

University of Otago College of Education Information for UOCE Students

Contents

1. KEY STAFF CONTACTS WHAKAPĀKA KAIMAHI MATUA.....	2
Initial Teacher Education (ITE) Students Tauira Kaiako	2
Bachelor of Arts (BA) Students Tauira Tohu Paetahi	3
Postgraduate Students Tāura	3
All Students Kā Tauira Katoa	3
2. INITIAL TEACHER EDUCATION (ITE) STUDENTS TAUIRA KAIKO	3
3. BACHELOR OF ARTS (BA) STUDENTS TAUIRA TOHU PAETAHI	4
4. POSTGRADUATE STUDENTS TĀURA	4
5. ALL STUDENTS KĀ TAUIRA KATOA	4
Attendance Kā Kawatau Taeka	4
Assignments Taumahi	4
Special Consideration Whakaarohaka Motuhake.....	6
Impairment Te Waimaero.....	6
Disability Information and Support Te Pokapū Hāpai Huka Hauā	6
Evaluation and Moderation of Assignments Te Aromatawai me te Mātairua o kā Taumahi	7
Academic Integrity and Academic Misconduct Pono-ā-wānaka, Hīaka-ā-wānaka	7
Qualification/Programme Regulations Kā Waeture Tohu/Hōtaka	8
Academic Policies Kā Kaupapa Here Mātauraka.....	8
Services and Support Kā Ratoka Tautoko	9
APPENDIX 1: Initial Teacher Education – Professional Standards and Criminal Offences Policy.....	12
APPENDIX 2: Disclosure of Charges or Convictions for Criminal Offences (Form)	13

This information supplements the information in your paper outlines for University of Otago College of Education (UOCE) students:

- Initial Teacher Education (ITE);
- Bachelor of Arts (BA); and,
- Non-ITE postgraduate students, i.e. BA (Hons), PGDipArts, PGCertEdLn, PGDipEdLn, and MEdLn students, as well as CoP (postgraduate) students taking EDUC 400- or 500-level papers.

More information about the UOCE programmes is available on the [College website](#). The website also contains important and useful [Policies and Documents for Students](#).

1. KEY STAFF CONTACTS | WHAKAPĀKA KAIMAHI MATUA

Initial Teacher Education (ITE) Students | Taura Kaiako

DUNEDIN CAMPUS	Name	Telephone	Email
Associate Dean Initial Teacher Education	Dr Naomi Ingram	03 479 4284	naomi.ingram@otago.ac.nz
Early Childhood	Dr Michael Gaffney Programme Coordinator	03 479 4214	michael.gaffney@otago.ac.nz
Primary	Andrea Robertson Programme Coordinator 1st Year students Andrea Robertson 2nd Year students Belinda Haig Final Year students Angela Miller MTchgLn students Dr Helen Trevethan Dr Jane Tilson Study Abroad students Dr Steven Sexton (EDUC 240) Angela Miller (EDPR 240)	03 479 4951	andrea.robertson@otago.ac.nz
		03 479 4286	belinda.haig@otago.ac.nz
		03 479 4959	angela.miller@otago.ac.nz
		03 479 4230	helen.trevethan@otago.ac.nz
		03 479 8809	jane.tilson@otago.ac.nz
		03 479 4285 03 479 4959	steven.sexton@otago.ac.nz angela.miller@otago.ac.nz
Secondary	Iain McGilchrist Programme Coordinator	03 479 3774	iain.mcgilchrist@otago.ac.nz
Professional Experience	<ul style="list-style-type: none"> ECE Primary Secondary 		ecadmin@otago.ac.nz primaryadmin@otago.ac.nz secondaryadmin@otago.ac.nz
Teaching Support	ECE Maria Risoli Administrator (Client Services)	03 479 4225	maria.risoli@otago.ac.nz
	Primary Hana Mangai Administrator (Client Services)	03 479 4927	hana.mangai@otago.ac.nz
	Secondary Carmia Schrader Administrator (Client Services)	03 479 4977	carmia.schrader@otago.ac.nz
INVERCARGILL CAMPUS	Name	Telephone	Email
All Programmes (incl. Early Childhood)	<i>Direct all enquiries in the first instance to:</i> Meredith Kelly Academic Programmes Coordinator	03 211 6809	meredith.kelly@otago.ac.nz
Primary	Julie Mynes Alli McKenzie Primary Co-Liaison	03 211 6803 03 211 6815	julie.mynes@otago.ac.nz alli.mckenzie@otago.ac.nz
Te Pōkai Mātauranga o te Ao Rua (Primary Bicultural)	Parker Ormond Kaiārahi o Te Pōkai Mātauranga o te Ao Rua	03 211 6827	parker.ormond@otago.ac.nz

