Student Rights and Responsibilities Charter

Section 1 - Preamble

(1) This Charter replaces Chapter 4.10 of the Academic Policy (December 2010).

(2) The Student Rights and Responsibilities Charter upholds the fundamental rights and outlines the responsibilities of students who undertake their education through Southern Cross University. The Charter recognises the University will abide by these rights and expects that students will abide by the responsibilities. It maintains that students need to be made aware of the Charter.

(3) The Charter assumes that these broader issues of rights and responsibilities will be taken into consideration when drafting and approving new Rules and policies.

Section 2 - Definitions

(4) For the purpose of this Policy refer to the Academic Board's Definitions Policy.

Section 3 - Objectives

(5) The Student Rights and Responsibilities Charter:

a. upholds the rights of students who undertake their education at Southern Cross University;
b. recognises that excellence in teaching and learning requires students to be active participants in their educational experience, and that they need to actively engage in the learning process;
c. upholds the ethos that in addition to the University's role of awarding formal academic qualifications to students, the University will strive to instil in all students the University's graduate attributes;
d. recognises that the contribution of students are central to a dynamic University community. In doing so, the University recognises the importance of student rights and opinion and encourages diversity of views within the student body; and
e. is a statement of principles that the University shall take all reasonable and practicable steps to put into effect. This document should be read in conjunction with the Student Handbook, relevant policies and Rules of the University, and School/College approved procedures.

(6) Every student has every right given by State and national legislation, by the University statutes, bylaws, regulations and policies, and by the United Nations Declaration of Human Rights. Everything in this Charter is limited by anything to the contrary in relevant State and national legislation, and the University's statutes, by-laws and regulations.

(7) In reading or acting upon these rights every student is expected to recognise that the granting of rights carries certain responsibilities. Primary amongst these is the responsibility to recognise the rights of others, including the rights of every other student covered by this Charter, the rights of staff and the rights of the University. Where the individual student's rights referred to in this Charter are in tension with the rights of others, then the Rules and procedures for representation and grievance referenced within the Charter provide means of resolving such tensions.

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(8) Students also have the right to seek advice from any source.

Section 4 - Content and Implementation

	Rights Every student has the right...	Responsibilities Every student has the responsibility...	Some SCU Reference Points
1	General and Fundamental Rights and Responsibilities		
1.1	to expect that the university will make rules, statutes and regulations pertaining to their rights and responsibilities as students readily available to them to access and, where appropriate, to acquire.	to make themselves aware of all university rules, statutes and regulations pertaining to their rights and responsibilities as students.	- SCU By Laws and other University Policies and Rules - Constitutions of the recognised student representative bodies
1.2	to be recognised as an individual member of the University community, with all appropriate rights of access to University services and facilities.	to recognise others as individual members of the university community, with all appropriate rights of access to university services and facilities.	- Postgraduate Research Candidate Resource Folder
1.3	to be treated fairly and ethically, with respect and dignity, and with respect for cultural diversity.	to treat others fairly and ethically, with respect and dignity. to be aware of, and sensitive to cultures other than their own, and be sensitive and tolerant of these cultural diversities.	- Rules Relating to Student Discipline - Non-discriminatory Language Guidelines
1.4	to study in a supportive and encouraging learning environment.	to help create and maintain a supportive and encouraging learning environment.	
1.5	to peaceful assembly in the university.	to participate and to assemble in a peaceful manner not to impede the peaceful assembly of others.	
1.6	to communicate freely, the right to voice alternative points of view in rational debate, and the overarching protection by the University of their academic freedom.	to observe community standards of behaviour with respect and civility to respect academic freedom and alternative points of view when participating in debate.	- SCU Act, Part 2, 6.2(b) and (d)
1.7	to be free of University censorship of material they publish for academic purposes, whether for distribution within the university or elsewhere.	to respect the intellectual property and copyright of others, and refrain from creating illegal and defamatory material.	- Intellectual Property Rights Policy - Academic Integrity Policy - Students - Copyright Requirements
1.8	to expect that the University will endeavour to provide a range of learning and support services.	to utilise University services with all due consideration and respect towards all members of the University.	- SCU Act, Part 2, 6.2(b) and 6.3(b)
1.9	to access a range of resources related to their studies in compliance with relevant legislation.	to use these resources appropriately.	- SCU Act, Part 2, 6.2(a) and 6.3(b) - Computing Conditions of Use Policy - Copyright Guidelines
1.10	to access their records as per existing practice of the University.	to contribute to the maintenance of university records by supplying correct and relevant information in a timely manner.	

