

# STUDENT RESPONSIBILITIES

The following responsibilities and expectations for students indicate the high level of importance placed on students engaging in all aspects of College life with Spirit-led integrity and purpose.

## Student Code of Conduct

**By enrolling a student agrees to uphold the following responsibilities and expectations, including upholding the Code of Conduct. Failure to uphold this Code of Conduct may impact a student's enrolment at Morling.**

### BIBLICAL FRAMEWORK

The Bible affirms that there are certain expectations for conduct. This policy is framed within the broad general principles of the Second Great Commandment: 'You shall love your neighbour as yourself' (Matt 22:38), and the Golden Rule: 'So whatever you wish that others would do to you do also to them, for this is the Law and the Prophets' (Matt 7:12).

### EXPECTATIONS FOR ALL STUDENTS AND APPROPRIATE BEHAVIOUR

Expectations to uphold and appropriate behaviour includes, but is not limited to:

- Treating everyone with respect, dignity, impartiality and courtesy;
- Treating everyone equitably irrespective of gender, race, disability, medical condition, cultural background, age;
- Respecting the views and opinions of others and maintain each individual's confidentiality and privacy;
- Avoiding any behaviour that might reasonably be perceived as sexual, racial or gender-based harassment or otherwise intimidating;
- Avoiding any conduct that results in hurt or damage to person or property;
- Engaging with community activities at College as able (some of the activities are required for certain groups of students such as new students, full-time students, Overseas students, or students in the Baptist Accreditation process);
- Engaging in mentoring or discipleship relationships to develop supporting relationships for spiritual growth and accountability while they study;

- Continuing an involvement in a church community; but not be over-committed so that study is adversely affected;
- Notifying the Dean of Students as soon as possible if difficulties arise that cause substantial absences;
- Paying all fees and charges on time;
- Using email, social media, internet appropriately.

### INAPPROPRIATE BEHAVIOUR

Inappropriate behaviour includes, but is not limited to:

- Copying, cheating, plagiarism or collusion;
- Violence of any kind, which will not be tolerated;
- Damage or abuse of Morling College property;
- Using offensive language;
- Stalking, bullying or any form of harassment;
- Smoking, use of alcohol or illegal drugs on Morling College site/s and/or activities;
- Inappropriate use of email, mobile communications and the Internet.

Any student found to be in serious breach of the Morling College Code of Conduct may be asked to attend a meeting with the Morling College Disciplinary Committee. This Committee will be comprised of the Principal, the Dean of Students and one other person from Morling College deemed to be impartial to the circumstances in question. More information can be found on the College website: [www.morlingcollege.com/policies](http://www.morlingcollege.com/policies)

### FURTHER COMMUNITY GUIDELINES

As a Christian community, Morling College seeks to honour and glorify God in every aspect of life. In addition to the other requirements and guidelines as set out in this Handbook, this means that the College expects all students to:

- Rejoice with those who rejoice and mourn with those who mourn,. This includes
  - celebrating the achievement of others in relationships, studies, ministries and/or pursuits,
  - showing compassion and care to those who are struggling emotionally, physically, mentally or spiritually.
- Be (and be seen to be) above reproach in relationships, and live with integrity and purity. All members of the College community



are expected to uphold this standard. This involves:

- serving others in the context of healthy relationship,
- being above reproach in the area of sexual relationships, where the Bible upholds sexual relationships within the marriage between a man and a woman.
- Disclose if you, at any point in time during your studies, fall under any form of criminal investigation or charges. This should be done by notifying the Principal of Morling College of the situation as soon as possible.
- Be reliable in financial commitments and other responsibilities to the College.
- Maintain a healthy, safe and welcoming environment for all. This involves:
  - being considerate of residents and neighbours by keeping noise to a minimum, especially after 10.00pm.
  - following occupational, health and safety guidelines.
  - respecting our environment, through our use of resources and care of our buildings and grounds.

## STUDENT RIGHTS AND POLICIES

Detailed information about policies relating to study and student wellbeing can be found on the College website: [www.morlingcollege.com/policies](http://www.morlingcollege.com/policies) Bible and Theology students can access the policies of the ACT from their website.

