



## STUDENT CODE OF CONDUCT

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## 1. STUDENT CODE OF CONDUCT

The Student Code of Conduct defines behaviour expected of all National Art School students. It is each student's responsibility to know and comply with the NAS' Student Code of Conduct.

The aim of the National Art School is the intellectual, personal, social, and ethical development of the student. Self discipline and a respect for the rights of others in the School are necessary for the fulfilment of such goals. The Student Code of Conduct sets forth the standards of conduct expected of students who choose to study at the National Art School.

The Code applies to individual students and is used to enforce NAS policies and regulations. The adoption of the Student Code of Conduct does not prohibit the NAS from implementing or maintaining additional rules to govern the conduct of students.

Students are responsible for making themselves aware of all NAS rules and regulations pertaining to their rights and responsibilities as students.

The Code identifies those behaviours considered unacceptable and not permitted for all students of the National Art School while on campus owned or controlled property, while on off campus field trips, or while representing the NAS in the community.

Students who violate these standards will be subject to disciplinary action.

## 2. STUDENT RESPONSIBILITIES

NAS students are expected to accept the following responsibilities and to participate appropriately in the range of experiences which shape their courses of study:

- to be self-motivated and self-directed learners
- to be responsive and courteous when communicating and dealing with students, staff and visitors to the National Art School
- to participate actively and positively in the teaching-learning environment, and maintain steady progress in their academic studies
- comply with workload expectations, and notify appropriate staff if difficulties are experienced
- to submit work which is their own
- to provide feedback to NAS staff which is honest and fair
- to accept constructive criticism
- deal with differing opinion by rational debate rather than by vilification, coercion, bullying or any form of intimidatory behaviour
- to treat staff and students of the NAS with openness, honesty and courtesy and take an active role in the promotion of an environment free from harassment and discrimination according to state and federal legislation and NAS policy



- to respect both NAS and private property
- actively consider the health and safety of yourself and others when carrying out your duties
- to be informed of opportunities to participate in institutional decision making
- to make yourself aware of and comply with NAS policies and rules including information contained in NAS handbooks
- protect the privacy of others and maintain appropriate confidentiality regarding personal matters
- to use appropriately the relevant services and resources that the NAS provides
- to ensure that information provided at enrolment is kept up to date

### **3. OCCUPATIONAL HEALTH AND SAFETY**

Students must adhere to Health and Safety regulations provided by each Department. Failure to comply with the following regulations and procedures may result in misconduct penalties.

- Always comply with health and safety instructions from technical assistants and academic staff.
- Notify appropriate academic staff of any medical condition you have or medication you take, the medical procedure staff should follow to assist you in an emergency, and inform them of how it may impair your safety or performance. All information provided will be treated as confidential.
- Do not use machinery or equipment if alone in the building, work always in pairs.
- Footwear that completely encloses the feet must be worn at all times in workshops and studios.
- Hair must be worn up at all times when using machinery.
- No children or non-enrolled individuals are permitted in NAS buildings.
- Students under the influence of non-prescribed drugs or alcohol are not permitted to use tools, equipment or machinery.
- Protective clothing and appropriate masks in workshops must be worn. Students may not operate machinery or use tools when wearing loose clothing, unrestrained hair or jewellery.
- Observation of ventilation requirements, use of odourless solvents, observance of disposal methods of paint and solvents in Painting and Drawing studios.
- Animals are not permitted in NAS buildings.
- Smoking is not permitted in NAS buildings.
- Should an accident or injury be sustained or encountered you must fill in an *Accident Injury Report Form* available from building 22 level 1





Please contact the Head of Department for a more detailed description of OH&S regulations and practices relevant to each Department and the School.

## **4. MULTIPLE ENROLMENT**

No student or candidate is permitted to enrol in a degree course at the National Art School (NAS) at the same time as he/she is enrolled for any other degree in the NAS or in a degree, diploma or certificate at any other tertiary institution, except with the approval of the Academic Board. The Registrar may withdraw from enrolment any student/candidate who is found to be enrolled, without approval, in more than one degree, diploma or certificate course.

## **5. ACADEMIC HONESTY**

Academic Honesty is a core value of the National Art School. Academic dishonesty or an offence against academic honesty includes acts which may subvert or compromise the integrity of the educational process at the School. Offences against academic honesty are any acts which would unfairly promote or enhance one's academic standing.

