

Student Handbook 2020

Updated: 27/11/19



MUSIC
INDUSTRY
COLLEGE

This handbook contains information that is current at the date of publication. Changes in circumstances after this date may impact on the accuracy or currency of the information.

Music Industry College (MIC) takes all due care to ensure that the information contained here is accurate, but reserves the right to vary any information described in this publication without notice.

Questions regarding the information contained in this handbook can be sent to info@mic.org.au or by contacting our Business Manager on 07 3852 3074.

WELCOME TO MIC

Welcome to MIC. You have made the right choice in coming to us; MIC is committed to providing you with a space to foster your music industry career. Our course of study is designed to provide you with the skills and the knowledge needed for your further study and future music careers.

As students of MIC you have a unique opportunity to study in an environment that is geared towards assisting each one of you in the pursuit of the career of your choice. At MIC you will be presented with many opportunities, both in and outside of the classroom that will prepare you for careers in the industry. We are excited about your potential and the possibilities that lie before you.

MIC has recruited a fine group of qualified teachers who have current and relevant experience in the various careers that form the landscape of the music industry. We, the MIC staff are here to help you pursue the career that you desire. We will provide you with opportunities to learn and gain skills but ultimately your success at MIC and beyond is in your hands.

We wish you every success with your studies. Work hard, take every opportunity presented to you and enjoy your program and prepare yourself for an exciting career in the music industry!

Brett Wood, Principal

OUR PHILOSOPHY

At MIC we believe that our graduates should not only be well prepared for further study and a career in the music industry but they should also be mature, active and engaged citizens within their local and global community.

A core element of our culture at MIC is to treat our students as the young adults that they are. By treating our students as adults our expectations of our students are elevated. We expect that our students will take responsibility for their own education; make sound decisions that benefit not only themselves but the entire MIC community; meet and follow through on commitments and obligations; act respectfully; be worthy of everyone's trust; participate in educational and social experiences that are provided and be a valued part of the MIC community and the wider community in turn.

By giving students greater control over their learning, it means that staff and parents must in turn relinquish some control that exists under an adult controlled educational model. This can be uncomfortable as we see students occasionally make choices that we might not have otherwise made for them. This is however the cost of raising confident, independent, free thinking, creative young adults who will enter the next stage of their life's journey confident, prepared and experienced at making good decisions and with a skill set which will allow them to thrive independently in a rapidly changing world.

These expectations form the Four Pillars of the MIC community: Trust; Respect; Participation; and Community.

TRUST – MIC is a high trust community. Because we trust our students and staff there are many benefits and privileges afforded to people who work and learn at our college. Some examples of these benefits and privileges include; being able to leave campus at break times; no requirement to be on campus for any spare periods (graduating class only); having open and free access to all equipment and facilities during MIC operating hours; and being able to sign out if you are feeling unwell or if you are feeling that you cannot respect our pillars in the interim.

RESPECT – MIC is a respectful community. Staff and students are expected to show respect for each other at all times. A respectful community is generally a happy community and one that functions well with benefits for all members.

PARTICIPATION – It is an expectation that our students will participate in a range of activities at MIC. All of our students have moved from a school to attend MIC and we assume this is because they want to engage in the learning and extra activities that a college such as MIC presents. The best way to prepare yourself for a career in the music industry is to take and embrace the many industry related activities offered to you. Non-participation (without valid reason) is not an option at MIC. Students who choose not to participate at MIC are welcome to find a more suitable learning environment with our assistance.

COMMUNITY – A functional community is one where all members give of their time and talents for the benefit of not only themselves but also the entire community. MIC is not unique in this area, when we are all functioning highly and giving of ourselves to the greater good the entire community benefits. As an example when a student does an exceptional job on work experience our entire reputation is enhanced and it makes it easier for another student to follow in their footsteps.

When a student wins a music award or receives rotation on national radio the entire MIC community benefits in a similar way. When a student volunteers to donate their time and talents to operating the sound desk for a fellow student's EP launch the entire community benefits from another first class live music event. These are just a few examples of how giving your best to the community helps everyone.

