

## NCEF/ UL Student Code of Good Practice



NCEF students are registered students of the University of Limerick and are therefore subject to the UL Student Code of Conduct <http://www2.ul.ie/pdf/201553623.pdf> p.44 .

**In addition, it is the responsibility of the NCEF/UL registered student to adhere to the following:**

1. **Co-operate** with the NCEF Course Coordinator in every way in order to ensure the smooth and successful operation of the programme for both tutors & students.
2. **Attend** at all programme contact sessions (both practical & theoretical) unless unable to do so due to illness or any other unforeseen or extenuating circumstances. Such circumstances must be substantiated, where possible by appropriate documentation e.g. Doctors Cert. See \* below. See Appendix 1 re "I" Grades .
3. **Complete** all work in all modules of the programme on which he/she is registered, as set down by the NCEF Programme Coordinator, tutors and by the relevant authorities within the NCEF and UL.
4. **Complete** the relevant work experience as set out by the relevant authorities within the NCEF and UL.
5. **Behave** in a professional manner at all times with fellow students, with NCEF Tutors and with the Course Co-ordinator. This involves the following basic requirements that are vital to the success of any student partaking of an NCEF/UL Programme of Study:

**Punctuality:** Always be on time for contact sessions (at least 5 mins before start time). It is unprofessional & disruptive to leave a session before the tutor has concluded. If it is absolutely necessary to do so the student should, where possible, notify the tutor prior to the start of the session.

**Participation:** Show enthusiasm and willingness to participate fully in both practical and theory sessions. Be prepared to volunteer for group work and / or to act as a demonstrator at the request of the tutor. Be willing to help with the setting up and dismantling of equipment when necessary. Be available to act as subjects ("bodies") for fellow students in assessments.

### **Positive Personal Attributes:**

Always display a smart, appropriate, professional appearance.

Listen attentively.

Be sensitive to the needs of others; show respect for fellow students , Tutors & Course Coordinator.

Demonstrate courtesy & friendliness at all times.

### **Mobile Phones:**

Mobile phones should be switched off (this includes silent mode) during class and examinations. It is bad mannered, disruptive and disrespectful to your fellow students and tutors to leave your phones switched on and/or use it for text messaging in class.

### Respect for Property

Show respect for the facilities and property in which your programme of study operates as well as respecting the property of fellow students , tutors and course – co-ordinator.

### Substance Abuse

Refrain from attending any NCEF class, NCEF related work experience requirements or any other activity connected to the fulfilment of your course requirements while under the influence / after effects of alcohol or any other behaviour altering drug or substance legal or illegal.

Refrain from the possession and/or dealing of alcohol or any other behaviour altering drug or substance legal or illegal while attending any NCEF class, NCEF related work experience requirements or any other activity connected to the fulfilment of your course requirements