
National Academy of Professional Studies (NAPS) Student Code of Conduct

Related Documents	SS019C Student Code of Conduct 004 Professional Code of Conduct A010 Academic Integrity Policy A004 Assessment Policy SS001 Student Grievance and Academic Appeals Policy
HE Standards Framework 2015	5.2 Academic and Research Integrity 6.1 Corporate Governance
Other Relevant Legislation	Education Services for Overseas Students Act 2000 (Cth) Education Services for Overseas Students Regulations 2001; Migration Act 1958 (Cth) National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018; Higher Education Support Act 2003 (Cth) Privacy Act 1988 (Cth) and amendments Copyright Act (Cth)

Contents

1. Policy Rationale	Error! Bookmark not defined.
2. Overview and Application	Error! Bookmark not defined.
3. Definitions	Error! Bookmark not defined.
4. Overview and Context	Error! Bookmark not defined.
4.1 Student Code as Framework of Expectations of Students	Error! Bookmark not defined.
4.2 Students Expected to Comply with Code	Error! Bookmark not defined.
5. The NAPS Student Code of Conduct	3
Introduction – The Code Rationale	3
The NAPS Student Code of Conduct	3
1. Act with High Ethical Standards	3
2. Observe Mutual Respect	3
3. Comply with NAPS’ Enrolment Requirements	4
4. Meet Learning and Assessment Requirements	4
5. Behave Professionally in the Classroom	4
6. Comply with Australian Laws and Regulations	4
6. Non-Compliance with the Code	5
Breaches	5
Complaints	5
7. Policy Review	5
8. Further Assistance	5
9. Additional Resources	6

1. The NAPS Student Code of Conduct

As a condition of enrolment, all students are required to comply with the NAPS Student Code of Conduct.

Introduction – The Code Rationale

The Code sets out clear expectations of the high standards of behaviour expected at NAPS in both academic and non-academic matters.

Following this Code will help to:

- ensure all NAPS students meet the requirements of Australian laws regarding equity and anti-harassment legislation and related NAPS policies and procedures;
- prevent misunderstandings and conflicts, as well as encourage prompt and considerate resolution of any issues at an early stage if problems do arise.; and
- maintain a positive environment for optimal learning and wellbeing so that everyone can get the most out of their time at NAPS.

Breaches of the Code of Conduct will require a plan of action to be formulated with NAPS staff to prevent future problems. Lack of cooperation will result in disciplinary action.

For more details see NAPS SS019 Student Code of Conduct Framework available on the NAPS website (Present Students/Student Policies) or from student services.

The NAPS Student Code of Conduct

NAPS Students are expected at all times to:

1. Act with High Ethical Standards

- act with integrity and academic honesty;
- inform themselves about and comply with NAPS policies and procedures;
- observe standards of respect and equity, and be culturally sensitive;
- refrain from behaviour that contravenes NAPS' professional, ethical, legal or social expectations of students and/or that might diminish or harm NAPS reputation;
- always conduct themselves professionally and appropriately; and
- respect the good name of NAPS both on and off-campus and in virtual environments.

2. Observe Mutual Respect

- be courteous and respectful in all relationships with others;
- respect the views and beliefs of others (students may disagree without being disagreeable);
- respect the personal space and privacy of others;
- refrain from handling the personal belongings of another person without the owner's permission;
- use NAPS resources only for the purpose for which they are provided and refrain from behaviour that intentionally or unintentionally defaces or causes damage or destruction to physical or virtual property owned by the Academy, the Academy's staff or students, or any other person or entity associated with the Academy;

- resolve conflicts calmly, using acceptable and appropriate means of dispute resolution and without recourse to verbal or physical aggression; and
- refrain from participation in any form of unlawful discrimination or harassment, including sexual harassment, whether direct or indirect, in the physical world or in cyberspace.

3. Comply with NAPS' Enrolment Requirements

- ensure that their contact details held by NAPS are correct and up-to-date;
- carry student identification that identifies them as NAPS students whilst on campus;
- regularly check and maintain their NAPS student email account, read all emails from the Academy and respond as appropriate; and
- ensure that any smartphone, laptop or other personal technology devices that are used in class or to connect to any NAPS system have updated software and anti-virus protection.