1.11	to have the University's records concerning them dealt with in ways that are secure, with access limited to designated persons, and with content restricted to material defined as relevant by University chapter or legislation.	to respect others' privacy and confidentiality of records to comply with the University's regulations regarding access to records	
1.12	to normally expect to complete a course in which they are enrolled in the structure as described in official university publications, providing they make satisfactory progress and comply with University Rules. Where changes are made during the normal period of candidacy, these should not unduly disadvantage students.	to endeavour to complete the award within the agreed time frame set for that award with due consideration to equity guidelines.	- Rules Relating to Awards (including Special Consideration - Rules and Appeals Rules) - Specific Award Rules - Academic Adjustments for Students with Disabilities Policy - Rules and Procedures for the Academic Board
2	Equal Opportunity and Non-Discrimination		
2.1	to study in an environment committed to the principles of equity, equality of opportunity and affirmative action.	to support and abide by the principles of equity, equality of opportunity, and affirmative action.	
2.2	to access education, learning services and representation without limitation based on: gender, sexual orientation, race, relationship status, pregnancy, political conviction, religious conviction, impairment, family responsibilities or family status, age, language, ethnicity or socio-economic status.	to participate in university life in a way that does not deny the rights of others to education, learning services and representation regardless of gender, sexual orientation, race, relationship status, pregnancy, political conviction, religious conviction, impairment, family responsibilities or family status, age, language, ethnicity or socio-economic status.	
2.3	to expect the University to ensure the provision of a safe environment, including facilities, equipment and grounds.	to care for and respect University property and the property of others to act in a way that supports your own safety and the safety of others.	- Occupational Health and Safety Policy
2.4	to be free from all harassment.	to refrain from harassing others.	- Rules Relating to Student Discipline
2.5	to have consideration given to the making of alternative arrangements for academic commitments to allow for religious or other cultural observance, or family responsibilities.	to be aware of the impact that family, sporting, religious and work responsibilities will have on full or part-time study.	- Rules Relating to Awards (Rule 3 , Section 4 - Grounds for Special Consideration)
2.6	to have consideration given to the making of alternative arrangements for academic commitments in the case of a disability or special need.	to inform the university if a disability or special need exists or presents itself and will require access to alternative arrangements and will impact on their ability to meet academic commitments.	
2.7	to be considered for selection into courses or units only on the basis of criteria that are legitimate, explicit and fair.	to provide information and credentials in a timely manner that are legitimate, sufficiently detailed, accurate and informative.	- Rules Relating to Awards (Rule 2 , Section 1 - Admission)
3	Quality of Education		
3.1	to the provision of a high quality of education; including a high quality of teaching, supervision, curriculum and unit content, a commitment to inclusivity, and reasonable and appropriate access to staff.	to maintain a proactive attitude towards learning and actively engage in learning to consult with staff in a respectful and appropriate manner.	- Learning, Teaching and Curriculum Policy - Flexible Learning Policy

