

## **STUDENT CODE OF CONDUCT**

### **STUDENT RIGHTS**

The Student Code of Conduct requires the following rights to be respected and adhered to at all times by students. Students have the right to:

- be treated with respect from others, to be treated fairly and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
- be free from all forms of intimidation
- work in a safe, clean, orderly and cooperative environment
- have personal property (including computer files and student work) and the Registered Training Organisation property protected from damage or other misuse
- have any disputes settled in a fair and rational manner (this is accomplished by the Complaints and Appeals Procedure)
- work and learn in a supportive environment without interference from others
- express and share ideas and to ask questions
- be treated with politeness and courtesy at all times.

### **STUDENT RESPONSIBILITIES**

All student must:

- Follow College policies including anti-discrimination, harassment and electronic data policies
- Cooperate with fellow students, trainers and staff
- Be punctual to all scheduled classes
- Restrict private telephone calls to scheduled breaks and keep mobiles on silent or off for the duration of the class.
- Handle NCCS property with due care and diligence
- Comply with the requirements of their student visas and contact Student Services if there are any problems relating to their course or studies at NCCS.
- Complete their studies with integrity
- Not influence students, staff or stakeholders in any way which is detrimental to the College's goals and objectives.
- Not provide or spreading false, misleading or unsubstantiated information to stakeholders.

### **STUDENT BEHAVIOUR**

For non-compliance with the Student Code of Behaviour the following procedure for discipline will be followed:

- The Student Services staff will contact students in the first instance to discuss the issue or behaviour and to determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file (Step 1)
- Where the issue or behaviour continues, students will be invited for a personal interview with the CEO to discuss this issue further. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file (Step 2)
- If the issue or behaviour continues, the student will be provided with a final warning in writing and a time frame in which to rectify the issue. A copy of this letter will be included on the student's personal file (Step 3)
- After the three steps in the discipline procedure have been followed, if the issue or behaviour still continues, training services will be withdrawn and the student will be notified in writing that their enrolment has been suspended or cancelled.
- Any suspension or cancellation will be undertaken in accordance with the College's Deferral of commencement, suspension of studies, cancellation of enrolment policy and may affect the status of a student's visa.
- At any stage of this procedure, students are able to access the Complaints and Appeals Procedure to settle any disputes that may arise. For more information, see relevant document on NCCS website.

## ASSOCIATED DOCUMENTS AND FORMS

- *Complaints and Appeals*
- *Deferral of commencement, suspension of studies and cancellation of enrolment*

## DOCUMENT CHANGES AND MODIFICATIONS

Date	Summary of changes	Approved by
25/07/2020	Updated formatting	Samantha
11/08/2021	Minor update to wordings	Claire
01/07/2024	Additional points included	Samantha
08/11/2024	Updated student responsibilities	Catherine