

Student Code of Conduct

Navitas Professional Institute

Document

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Version Control

Issue Date:	Summary of Changes	Review Date
5 February 2007	Policy established	February 2012
12 December 2010	Administrative amends	December 2015
24 June 2015	Review, amendment and renaming (formerly named – ACAP Code of Practice)	June 2020
25 February 2016	Minor template amendments	June 2020

Student Code of Conduct

1. Purpose and Scope

Navitas Professional Institute (NPI) and its colleges (hereafter referred to as the College) is committed to creating a safe and supportive environment which empowers, encourages and promotes the personal and professional development of students.

The Student Code of Conduct establishes the standard of conduct expected of all students of the College.

All students are expected to conduct themselves in a manner which reflects, and is consistent with, this Code of Conduct.

The Code of Conduct details the principles that guide the behaviour and responsibilities of students, and the standards of conduct and ethical standards expected of students.

2. Policy

The College reaffirms its commitment to the provision of education and the promotion of critical reflection, freedom of inquiry, academic excellence, research and a culture of scholarship.

The College expects that students, as members of a community of learning, will conduct themselves in a manner which:

- allows all members of the College reasonable freedom to pursue their activities safely and without unreasonable disruption or discrimination
- is fair, honest and consistent with the principles of academic integrity
- ensures that college facilities, property and services are used appropriately.

The standards of behaviour for all students set out in this Code are intended to promote an environment of mutual respect between all students and staff of the College. Students should follow the Code of Conduct in their interactions with other students, staff, visitors and other members of the College community, including the clients, patients and staff of placement organisations.

3. Responsibilities of students

All students are members of the College community and are responsible for maintaining a safe, harmonious and tolerant environment. In addition students are expected to:

- act in accordance with this Student Code of Conduct
- acquaint themselves and comply with College rules, policies and procedures and all course and unit requirements relevant to their enrolment and program of study
- ensure personal details (including electronic contact details) are current
- read relevant correspondence sent to them by NPI

4. Conduct expected of students

In all interpersonal interactions with other members of the College community, students are expected to:

- treat all other students and staff of the College with respect, dignity, courtesy and sensitivity
- act with impartiality, integrity and honesty in all their dealings with other students and with College staff
- respect the privacy of other students and staff
- maintain a collaborative and cooperative approach

- behave in a manner which does not adversely affect the freedom of other members of the NPI community to pursue their studies, duties or activities
- comply with directions given by College officers to promote the good order and management of NPI
- comply with all health and safety requirements and instructions given by College staff and act in accordance with the [Work Health and Safety Policy](#)
- maintain the highest standards of professional ethics relevant to the profession or industry for which they are being trained

5. Conduct expected of students in academic matters

Ethical conduct, academic integrity and honesty are fundamental to the mission of the College and are qualities expected of graduates. All students are required to abide by these principles in all matters related to their study.

In undertaking their studies, students are expected to:

- meet unit and course requirements to the best of their abilities
- make genuine attempts to progress successfully in their course by meeting course requirements and deadlines for assessment and by regular attendance and/or engagement with learning activities
- undertake academic work in a manner consistent with the principles of academic integrity
- conduct themselves in a professional manner while undertaking industrial or clinical placements, field trips, practicums or other forms of work integrated learning,
- use College Information and Technology (IT) resources and other learning or support facilities provided by NPI, including library and computer laboratory facilities, in a responsible and appropriate manner that does not prevent or impair other students from pursuing learning opportunities or using learning and teaching resources
- provide constructive and meaningful feedback to academic staff on their teaching and the quality of units of study by participating in NPI's evaluation processes.

Examples of actions which are contrary to the code of conduct for students include:

- act in a way that jeopardises the safety of other students, staff, visitors, and other members of the College community including clients and staff of placement organisations
- vilify, harass, sexual harass, bully, intimidate, discriminate against, or encourage any such behaviour, either directly, in class, on campus and online including social media
- hinder or disrupt study or work of students and staff either directly, or indirectly, for example, by being disorderly or creating a disturbance,
- deliberately, negligently or unlawfully access, use or disclose information of or about other students or clients/patients while on placement
- engage in behaviour that unfairly advantages or disadvantages other students
- initiates activities that are outside the scope of practice for an enrolled nurse in training
- damage facilities or property, or impeding access to facilities either deliberately or through negligence
- misuse IT resources or use IT resources in a manner which is inconsistent with the acceptable use of IT resources for the purposes of study
- use NPI's libraries, computer laboratories or other learning support resources and facilities in a manner which is inconsistent with any condition or use notified to students for use of the facility or resource
- harm the reputation of NPI
- make a false or fraudulent representation, or submit falsified or fraudulent information or documentation, in connection with any College matter
- engage in offensive behaviour, consume illicit drugs or any other unlawful activity on College campuses or areas related to the College such as placement organisations, internships and student exchange programs

