

Student Code of Conduct Policy

1. PURPOSE/OBJECTIVE

The Student Code of Conduct outlines standards of acceptable behavior required to protect the rights of all students.

2. APPLICATION

This policy applies to all students of NIC.

3. POLICY STATEMENT

This policy sets out the framework which underpins the conduct of students in their daily activities at NIC.

Student Code of Conduct

As a student of NIC you are expected to:

- Treat everyone with respect, dignity, impartiality and courtesy
- Treat everyone equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, age, political conviction
- Respect the opinions and views of others
- Avoid any behaviour that might reasonably be perceived as sexual, racial or gender based harassment or otherwise intimidating
- Avoid any conduct that results in damage to property or person
- Attend classes, participate in class activities and submit assessment tasks on time
- Use assessment to engage in self-critical evaluation in terms of your progress towards learning objectives
- Approach your study program cooperatively and collaboratively
- Familiarise yourself with, and abide by, NIC's policies and procedures
- Maintain high standards and a studious approach to your study program

As individuals students of NIC can expect:

- To be treated with courtesy and respect
- To be treated equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, age or political conviction
- To be able to freely communicate and voice alternative points of view in rational debate
- To rely on the privacy of your personal information
- To be provided with timely and accurate information as it pertains to courses, enrolment and all administrative matters
- To receive a printed copy of the unit outline for unit of study, showing the objectives, assessment and other requirements and expectations
- To have reasonable access to lecturing staff in private consultation hours
- That the facilities and equipment used are safe and comply with OH&S guidelines.

What is appropriate behaviour:

- Respect for all staff, students and property
- Honest, fair and impartial treatment of all, free from discrimination
- Respect for each individual's confidentiality and privacy
- Turning off all mobile phones during class times and examinations
- Not eating or drinking in the classrooms
- Preparing for each class by undertaking and completing the required tutorial and laboratory work
- Attending all lectures, tutorials, workshops and other contact sessions
- Arriving to class at the times shown on the timetable
- Participating actively in learning activities
- Avoiding all forms of academic misconduct
- Providing constructive feedback when evaluating units and lecturers
- Following rules of classroom behaviour as determined by your class lecturer
- Appropriate use of email, student portal and the internet.

What is inappropriate behaviour:

- Copying, cheating, plagiarism or collusion
- Drug or alcohol abuse
- Damage or abuse of NIC property
- Using offensive language
- Stalking, bullying or any form of harassment
- Smoking in Smoke Free Zones
- Endangering the health or safety of any person at the College

Complaints, Appeals and Grievances

Students who have a complaint about either a decision that affects their studies, or a particular situation in which they have been involved or witnessed, have a right to raise their complaint. All complaints are considered with courtesy, in a timely fashion, and without fear of prejudice or inappropriate treatment.

For further information, refer to NIC's Academic Grievance Policy and Student Non-Academic Grievance Policy.

Misconduct

NIC students who breach any of the guidelines outlined in this Code of Conduct may be considered to have engaged in official misconduct.

In addition, a student who engages in any of the following activities may also be considered to have engaged in misconduct:

- Endangers the health or safety of any person at the College
- Unlawfully assaults, or attempt to assault another member of the College community
- Engages in dishonest behaviour
- Damages or abuses NIC/UoN property

Penalties for Misconduct

If it is able to be shown that a student has engaged in misconduct, the student will be asked to attend an interview with the Student Services Manager in the first instance. During the interview students will be asked to provide an explanation for their behaviour.

The Student Services Manager in consultation with the College Director and Principal may apply any, or a combination, of the following penalties:

- Officially (in writing) reprimand the student
- Exclude the student for a period of time
- Expel the student from the College
- Report the incident to the appropriate authorities

Appeal

A student who has had a penalty imposed as a result of misconduct, may appeal, through NIC's Non-Academic Grievance Policy, against the penalty imposed.

Refer to the Non-Academic Grievance Policy for details on the appeals process.

4. DEFINITIONS

- UoN – University of Newcastle

5. RELATED DOCUMENTS

- Enrolment Process Policy
- Academic Grievance Policy
- Non-Academic Grievance Policy

AMENDMENT HISTORY

Department:	Academic	
Approval Authority:	SMT	
Approval Date:	7 August 2014	
Date for Next Review:	August 2017	
Revision Date	Version	Summary of changes
16/02/2011	1	Document developed and implemented.
25/09/2012	2	Document updated to reflect UPD formatting.
07/08/2014	3	Policy reviewed