The following are forms of academic dishonesty:

### **a. Plagiarism**

Broadly defined as knowingly presenting another person's ideas, findings or work as one's own by copying or reproducing the work without due acknowledgement of the source. Plagiarism may take several forms:

- Paraphrasing of another's work, with minor changes but with the essential form, meaning and progression of ideas maintained;
- Direct duplication, copying another's work;
- Piecing together sections of the work of others into a new whole;
- Producing assignments in conjunction with other people which should be the student's own independent work.

### **b. Multiple Submission or Recycling**

The submission for assessment of one's own work, or for work which is substantially the same, which has previously been included towards the satisfactory completion of another subject or course and credited towards a higher education degree, diploma or certificate.

The procedures for dealing with academic dishonesty are set out in the NAS Discipline Policy. In brief, when a lecturer becomes aware of a case of academic dishonesty, he or she will refer the matter to the Head of Department who will determine whether to proceed with the matter. If the Head of Department determines to proceed, the matter will be referred to the Head of Academic Studies and Registrar. Should they be of the opinion that the student has been guilty of academic dishonesty they may recommend:

- the student to undertake additional assessment in that subject;
- a fail mark for the assessment;
- a fail mark for the subject;
- the matter to the Academic Board regarding the possible presentation of a case of academic misconduct to the Discipline Committee.



The following section defines behaviours that are considered misconduct.

## 6. ACADEMIC MISCONDUCT

Academic Misconduct includes but is not limited to the following:

*AIDING or ABETTING ACADEMIC MISCONDUCT:* Knowingly helping, procuring, or encouraging another person to engage in academic misconduct.

*CHEATING:* Any dishonesty or deception in fulfilling an academic requirement such as:

- Use and/or possession of unauthorised material or technology during an examination (any written or oral work submitted for evaluation and/or grade), such as, notes, tests, calculators, or computer programs.
- Obtaining assistance with or answers from another person with or without that person's knowledge for assessment.
- Providing assistance with or answers to another person during assessment.
- Possessing, using, distributing, or selling unauthorised copies of an examination, or computer program.
- Representing as one's own an assessment taken by another person.
- Taking an assessment in place of another person.
- Obtaining unauthorised access to the computer files of another person or agency, and/or altering or destroying those files.

*FABRICATION:* The falsification of any information or citation in an academic exercise.

*PLAGIARISM:* includes:

- Submitting another's published or unpublished work, in whole, in part, or in paraphrase, as one's own without fully and properly crediting the author with footnotes, citations or bibliographical reference.
- Submitting as one's own, original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
- Submitting as one's own, original work, material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

## 7. NON-ACADEMIC MISCONDUCT

**Student Misconduct** is conduct which impairs the reasonable freedom of other persons to pursue their studies or research or to participate in the life of the School, which includes but is not limited to the following:

*AIDING AND ABETTING MISCONDUCT:* Knowingly helping, procuring, or encouraging another person to engage in non academic misconduct.

*ALCOHOLIC BEVERAGES, UNAUTHORISED USE:* Possessing or consuming alcoholic beverages except during events or in circumstances authorised by NAS officials; failing to comply with state or NAS regulations regarding use, transporting, or sale of alcoholic beverages.

*ASSAULT:* Knowingly or recklessly causing serious physical harm to another; or any act which endangers the mental or physical health or safety of a staff member or student.

***BREACH:*** breach of any rule relating to student conduct in the NAS.

***CITIZENSHIP:*** failure to give full and accurate particulars of citizenship or residency status at the time of the initial enrolment, failure to produce evidence of the residency status if required to do so by NAS staff, and to give full accurate particulars of any change in residency status within 14 days of any such change.

***DESTRUCTION OF PROPERTY:*** Intentionally or recklessly damaging, destroying, defacing, or tampering with the property of the NAS or the property of another person or entity.

***DIRECTION:*** disobeys or disregards an order or direction of a member of staff, including a direction regarding safety.

***DISCRIMINATION:*** discriminates or incites hatred towards, serious contempt for, or severe ridicule of, a person or group of people on the grounds of the person's age, race sex, homosexuality, transgender, marital status, physical or intellectual disability, or religion.

***DISHONESTY AND MISREPRESENTATION:*** Knowingly or recklessly providing false written or oral information including false identification to NAS members, Department, and/or staff; forgery, alteration, or misuse of NAS documents or records.

***DISRUPTION/OBSTRUCTION:*** Knowingly or recklessly disrupting, obstructing, or interfering with NAS staff or students, classes and functions or activities or the pursuit of the NAS mission, including but not limited to teaching, research, administration, disciplinary proceedings, or other NAS activities.

***DISTURBING THE PEACE:*** Knowingly or recklessly disturbing the peace of the NAS, including, but not limited to, disorderly conduct, failure to comply with an order to disperse, fighting, quarrelling, and/or being intoxicated.