## TREATMENT OF STUDENTS

Students of Morling College can expect to:

- Be treated with courtesy and respect;
- Be treated equitably irrespective of gender, race, disability, medical condition, cultural background, age;
- Rely on the privacy of their personal information;
- Be provided with timely and accurate information as it pertains to courses, enrolment and administrative matters;
- Receive an outline for Unit of study, showing the outcomes, assessment and other requirements and expectations;
- Have reasonable access to staff;
- Use the facilities and equipment used are safe and comply with WH&S guidelines.

## Academic Expectations

In addition to general community and relational expectations, Morling students are also expected to:

- Attend and participate in all set lectures, seminars, workshops and/or other contact sessions;
- Submit assessment tasks on time;
- Use assessment to evaluate your progress towards learning objectives;
- Maintain high standards and a studious approach to your study program;
- Prepare for each class by undertaking and completing the required work;
- Arrive to class on time;
- Avoid all forms of academic misconduct;
- Turn off all mobile phones during class times, chapel and examinations;
- Be familiar with, and abide by, Morling College's policies and procedures.

### EXPECTATIONS OF STUDENTS IN LECTURES AND ONLINE VIRTUAL CLASSROOM SESSIONS

The following expectations seek to establish a productive learning environment and reflect the values of Morling College.

**Be Prepared**, for example:

- Complete readings and other preparation activities
- Let lecturers know if you cannot attend
- Know your schedule so that you plan your week accordingly
- Arrive on time and have the right equipment.

**Stay Engaged**, for example:

- See lectures as an opportunity to grow academically, spiritually and relationally
- Ask questions during class and contribute to class discussions
- Listen carefully and take lecture notes
- Relate the lecture topic to your faith and ministry.

**Show Respect and Grace**, for example:

- Encourage an environment of discovery where it is ok to explore ideas
- Do not ridicule or judge others due to their academic ability, gender, age, cultural or ethnic background, proficiency of English, theological views or denominational affiliation

- Welcome the contributions of others in lectures or online discussions by not monopolising time or by interrupting
- Practise humility and do not foster unhealthy competition
- Communicate with your lecturer or Unit Coordinator about absences or assessment concerns

**Minimise Distractions**, for example:

- Turn off mobile phones or set them to silent
- Avoid off-topic conversations
- Dress respectfully
- Avoid eating during lectures

**Use Technology Appropriately**, for example:

- Only utilise laptops/tablets/smart phones etc. to aid you in your access to material, online sessions, note taking or reading
- Do not use social networking, email, shopping or gaming sites etc. during lectures
- Ask for permission before recording or filming a lecture

Do not use personal media devices etc. during lectures unless part of the lecture design.

### **EXPECTATIONS OF ENGLISH PROFICIENCY**

Being able to read, write and speak in English is integral to successfully participating in the learning process. In addition to the English Proficiency Requirements for Admission that have been determined by the Australian College of Theology, Morling College requires all students to possess the necessary English knowledge and skills to meet the requirements of their chosen Award.

It is expected that students will have, or will be actively developing, the knowledge and skills to:

- Understand and engage with the readings and other study materials in a Unit;
- Be confident to use the vocabulary and specialised language of theology and biblical studies;
- Be able to interpret assignment questions and select relevant research materials for the task;
- Express their knowledge and opinions clearly and persuasively in assignments;
- Share their knowledge and experience with others and engage in meaningful conversations

- in and outside the lecture room; and,
- Communicate clearly with staff.

### **ENGLISH LANGUAGE PROFICIENCY**

English proficiency is important for all students - both for those whose primary language is English and for those from a non-English-speaking backgrounds (NESB). Students are responsible for developing their English language proficiency and should take note of feedback indicating that improvement is needed. Students are encouraged to seek support through both formal and informal programs at Morling and via other providers.

If it becomes evident that a student's level of English proficiency is not at the standard needed for their level of study they may be required to vary their Award.

### **EXPECTATIONS OF COMPUTER ACCESS AND USE**

All students at Morling will need access to a computer and to the Internet. Being able to competently use a computer and utilise online resources are essential skills for study at Morling College. Students are responsible for developing their Information Technology (IT) skills. Students should talk to their lecturer if they have concerns about the IT skills required for their level of study.

It is expected that all Morling students will be able to do the following tasks as part of their studies:

- Send and receive email;
- Access Websites and Online Videos
- Use Microsoft Word, PowerPoint or other word processing software to prepare assignments;
- Access Moodle and upload assignments as PDFs;
- Open a Portable Document Format (PDF) documents and save documents in PDF format.