

STUDENT CODE OF CONDUCT

OVERVIEW

All students, throughout their training and involvement with New Cambridge College Sydney, have the right to feel safe from harassment or harm and be included in the NCCS student community.

New Cambridge College Sydney must ensure that the environment of the College is safe, culturally sensitive, and supportive to the student's learning journey. New Cambridge College Sydney must respond to any reports of bullying, harassment, discrimination or exclusion and document any such complaints or feedback.

COMPLIANCE

This document is to ensure New Cambridge College Sydney is in compliance with Standard 2.5 and Standard 2.7 of the Outcome Standards for RTOs 2025.

REQUIREMENTS

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
- Be a part of a learning environment that does not permit vilification, discrimination or antisemitism.
- Be able to report any instances of discrimination, vilification or harassment to the College.
- 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.

- Not spread messages through social media or learning platforms that may stereotype, vilify or incite hate towards others.
- Not engage in antisemitic behaviours such as holocaust denial, stereotyping, or vilification.
- 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 Principal 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 Policy*
- *Complaints and Appeals Form*
- *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
05/12/2025	Updated to include overview and compliance	Samantha
01/04/2026	Updated to address vilification and antisemitism	Catherine