4. Meet Learning and Assessment Requirements

- refrain from plagiarism, cheating, copyright breaches* or other forms of academic dishonesty;
- actively participate in the learning process and refrain from disrupting the class;
- maintain a positive and constructive relationship with NAPS staff and other students;
- attend scheduled teaching and learning activities and support professional activities organised by NAPS outside of the classroom, where possible;
- submit assessment tasks by the required dates and times;
- respect the rights of others to study, learn and work at NAPS;
- pay all student tuition and other fees or fines as they fall due; and
- In the case of onshore international students, maintain the appropriate study load to meet all international student visa conditions.

*See NAPS P006 Copyright Quick Guide for Students for details on how much copying, with proper references, is allowed under Australian Law. Guide available on the NAPS website:

www.naps.sameertwan.com.np/pages/know-your-responsibilities

5. Behave Professionally in the Classroom

- register attendance in cases where a class attendance register is kept;
- provide appropriate and certified documentation in the case of any excused absences or special consideration;
- be on time for class and come prepared;
- only use mobile phones and other electronic devices in class for educational activities, such as note-taking or group work, and ensure that these devices do not distract other students;
- communicate during classes in the language of instruction (i.e. English); and
- dress appropriately and professionally, whether participating in person or virtually.

6. Comply with Australian Laws and Regulations

Students are expected to comply with all federal, state and local government laws and regulations. This includes, but is not limited to:

- refraining from any behaviour or activity that is unlawful, harmful or that endangers any person, including any verbal, physical or sexual harassment or assault on another person;
- refraining from any behaviour that violates the privacy of any person;
- refraining from attending the Academy whilst under the influence of alcohol or any illicit substance;

- refraining from theft or injury to the person or property of others;
- refraining from using the NAPS' name, logo, intellectual property or other assets for one's own profit or for the benefit of a third party without NAPS approval; and
- refraining from any fraudulent or corrupt activity.

2. Non-Compliance with the Code

Breaches

Breaches of the Code of Conduct will require a plan of action to be formulated with a NAPS staff representative to prevent future problems and may require mediation between parties.

Any student unwilling to cooperate with mediation and found to be continually and intentionally in breach of this Code may be liable to disciplinary action such as in accordance with the A009 Student Academic Misconduct Policy. If a student's breach of this Code involves evidence of unlawful conduct; the matter will be referred to the proper State or Commonwealth authorities for further investigation.

Complaints

If students have a grievance against another student who you consider has not followed this Code, NAPS has formal internal and external review avenues to ensure your grievances and appeals are handled in a fair, efficient and transparent manner. NAPS will not victimise or discriminate against any complainant or respondent.

If you have any complaints, there are a number of avenues open. First, please discuss the issue with the person involved or the relevant member of staff if appropriate, otherwise with the Student Services Manager. If you are not satisfied, then please complete our [NAPS SS001F Complaint Form](#) and send it to: studentservices@naps.edu.au.

For more information see the NAPS website (About Us/Complaints and Appeals) and see [SS001 Student Grievance and Academic Appeals Policy and Procedure](#).

3. Policy Review

NAPS is committed to good Governance so will be reviewing this policy at least every three years to ensure it is still relevant and promoting best practice in this area. There may also be changes to this policy and related procedures at other times to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to their supervisor or to the NAPS Registrar.

4. Further Assistance

Students who would like a further explanation of this Code can speak with Student Services or their lecturers. Any staff member who requires assistance in understanding this Framework should contact the NAPS' President and CEO.

5. Additional Resources

TEQSA: Guidance Note: *Academic Integrity*, Beta version 1.1 (Consultation Draft), 11 October 2017

<https://www.teqsa.gov.au/latest-news/publications/guidance-note-academic-integrity>

TEQSA Guidance Note: *Wellbeing and Safety*, Version 1.2, 8 January 2018:

<https://www.teqsa.gov.au/latest-news/publications/guidance-note-wellbeing-and-safety>