MIC is also a community where our members show due consideration and care for other members of our community.

These **FOUR PILLARS** form the basis of life at MIC; they are also the cornerstones of our behaviour management policy. Breaches of the Four Pillars are taken seriously and have consequences for the student/s involved. Repeated or serious breaches are an indicator that the student/s no longer wishes to be a member of the MIC community and we are happy to assist that student in finding a more suitable learning environment.

GENERAL INFORMATION

Campus Location – MIC is located at 38 and 42 Berwick Street in Fortitude Valley. (Main Office/Reception is at 38)

Contact Phone – 07 3852 3074 Fax: 07 3041 6570
Email: info@mic.org.au Mail: PO Box 943, Fortitude Valley QLD 4006 Web: www.mic.org.au

Transport – No parking is available on site with the exception of a PWD space. Students are requested not to park in the car park. Limited parking is available in Berwick Street and a two-hour time limit applies. Metered parking is available throughout the Fortitude Valley Precinct (**Please read parking signs carefully**).

Fortitude Valley Train Station is less than a ten-minute walk from campus.

A number of bus routes service the area and the campus is a short walk from bus stops on Wickham, Brunswick, Ann and Warner Streets.

For up-to-date public transport schedules visit www.translink.com.au

WHO'S WHO AT MIC - MIC Staff

Education

Brett Wood - Principal & Managing Director – Applied Business Study subjects

James Beavis – General & Applied English subjects

Allison Bennett – Applied Maths and Drama subjects

Charles Dugan – General, Extension & Applied Music subjects, Certificate III Music Industry

? - General & Applied Music subjects

Kristin Fergusson – General & Applied Maths subjects

Bianca Hines – General & Applied English, Visual Art and Drama

Sam Grace – General Film, Television & New Media, Philosophy & Applied Media subjects, Certificate III Music Industry and Diploma of Music Industry

Administration

Ros Wood – Director & Business Manager

Melissa Kirk - Student Support Officer

Georgia Barling - Administration Officer

Renee Judkins – Finance Officer

Sally Shadbolt - Admin Support Officer

Cody Wood – Admin Support Officer

MIC GOVERNANCE

The controlling body of MIC is the Board of Music Industry Community Services Limited. The Board oversee the quality of all MIC programs including the:

- business profit and loss projections
- annual reports
- decisions regarding equipment updates and purchases or building renovations/extensions
- review and confirmation of results in award programs
- monitoring of the examination process
- review and confirmation of the recipients of scholarships
- appointment and receipt of all appointed Boards reports.

Current Board Members:

Laurie Truce – Chair

John Collins

Georgia Cupples

Michael Lyons

David Rose - Treasurer

Jay Stockwell

Brett Wood - Secretary

Roslyn Wood – Assistant Treasurer

2020 DATES

Term 1

New student orientation day Tuesday January 28

Whole school campus activities – Wednesday January 29

Whole school camp – Thursday January 30 to Friday January 31

Tuesday January 28 – Friday 3 April (10 weeks)

Term 2

Tuesday April 20 - Friday June 26 (10 weeks)

Term 3

Monday July 13 - Friday September 18 (10 weeks)

Term 4

Tuesday October 6 - Friday November 13 (Yr 12)

Tuesday October 6 - Friday November 27 (Yr 11/SS)

MIC website – <http://www.mic.org.au>

The MIC website is where you can locate information about the college and recent news items. It is important to check the MIC website regularly.

The MIC website should be used as a point of reference by all students/parents/guardians who have questions in regards to their courses, current MIC policies, contacts, the student handbook or academic calendar.

School Stream is the schools main point of contact. Parents and students are required to download the App as soon as they have confirmed their enrolment. A weekly newsletter is sent out via this App which gives all assessment due dates and special events to be noted as well as any forms for excursions, merchandise and events.

Your Contact Details – MIC primarily uses electronic media and mobile app (School Stream) to contact our students and their parents. It is important that you keep your contact details current and inform MIC of any changes immediately. Email communication from MIC is via the nominated student and/or parent/guardian email account.