***DRUGS OR NARCOTICS:*** Manufacturing, distributing, selling, offering for sale, or possessing any illegal drug or narcotic (except in the use of substances prescribed by a licensed physician).

***FAILURE TO COMPLY OR IDENTIFY:*** Failure to comply with the directions of an NAS official or any law enforcement officer acting in the performance of their duties and/or posted or written rules including failure to evacuate during an emergency and/or failing to identify oneself to any of these persons when requested to do so.

***FAILURE TO COMPLY WITH PENALTIES:*** Failure to comply with penalties imposed in accordance with the procedures described herein may be basis for additional penalties.

***FALSE CHARGES/STATEMENTS:*** Knowingly making false charges or allegations including testimony at NAS discipline/misconduct hearings.

***FALSE REPORT OF EMERGENCY:*** Knowingly causing, making, or circulating a false report or warning of a fire, explosion, crime or other emergency, e.g. activating a fire alarm.

***HARASSMENT:*** Conduct that has the purpose or foreseeable effect of unreasonably interfering with an identifiable individual's work or academic performance or of creating an intimidating, hostile or offensive work or learning environment for that individual.

*IDENTIFICATION, MISUSE OF:* Unauthorised transferring, lending, presenting someone else's, borrowing or altering NAS identification or any other record or instrument of identification.

*INFORMATION TECHNOLOGY, MISUSE OF:* Theft or abuse of information technology, e.g. computer, electronic mail, voice mail, telephone, fax, including but not limited to:

- Unauthorised entry into a file to use, read or change the contents, or for any other purpose.
- Unauthorised transfer or distribution of a file.
- Unauthorised use of another individual's identification and password.
- Use of information technology to interfere with the work of another student, Department member or NAS official.
- Use of information technology to send obscene or threatening messages.
- Use of information technology to interfere with normal operations of the NAS' systems.

*LAW, VIOLATION OF:* Violating any criminal law on campus and off-campus activities where the foreseeable effect is to interfere with the NAS' organisational objectives, mission or responsibilities.

*MENACING:* Knowingly causing another person to believe that the offender will cause serious physical harm to another, a member of their immediate family or their property.

*PROBATION, VIOLATION OF:* Violating the Student Code of Conduct while on NAS disciplinary probation or violating the specific terms of that probation will be cause for additional penalties.

*PROPERTY OR SERVICES:* Unauthorised use or possession of property or resources of the NAS or of a staff member of the NAS or other person, removal of or damage to property without authorisation from a member of staff.

*SAFETY EQUIPMENT, MISUSE OF:* Unauthorised use or alteration of safety devices, fire alarms, fire extinguishers or other emergency

*SMOKING POLICY, VIOLATION OF:* Violating the NAS policy on designated smoking areas.

*STALKING:* engaging in a course of conduct that is directed towards another person if that conduct would cause a reasonable person to fear for their safety.

*STOLEN PROPERTY:* Unauthorised possession of property known to be stolen and/or that may be identified as property of the NAS or any person or entity.

*THEFT:* Theft of the property or services of the NAS or any person or entity.

*TRESPASS OR FORCIBLE ENTRY:* Unauthorised trespass, or forcible entry into any NAS building, structure or facility, or onto NAS property.

*NAS KEYS, MISUSE OF:* Unauthorised use, distribution, duplication or possession of any key(s) issued for any NAS building, studio, facility, or room.



*NAS POLICIES OR RULES, VIOLATION OF:* Any violation of published NAS policies or rules is a violation of the Student Code of Conduct and failure to comply with a provision of this Policy or with an order or direction given under such a provision.

## 8. PENALTIES FOR MISCONDUCT

Students found to be in violation of the Student Code of Conduct will be subject to misconduct penalties. Penalties shall be imposed according to the severity of the misconduct. In all cases, the NAS shall reserve the right to require counselling of students as deemed appropriate.

### Definitions of Penalties

The following are definitions of disciplinary penalties that may be imposed as a consequence of misconduct. Each penalty may be separately or cumulatively applied should the behaviour call for the imposition of a more severe penalty.

