

UUNZ Academic Misconduct Policy

Policy Title

UUNZ Academic Misconduct Policy

Audience and scope

This policy is relevant to Academic and Administration Staff and Students.

Document management.

Policy Number	AP01V1	Approval by	Academic Board
		Approval Date	28 February 2019
		Review date	July 2022 (TBC)
Category	Academic Management		
Policy owner	UUNZ Institute of Business		

History

Version	Effective date
1	28 February 2019
2	20 February 2020

Purpose

This policy provides clear procedures in the case of Academic Misconduct and inappropriate behaviour.

Glossary

Academic Misconduct

May Include but is not limited to:
Plagiarism, Cheating, and Copying of other individuals' work during or outside of test conditions, Submitting work from another source without attempt to reference appropriately, Altering scripts after marking. Etc.

Inappropriate Behaviour

May Include but is not limited to:

1. Failure to comply with Academic Policy and Procedures or found to be in breach of School rules while onsite at UUNZ.
2. Use of electronic devices for non-academic purposes at time of restriction
3. Use of social media that creates a adverse affect on UUNZ or its staff and students or other stakeholders
4. Failure to comply with reasonable instructions from staff or other students in a group setting.

Policy

- Misconduct shall be dealt with in the first instance by the staff member who becomes aware of the occurrence
- In a class test/exam setting, the invigilator/supervisor will record the event on an incident report form and penalties will be dealt with case by case by the Programme Committee.
- A plagiarism (e.g more than 20% similarity on Turnitin), cheating, etc. shall attract penalties as agreed by the Programme Committee In general; measures range from an explanation from the student, to resubmission of an assignment or recompletion of a test to a zero mark awarded.
- If there is disagreement over the nature or severity of the misconduct, the matter shall be referred to Senior Management as soon as possible by the student or the staff member.
- Measures for inappropriate behaviour could range from being corrected at the first offence, to having devices confiscated during class time to being informed to leave a room or the school premises.
- Repeated offence or extreme misconduct (involving violence or threatening behaviour) could lead to UUNZ undertaking further action and alerting external parties (police) or expulsion of study at UUNZ.

Procedure

- Misconduct should be investigated and dealt with in the first instance by the staff member who is first informed. Mediation is the preferred method of resolution
- Disagreements between staff and students over alleged misconduct should be referred to Senior Management as soon as possible
- Penalties will be executed without delay and will be clearly explained
- Students or staff who feel that the treatment or reaction to misconduct has been unreasonable can appeal to Senior Management.
- Appeals to Senior Management must be directed to the Academic Board.
- The decision of the Academic Board is full and final and subject to no further action or review.
- If a student is still unsatisfied with the outcome they have the option of appealing further to NZQA.