SMS text messages will be sent to the parent or guardian's nominated mobile phone number.

Student Notice Board – A noticeboard is located in the student lounge for student use. Students are free to post any notice. No offensive materials should be posted on noticeboards. Students can also request notices for the MIC website by sending information to info@mic.org.au

Student ID cards – During Term One you will be issued with a student identification card. You must keep this card on you at all times when attending MIC. If you have lost your student card, please see reception. A replacement card costs \$10.

Student Access keys – All students will be provided with an access key on their first day. This must be used by students to gain entry into both school buildings. Access keys are to be returned to the school upon leaving. If you have lost your student access key please see reception. A replacement key costs \$15.

Staff meetings – Weekly staff meetings are held to discuss current and continuing issues.

Administration hours – Administrative staff are available Monday to Thursday from 9am–5pm and 8:30am-4:30pm on Fridays. Some staff members are part-time and are not available on certain days. All teaching staff are contactable via email.

Student feedback – Students will be asked to complete surveys on their opinion of the course each semester. These are important documents as the feedback received is acted upon where appropriate and provided it is practical to do so.

Disability access – Provision is available for wheelchair access to the facility. Should you require a disability car parking space please advise admin staff upon enrolment.

Public Holidays – Students will not attend on the stated public holidays as designated for the state of Queensland.

Public liability insurance – MIC students are covered by our public liability insurance.

Safety procedures – Each room has a floor plan and fire orders. The Fire Authority regularly inspects the premises and maintains and checks the equipment provided for emergency operation. An evacuation drill will be conducted as required.

Student Support Officer – Teachers and office staff have many years' experience in the education field and can assist students with matters relating to their course. For personal and career information students should see our Student Support Officer.

Toilets – Toilets are located on the ground floor in both buildings.

Ethics – In fulfilling MIC's mission, and as an acknowledgment of our shared values, we are committed to a number of principles.

1. We are committed to student-centred, quality learning opportunities.
2. We work towards building a harmonious working environment in which we maximise our professional performance.
3. We recognise and value the contributions made by people to the college.
4. We demonstrate openness and fairness in all our dealings with people.
5. We respect the essential dignity of all people.
6. We recognise our responsibility to build civilised communities.
7. We care for the social and natural environment.
8. We value and support the right to confidentiality.

Accidents – Accidents or injuries, no matter how small, need to be reported immediately. Please direct these incidents to Melissa, our student support officer or Sally, our receptionist, who are both trained in first aid.

Emergency contact – If assistance is required from staff during office hours, phone 07 3852 3074. For emergency contact outside office hours, phone 0412 218 040.

First Aid – A First Aid kit is housed in Reception and contains items to enable basic first aid to be carried out. Medication including headache pills will not be given to students without prior written/verbal consent from parents.

STUDENT BEHAVIOUR AT MIC

All students need to be aware of the MIC Guidelines for Student Behaviour.

Attendance – You should attend and participate in all classes. Personal reasons such as family holidays or hobbies are not valid reasons for missing classes. If unsure, clarify the situation with teachers, the principal or admin staff. 90%+ attendance is the goal for all MIC students and 80% is the minimum expected attendance. Attendance lower than 80% without a valid reason may result in an attendance contract being issued.

Students in their graduating year are not required to attend when they have spare periods however there are spaces provided where you can engage in personal study and/or assignment work. If you have a spare in the middle session and choose to leave the campus you are required to sign out. This allows the staff to know where you are at all times.

Undergraduate students must attend all sessions indicated on their timetable including study sessions

and passion project allocations. Students are not required to attend when they have a spare (blank) period in their timetable.

Approved leave – If you need to take leave from your studies for performance and competition opportunities you need to apply for this leave via the principal at least one week before you need to go on leave.

Leaving school early – If you are planning to leave college early for any reason, you must notify the administration staff and complete the details on the electronic sign-out register. All students need to **sign in at 38 Berwick St**. Your nominated parent or guardian will be notified via SMS.

