

Policy Title

UUNZ Student Discipline Policy

Audience and scope

This policy is relevant to all staff and students at UUNZ

Document management.

Policy Number	GP15V1	Approval by	CEO
		Approval date	11 July 2018
Category	Academic management / operational management	Review date	June 2022
Policy owner	UUNZ Institute of Business		

History

Version	Effective date
1	12 July 2018

Purpose

The purpose of this policy is to maintain a safe and ethical environment at UUNZ. Any breaches to the school's rules, regulations, policies and Student Code of Conduct are subject to disciplinary action.

For Academic Misconduct refer to Academic Policy and Procedures.

Policy

1. Where required, a disciplinary hearing should take place approximately 3 days after the incident is reported. The decision should be made immediately after the disciplinary hearing.
2. Staff should exercise good judgement; the application of this policy should be under extreme circumstances.
3. A tutor or manager may exclude a student from attending the remainder of a class session or from the school where the student's behaviour in class interferes with the learning of other students or endangers the safety of themselves or others, provided that the student has been told the required standard of behaviour and warned of the consequences of failing to modify their behaviour.
4. A tutor who excludes a student from a class session must report this to the CEO within one working day. The CEO or proxy will investigate the incident and determine if disciplinary or other action is warranted.
5. Exclusion from class or school is to protect the learning of other students and safety of others; in itself it is not a disciplinary action.
6. Students who are suspended or expelled are not eligible for any refund of any fees.

Procedures

1. The Administration Manager receives complaints under this policy. Any member of the school community can inform the Administration Manager of an incident.
2. A full investigation of any incident will be undertaken by a senior manager.
3. When the student may be suspended from school until the hearing, the student has the right to attend a disciplinary hearing.
4. The CEO and at least one other Senior Manager will be present at the hearing.
5. The student can present an explanation of the alleged misconduct.
6. The school will present all evidence pertaining to the allegation.
7. A support person is encouraged to attend any such hearings to support the student.
8. The student may elect not to attend a disciplinary hearing.
9. The investigation concludes with consideration of the specific facts and circumstances of the situation.
10. The CEO and along with other members of the hearing team, will determine the severity level of the offence (see below). The severity determines the penalty.
11. The student can then either:
 - a Be expelled; or
 - b Be suspended; or
 - c Be asked to take corrective action(s)
 - d Receive a written warning; or
 - e Receive a verbal warning; or
 - f Be cleared of all allegations.
12. If suspended or expelled, the student will leave the school's premises immediately and a senior manager will escort the student from the premises.
13. If expelled from the School:
 - a. the CEO or proxy will inform the student in writing.
14. While expelled or suspended the student cannot be on school property or take part in any school activities
15. The school may disclose information about the student's enrolment, attendance, progress and welfare to parents, guardians, agents, other education providers, the Police, Ministry of Justice, NZQA and Immigration NZ.

The Student's Rights under this Policy, the student has the right to:

1. Attend a disciplinary hearing once per allegation.
2. Present an explanation of the alleged misconduct, at the disciplinary hearing; any form of evidence is allowable.
3. Receive a copy of this policy.
4. Question witness statements
5. View all evidence pertaining to the allegation.
6. Have a support person present during any hearing.

Student Expulsion

Circumstances that could result in student expulsion include, but are not limited to the following:

1. Committing or conspiring to commit any act warranting immediate student expulsion, extreme behaviour likely to jeopardise the safety of members of the school community or their property.
2. Jeopardising the academic integrity of the School, Staff Members or Student or members of the School Community.
3. Cheating & Plagiarism.
4. Providing false information on application(s).
5. Offering bribes.
6. Attempting to acquire academic credit via extortion.
7. Assault including sexual assault.
8. Supplying or using narcotics on school premises.
9. Possession of weaponry on school premises.
10. Harassment of any kind.
11. Committing criminal acts on school property.
12. Jeopardising the reputation of the School or a member of the School Community.
13. Conspiring to undermine the reputation of the school.
14. Offering bribes.
15. Jeopardising the property of the school or member of the School Community.
16. Wilful damage to school property, including software.

Appeals

If a student is dissatisfied with the decision, they can contact NZQA via their website or by sending an email to qadrisk@nzqa.govt.nz who may refer the complaint to iStudent complaint the appointed operator of the International Student Contract Resolution Scheme (DRS). Under section 13(1) of the Ombudsmen Act 1975, if the student has not been able to resolve the complaint internally, the Ombudsman has the ability to investigate the complaint.