.une.edu.au/view.current.php?id=00138> talk to the Special Needs staff at Student Support, or go to the Human Rights Commission website at: www.humanrights.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 6773 2916, your GP, or your local Community Health Centre. Call into Uni4Me or Student Support for information pamphlets and free condoms, lube sachets or oral dams (when available).

www.une.edu.au/current-students/support/student-support/counselling/sexual-health

Social Media

The accessibility and immediacy of social media increase the likelihood of you seeing, saying, writing and doing things online that you would normally not do. There is also often a record of what you did for others to see. If you are subsequently cringing at what you may have said or done online, imagine how others are responding. It is important to protect your integrity and that of others when using social media. If you are communicating via UNE Facebook groups, remember that your views will understandably be scrutinised by others. You must adhere to the student code of conduct in the online space. For tips on how to get the best from social media, go to this

tip sheet developed by the Counselling Team at UNE: www.une.edu.au/__data/assets/pdf_file/0020/147440/getting-the-most-from-social-media.pdf

(See Communication, Cyberethics)

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/__data/assets/pdf_file/0015/12291/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, "My Course" and then clicking "Forms and Procedures": www.une.edu.au/current-students/my-course/managing-my-course/forms-and-procedures

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, or 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 sports person, 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/

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

Student Grievance Unit

In expecting the best from you, it is also reasonable for you to expect the best from us. The Student Grievance Unit is an independent investigative unit which provides assistance with and the resolution of any student related issues, concerns or complaints submitted by students, staff, residential schools, associated business and any entity that undertakes operations on behalf of the UNE. The SGU's objective is to ensure a supportive and positive student experience. For more information about the Unit, go to: www.une.edu.au/current-students/support/student-support/complaints-compliments-and-feedback

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 or contact the Student Support team via www.une.edu.au/current-students/support/student-support

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, and 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 by looking at the Cyberethics policy at the following web page:

<http://policies.une.edu.au/view.current.php?id=00067>

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 Uni4Me to see what you can get involved in: www.uni4me.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/

Find out about the volunteer organisations in your local community. For Armidale students, check out what is available at: www.armidaleregional.nsw.gov.au/community/get-involved/volunteer for information about the Armidale Volunteer Referral Service.

W

WH&S

The University of New England is committed to the principles of Work Health and Safety (WH&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 WH&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. WH&S policies and incident report forms can be found via the UNE Work Health and Safety “Safety Hub” home page at: www.une.edu.au/safety

The link for reporting injuries and hazards explains how staff, students and visitors can report. Students who use laboratory equipment and who attend field trips are particularly encouraged to check out the information on risk identification and assessment.

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. When on campus or in UNE study centres 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/ re: policies about use of social media, computer laboratories, user (IT) registration, Cyberethics, etc.

(Also see Copyright, Cyberethics)

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 and global perspectives. (See Indigenous, 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 social 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/current-students/graduation/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 wilfully 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 hazing, threatening or intimidating others. If you behave in such a manner, you may find yourself before a student disciplinary committee or having to respond to a complaint made against you, and you could potentially be excluded from the University. Make yourself familiar with the student conduct rules at UNE - check out these "Student Behavioural Misconduct" rules by looking at the

A to Z of University Policies found at: 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 Special Needs Office or Counselling staff at Student Support. Check out the Student Support web page at: www.une.edu.au/current-students/support/student-support

(Also see Bullying, Complaints, Harassment, Sexual Assault, Sexual Harassment)

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. For information about parking zones, policies and procedures go to: www.une.edu.au/campus-life/campus-information/parking