Arriving late to school/class – Students who arrive late after their scheduled class has started must sign in at the office at **38 Berwick St** before they attend their class. A late slip will be issued for you to present to your teacher.

Parents/Guardians will be sms'd if a student is late or not in attendance for timetabled classes.

Any appointments or family business known in advance should be given to school before event occurs.

What to do when your student cannot attend classes – Sometimes you may be unable to attend classes. In these circumstances, you should get your parent/guardian to contact reception as soon as possible by telephone on 07 3852 3074 or via School Stream. If they are unable to speak to someone when they call, they should leave a message giving your name, a brief description of what has happened to prevent you from attending classes.

It is important that students let the school know what is happening in their life as it happens and not after it has happened. If you need to make an appointment to discuss your situation with your teacher you should do so as soon as you are able to.

Following directives – It is expected that students will follow all reasonable staff requests. Refusal to follow reasonable instructions is a breach of the **Respect** and **Community** Pillar and may result in disciplinary actions. Staff will direct students to sign out and leave campus if they refuse to follow reasonable instructions.

Dress code – MIC is a non-uniform college. All students are required to wear clean, neat and tidy clothing. Students **must** wear fully closed footwear at all times and *no high heels*, regardless of the style. Students must also wear clothing that meets expectations held by the Music Industry College Community.

It is not acceptable for students to have:

- Exposed buttocks
- Exposed undergarments (including bra straps)
- Exposed breasts
- Strapless tops

- Sunglasses on inside

Clothing that is offensive in nature (words, images) is not permitted. (Words and images that are sexist, homophobic, include drug and/or alcohol references or foul language will not be tolerated.)

Students who arrive in unsuitable attire will be given alternative clothing to wear. Students will be sent home to change if they have multiple offences.

Personal Hygiene – For the comfort of others around you please be aware of body odours. Use of deodorant is welcomed.

Hands off policy – Although a welcome hug, high five, fist bump and other forms of non-romantic affection are accepted at MIC (and in general society) we draw the line at romantic interactions. MIC has a strict hands-off policy that applies in this regard. This section of the policy applies when students are on the MIC campus and at official school functions.

The hands-off policy also applies to acts of aggression, however in a community where people are respectful and deserving of trust there should be no physical aggression.

Mobile phones – Although we embrace and encourage the use of technology at MIC some devices can become more of a distraction than others. For this reason mobile phones **must** be switched off during all class times. Teachers may allow mobile phone use at times for specific learning activities at their discretion. Staff at MIC will model this behaviour for students.

Students using mobile phones for non-class related activity will have their phones removed until the end of the lesson or school day depending on the nature and/or frequency of the use.

If you are aware that an important call is likely during your lesson it is your responsibility to inform your teacher of the expected call. Depending on the nature and urgency of the call the teacher may allow you to take the call during class time.

The capture of still or moving images of MIC staff or students without prior consent will not be tolerated.

Parents or guardians who need to contact students can do so either through the office (3852 3074) or during student lunch breaks.

Breaks/Timetetable – As follows from 2020:

Monday to Friday – Classes (except for Diploma) will be in 1 hour blocks commencing at 10:00am and finishing at 4:00pm

Monday to Friday – Lunch break will be from 12 noon to 1:00pm

MIC has a range of extra-curricular activities that are available at break times and we would encourage you to participate in these activities. Equipment and spaces are available for student use at these times. We ask that you respect the MIC community by returning all equipment and materials to the appropriate places before you go to your next scheduled class.

Kitchen facilities are available to all students during break times. Please ensure that the kitchen is left clean and tidy after your break. This will help us maintain a happy and healthy community. Any

breakages, spillages or malfunctions should be reported to the admin staff.

Smoking – At MIC we recognise that smoking is a health issue and as such we can provide access to a quit smoking program. Our student support officer can provide assistance with this course upon request.

MIC is a no smoking campus. This includes the immediate surrounds of the building and the entirety of Berwick Street.

