

CODE OF CONDUCT FOR PROSPECTIVE, EXISTING AND PAST STUDENTS

GENERAL

Students are expected and required to conduct themselves in accordance with accepted standards of social behaviour, to respect the rights of others, and to refrain from any conduct which tends to obstruct the work of NOSA or its employees or to be injurious to NOSA or its employees. The word "student", refers to prospective, existing and/or past students.

MISCONDUCT

The following actions, inter alia, constitute misconduct:

- a) Dishonesty, in connection with any NOSA activity. Acts of dishonesty include, but are not limited to:
 - The commission of the acts of cheating, lying, stealing and deceit in any of their diverse forms is dishonest.
 - Cheating, plagiarism or other forms of academic dishonesty
 - Knowingly furnishing false information to NOSA.
 - Knowingly aiding and abetting, directly or indirectly, other parties in committing dishonest acts is in itself dishonest.
 - Forgery, alteration or the unauthorised use of NOSA documents, records or identification.
 - Bribery or intimidation in relation to results of competency.
- b) Obstruction or disruption of any NOSA activity, or inciting, aiding or encouraging other persons to engage in such conduct.
- c) Physical or verbal abuse, threats, intimidation, harassment, coercion of any person and/or other conduct which threatens or endangers the health and safety of any other person, whether or not such conduct occurs on NOSA property.
- d) Theft or attempted theft of, or the unauthorised use or possession of, or the unauthorised exertion of control over, or causing damage to property of any kind belonging to NOSA, a member of NOSA, a visitor, or a person participating in a NOSA activity.
- e) Unauthorised entry or access to, or unauthorised use or occupancy of, any NOSA property.
- f) Use, possession, or distribution of narcotics or dangerous drugs, except as expressly permitted by law.
- g) Lewd, indecent, or obscene conduct or expression on NOSA property or in connection with a NOSA activity.
- h) Attempting to influence the impartiality of a member of NOSA.
- i) Deliberate destruction of, damage to, malicious use of, or abuse of property, wherever located, or the deliberate destruction, damage to or malicious use of public or private property.
- j) Any conduct which substantially threatens or interferes with the maintenance of appropriate order and discipline.
- k) The possession or use of alcoholic beverages in or on any NOSA property.
- l) The possession, use, or distribution of any explosives, guns, or other deadly or dangerous weapons.
- m) Actions which unreasonably interfere, obstruct or prevent the regular and essential operations of NOSA or infringe upon the rights of others to freely participate in its programs and services.
- n) Misconduct also includes, but is not limited to:
 - Being openly disruptive.
 - Engaging in verbal outbursts, and talking loudly to classmates independent of class discussion.
 - Talking in an openly abusive manner or disrespectful manner to the facilitator and/or to classmates.
 - Disregarding verbal and/or written instruction relative to expected conduct during classroom instruction.
 - Initiating or participating in inappropriate conduct that disrupts classroom activities.
 - Using any device to cause disturbance inside or outside the classroom during instruction.

SANCTIONS

The following sanctions may be imposed upon any student found to have violated the student code of conduct:

- a) Warning. Issuance of a written warning, admonition or reprimand.
- b) Restitution. Required reimbursement for damages to or misappropriation of property.
- c) Denial of access. Denial of rights to access NOSA premises or areas where NOSA conducts its activities, either permanently or for a specified period of time.
- d) Suspension. Denial of enrolment for a specified period of time after which the student is eligible to return, under specified conditions for re-enrolment.
- e) Expulsion. Permanent denial of enrolment at NOSA.
- f) Revocation of admission. Admission to a learning programme may be revoked for fraud, misrepresentation, or other violation of NOSA standards.
- g) Where appropriate, charges may be laid against students, or any person aiding or abetting a student in activities that violate the code of conduct.
- h) Certificates may be withheld should students not comply with NOSA requirements, such as, but not limited to, not making payments and not submitting required documentation.

Please sign the relevant section at the back of your manual.