

# Student Discipline Policy

## Rationale

UP International College New Zealand recognises that students and teachers have a right to a safe, pleasant working and learning environment. Students and staff need also to be responsible for their own actions and to show courtesy and respect for others, for the property of others and for the environment.

UP International College New Zealand recognises that there will be times when serious breaches of regulations and requirements occur, and that processes for dealing with such breaches must recognise the rights and obligations of those involved as well as applying fair and impartial responses.

The reputation of the College is dependent upon all students, both onshore and offshore, understanding expectations of behaviour and the consequences of unacceptable behaviour.

## Aims

- To develop an environment in which mutual respect is a chief tenet and where students appreciate the rights of others to learn in a safe secure environment.
- To help students appreciate the consequences of their actions.
- To provide clear direction for staff and students on the procedures to follow in the event of inappropriate behaviour by any student.
- To provide a process of separate and impartial judgement in the event of any serious or repeated breach of regulations and requirements.
- To encourage and enforce, where necessary, high standards of group and individual behaviour within the College.

## Guidelines

The Executive Principal shall be responsible for implementing this Policy. The Executive Principal shall be responsible for informing all students and staff of this Policy and its rules, and any additional regulations approved by the Executive Principal.

The College Student Code of Conduct is the basis of expectations for student behaviour in the College. A positive approach is encouraged. Students are expected to behave well and in accordance with the requirements stated in the Code of Conduct.

The Code of Conduct is applicable during the College day, coming to and going from the College, on College trips and at all events organised by the College, including travel to and from the College on public transportation, and includes international students in Homestay accommodation.

Whenever possible staff will exert their own influence on the behaviour and progress of students in accordance with this Policy.

All notes, records of interviews/conversations regarding breaches of the Code of Conduct and subsequent disciplinary action must be recorded in the student's file in Artena.

Senior Leaders/Deans may interview students regarding any breach of the Code of Conduct or in support of a staff member attempting to address behaviours of concern.

Disciplinary actions that may be considered range from a conversation with the student to formal warnings. There are several levels of disciplinary warnings dependent on the nature of the offence and/or the student's disciplinary history.

Restitution may be sought for wilful damage of College property.

## Discipline

- A) Discipline warnings at the College follow the process below except in certain circumstances such as cheating or homestay issues. In those situations, the first warning letter is from the Pastoral Coordinator. The second warning is from the Head of College. A discussion with the Executive Principal is the final stage of the process. The outcome will be determined on an individual basis.

All warning letters are to be filed in Artena.

Process:

- An official verbal warning from the Attendance Officer (for attendance only).
- An official first written warning from the Dean.
- An official second written warning from the Pastoral Coordinator. (Auckland only)
- An official third and written warning the Head of College.
- If the student's behaviour or achievement continues to be unsatisfactory, the Executive Principal and Pastoral Coordinator. will have the option to suspend and refer the student to the Student Disciplinary Committee.

**Note:**

- Parents/agents must be informed of each stage in the process. This is done automatically through the Artena email warning process.
  - As part of the process the Executive Principal and Pastoral Coordinator. meets with the student, agent, and parent to discuss the students' options going forward.
    - If applicable, an option to re-enrol in the same or different program may be presented by the Executive Principal.
    - If agreed upon, the student re-enrols in the chosen program and starts from the beginning of the UPIC Academic and Attendance Warning process (Step 0).
    - The student is then added to a monitor list so the associated Dean and HOC can monitor and support the student in the new program to ensure success.
- B) If the student's attendance or academic achievement continues to be unsatisfactory, the Executive Principal may choose one or more of the following:
- Issue a final written warning to the student along with a contract to continue or re-enrol
  - Stand the student down for a specified period not exceeding ten days in one school year.

- If the student's behaviour continues to be unsatisfactory, the Executive Principal will have the option to suspend and refer the student to the Student Disciplinary Committee. The Student Disciplinary Committee will formally consider the case and decide whether to exclude the student and terminate the Contract of Enrolment.

Where the Executive Principal suspends the student with a recommendation for a hearing by the Student Disciplinary Committee then the Student Disciplinary Committee shall be convened in accordance with the requirements of the Stand-down, Suspension, Exclusion and Expulsion of Students Policy.

A database of student behaviour incidents and their consequences shall always be accurately maintained. The Executive Principal shall ensure that all correspondence, logged incidents and staff notes use correct, fair and neutral language which at no time overstates, nor understates, facts, and which at no time pre-empts or suggests any later discipline outcomes. The Executive Principal shall also ensure that staff understand that any such records may be used in a court of law, and as such should reflect UP International College New Zealand's commitment to the fair and neutral recording of facts. Personal information included in this database will be collected, stored, used and disclosed in accordance with the privacy principles established under the Privacy Act 2020 as amended or replaced from time to time.

## Requirements:

This Policy should be read in conjunction with:

- Standdown, Suspension and Exclusion and Expulsion of students Policy
- UP Anti Bullying, Harassment and Discrimination Policy
- The MOE guidelines for stand-downs, suspensions, exclusions and expulsions <file:///C:/Users/091938/Downloads/stand-downs-suspensions-exclusions-and-expulsions-guidelines-3784.pdf>
- UP Education relevant Group Policies: <https://myacg.sharepoint.com/sites/PeopleAndCulture/PoliciesAndProcedures/Forms/AllItems.aspx?viewid=8244a435%2Def63%2D4dfc%2Db1f9%2Da1e6066cace8>
- The International student Policy <https://myacg.sharepoint.com/sites/PeopleAndCulture/PoliciesAndProcedures/Forms>
- Contract of Enrolment
- Student Code of Conduct

## Review

The Senior Leadership Team will have the responsibility for reviewing this Policy annually unless a change in legislation requires an earlier review. In the absence of a review, this Policy will remain current in its present format.

## Ratification/Review Chart

Title	UP International College New Zealand Student Discipline Policy
-------	--

<b>Authorised by (signature):</b>	
<b>Authorised by (name):</b>	Craig A Monaghan Executive Principal University Partnerships
<b>Date Authorised:</b>	20 <sup>th</sup> November 2020
<b>Reviewed:</b>	16 <sup>th</sup> November 2021
<b>Next Review Date:</b>	22 <sup>nd</sup> November 2022

## Student Code of Conduct



All students are expected to:

1. Attend all classes.
2. Always be in class on time and ready to learn.
3. Follow the given guidelines for good learning.
4. Ensure that all work submitted for assessment is your own work.
5. Only use electronic devices in class time for work directed by the teacher.
6. Act in a way that does not disrupt the learning of others.
7. Respect the personal property of others.
8. Respect the personal rights of others.
9. Respect College Property and learning environment.
10. Abide by all College regulations and requirements.
11. Behave in ways that do not create health and safety hazards, impede operational activities, or bring the College into disrepute.
12. Comply with all reasonable directions/instructions given by a staff member.
13. Dress in an appropriate manner respecting a multi-cultural campus.
14. Wear appropriate footwear at all times. This is a health and safety requirement.
15. Comply with the non-smoking/vaping regulations and not smoke/vape in any area of the premises, except those designated as smoking/vaping areas.
16. Refrain from accessing, altering or removing items from the records of any present or past student or staff member, in either printed or electronic form. No information

pertaining to present or past students or staff members may be provided to any other party.

17. Comply with New Zealand laws and regulations.

Refer also to the International Student Policy:

<https://myacg.sharepoint.com/sites/PeopleAndCulture/PoliciesAndProcedures/Forms>