Any student seen smoking by a member of staff will have their parents notified.

Any substance or equipment associated with smoking in public view on campus and its immediate surrounds will be confiscated. Confiscated items of this nature will be destroyed.

This policy also applies to all official school functions regardless of their location.

Drugs and alcohol – There is no tolerance of any illegal drugs and alcohol for MIC students on the MIC campus.

Students who are suspected of being under the influence of such substances will be removed from class and their parents notified.

Students who are found to have drugs or alcohol in their possession will be immediately suspended pending an investigation.

Disciplinary action may be pursued including suspension (internal or external) or expulsion and the police may be called.

The use of drugs and/or alcohol during school hours is a serious breach of all **Four Pillars** at MIC and it has the potential to place our whole community at risk. Students who breach these guidelines will face consequences.

At MIC we recognise that use of illicit drugs and alcohol is a health issue and our student support officer can provide assistance with this issue upon request.

This policy also applies to all official school functions regardless of their location.

Food and Drink – Non-sealable drink containers are not permitted in classrooms and banned from Campus. Drinks in containers with a spill-proof seal are permissible. Slushie/Frozen drinks are not permitted on campus.

Chewing Gum – Chewing or bubble gum in all forms is **banned** from the facility. This guideline is in place because it sticks to almost anything and not only is it difficult to remove once stuck, it is also filled with someone else's saliva and no staff member or student should have to deal with that.

Equipment & Resources – All students must bring the appropriate equipment/resources for each subject. This includes musical instruments when required. Student's personal equipment left on campus overnight is not the responsibility of MIC and its staff.

When using equipment provided by MIC students acknowledge that they will take the appropriate care. Students also acknowledge that they will return all borrowed equipment to the correct location.

Students will report all breakages and/or damage to equipment immediately. Unintentional breakages do occur and we understand this, so do not be afraid to inform a friendly staff member. Repeated unintentional breakages by a single student may require some staff intervention with regards to use.

Storage of electronic files – Students **must** store all electronic files on the MIC server. These files are backed up on a daily basis. If a student file has not been saved to the server MIC takes no responsibility for loss or damage to that file.

Academic integrity – You must do your own work. This means using your own words to express your own ideas. Your teachers expect you to read set texts and also to do relevant research. If you want to use ideas or quotations from your reading or from your searches on the Internet, you must acknowledge them through proper APA referencing. MIC uses the APA system of referencing. If you are unsure of correct referencing procedures, please speak to your teacher. MIC does not tolerate plagiarism. Students who have plagiarised an assessment item will receive a grade of E– for that item. This is in line with QCAA assessment policy. Visit this link for more information <https://www.qcaa.qld.edu.au/senior/assessment/academic-integrity>

Assistance with academic work – To study successfully, you need support. You need to live in the right environment, have access to the right advice on programs, and find extra tuition or academic help if needed. Please see your teacher before or after your class if you have difficulty understanding any aspect of the course.

Additional class meetings are provided in some units for students having difficulties with their studies. If you need further assistance please make an appointment to see the principal.

Homework – Based on current research MIC does not issue regular homework. Teachers may require students to do tasks at home from time to time and it is expected that this homework be completed by the due date to the student's best ability. Failure to complete on time or with due diligence may result in the student's parents being contacted. Assignments and assessment tasks will require time outside of class for a student to achieve at their potential.

Assignments and assessment task – It is crucial that all students participate in activities under the same ground rules. When a teacher sets an assessment or assignment it is important that all students complete and hand in the work by the due time and date. Late submission of assessment due to illness must be accompanied by a medical certificate on the student's return to MIC.

All assessment and assignments must be the student's own work.

In order to complete a course of study in each subject students **must** complete all assessment items before progressing to the next year level. Failure to complete all assessment items may mean a student does not obtain their Queensland Certificate of Education.

