

# STUFF YOU SHOULD KNOW

» *MONSU STUDENT RIGHTS  
+ SUPPORT*

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# STUDENT RIGHTS + SUPPORT

The MONSU Student Rights + Support service provides independent & confidential advice & support to students on a range of issues such as, complaints, results disputes, academic progress, special consideration, withdrawn incomplete, remission of debt, discipline & appeals.

Student Rights Officers are professional staff experienced in advocacy & knowledgeable in Monash policies & procedures. If a matter is outside of their scope, they can make referral suggestions so that students know where to get support.

Being a fully independent service means that MONSU Student Rights + Support Officers (SROs) are not employed by the University, & will provide you with support & advice without a conflict of interest. As employees of MONSU, your student union at Monash Caulfield, their job is to listen to students & advise you about university related matters.

SROs want all Monash students to enjoy their university experience, & foster a friendly & understanding environment when you are seeking support. SROs want you to have fun, make connections, develop skills, grow as leaders, be safe & to achieve academic success. They want to empower students to make informed decisions. Hence, they have put together this "Stuff You Should Know" booklet to assist students to pause & reflect before they make decisions. The information provided is based on the types of cases that often come across the SROs desk.

Remember this name: **Student Rights + Support**. If you have any issues or concerns make this service your first contact.

# KEY TERMS

COMMON WORDS YOU MAY HEAR THROUGHOUT YOUR UNI YEARS THAT STUDENT RIGHTS + SUPPORT CAN HELP YOU MAKE SENSE OF.

**Absentia:**

'In the absence of'

**Academic Misconduct:**

Seeking to gain for yourself or others an unfair or unjustified academic advantage, e.g. exam cheating, plagiarism, collusion

**Census Date:**

The date each semester when the University finalises enrolments. The last day a student can unenroll from a unit, their course or apply for leave of absence without being liable for the relevant fees

**Collusion:**

Unauthorised collaboration on assessable written, oral or practical work with another person or persons

**Contract Cheating:**

The practice of students engaging a third-party to complete assessments

**General Misconduct:**

Unacceptable behaviour that is likely to cause harm, injury or damage

**Moodle:**

A software learning management system providing a platform for e-learning

**Plagiarism:**

To use another person's work or ideas & to pass them off as your own by failing to give appropriate acknowledgement

**Remission of Debt:**

Reversal of loan debt for a withdrawn unit after census date.

**SECASA:**

South Eastern Centre Against Sexual Assault & family violence.

**Underloading:**

Reducing your number of enrolled units for a semester.

**Withdrawn Incomplete:**

A grade awarded after successfully applying to have a N, NH or WN altered due to extreme circumstances.

**Zoom:**

A cloud-based video conferencing service you can use to virtually meet with others

# MONASH IS WATCHING YOU

## SURVEILLANCE

Did you know that you are being watched while you are on or near the campus? Monash not only has fixed cameras on campus but also mobile cameras on the roof of cars. Be aware that your behavior can be recorded & used as evidence in a discipline case such as:

- » Dropping rubbish in a lift
- » Tampering with a door to keep it ajar
- » Damaging property

## FORGED DOCUMENTS

Monash check medical certificates that students submit as evidence for special consideration applications. The university will contact the medical clinic to verify medical certificates. Do not be fooled by unscrupulous people pretending to be medical doctors online. These people will provide a fake medical certificate for a fee. Monash consider providing forged documents as a serious discipline breach which can lead to serious consequences.

If you are feeling unwell, contact a qualified & registered medical doctor. [For more information about Monash health services, including counselling click here.](#)

There are also several after hours home doctor services where a doctor will visit your home & the visit is bulkbilled. A simple search online will provide you with options.

## ONLINE SURVEILLANCE

### Moodle

If you are not authorized to use Moodle during an exam, it is not a good idea to log in as Monash watch your Moodle account whilst you're sitting an exam. The faculty will take details of what you accessed & provide it as evidence for a discipline allegation of exam cheating.

### Social Media

Monash follow students' posts on Facebook groups like Monash Stalkerspace, Facebook, Snapchat, Instagram & Twitter. Be careful of what you post & remember having a 'private' account does not mean you are protected from Monash's eyes. Your friends or friends of friends may report you to Monash. A breach of a Monash policy can lead to serious consequences.

Monash translates messages to English from WeChat. If Monash believes you have breached University rules or regulations, they will use your message as evidence for a discipline case. Monash can trace the message to your IP address.

Students on placement or internship be mindful, taking a photo in the workplace & posting it on a social media platform could lead to a discipline hearing if you have breached an organization or person's privacy. Often what you have unwittingly or unknowingly captured in the background of a photo will cause a serious breach.