- a. **Withdrawal from Class** When a member of staff believes a student's behaviour is inappropriate and is repeatedly disrupting the class, or is causing or encouraging others to do so, a staff member may withdraw the student from class after negotiation is unsuccessful. Should the behaviour persist in following classes a complaint is lodged with the Discipline Committee for investigation.
- b. **NAS disciplinary Reprimand (Warning)** A warning is an official (written notification) reprimand to the student, that his/her behaviour is unacceptable, effective for a specified period of time. The warning period provides a time for the student to reflect upon the offence and to consider the responsibilities of an NAS student. A warning gives notice that any subsequent offence under this policy may result in more serious consequences because of the warning.
- c. **NAS Disciplinary Probation** permits the continuation of enrolment at the NAS but imposes specific restrictions and/or extra requirements or guidelines to be placed on the student for a specified period with a continuing review of the student's behaviour with the terminal date of which coincides with the official ending of the academic semester. These may vary with each case and may include restriction from participating in some class activities, restrictions in campus areas, or may involve other requirements not academically restrictive in nature which are consistent with the philosophy of providing constructive learning experiences as a part of the probation. A student may be required to meet periodically with designated staff. Any further misconduct on the student's part during the period of probation may result in disciplinary suspension or disciplinary expulsion from the NAS.
- d. **NAS Disciplinary Suspension** shall prohibit the student from attending the NAS and from being present without permission of the Head of Academic Studies or Registrar on NAS campus or property for a specified period of time. The Discipline Committee shall determine the effective beginning and ending dates of the suspension. Students placed on NAS disciplinary suspension shall be required to show cause for re-admission to the academic program.

The suspension restricts a student's physical access to campus if deemed necessary, in order to:

- Maintain order on NAS property and campuses.
- Preserve the orderly functioning of the NAS and the pursuit of its mission.
- Stop interference in any manner with the rights of students, staff and the public while on NAS owned or controlled property, while on field trips and/or while representing the NAS.
- Stop actions that threaten the health, safety or integrity of any person within the NAS or the proper functioning of any NAS activity.
- Stop actions that destroy or damage property of the NAS or of any member of its community.

This shall be a temporary suspension which may be imposed pending the application of the disciplinary process. A hearing shall be scheduled by the Discipline Committee to determine if the interim suspension shall remain in effect, be modified, or be revoked pending a disciplinary hearing.

e. **NAS Disciplinary Exclusion** shall prohibit the student from attending the NAS and from being present on any NAS campus or property for a specified period of time. The Discipline Committee shall determine the effective beginning and ending dates of the exclusion. Students placed on NAS disciplinary exclusion shall be required to apply for readmission to the NAS after the period of exclusion has elapsed.

Exclusion is imposed when other penalties are deemed ineffective to deal with the severity of the conduct committed and/or in cases of aggravated or repeated violations. Exclusion may also carry conditions that must be satisfied prior to future re-admission to the NAS.

**8.6 NAS Disciplinary Expulsion** shall permanently prohibit the student from attending the NAS and from being present on any NAS campus or property. Permanently cancels the enrolment of a student at the NAS and the withdrawal of all rights and privileges as a student of the School, including the right to re-enrol as a student and the right to enter or be on NAS grounds.

Expulsion therefore is reserved for the most serious offences. Expulsion is required in certain violations of drug policies, harassment and in cases of falsified admission applications and information to the School and repeated violations of NAS discipline policies.

**8.7 Psychological Evaluation and Counselling** Requests for psychological evaluation may be made by the Discipline Committee if, in their judgement, a student's behaviour as shown by evidence, is unexplained or appears beyond the actions of a reasonable person informed of policies of the NAS, or if the student's behaviour suggests a threat of personal safety either to self or to the larger NAS community. Such evaluation is undertaken with the following conditions:

- Following the penalties imposed the student may be required to submit evidence of psychological evaluation and recommendation as to their readiness to re-enrol at the NAS under existing academic conditions. Such evaluation will be at the expense of the student and through external agencies to the School.
- A student involved in misconduct procedures, who believes his/her behaviour was attributable to a disability, may request a deferral of penalties, pending presentation of medical documentation of the disability and an explanation of its claimed relevance to the behaviour at issue. This request for deferral must be made prior to final action being taken in the disciplinary process.

**8.8 Other Disciplinary Penalties** may be imposed by the Discipline Committee with or without disciplinary probation including, but not limited to:

- A Fail grade for the relevant subject for charges pertaining to academic misconduct in assessment or examinations.
- Withdrawal or restrictions of borrowing privileges for the following:
  - misuse of NAS Library facilities
  - computer access, equipment and tools
- Fine not exceeding \$1000 for the following:
  - damage to NAS property
  - misuse of NAS Library facilities
  - misuse of NAS computing, communications facilities and studio equipment

All students who enrol and sign an enrolment form agree to abide by all rules and regulations of the National Art School and are aware of the penalties imposed on students who violate the Student Code of Conduct and other rules of the NAS.