For more information please refer to the Assessment Policy available on the college website: <http://www.mic.org.au>

Extensions – MIC will follow the guidelines set by the QCAA in their Access Arrangements and Reasonable Adjustment (AARA) policy. This is outlined in the MIC assessment policy and is available via the MIC website. NOTE: Teachers cannot approve extensions. For units 1 and 2 extensions can only be granted by the principal or student support officer; for units 3 and 4 the school cannot grant extensions,

these approvals must come from the QCAA.

Examinations – All examinations will be held under normal **QCAA** (Queensland Curriculum and Assessment Authority) conditions. Once you enter the examination room you must follow the instructions given to you by the supervisor. You may **not** talk under any circumstances. If you have a question raise your hand until a supervisor comes over to you. The supervisor cannot give you advice about answering questions or explain the meaning of a question. If you need to use the bathroom, raise your hand and a supervisor will escort you to the door of the bathroom.

Mobile phones or other electronic communication devices must not be taken into the examination room unless they are approved by the examiner.

Any equipment brought into the examination room will be subject to inspection before the examination commences. It is the responsibility of the student to supply permitted equipment that is in good working order. Equipment failure is not a ground for an appeal under misadventure provisions. When answering questions on answer sheets, students should use a black or blue pen.

Personal counseling – MIC can arrange an appointment with our Student Support Officer if you have personal problems. The SSO can help if you have stressful circumstances or psychological or emotional issues that interfere with your studies. Our SSO is not a qualified counselor, however, they are able to refer you on to one if the circumstances require it.

The SSO can help you with any adjustments to your study arrangements or assignment extensions if needed.

Copyright – Computer software used at MIC is subject to copyright, and may not be copied without permission from the copyright owner. MIC is a law-abiding organisation that will neither engage in illegal activities nor condone piracy by others, regardless of whether they are students or staff members.

Copyright licenses – MIC has a license from the statutory copyright body Screen Rights (Australia) and pays a copyright fee for each registered student to view (but not copy) material. This applies to all TV material that has been copied and maintained for educational purposes as a “not for profit” educational organisation. The onus is on the individual to comply with all sections of the Copyright Act.

Printed matter – Students may have legal copies of material for study and educational purposes provided they conform to the Copyright Act and requirements. A copyright owner is entitled to take legal action against a person who infringes his/her copyright. Unless otherwise permitted by the Copyright Act 1968, unauthorised copying of a work in which copyright subsists may infringe the copyright of that work. Where making a copy of a work is ‘fair dealing’ under section 40 of the Copyright Act 1968, making a copy is not an infringement of the copyright in the work. It is fair dealing to make a copy, for the purpose of research or study, of one or more articles on the same subject matter in a periodical publication or, in the case of any other work, of a reasonable portion of a work. In the case of a published work that is of not less than ten pages and is not an artistic work, 10 percent of the total number of pages, or one chapter, is a reasonable portion. More extensive copying may constitute fair dealing for the purpose of research or study. To determine whether it does, it is necessary to refer to the criteria set out in sub-section 40 (2) of the Copyright Act 1968.

Feedback – If you have any feedback in regards to your courses, a teacher or a subject, you should speak with the principal, by making an appointment. MIC is committed to preventing harassment or

discrimination on the basis of sex, age, race, disability, sexuality, religion or political beliefs. Our policies and procedures for dealing with discrimination and harassment apply to both staff and students, both on campus and off, including online. All enquiries and feedback are dealt with confidentially.

Feedback policy – Consistent with its focus on quality and client service, MIC has established a process designed to address feedback from all students including prospective and enrolled students as well as graduates. MIC has a strong commitment to ensuring that student feedback is addressed in a timely manner, in accordance with principles of natural justice and consistent with the Australian Standard on Complaints Handling. You are encouraged to make initial contact or inquiry with the staff member directly responsible or to someone who can provide initial advice.

Cultural diversity and anti-racism policy – MIC recognises the diversity of Australia's indigenous, settler and immigration heritages and affirms that the cultural diversity within the college, as a part of the Australian community, is a rich resource into teaching, research and community activities. We are committed to:

- An environment where all staff and students are treated with dignity and respect and where diversity is valued.
- An environment that is non-discriminatory and free of offensive behaviour based on racial vilification.
- A social environment where intercultural contact is facilitated.
- An intellectual environment, which is free from bigotry, ethnocentrism, prejudice and racism.