If you have received a discipline allegation please contact Student Rights + Support. They will listen to you & can provide support throughout the entire University process.

For further questions & advice:  
MONSU Student Rights + Support  
E: [studentrights@monsu.org](mailto:studentrights@monsu.org)  
P: +61 3 9903 2596  
W: [www.monsupeninsula.org.au](http://www.monsupeninsula.org.au)



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# ACADEMIC & GENERAL MISCONDUCT

## ACADEMIC MISCONDUCT

Did you know that whilst you remain enrolled, the university can alter your marks after you have received a mark for the unit? If you have shared your assignment with a friend you are at risk of your assignment being shared by others, months or years later. Once your assignment is in the ether you have no control over who may be accessing your material. If someone plagiarizes parts of your work, you may have to answer an allegation of collusion. If the university believes you did not protect your work, they can apply penalties such as:

Receiving a 0 for the unit or

Receiving a 0 for the assignment

Monash will allege, *"that you have failed to take reasonable steps to ensure that other students cannot copy your work, with a result that another student has been able to copy parts of your assessment & submit it as their own"*.

## UNAUTHORISED DISTRIBUTION OF COURSE-RELATED MATERIALS

Did you know that if you wish to upload any of your personal study notes to a website like StudentVIP or a note sharing/resale site relating to a Monash unit, you must get permission from your Chief Examiner to do so.

If you upload any Monash notes to a site then you could be in breach of copyright law.

Monash takes these matters very seriously & if the University believes you have breached copyright law or a Monash regulation, you may have to answer a general misconduct allegation. If you upload your assignment to the site you may have to face an academic integrity misconduct allegation of collusion. The university may determine that you have not protected your work & *"that you have failed to take reasonable steps to ensure that other students cannot copy your work"*

## CONTRACT CHEATING

Contract cheating does not have to involve a cash payment. Engaging someone to complete your assessment or exam is viewed as entering a contract with that person. Contract cheating is considered a very serious discipline breach by Monash & could lead to exclusion from the university.

Universities also help each other out. Monash has been alerted by other universities about online contract cheating advertisements.

## E-EXAMS

Some students believe that open book exams are more relaxed but be mindful that friends or friends of friends may report you to Monash if you share answers with others on a social media platform, or work out answers with friends or use a social media platform to check answers with other students.

Thoroughly check the exam rules on Moodle or [click here](#), & if you are not sure, get clarification from your chief examiner.

Students who have breached the exam rules may receive penalties such as:

0 for the exam

0 for the unit

Suspension

Exclusion

If you have a discipline allegation upheld, you will have a record of the misconduct kept on your student file. It is also recorded on the Academic Misconduct Register for seven years. This recording is not reflected on your academic transcript or your testamur.

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# ACADEMIC & GENERAL MISCONDUCT.....

## GENERAL MISCONDUCT

If you are attending any Monash sanctioned event or MONSU event, all Monash rules & regulations apply whilst you are attending or participating in that event. This includes when events are held off-campus, on weekends, at night & in another country.

Remember to always follow

[Respect. Now. Always.](#)

If a student breaches the rules, they could face a serious allegation of General Misconduct.

Potential reasons include:

- » Stalking
- » Fighting & threatening behaviour
- » Sexual assault

## GENERAL MISCONDUCT ON ZOOM

An increase in online learning has also led to an increase in online bullying & harassment. Students can report bullying, sexual harassment, receiving dick picks & flashing that has occurred during Zoom meetings. Some students may enter a meeting under a pseudonym. Students have captured evidence & reported concerns to Safer Communities. Students who breach rules may face a General Misconduct discipline hearing or the matter could be reported to the police.

## THE SAFER COMMUNITY UNIT

What is Safer Communities?

The Safer Community Unit (SCU) responds to reports & disclosures of concerning, threatening & inappropriate behaviour.

[For more info, click here.](#)

If a student believes they have been subjected to criminal behaviour, the student can consider contacting the Police, SECASA & Monash Safer Communities.

Safer Communities will give the student 3 options to consider:

- 1 To register details of the matter with the University but not take the matter any further
- 2 Request that Monash consider the matter as a discipline misconduct allegation according to Monash University (Council) regulations, Part 7
- 3 Report the matter to police where the matter will be dealt with according to criminal law

A student who has an allegation of general misconduct can choose not to take part in the University process. However, the University will continue the process in absentia & if the allegation is upheld, the student could face serious penalties.

If a student decides to take part in the process, it is important to understand that any statement the student makes remains on record & could be subpoenaed at a later date in a court of law. We recommend that students seek legal advice before they make any statements. A student can take a lawyer to the first meeting with the University.

