

Student Code of Conduct

1. Overview

UC International College's Student Code of Conduct outlines standards of acceptable behaviour required by all students.

UC International College (UCIC) students are expected to meet our Student Code of Conduct which sets out expectations and responsibilities that are intended to assist UCIC in providing students with access to educational resources that will enable them to successfully complete their programme of study.

2. Scope

This policy applies to all UCIC students in face to face study as well as online and blended learning environments.

3. Definition

Term or Acronym	Definition
Conduct	The way in which a person behaves.
Discrimination	Prejudicial treatment towards people, especially on the grounds of race, age, gender or sexual preference.
Harassment	Intimidation or aggressive conduct towards individuals or groups.
Bullying	Using authority, influence or threat to intimidate or dominate others.
Cyber-bullying	A form of harassment or bullying using electronic forms of contact.
Suspension and termination of enrolment	A student's enrolment may be suspended for a period of time and they will not be considered a currently enrolled student of UCIC. A termination of enrolment may be for an indeterminate or specified time and subject to re-admission criteria. In both cases Immigration New Zealand will be notified that the student is not currently enrolled at UCIC.

4. UCIC Expectations

As members of an academic environment both at UCIC and through UCIC's association with the University of Canterbury, students are expected to:

- Treat fellow students, staff and college visitors with respect and courtesy;
- Treat others equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction;

- Respect the opinions and views of others;
- Avoid any conduct that might reasonably be perceived as sexual, racial, or gender-based harassment or otherwise intimidating;
- Attend classes regularly and maintain percentage attendance as per requirements (See Attendance Policy: <https://www.ucic.ac.nz/policies>);
- Maintain high standards and a professional approach to their study programme;
- Maintain consistent levels of study and submit assessments on time;
- Listen to and use academic performance feedback from teaching staff;
- Familiarise themselves with, and abide by, UCIC's policies and procedures;
- Commit to continually improving their English language proficiency and communication skills (relevant to students with English as a second language);
- Keep their contact details up to date on the Axis Portal or by contacting the UCIC office;
- Check their UCLive email account daily; and
- Promptly acknowledge communications sent by lecturers or Academic Services Team for meetings.

5. Student Expectations

As individuals, students of UCIC can expect:

- To be treated with courtesy and respect;
- To be treated equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, marital status, age, or political conviction;
- To be able to freely communicate and voice alternative points of view in rational debate;
- To participate in a learning environment free from sexual, racial, gender-based, or other forms of harassment;
- To rely on the protection of their personal information;
- To be able to access personal records, subject to the provisions of the Privacy Act 1993;
- To be provided with timely and accurate information as it pertains to programmes of study, enrolment and all administrative matters;
- To have reasonable access to lecturing staff in private consultation outside normal contact hours;
- That assessment within course(s) will be equitably and appropriately implemented; and
- That the facilities and equipment they use are safe and comply with occupational health and safety guidelines.

6. Behaviours Appropriate to a Learning Environment

To comply with the Student Code of Conduct and maintain current enrolment at UCIC, students are expected to, at a minimum, adhere to the following behavioural guidelines.

- Demonstrate mutual respect for College staff, and fellow students;
- Turn off all mobile and paging devices during class times and examinations;
- Not to eat or drink in classrooms;
- Prepare for each class by undertaking required readings and completing all practical or course requirements as directed by the lecturer;
- Attend all lectures, tutorials, workshops, and other contact sessions;
- Attend any meetings set out by UCIC academic/welfare staff to assist them in their studies
- Arrive to classes at the scheduled time;

- Work to the best of their ability;
- Participate actively in all learning activities;
- Avoid all forms of academic misconduct, including cheating and plagiarism;
- Provide constructive feedback when evaluating courses and lecturers;
- Refrain from any activities that might breach a person's privacy or negatively impact on other members of the College community via face to face and on any forms of digital or social media;
- Be aware of their responsibilities within their courses and programme of study, and
- Follow other guidelines of classroom behaviour as determined by, and/or negotiated with, their teacher / lecturer.

7. Discrimination and Harassment

UCIC is committed to providing access to learning aids and an equitable approach in dealing with all students.

UCIC recognises the right of all students to study in an environment free from discrimination and harassment based on gender, age, sexual preference, impairment, religion, race, colour, national or ethnic origin, or language.

