



**Navitas College of Public Safety**

# **STUDENT CODE OF CONDUCT**

***This Code of Conduct applies  
to all students enrolled in  
any course offered by NCPS***

**(61 + 3) 8327 2600**

[www.ncps.edu.au](http://www.ncps.edu.au)

## **Introduction**

This *Student Code of Conduct* was an initiative of students enrolled at the College in 1999 and has been enhanced since that time. It formalises behaviour expectations of students whilst undertaking their studies.

This Code cannot encompass all possible situations. Where direction is required beyond the provisions of the Code, advice must be sought from a member of the Student Staff Consultative Committee or an appropriate staff member.

The principles of conduct have been founded upon our collective (students and staff) expectations of:

- Friendliness, honest communication, cooperation and respect;
- A spirit of inquiry, originality, innovation and excellence; and
- Mutual obligation, accountability and transparency.

## **Elements of the Code:**

1. Student responsibilities – this section addresses College rules, punctuality and individual rights;
2. Standards of behaviour – outlines issues regarding directions from staff, academic conduct and appropriate behaviour;
3. Breaches of the Code of Conduct – provides advice about action available should there be a failure by a student, staff member or the College to comply with this Code.

## **1. Student responsibilities**

The student group collectively expects students to align with the following responsibilities:

### *1.1 College Rules*

- To be aware of all rules concerning the terms and conditions of their enrolment and use of College facilities. This means students are to follow the rules, policies and procedures of the College as published from time to time in either hard or soft copy;
- To respect all College property and facilities including the library, computing and laboratory resources and to respect the rights of others to use these facilities;
- To maintain academic integrity and to respect and comply with the conventions of academic scholarship;
- Not to engage in frivolous complaints or grievances where there are no demonstrable or substantiated grounds for complaint.

### *1.2 Punctuality and Time Commitments*

- To attend classes as required and submit work in a timely manner;
- To supply accurate personal and other information to the College according to deadlines set.

### *1.3 Educational activities*

- To be well informed about courses and course requirements and to plan appropriately;
- To take responsibility for learning and to accept responsibility for moving towards intellectual independence;
- To monitor their own progress in the teaching and learning environment and academic program;

- To prepare for and actively participate in learning experiences such as discussion and debate;
- To incorporate feedback into their learning experience and be aware of the specific rules and course requirements applying to their course of study;
- To conduct themselves in a professional manner while undertaking professional placement and fieldwork and respect the confidentiality of client or commercial information made available to them as part of their placement.

#### 1.4 Participation and feedback

- To provide honest constructive feedback to the College and its staff on the quality of teaching and services via formal methods (student evaluation reports) and, when appropriate, informally;
- To participate actively in and contribute to the committees on which they are representatives or members;
- To work with representatives of the student body and their representatives to improve the overall experience of learning and development at the College.

#### 1.5 Individual rights

- To treat staff and other students with respect and courtesy;
- To treat other members of the College community equitably irrespective of cultural background, disability, gender, sexual orientation, marital status, age, religion, creed or political preference;
- To respect the rights of other members of the College community to express dissent or different political or religious views, subject to those actions or views complying with the laws of Australia;

- Not endangering the safety of other members of the community;
- To show awareness of and sensitivity towards other cultures;
- To respect the opinions of others and to engage in rational debate in areas of disagreement.

## 2. Standards of Behaviour

This Code of Conduct establishes the following standards of behaviour as requirements of all students throughout the learning experience.

At all times students must:

- carry their student identification card;
- abide by all rules and requirements of the College and respond to all lawful and reasonable directions from staff;
- be aware that all forms of academic dishonesty or misconduct are unacceptable and that the College may take measures to ensure compliance;
- use all equipment and resources appropriately, legitimately and safely following all relevant health and safety requirements;
- follow the recognised policy and procedures for grievances complaints and resolutions;
- be considerate in how they use their mobile phone and electronic equipment within NCPS in order not to disturb or disrupt teaching and other operations.

The following behaviour is not allowed:

- wilful unlawful and/or violent and/or unsafe disruptions of teaching, tutorials, lectures, periods of instruction or other learning-based activities;
- bullying, assaulting, harassing, intimidating or displaying aggressive, disruptive or ill-mannered behaviour towards others;

- interfering with, or causing wilful or negligent damage or defacing any College property;
- theft of College property or any personal property;
- attending under the influence, or being in possession, of alcohol, drugs or any prohibited substance;
- attending with weapons or items likely to cause harm or intimidation to others at any time;
- smoking within the building or within 15 metres of building openings, or upon any external stairways or balcony;
- discriminating against anyone on the grounds of gender identity, sexual orientation, lawful sexual activity, marital, parental or carer status, pregnancy, breastfeeding, age, physical features, impairment, race, ethnicity, political or religious belief or activity, creed or industrial activity, or academic abilities and/or progress.

## 3. Breaches of the Code of Conduct

Students who breach the standards of this policy may be subject to disciplinary action. Serious breaches may involve permanent expulsion from the College and, in cases of suspected criminal activity, may involve referral of the matter to the relevant law enforcement authority(s).

All correspondence should be addressed to:

Dean/Head of College  
 Navitas College of Public Safety  
 PO Box 12302  
 A'Beckett Street Post Office  
 Melbourne VIC 8006  
 Australia

### Further Information

NCPS: (61+3) 8327 2600 or [www.ncps.edu.au](http://www.ncps.edu.au)