



# Faculty of Pharmacy

## Student Code of Conduct

***Students in the Faculty of Pharmacy have a number of responsibilities and obligations.***

- Students should treat all staff and other students with respect, courtesy and equity irrespective of cultural or religious background, disability, gender, sexual orientation, marital status, age or political conviction.
- Students have responsibility for maintaining an appropriate learning environment.

***Students in the Faculty of Pharmacy are expected to:***

- Supply accurate personal and other information to the Faculty and University according to the deadlines set by the University.
- Before asking staff, students should check the Faculty web site and/or UoS e-learning sites for answers to question they may have about assessments, special consideration, non-standard enrolment, etc.
- Take joint responsibility for their learning and to accept responsibility for moving towards intellectual independence. This involves, monitoring their own progress in the teaching and learning environment and academic program, in the context of reasonable access to academic staff for assistance and to the various academic support services.
- Conduct themselves in a professional manner at all times while undertaking professional placement and fieldwork and respect the confidentiality of client or commercial information made available to them as part of their placement.

Importantly, pharmacy students are training to enter the profession of pharmacy and are expected to conduct themselves in accordance with the *Pharmaceutical Society of Australia* Code of Professional Conduct ([www.psa.org.au](http://www.psa.org.au)).

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## Behaviour

- Students who fail to adhere to behavioural standards may be subject to discipline. Staff have the professional responsibility to treat students with understanding, dignity and respect, to guide classroom discussion and to set reasonable limits on the manner in which students express opinions.

## Attendance

- In this Faculty, students are expected to attend all lectures and classes. Assessment may be based on material presented either in print or orally at scheduled lectures and other classes. Important unit of study and course information is also provided during lectures. Failure to meet attendance requirements can result in unit of study failure.
- Lectures and classes run from 5 past until 5 to the hour. Both students and staff are expected to arrive so that the class can start on time. We recognise, however, that the size of the campus does sometimes make this problematic. If your timetable does make getting to a lecture or class on time difficult then please advise the lecturer or tutor of this (you may also need to remind your lecturer in the preceding hour of the need to finish on time).
- If you are unavoidably late then you should try to cause as little disruption on your arrival as possible. In particular, if joining a session in a lecture theatre please go directly to a seat near to the entrance, if possible enter the lecture theatre from the back.
- If you think you may need leave a lecture and then return e.g. due to illness, you should sit at the end of a row close to a door so that you can leave and return without causing disruption to other students. Leaving class to answer mobile phones and then returning is not allowed.
- Students should attend only their scheduled classes and not bring friends who are not in that class.
- Talking during the delivery of a lecture is impolite and not acceptable – even if you do not want to listen your colleagues probably do. Please note that lecture theatre acoustics mean that even whispering may be audible at quite a distance. Disruptive behaviour and talking by students during lectures will not be tolerated. Offenders will be instructed to leave and not return

## Work expectations and commitments

- In general, staff expect a commitment from students of 1.5 to 2 hours per week per credit point. If your course load is 24 points, this equates to a total of 36-48 hours per week (formal class hours plus assessments and additional study).

- Students are expected to show respect for both their peers and teachers in their behaviour during lectures and classes..
- Active mobile phones will not be tolerated in any classes. Mobile telephones should be switched off and put away, students should not make or answer calls or send text messages throughout a lecture, tutorial, workshop or practical class. Offending students will be instructed to leave the class and not return.
- Completing assignments from other UoS, unrelated or inappropriate surfing of the internet or reading newspapers, novels or other material in class is rude and disrespectful and is not permitted in tutorial and laboratory classes. Students who wish to do this during lectures should seriously consider why they are attending the class when it is apparent that their priorities lie elsewhere.

### **Understanding the requirements**

- Students have a responsibility to be aware of Occupational Health & Safety requirements e.g. appropriate dress, footwear and personal protective equipment in practical classes. All students must behave in an appropriate manner that does not jeopardise their own or others safety.
- Students have a responsibility and are required to be aware of relevant Faculty and University policies and procedures concerning their enrolment and use of College facilities. This information can be found on UoS e-learning sites, Faculty web site and University web site.

### **E-mail communication and correspondence**

- Electronic mail or "e-mail" is an official method for communication at The University of Sydney because it delivers information in a convenient, timely, cost effective, and environmentally sensitive manner.
- Students are expected to check their official University of Sydney e-mail on a frequent and consistent basis in order to remain informed of University-related communications. Students are responsible for the consequences of not reading, in a timely fashion, University-related communications will be sent to only to their official University of Sydney student e-mail account.
- As the University cannot validate that a communication coming by e-mail is from a student unless it comes from a valid University of Sydney address, all communications to staff (academic and administrative) must come from a student's University of Sydney e-mail account.

### ***E-mail Etiquette***

- Writing an email to staff is like writing a professional letter and students should adopt an appropriate language and style. Once a dialogue has been established, being less formal may be appropriate. It is best to follow the lead of the staff member responding.

Basic points to keep in mind:

- Always include your full name and SID number
- Start and end appropriately as if writing a formal letter e.g. Dear [Title, Surname] and Regards .....
- Indicate the UoS name and issue in the Subject line of the email
- Use professional language and clearly state your purpose
- Check for punctuation, spelling and grammatical errors
- Use capitals when appropriate, do not use SMS style text.

### **Student Feedback on UoS**

- It is a University requirement that a Unit of Study Evaluation (USE) Survey is completed by each student, for each unit of study at least once every three years. In addition, the University administers the Student Course Experience Questionnaire (SCEQ) to students every second year and the Course Experience Questionnaire (CEQ) to recent graduates each year.
- These questionnaires are taken very seriously by the Faculty and the University. Information that is obtained from these questionnaires is used to assess both the Faculty and the University and most importantly to make improvements to Units of study based on the feedback.
- The Faculty values the feedback obtained through these surveys and students are requested to take these questionnaires seriously and fill them out completely and objectively. Your co-operation in this matter is extremely important and much appreciated.

### **Links to Relevant Policies and Information**

Information for Students in the Faculty of Pharmacy

[http://www.pharm.usyd.edu.au/current\\_students/index.shtml](http://www.pharm.usyd.edu.au/current_students/index.shtml)

University of Sydney Policies

[http://fmweb01.ucc.usyd.edu.au/FMPro?-db=POL\\_Main.fp5&-format=/pol/pol\\_search.html&-lay=www&-view](http://fmweb01.ucc.usyd.edu.au/FMPro?-db=POL_Main.fp5&-format=/pol/pol_search.html&-lay=www&-view)

(University policies on academic honesty, ICT resource use & access, Student support, Assessment, assignments, examinations & progression, Appeals and other important policies can be found here.