Discrimination or harassment of students is unacceptable, and contrary to the core educational values that UCIC upholds.

All students are expected to maintain an environment where cultural differences are accepted and respected, and students are able to participate fully in academic life, free from all discrimination and harassment.

Discrimination or harassment in any form, including cyber-bully, face to face or indirect bullying will not be tolerated and may result in severe disciplinary action, including termination of study.

Humour based on discrimination and harassment may, in certain circumstances, constitute harassment.

UCIC will treat claims of discrimination and/or harassment seriously, and all claims will be thoroughly investigated in a manner which will protect complainants and witnesses from further harassment and victimisation.

8. Smoking

Both UCIC and the University of Canterbury want to ensure that all students, staff and visitors can enjoy a clean and smoke free environment. Therefore, **smoking is not permitted anywhere on campus.**

9. Misconduct

UCIC students who breach any of the guidelines outlined in this Code of Conduct will be considered to have engaged in official misconduct.

In addition, a student who engages in any of the following activities may also be considered to have engaged in misconduct:

- Endangering the health or safety of any person at the College;
- Unlawfully assaulting, or attempting to assault another member of the College community;
- Engaging in dishonest behaviour, including cheating or plagiarism;

- Damaging or abusing UCIC or any UCIC staff or students or UC property;
- Engaging in any form of cyber bullying.

10. Reporting Misconduct

A person should report possible student misconduct to a relevant senior staff member. Any such report should be made as soon as possible after the person reporting becomes aware of the misconduct in question and should be confirmed in writing.

Students who have a complaint about the conduct of a staff member or a particular situation in which they have been involved in or witnessed, have a right to raise their complaint. All complaints are considered in a timely manner with discretion, and without prejudice or inappropriate treatment.

For further information, refer to UCIC's Complaints Process or UCIC's Student Complaints Policy: <https://www.ucic.ac.nz/policies>

11. Responding to Allegation of Misconduct

Upon receipt of an allegation of misconduct the staff member in charge may take any immediate action necessary to ensure the ongoing and safe operation of UCIC. This may include the exclusion or removal of a student from UCIC classrooms or premises, provided that this does not exceed 24 hours and a report of this action is provided to the Academic Manager.

Any allegation of misconduct will be referred to the Academic Manager (or nominee). Where an allegation of student misconduct is made, a student will be informed, in writing of the allegation and will be given an opportunity to respond. The response should normally be submitted within five (5) working days after the date of the notification sent to the student.

A student must respond within the prescribed timeframe. Where a student fails to respond within such timeframe, the relevant senior staff member may proceed to a final determination of the matter, including implementation of any penalty. The allegation of misconduct may be referred to an appropriate external authority, such as UC Security or the police at any point in the process.

12. Penalties for Misconduct

A classroom teacher may remove a student for the remaining duration of a class if the student does not display appropriate classroom behaviour and does not respond to a request to cease such behaviour. Students removed from class shall be referred to the Academic Manager (or nominee).

The Academic Manager (or nominee) is permitted to apply any, or a combination, of the following penalties as appropriate:

- Issue the student with a formal written warning (evidence of which will be held on the student's record).
- Require the student to sign a behaviour contract which will be monitored for a stated period of time.
- Suspend the student's enrolment for a period of time.
- In serious cases, exclude the student from the College immediately. This results in a termination of the student's enrolment.

Students will be formally notified of any penalties imposed in writing.

13. Appeal

A student who has had a penalty imposed as a result of misconduct may appeal the penalty imposed. Any appeal should be submitted to the Quality and Compliance Coordinator within five (5) working days of the penalty being imposed. Appeal forms are available from the UCIC Office.

Policy Title	Student Code Of Conduct	
Policy Owners	College Director and Principal	
Contact Persons	Academic Manager	
Key Stakeholders	UCIC Students, UCIC Staff	
Approval Authority	UCIC Executive Committee	Meeting date approved 24/1/2019
Relevant Legislation	Education (Pastoral Care of International Students) Code of Practice 2016, the Private Training Establishment Registration Rules 2013 (and amendments) under section 253 of the Education Act 1989, Privacy Act 1993, Human Rights Act 1993.	
Related Policies	Student Complaints Policy	
Related Guidelines	UCIC Complaints Process	
File information	File number N/A	Version number V4.2
Date Effective	24/1/2019	Next Review Date May 2020