- assault, cause or attempt to cause physical harm to another student, College staff or any other person at NPI
- breach any laws in undertaking any College activity, including criminal law and laws relating to copyright, discrimination, harassment and defamation
- breach any policy of the College which applies to students
- engage in academic misconduct as set out in NPI's or any of its Colleges policies relating to academic misconduct including:
- cheating in examinations and assessments,
- using, reproducing or adapting the work or ideas of another person without due acknowledgment, or representing the work of another person as the student's own work,
- misrepresenting, falsifying, not accurately stating or fabricating data, results or information used for the purposes of assessment
- completing work for other students or providing access to their own work that can knowingly lead to copying/plagiarism by other students

6. Ethical standards that apply in conjunction with this code

Students are also expected to abide by the ethical standards of professional bodies which professionally accredit the courses in which they are enrolled. These include:

- The ethical and professional guidelines established by the Psychotherapy and Counselling Federation of Australia (PACFA);
- The Code of Ethics of the Australian Psychological Society (APS); and
- The ethical guidelines developed by The Australian Sociological Association (TASA)
- The ethics and standards of the Australian Association of Social Work
- The Code of Ethics and Code of Professional Conduct for Nurses in Australia of the Nursing and Midwifery Board of Australia
- The ethical conduct requirements prescribed in the Australian Code for the Responsible Conduct of Research (2007), including the National Statement on Ethical Conduct in Human Research (2007); Values and Ethics: Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research (2003); Guidelines for Ethical Research in Indigenous Studies (2012),

7. Consequences of non-compliance

Students who do not act in accordance with this Student Code of Conduct may face disciplinary action in accordance with the policies relating to academic and non-academic misconduct.

8. Definitions

Unless the contrary intention is expressed in this Policy, the following words (when used in this policy) have the meaning set out below:

Academic staff/teaching staff refers to permanent and casual employees engaged in teaching and assessment of courses at the institution.

Institution (the)/College (the) means the Navitas Professional Institute and its colleges (see registration information below).

International student/Overseas student means a student required to hold a student visa for study in Australia.

Unit means a unit of study in a higher education course or a unit of study, subject, module and/or unit of competency in a vocational education and training course.

9. Review

This policy is reviewed at a minimum of every 5 years by the policy owner (or designate) to ensure alignment to appropriate strategic direction and its continued relevance to Navitas' current and planned operations. The next scheduled review of this document is listed in the Version Control section on Page 1.

10. Records

Records in association with this policy will be kept in accordance with the institution's Records Management Policy and Records Retention and Disposal Schedule. Confidential files related to the implementation of the policy must be maintained according to relevant privacy processes.

11. Related documents

Academic Misconduct Policy; Non-academic Misconduct Policy; Principles of Procedural Fairness; Fair Treatment and Equal Opportunities Policy; Academic and Non-Academic Grievances, Complaints and Appeals Policy and Procedure; Code of Practice for Research Supervisors and Research Students; Copyright policy; NPI Facebook Groups- Guidelines and Terms of Use.

12. Related Laws and Regulations

- The ethical and professional guidelines established by the Psychotherapy and Counselling Federation of Australia (PACFA)
- The Code of Ethics of the Australian Psychological Society (APS); and
- The ethical guidelines developed by The Australian Sociological Association (TASA)
- The ethics and standards of the Australian Association of Social Work
- The Code of Ethics for Nurses in Australia – Nursing and Midwifery Board of Australia
- The Code of Professional Conduct for Nurses in Australia – Nursing and Midwifery Board of Australia
- The ethical conduct requirements prescribed in the Australian Code for the Responsible Conduct of Research (2007), including the National Statement on Ethical Conduct in Human Research (2007); Values and Ethics: Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research (2003); Guidelines for Ethical Research in Indigenous Studies (2012),

Registration Information

The Navitas Professional Institute is a group of colleges in the Navitas Professional and English Programs (PEP) Division of Navitas Limited the colleges being the Australian College of Applied Psychology (ACAP), Navitas College of Public Safety (NCPS), Health Skills Australia (HSA), and the Australian TESOL Training Centre (ATTC) with respect to ATTC's 39296QLD Graduate Certificate in TESOL and 39297QLD Graduate Diploma in TESOL courses. Navitas Professional Institute Pty Ltd (NPI Pty Ltd), ABN 94 057 495 299, National CRICOS Provider Code 01328A, TEQSA HE Provider Registration Code 12009, RTO 0500. Health Skills Australia Pty Ltd ABN 53 123 479 201, RTO 21646.