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3.2	to access accurate, timely and sufficient information concerning each unit in which they might enrol, including timetabling, assessment details, fees and attendance requirements.	to proactively develop the skills to seek out information concerning each unit in which they might enrol, including timetabling, assessment details, fees and attendance requirements, and demonstrate adequate preparation pertaining to planning their course of study.	- Learning, Teaching and Curriculum Policy - Flexible Learning Policy - Library Collection Development Policy
3.3	to assessment that is valid, formative and summative, and is explicit, fair and transparent.	to put their best effort into assessment and behave with academic integrity to produce honest work at all levels to be aware of their individual rights and responsibilities regarding the proper use of copyright material.	- SCU By Laws - Academic Integrity Policy - Students - Rules Relating to Awards - Specific Award Rules - Learning, Teaching and Curriculum Policy
3.4	to continuous improvement of courses and units to the opportunity to contribute feedback on the teaching and supervision they experience to make suggestions for future course and unit planning.	to provide feedback on the teaching and unit experience that is fair, appropriate and constructive.	- Course Reviews Policy - Learning, Teaching and Curriculum Policy
3.5	to access relevant information and rules provided by the University concerning financial assistance provided or promoted by the University, such as grants, scholarships or loans.	to make themselves aware of relevant information and rules concerning financial assistance provided or promoted by the University, such as grants, scholarships or loans to demonstrate adequate preparation pertaining to planning their course of study.	- Student Handbook - SCU Website - GRC Scholarship Information
3.6	to apply for relevant grants or scholarships.	to, if successful, utilise the grant or scholarship according to the terms and conditions of the award.	- Student Handbook - SCU Website - GRC Scholarship Information
3.7	to receive, at the beginning of each teaching period from the unit assessor, a Unit Statement which includes the objectives or goals of the unit; how performance in the unit will be assessed (including information on individual items of assessment and their relative importance) and other general assessment expectations and penalties.	to the best of their ability fulfil all the stated requirements for each unit in which they are enrolled.	- Rules Relating to Awards - Specific Award Rules - Academic Board Appeals Committee Procedures - Unit Statement Policy
3.8	to be marked against clear and set criteria, and provided with appropriate feedback	to make themselves aware of marking criteria, and access the feedback in an appropriate manner.	- Rules Relating to Awards - Academic Board Appeals Committee Rules and Procedures
3.9	to have their intellectual property and copyright recognised	to recognise the intellectual property and copyright of others to cite sources and maintain academic integrity.	- Academic Integrity Policy - Students - Copyright Policy - Intellectual Property Policy
4	Student Representation		
4.1	to be consulted and to have their opinion represented, predominantly through the relevant student representative association, on matters affecting students.	to participate in the functioning of the University through membership of its relevant boards and committees to provide relevant information to their representative.	- Constitutions of student representative bodies - Rules and Standing Orders of University Committees
4.2	to representation on and participation in decision-making bodies of the University either through direct election or by nomination through a recognised student body.	to be active and responsible members of the University to provide useful perspectives on matters affecting students.	- SCU By Laws - Rules and Standing Orders of University Committees - Student Affairs Committee

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4.3	notwithstanding the existence of formal representation, to convey personal or collective opinion to the relevant representatives of the University where appropriate.	to ensure proper avenues are utilised when conveying an opinion.	- SCU By Laws - Rules Relating to Awards - Rules and Standing Orders of University Committees
4.4	to expect the University to support such student organisations as the university deems appropriate, within the legislative framework applying to the University and its administration.	to ensure that such student organisations will continue to act responsibly and in the best interests of all students attending the University within the legislative framework applying to the University and its administration.	
5	Procedures for Grievances, Appeals and Complaints		
5.1	to appeal or register a complaint or grievance against any academic assessment, academic procedure, administrative procedure, perceived discrimination or harassment, or the abrogation of any right stated in the Charter.	to act according to formal procedures of the University to refrain from launching grievances or complaints that are frivolous, vexatious or malicious.	- SCU By Laws - Rules Relating to Awards - Academic Board Appeals Committee Procedures - Complaints Management Framework - Student Ombud Policy
5.2	to a clearly-documented process for dealing with an appeal, complaint or grievance which is confidential, non-discriminatory, unbiased and accountable and leads to resolution within a reasonable time.	to act according to formal procedures of the University to provide accurate, honest information in a timely manner, and act with academic and ethical integrity.	- SCU By Laws - Rules Relating to Awards - Academic Board Appeals Committee Procedures - Complaints Management Framework - Student Ombud Policy
5.3	in respect to an appeal, complaint or grievance, to receive reasons for resulting decisions; to be advised of opportunity for further appeal; and not be subject to repercussions outside the decision of the committee as a result of participation in the process.	to act according to formal procedures of the university to be aware of, and comply with, the policies and procedures pertaining to lodging appeals, complaints or grievances	- SCU By Laws - Rules Relating to Awards - Academic Board Appeals Committee Procedures - SRC Student Advocate Service - Student Equity and Disability Officer (Student Administration Services) - Complaints Management Framework

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Status and Details

Status	Current
Effective Date	14th August 2012
Review Date	14th April 2015
Approval Authority	Academic Board
Approval Date	10th August 2012
Expiry Date	To Be Advised
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