

## Part Four – Student Code of Conduct

This Code of Conduct can be changed/amended with approval of the Academic Board at any time. The most current version will be available on the Institution's website.

### Purpose

This Code ensures that the rights and responsibilities of students at Toi Ohomai Institute of Technology are clearly articulated and transparent. The expectation set out in the Code specify the behaviours expected of students, when they are on campus or undertaking activities associated with their studies. Any breach of the behaviours set out in the Code will result in an investigation and, if a case is found, may trigger a disciplinary process as set out in the Academic Regulations.

### Scope

This Code of Conduct applies to all students at Toi Ohomai while they are engaged in activities associated with their studies. This is regardless of where those activities are taking place including on and off-campus.

### Expectations of Students

Students of Toi Ohomai, while engaged in activities related to their study, are expected to:

1. Respect the rights of other students and behave in a manner that does not interfere with other students' wellbeing, learning and/or study activities.
2. At all times act in the best interest of any children, young people or vulnerable adults they may come in contact with on campus or when engaged in activities related to their study. This includes sharing information with staff of the Institution in any instance where there is suspected abuse of any child, young person or vulnerable adult.
3. Be respectful and considerate of all students, staff, employers and co-workers they engage with and, at all times, act in a manner which does not jeopardise their safety or the safety of others.
4. Show commitment to their studies, particularly:
  - meeting the requirements of a chosen programme of study, including attendance and participation;
  - arriving for class on time and engaging in class activities;
  - not using mobile phones or accessing social media for personal use during class time unless allowed by their teacher;
  - meeting deadlines for assignments; and
  - contributing to maintaining a safe learning environment.
5. Comply with all institutional rules, regulations and policies including:
  - complying with academic regulations (particularly those relating to enrolment, participation and assessment);
  - not smoking on campus or attending class activities (on or off-campus) under the influence of drugs or alcohol;
  - preventing bullying, harassment and discrimination;
  - use of student ID cards and email addresses;
  - use of facilities, resources and equipment;
  - copyright and plagiarism; and
  - use of computers, internet and other ICT facilities.
6. Not engage in any form of academic misconduct (see below).
7. Comply with rules relating to assessment, particularly in participating in examinations and tests (see below).
8. Comply with health and safety practices, in particular:
  - complying with any instruction on safe use of equipment or other safety instruction(s);

- wearing safety glasses, prescribed footwear and/or protective clothing in designated areas as required;
  - in the event of fire or other emergency, following the Institution's evacuation procedures;
  - providing relevant information on any personal disability(ies) that may endanger the student, other students or staff in any given situation;
  - reporting to a staff member accidents or incidents that have led to an accident or near accident and make themselves available where an investigation is required; and
  - being drug and alcohol free.
9. Observe all New Zealand laws and local territorial authority bylaws.
  10. Carry out their work and/or study safely and be free from the influence of non-prescription drugs and/or alcohol or any other harmful substance. Behaviour believed to be caused by such substances is not acceptable. Where such behaviour is suspected, the Institution reserves the right to undertake an investigation including the search for drugs or alcohol on institutional property or undertaking alcohol/drug testing where there is a health and safety risk.
  11. Not wear or possess gang colours, patches, insignia and/or any other items considered to be gang affiliated.
  12. Not bring to class any other person, including a child, who is not enrolled in the programme without permission.
  13. Not bring on campus any animals other than guide dogs, except where animals are to be used in formal class activities. Any use of animals in teaching will be subject to supervision and regulation by the Animal Ethics Standing Committee.
  14. Drive carefully and considerately on campus. Drivers of vehicles must comply with driving speed restrictions and parking directions.
  15. Resolve concerns through appropriate channels.
  16. Respect institutional property, equipment and resources.
  17. Respect the property of all students and staff and comply with rules regarding the use of computers and internet access (see below).
  18. **Toi Ohomai has a zero tolerance policy to all forms of violence.**

## Rights of Students

Students of Toi Ohomai can expect that the Institution's staff will:

1. Uphold students' mana and show respect, including demonstrating:
  - sensitivity towards difference in ethnicity, culture, age, gender, background and individual levels of ability; and
  - zero tolerance towards any form of harassment, discrimination, coercion, intimidation or violence by staff or other students.
2. Provide access to information through:
  - the Institution's website, e-Learning platform, Facebook page and other social media;
  - course outlines, timetables and programme handbooks;
  - the Institution's libraries and on-line library resources; and
  - access to personal records and official information pursuant to the Privacy Act 1993.
3. Provide study and career advice and guidance including information on refund policies, course requirements and costs, prior to enrolment.
4. Provide course information prior to commencing study including: learning outcomes, study commitments, assessment deadlines and weightings, timetables, textbooks, practical requirements and any other course requirements.
5. Deliver competent and effective teaching, learning facilitation and class management.
6. Ensure a reasonable workload and allocation of study time relating to any one course.
7. To an extent that is reasonably practicable, provide:
  - an up-to-date and well-resourced learning environment;
  - a safe, clean, healthy and comfortable learning environment;

- library facilities, information and communications technology, personnel and resources to help students to achieve the learning outcomes of their programmes of study; and
  - access to computers outside class hours.
8. Provide fair, valid and reliable assessment tasks related to the learning outcomes for the course.
  9. Ensure return of assessment results and other constructive feedback in a timely manner.
  10. Deliver fair and honest decisions with regards to academic outcomes (i.e. assessment grades, accuracy of translations and/or reassessment opportunities).
  11. Provide access to members of staff at reasonable times to discuss issues relevant to their study.
  12. Maintain an effective model of student representation to ensure students have a say on matters that directly affect them including student input into teaching and course evaluation.
  13. Maintain an effective model of student advocacy.
  14. Ensure effective access to the official complaints procedures of Toi Ohomai.