Student Rights + Support is an independent service from the University, offering confidential & professional support services. You can get in contact at [studentrights@monsu.org](mailto:studentrights@monsu.org)

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# ASSESSMENT

## SPECIAL CONSIDERATION

Special Consideration is not for mark adjustments due to adversity. e.g if you have a minor hand injury or have recently lost someone close to you & as a result you do not perform well in an exam, the University will not adjust your marks to reflect any disadvantage you may have suffered. Special Consideration is only for students applying for extensions to due dates or to sit a deferred exam. It is important that you understand your options & have a clear understanding of the supporting evidence requirements for Special Consideration applications & that you meet application deadlines.

Get in touch with Student Rights + Support for assistance in understanding the process & assisting you in your application:  
[studentrights@monsu.org](mailto:studentrights@monsu.org)

## DISABILITY SUPPORT SERVICE

If you have a disability, an ongoing medical condition or a mental health condition, you can register with Monash DSS & receive adjustments, such as, extensions to assignment due dates or extra time in exams.

Be mindful that you must be proactive in continuously updating your special adjustments if your condition changes or the adjustment is exacerbating your condition.

For example, an adjustment such as extra time in an exam, may not be beneficial to a student who has diabetes. Prolonged periods of stress can increase sugar levels. In this instance it may be beneficial to sit an exam in two parts over two days.

If you have concerns about your adjustments or your registration, contact SRS for support. Your SROs can attend university meetings with you & support you to review your adjustments.

[Register with the Monash Disability Support Service here.](#)

## ACADEMIC PROGRESS

If you are struggling with your studies there are options that you may wish to consider such as:

Intermission

Underloading

Extensions for assignments

Withdrawn incomplete

Remission of debt

Book an appointment with a MONSU Student Rights + Support officer to discuss your individual circumstances. SR+S can explain University policies & procedures relating to your case. They can discuss your options & support you in your applications. Get in contact here: [studentrights@monsu.org](mailto:studentrights@monsu.org)

## TURNITIN

Turnitin is a software that checks your written work against electronic texts. Do not fall under a false sense of security that Turnitin is not able to determine if a piece of work is plagiarised. It detects information that is similar to the Turnitin database (worldwide), & this informs your lecturers of possible plagiarism. Monash uses Turnitin for assignments & exams. Remember that Turnitin can also detect similarity with another student's work that has been submitted at any university including your own work. Self-plagiarism is a thing!

If you have breached Academic Integrity due to Plagiarism, please contact SR+S as soon as you can for independent & confidential advice. They can advise & support you through the entire Academic Integrity process. You can get in contact at [studentrights@monsu.org](mailto:studentrights@monsu.org)

If you are struggling with correct referencing & want some help to improve your referencing skills, check out the following services provided by the University:

– [Study Support](#)

– [Learning & Language Support](#)

– [Academic English](#)

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# POLICIES & PROCEDURES

## BUT WHAT ARE ALL OF THESE RULES & REGULATIONS?

There are too many to list here, but a good place to start is to familiarise yourself with the key policies regarding student behavior listed below.

& remember, the Student Rights + Support service is here to help. We recommend you contact us for advice & support about any issue, no matter how big or small.

### **Student Charter:**

Outlines the key expectations of students at Monash University, derived from University policies & procedures.

[Click here for the Student Charter.](#)

### **Professional Behaviour Intervention:**

Professional Standards, Ethical Behaviours, Student Support Guide  
The MNHS faculty guidelines regarding professional standards expected of students & how breaches will be considered.

[Click here for the Student Support Guide.](#)

### **The Monash Social Media Policy:**

Monash University's expectations & approach to social media usage, applying to all Monash University staff & students.

[Click here for the Social Media Policy.](#)

### **Student General Conduct Policy:**

The standards of conduct & personal behaviour Monash University expect from all their staff & students, & consequences of not meeting these standards.

[Click here for the General Conduct Policy.](#)

# STUDENT RIGHTS FLYERS

FOR MORE DETAILS ABOUT TYPES OF ISSUES SROS CAN HELP WITH, CHECK OUT THE LINKS BELOW.

[Academic Progress: Exclusion + Appeals](#)

[Academics Progress: Notice of Unsatisfactory Progress](#)

[Complaints + Formal Grievances](#)

[Discipline: Academic Misconduct](#)

[Discipline: General Misconduct](#)

[Census Date](#)

[Assignment Extensions + Special Consideration](#)

[Refunds + Remission of Debt](#)

[Results](#)

[Withdrawn Incomplete](#)