



STUDENT RIGHTS AND RESPONSIBILITIES POLICY

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| Responsible officer | Dean for Academic and Regional Development | |
| Contact | Kerry Todd-Smith, Policy Coordinator [until Jan 2019] kerryt@morling.edu.au | |
| Approved by | Morling College Board | |
| Responsible body | Academic Board | |
| Approval date | 7 July 2018 | |
| Effective date | 7 July 2018 | |
| Review date | June 2021 | |
| Superseded documents | Student Rights and Responsibilities 2014 | |
| Related documents | | |
| Policy classification <i>Select a General OR an Academic option</i> | General Choose an item. | Academic Student Services and Administration |

1. PURPOSE

To outline the rights and responsibilities of students at Morling College.

2. DEFINITIONS

| Key Term or Acronym | Definition |
|---------------------|--------------------------------|
| MC | Morling College |
| ACT | Australian Theological College |

Also see <https://www.teqsa.gov.au/glossary-terms> and [Admissions Transparency Common Terminology](#)

3. SCOPE

This policy applies to all current students of Morling College.

4. POLICY STATEMENT

All current and prospective students of MC are entitled to be aware of:

- a) their rights during their association with the College; and
- b) their responsibilities while they are associated with the College

These student rights and responsibilities emphasise the importance of the maintenance of positive relationships across the College.

5. PRINCIPLES

5.1 Student rights

Students are entitled to:

- a) Be treated with courtesy and respect at all times by all staff and students.
- b) Fairness and justice in accordance with the principles of natural justice in all dealings with MC.
- c) Accurate, complete and timely information about all issues related to their studies and ready access to all relevant policies, procedural documents and advice.
- d) Appropriate tutorial support at all stages of their studies including reasonable access to the lecturer responsible for your studies to discuss problems and concerns.
- e) The return of graded assignments submitted during the semester within three weeks of submission deadline, with feedback on the assignment that will serve as a guide for the student's continued studies during that semester.
 - Final unit grades will be returned after moderation processes are completed through the MC Academic Board, or the ACT moderation process. A mere allocation of a grade on assignments is not regarded as adequate without a constructively critical comment that is an integral feature of the teaching role`. Grades on transcripts are indicated as letter grades rather than numerical marks. Numerical marks are used for the purpose of calculating the final grade for each unit and the completed course.
 - Where an assignment, for whatever reason, is lodged later than the due date it will be returned to the student within three weeks of its submission.
 - If dissatisfied with the grade assignment, students are entitled to ask the lecturer for a review of the grading, with a full and clear explanation in writing of the student's reasons for thinking that the assigned grade is not appropriate. If the student is not satisfied with the lecturer's response, the student may lodge an official request for a re-assessment with the Dean for Academic and Regional Development to deal with such issues. Any such request shall be accompanied with a written statement of reasons and an account of action already taken including copies of all correspondence (including emails, SMS, or via other digital media

messaging), between the student and the lecturer.

f) Fair and just treatment

- At any time that students believe that they have been treated inappropriately or unfairly, they should normally first take up the matter informally with the member of staff concerned and make every effort to have the matter resolved.
- If the student does not receive satisfaction in this way, the student may lodge a formal complaint in terms of the Grievance Procedure as detailed in that policy.

5.2 Student responsibilities

Students are responsible to:

- a) Treat all members of staff and students of MC with courtesy and respect at all times.
- b) Ensure that they understand and comply with all course and unit requirements and all policies and procedures that relate to them.
- c) Remember that, like themselves, staff members are fallible humans who frequently carry a heavy workload, and so give reasonable opportunity to rectify any occasional mistakes or omissions that may occur. Persistent, repeated mistakes, omissions or failures to meet expected standards should be made a matter for official complaint.
- d) Plan their workload, so that assignments can be completed by the due dates. While MC recognises the constraints under which many students work, students are expected to develop realistic work patterns that take account of these constraints so that they do not run into a 'traffic jam' of work.
- e) Plan their progression through their course or award, so that they neither run out of time in which to complete its requirements, nor make unit selections that are unsuitable or for which they do not have the required pre-requisites or co-requisites.
- f) In exceptional circumstances, where a student is unable to complete an assignment on time, the student is expected to contact the lecturer/course convener in writing before the due date requesting an extension, with an

explanation of the circumstances. A grading penalty may apply to an assignment that is lodged late without having obtained an extension.

- g) Show diligence and initiative in locating additional resources in their studies. Lecturers and library staff are ready to assist where needed but should be called on only where student initiatives have failed to locate the desired resource/s.
- h) Acknowledge the sources in all written work. This is an essential requirement for academic integrity, which applies not only to direct quotations but also to ideas, facts or opinions that are not original to the student but have been gained through reading of another source. In all such cases, the source must be clearly identified. Also, a quotation, idea, fact or opinion that has been gained by reading a source that is quoting someone other than the author should be clearly attributed to the original source and not merely to the secondary source in which the student located it. These principles apply to electronic sources just as they do to printed sources. Failures in these issues constitute plagiarism, which is a serious breach of both academic and Christian ethics. This practice can lead to an F grade being allocated.
- i) Ensure gender inclusive language in written work, while avoiding unnecessarily clumsy constructions. Ordinarily general statements that refer to humans should be phrased in such a way so as not to imply a bias toward one gender or the other.

6. RELATED DOCUMENTS AND LEGISLATION

Academic Misconduct Policy

Anti-Discrimination Policy

ACT Dispute Resolution Policy for Domestic Students (Bible and Theology)

ACT Dispute Resolution Policy for International Students (Bible and Theology)

Grievance Policy Non-Academic Matters (Education; Counselling, Chaplaincy and Spiritual Care)

Grievance Policy Academic Matters (Education; Counselling, Chaplaincy and Spiritual Care)

Plagiarism Policy

Student Code of Conduct Policy

Students with Disabilities Policy

7. REFERENCES

8. VERSION HISTORY

| Version | Approved by | Approval Date | Effective Date | Changes made |
|---------|-----------------------------|---------------|----------------|---|
| 3 | Academic Board, MC Board | July 2018 | July 2018 | Amended to reflect changes in titles and roles. Strengthened 5.2 (b) from 'become familiar with' to 'understand and comply with'. Formatted into new template |
| 2 | MC Board | December 2014 | December 2014 | Minor amendments to reflect changes in roles and titles |
| 1 | MC Board | 2012 | 2012 | |