The cultural diversity and anti-racism policy – and the related formal procedures for dealing with racism, vilification or discrimination–applies to all MIC students and staff.

Discipline – MIC and the Board of Music Industry Community Services Limited have approved a regulation concerning student discipline. The regulation defines 'misconduct' and provides a procedure for its investigation and determination. The regulation also covers misdemeanours such as cheating, plagiarism and threatening or intimidating behaviour.

All students are expected to apply self-discipline. This means meeting assignment deadlines, attending examinations and completing the set amount of required study. All students and staff should be treated with the utmost respect. However all students and staff must act responsibly and maintain the schedules imposed. All organisations have rules and regulations. These are kept to a minimum at MIC. Students are expected to act responsibly and thoughtfully. Rubbish is to be deposited in the bins provided. In the kitchen and teaching spaces tidiness and cleanliness is to be maintained and any spillage of drinks or food should be cleaned up immediately. Chairs must be sat on using all four legs. Sitting on tables is discouraged as they are not designed to take a persons body weight. All equipment must be stored correctly when not in use. No equipment can be left or used whereby it creates a safety hazard.

Any hazards or possible danger should be brought to the attention of a staff member.

Any serious misdemeanours will be brought to the attention of the principal for appropriate action.

Suspension and expulsion – Suspension is a temporary enforced absence from the school due to disciplinary reasons. The student remains enrolled and is still required to fulfill any academic obligations

whilst suspended. A student may be suspended if it is considered that he/she is in sufficiently serious breach of the rules to warrant suspension or expulsion. When considering suspension, the principal will make the final decision. The student and parents will be invited before the principal and may make submissions. Suspension may vary depending on the seriousness of the issue.

Expulsion is the permanent removal of a student's enrolment and candidature at MIC.

A student may be expelled if he or she:

- Is suspended on three occasions
- Is in possession of alcohol or drugs on campus
- Is clearly under the influence of a non-prescribed substance
- Strikes another student or verbally or physically intimidates or bullies a student in any way
- Commits an action that brings, or may bring, serious disrepute upon MIC, its staff or students; or
- Is guilty of a criminal offence.

MIC will notify a student of its intention to suspend, expel or cancel his/her enrolment and inform the student in writing about MIC's grievance procedure and appeal processes. If a student accesses MIC's internal grievance processes and appeals a decision then the student will remain enrolled during this process until a decision has been reached.

Discrimination, equal opportunity – MIC has a legal responsibility to prevent unlawful discrimination, otherwise it can be held liable for the behaviour of its employees and in some instances, its students. In addition to this legal responsibility, MIC considers that all forms of unlawful discrimination are incompatible with its desire to become one of the world's great colleges and incompatible with its view that all people should be treated equally with respect, dignity and courtesy.

All staff and students have a responsibility to:

- Comply with this policy; and
- Maintain complete confidentiality concerning any complaint or investigation. All staff have an additional responsibility to model appropriate behaviour and promote a climate of mutual respect.

Staff has the following additional responsibilities:

- To monitor the working and studying environment to ensure that acceptable standards of conduct are observed at all times and to take action if they observe unacceptable conduct
- To promote this policy within their sphere of influence and to ensure that all persons have an understanding of the policy and its requirements
- To ensure that students and staff are aware of MIC's commitment to assist them should they

experience unlawful discrimination; and

- To ensure that students and staff are provided with adequate information about the policies and practices in existence.

EQUIPMENT

Stationery: A stationery and book equipment list will be provided to each student before commencement of classes each year.

Textbooks and software: Required texts and software will be provided by MIC for all students.

Computers and technology: MIC has sets of Apple MacBooks for student use. Each student at MIC will be allocated a MacBook for his or her use at school. These computers are to be used on campus. Students will not be permitted to use their own laptops.