

# UWA Centre for English Language Teaching

## Charter of Student Rights and Responsibilities

This Charter of Student Rights and Responsibilities is an abridged version for the reference of English Language students at CELT. A fuller version of the Charter can be found at ([www.secretariat.uwa.edu.au/home/policies/charter](http://www.secretariat.uwa.edu.au/home/policies/charter))

The Charter is underpinned by the University's mission, which itself states broadly its fundamental belief about its reason for its existence. This mission states that:

The University of Western Australia is committed to advance, transmit and sustain knowledge and understanding through the conduct of teaching, research and scholarship at the highest international standards, for the benefit of the international, Australian and Western Australian communities.

### 1. General and Fundamental Rights and Responsibilities

#### 1.1 Every student has the right:

- i. to be recognised as an individual member of the University community
- ii. to be treated fairly and ethically and with respect and dignity
- iii. to study in a supportive and encouraging environment
- iv. to be represented or accompanied when seeking to resolve a dispute whether with the Centre or an individual employee or another student
- v. to have access to their own information
- vi. to have access to the statutes, regulations, rules and policies of the University which apply to them; and
- vii. to be informed about this Charter and to have access to it ([www.celt.uwa.edu.au](http://www.celt.uwa.edu.au) and in the CELT Student handbook).

#### 1.2 Every student has the responsibility:

- i. to recognise the rights of others as well as the rights of staff, students and visitors
- ii. to obey Australian laws and regulations
- iii. to make themselves aware of and comply with CELT-based rules and policies as well as those of the wider University which apply to them
- iv. to ensure that their student contact details are correct at all times; and
- v. to uphold the reputation of UWA while engaged in CELT and wider University activities.

### 2. Equal Opportunity and Non-Discrimination

#### 2.1 Every student has the right:

- i. to study in an environment committed to the principles of equity and equality of opportunity and to the recognition and respect of individual differences
- ii. to have access to education, services and representation regardless of gender or gender history, sexual orientation, race, relationship status, pregnancy, political conviction, religious conviction, impairment, family responsibilities or family status, age, language, ethnicity, national or social origin, socio-economic status, property, or birth or other status
- iii. to have access to an Equity and Diversity Officer  
([http://www.equity.uwa.edu.au/welcome/advice\\_and\\_assistance](http://www.equity.uwa.edu.au/welcome/advice_and_assistance) )
- iv. to be free from all sexual, physical, religious and racial harassment and from other inappropriate behaviour

- v. to have consideration given for religious, cultural observance and family responsibilities; and
- vi. to have consideration given for any impairment or medical condition.

2.2 Every student has the responsibility:

- i. to act at all times in a way that respects the rights and privileges of others
- ii. to respect the equity and diversity of all members of the University community
- iii. to respect University property and the property of others; and
- iv. to make requests for alternative arrangements in a reasonable time.

### **3. Access to Education**

3.1 Every student has the right:

- i. to be considered for selection into courses on the basis of criteria that are valid, explicit, fair and reliable; and
- ii. to reasonable access to administrative, teaching and support staff for assistance.

3.2 Every student has the responsibility:

- i. to give the University (or its agent) all information required for assessment of an application for admission to a course and other requests for services and provide truthful statements about their qualifications and experience; and
- ii. to complete administrative obligations in a reasonable time and pay any fees, charges or fines.

### **4. Quality of Education**

4.1 Every student has the right:

- i. to expect the University to provide a high quality of education including a high quality of teaching, supervision, curriculum and course content, a commitment to inclusivity, and good access to staff
- ii. to access accurate, timely and sufficient information regarding enrolment and other administrative procedures
- iii. to access accurate, timely and sufficient information concerning each course in which they might enrol, including timetabling, assessment details, fees and attendance requirements
- iv. to have the content and outcomes of each course of study and any relevant information communicated clearly
- v. to be assessed validly, reliably and fairly
- vi. to be able to communicate freely, to voice alternative points of view in rational debate, and to have their intellectual freedom protected
- vii. to expect the University to provide a safe and accessible environment, including facilities, equipment and grounds; and
- viii. to have the opportunity to contribute feedback on the teaching they experience and to make suggestions for future course planning.

4.2 Every student has the responsibility:

- i. to bring an open and enquiring mind to their studies
- ii. to participate actively and positively in the Centre's teaching and learning, in particular by attending classes, participating in class activities, complying with workload expectations, and submitting work on time
- iii. to make him- or herself aware of all course information provided
- iv. to raise any questions or concerns with the appropriate teacher in a reasonable time
- v. to make their learning needs known to the appropriate teacher, the Director of Studies or the Assistant Director of Studies in a reasonable time
- vi. to monitor their own progress during each course and throughout their enrolment
- vii. to understand that responsibility for learning lies with each individual student

- viii. to understand that despite all efforts to promote successful learning outcomes, a student's work may still not reach the standard required to move from one level to the next
- ix. to recognise the fundamental principle of intellectual freedom
- x. to adhere to the principles of ethical scholarship and academic security during the course of their studies and to avoid plagiarism; and
- xi. to contribute fair and honest feedback on the teaching and supervision they experience when requested to do so.

## **5. Student Representation**

5.1 Every student has the right:

- i. to have be represented in all formal and informal discussions with CELT's officers; and
- ii. to have the right, notwithstanding the existence of formal representation, to convey personal or collective opinion to the Vice-Chancellor.

## **6. Procedures for Requests, Complaints and Appeals**

Please refer to CELT's policy and procedures for making a request or complaint or for appealing a decision. This document can be found at: [www.celt.uwa.edu.au/students/policies](http://www.celt.uwa.edu.au/students/policies)