
National Academy of Professional Studies (NAPS)

Student Code of Conduct

Related Documents	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 2007; Higher Education Support Act 2003 (Cth) Privacy Act 1988 (Cth) Copyright Act (Cth)

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1. Policy Rationale

All professions have codes of conduct to which members of the profession must adhere. As an Academy focused on education for the professions, NAPS believes that a Student Code of Conduct is both necessary to establish clear expectations of what we expect of students and as a component of learning to become a professional. The Student Code of Conduct (Code) forms the basis of the relationship between NAPS and its students.

2. Overview and Application

NAPS is committed to providing a fulfilling learning environment and this commitment is underpinned by an expectation that students will conduct themselves in a manner consistent with the Academy's values. The purpose of this Code is to define the standards of behaviour by which all NAPS students agree to be bound as a condition of their enrolment. This Code operates within the context of wider Australian NSW and Commonwealth laws regarding anti-discrimination and anti-harassment legislation, and within the context of other NAPS policies and procedures.

This Code applies to all enrolled students participating in coursework units in all courses of study at NAPS. This document should be read in conjunction with other related policies (see Related Documents).

NAPS Student Code of Conduct adheres to the principles of procedural fairness whereby an individual can expect to have decisions that impact on them be just, fair, transparent and evidence-based. The 'rule of law' reflected in this Student Code of Conduct is also a component of NAPS' commitment to providing students with a safe environment in which to study and work.

As vital partners in learning with students, NAPS staff will be bound by NAPS Professional Code of Conduct and other obligations expected of NAPS employees.

3. Definitions

AQF: Australian Qualifications Framework

Student: A student is a person enrolled in a formal program of learning in an educational institution and/or a workplace setting.

4. Overview and Context

4.1 Student Code as Framework of Expectations of Students

NAPS' Mission is to provide a top quality student-centred educational experience that produces the type of graduates for which employers around the world are searching.

This Student Code provides a framework for the standard of conduct expected of students concerning their behaviour in both academic and non-academic matters and contexts while enrolled in a NAPS unit of study.

To meet this Mission, NAPS aims to deliver educational programs beginning with Business and Law that will:

- foster a culture of learning that values scholarship and critical reflection in an environment of creativity and innovation;
- design, offer and provide rigorous, challenging, and high-quality professional programs taught by a faculty of noted, industry-active lecturers dedicated to producing learning outcomes that will prepare our students for success in the professions;
- develop a broad range of creative skills in its graduates by combining traditional teaching and learning techniques with ever-expanding technology and opportunities to develop an international perspective and experience;
- produce graduates who are work-ready and able to gain meaningful employment in their area of study at the NAPS; and
- create graduates who will contribute to an equitable and civilized society through their active engagement in their fields of expertise.

Essential to achieving our mission, NAPS provides for:

- student input into the content and operation of the Student Code, through their representatives on Council, on Academic Board and through student organisations.
- professional standards in the delivery of all of its programs;
- entry requirements that are non-discriminatory and support inclusive practices;
- clearly designed course structures supported by admission, RPL, assessment and progression rules which identify the completion requirements for all awards;
- academic and English language support to all students;
- academic and research integrity processes and practices;
- adequate, accessible, relevant and appropriate learning and teaching resources, including training in how to use those resources; and
- transparent, valid, reliable, flexible, authentic and fair assessments.

4.2 Students Expected to Comply with Code

NAPS expects students to behave in accordance with this Code of Conduct. Breaches of the Code of Conduct may result in disciplinary action.

The Student Code of Conduct refers to all interactions of NAPS students, including:

1. with other students; NAPS staff; and all other persons who engage with NAPS (for example, people who attend meetings, provide maintenance services, give guest lectures; or who otherwise are engaged with the Academy);
2. whether in verbal, written, digital, visual or any other form of communication, and whether in physical or virtual behaviours, comments and actions; and
3. in all academic and non-academic activities connected with NAPS, either at NAPS campuses or in any activities reasonably understood to be associated with NAPS, including when representing NAPS at events, conferences or other activities or when attending social events arranged by NAPS.

4.3 Ethical Standards

Students are expected at all times to:

- act with integrity and academic honesty;
- observe standards of respect, equity, and cultural sensitivity;
- use NAPS resources only for the purpose for which they are provided and take care of those resources while reporting any issues to administrations so that we can ensure resources are well maintained and accessible to all;
- refrain from behaviour that contravenes NAPS' professional, ethical, legal or social expectations of students and/or that might diminish or harm NAPS reputation; and
- respect the good name of NAPS both on- and off-campus and in virtual environments.

4.4 Mutual Respect

Students are expected to:

- 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; Page |
- 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 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.

4.5 Compliance with NAPS' Guidelines, Policies and Procedures

Students are expected to:

- inform themselves about and comply with NAPS policies and procedures;
- ensure that their contact details held by NAPS are correct and up-to-date;
- carry student identification that identifies and authorises 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 has updated software and anti-virus protection.

4.6 Learning and Assessment

Students are expected to:

- refrain from plagiarism, cheating, copyright breaches or other forms of academic dishonesty;
- actively participate in the learning process;
- 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;
- submit assessment tasks by the required dates and time;
- 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

4.7 Classroom Conduct

Students are expected to:

- 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;
- refrain from disrupting the class;
- 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;
- always conduct themselves professionally and appropriately;
- communicate during classes in the language of instruction (i.e. English); and
- dress appropriately and professionally, whether participating in person or virtually.

4.8 Legal Behaviour and Conduct

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 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; and
- refraining from any fraudulent or corrupt activity.

5. Procedure

Any student found to be in breach of this Code may be liable to disciplinary action, in accordance with the Academic Integrity Policy or Student Grievance and Appeals Policy as appropriate. 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.

6. 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.

7. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further advice be required staff should contact the NAPS' Registrar.

8. 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>