### Academic Misconduct

Academic misconduct is seeking to gain for oneself, or assisting another person to gain, an academic advantage by deception or other unfair means. Academic misconduct includes any breach of any rules relating to summative assessment, including tests or examinations and any dishonest practice occurring in the preparation or submission of any work (whether in the course of an examination or not) which counts towards the attainment of a grade in any course or otherwise occurring in connection with any summative assessment.

A student is considered to have engaged in academic misconduct if they:

- a) Collaborate, share, or otherwise allow their work to be copied, in full or in part, by another for purposes of cheating.
- b) Copy, paraphrase or summarise another person's work or ideas from any source and represent it as their own work, without correctly acknowledging the original source (i.e. plagiarism).
- c) Copy from their own previously assessed work and present it as findings or discussion in a new assessment task.
- d) Submit work that has been prepared for another paper/unit/module/assessment without permission or without self-referencing.
- e) Falsify data, information or citations.
- f) Falsely claim to have submitted an assessment or provides false information as to the reason for missing a deadline.
- g) Wilfully act to prevent other students from completing their work.
- h) Commit any other act or act of omission considered by Toi Ohomai to be academically dishonest.
- i) Look at the work of another person or copy from another person during in an assessment.
- j) Allow another person to look at their work or copy from them during an assessment.
- k) Contract a third party to undertake their examination or other assessment.
- l) Breach examination code of conduct.

Students are responsible for acquainting themselves with Toi Ohomai's expectations and standards related to the practice of academic integrity and with the requirements relating to the conduct of tests and examinations as set out in these regulations and any specific requirements relating to a particular programme or course.

### Conduct in Examinations and Tests

During examinations or formal tests used for summative assessment, students must:

- a) Comply with all directions given by the examination supervisor and all instructions to students set out on the examination materials or displayed in the examination room.
- b) Not disturb, distract or adversely affect any other student.
- c) Not enter the examination room after more than 10% of the elapsed time set down for the commencement of the examination or test has elapsed, excluding reading time.
- d) Not communicate by word or otherwise with any other person except the examination supervisor or examiner.
- e) Not leave the examination room (and then only with the permission of the supervisor and upon handing in his or her script), until at least 25% of the examination period has elapsed or in the final 10% of the examination time period.
- f) Not begin any writing (answers or notes) during reading time or until the supervisor announces that they may do so.
- g) Not continue writing after the supervisor has announced the expiration of time. In no circumstances is any time over and above the time allotted to any paper to be allowed a student for reading over his/her scripts or making an amendment or addition to his/her scripts.
- h) Keep their student identification card or approved photographic ID displayed throughout the examination.
- i) Not bring into the examination room any electronic calculator, electronic device, smart device or dictionary except by explicit direction of the examiner. Where an examination has been designated "calculator or dictionary permitted":
  - the device used in the examination must be electronic, truly portable and self-powered, noiseless and no audible alarms may be used;
  - no supplementary material related to the use and operation of the device will be permitted in the examination room other than spare batteries;
  - in all cases it is the responsibility of the student to maintain the operation and operating power of the device; and
  - where dictionaries are permitted they must not be marked in any way.
- j) Mobile/smart phones or devices will not be permitted unless specifically approved by the examiner. Where examiners allow mobile phones or smart devices as electronic calculators or dictionaries students must follow the rules for these devices and operate in "airplane mode".
- k) Not bring to an examination any written or printed matter except by direction of the examiner. All paper used during the examination must be handed to the supervisor before the student leaves the examination room.
- l) Not use equipment, such as cameras, smart devices, electronic dictionaries, calculators, cell phones or other electronic devices in a test or examination unless given permission to do so.
- m) Not use e-mail, text, SMS or other electronic communication methods during a test or examination unless given permission to do so.

### Conduct in Relation to Computers and ICT

The Institute operates a fair use policy for use of internet services required to support students learning needs. Where students use the service for non-institute related activities, i.e. gaming, movies, etc. the service can be restricted or removed. In using the Institution's computers and internet access, students must not:

- a) Infringe copyright regulations, in terms of the Copyright Act (1994) and the Copyright (Infringing File Sharing) Amendment Act 2011, or use computing equipment in any way detrimental to the lawful and efficient utilisation of computing resources by the Polytechnic.
- b) Attempt to gain access to the system without authority of the Administrator.
- c) Allow access to the system to any other person without the prior approval of the Administrator.
- d) Attempt to access, obtain, alter, add or erase any data to which they are not entitled.
- e) Make, hold or modify copies of any software provided by the Institute, without the prior written consent of the administrator.
- f) Attempt to access any other computer system, whether elsewhere in New Zealand or

- overseas, without the prior written consent of the administrator.
- g) Use the system in such a way as to contravene any requirements for its use notified by the administrator. This includes but is not limited to, using the system for purposes other than those for which access was granted, wilfully impeding the operation of the system or any other user and avoidance of quotas or other restrictions on use.
  - h) Access, receive, process or send objectionable material<sup>1</sup> using the internet or email services.

Students using social media must abide by the relevant social media platform terms and conditions:

Facebook: <https://www.facebook.com/terms.php>

Twitter: <https://twitter.com/en/tos>

Flickr: <https://www.flickr.com/atos/pro/> and <https://www.flickr.com/help/guidelines/>

YouTube: <https://www.youtube.com/static?gl=US&template=terms>

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<sup>1</sup> Definition of 'Objectionable' This term is used as set out in Section 3 of the Films, Videos and Publication Classification Act 1993 <http://www.dia.govt.nz/Censorship-Objectionable-and-Restricted-Material#1>