Professional Experience Administration & Teaching Support	Jolene Dunn Administrator (Client Services)	03 211 6724 or 03 211 6805	jolene.dunn@otago.ac.nz
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Bachelor of Arts (BA) Students | Taura Tohu Paetahi

DUNEDIN CAMPUS	Name	Telephone	Email
Education	Prof. Karen Nairn Associate Dean Research	03 479 8619	karen.nairn@otago.ac.nz

Postgraduate Students | Tāura

DUNEDIN CAMPUS	Name	Telephone	Email
Coordinator (Postgraduate)	Prof. Jeff Smith	03 479 5467	jeffrey.smith@otago.ac.nz
EdD Coordinator	Dr Helen Trevethan	03 479 4230	helen.trevethan@otago.ac.nz

All Students | Kā Taura Katoa

Māori/Pasifika	Refer to contact information on p.p. 9-10.
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It is also possible for any student to make an appointment to discuss their studies with the Academic Manager or Dean, after the usual channels have been followed.

DUNEDIN CAMPUS	Name	Telephone	Email
Academic Manager	Ruth Faulkner	03 479 8823	ruth.faulkner@otago.ac.nz
Dean	Assoc. Prof. Vivienne Anderson	To make an appointment with the Dean, please contact: Phone 03 479 4914 Email education@otago.ac.nz	

2. INITIAL TEACHER EDUCATION (ITE) STUDENTS | TAUIRA KAIAKO

All ITE students should make themselves familiar with the [Initial Teacher Education – Professional Standards and Criminal Offences Policy \(Appendix 1\)](#). When you apply to the [Teaching Council of Aotearoa New Zealand](#) for [registration and certification](#) you will be required to provide an up-to-date [Police vetting](#) result. If you were convicted of a criminal offence while you were a student at the University of Otago you will be asked by the Teaching Council for evidence that you disclosed this to the UOCE – as outlined in clause c) of the policy.

All convictions will appear on future Police vetting results and so should be disclosed to prospective employers when asked. Non-disclosure to the Teaching Council when applying for registration as a teacher may affect your registration, as may any further convictions.

If you need to declare any **charges** or **convictions** for criminal offences while enrolled as a student at the UOCE please complete the [Disclosure of Charges or Convictions for Criminal Offences](#) form (**Appendix 2**).

Failure to complete the form will mean there will be no record on your confidential UOCE student file. The College will then be unable to verify your disclosure, to support any claim that you have done so. This may jeopardise your application to the Teaching Council for registration as a teacher and provisional certification.

If you wish to discuss issues about the teaching and assessment of any paper you are taking, the usual process is to discuss it firstly with the paper lecturer or Paper Coordinator, then the appropriate Programme Coordinator and thereafter, the Academic Manager – contact details are listed above.

Administrators (Client Services) will be able to answer questions about the administration of papers (e.g. timetabling or administration forms, such as for applying for extensions or special consideration).

3. BACHELOR OF ARTS (BA) STUDENTS | TAUIRA TOHU PAETAHI

Information for new [Bachelor of Arts \(BA\)](#) students in the Division of Humanities includes:

- [Study Arts at the University of Otago](#)
- [Watch My BA videos](#)

Read more information about selecting [Education](#) as a major or minor for your BA degree.

If you wish to discuss issues about the teaching and assessment of any EDUC paper you are taking, the usual process is to discuss it firstly with the paper lecturer or Paper Coordinator, then the Associate Dean Research – contact details are listed above.

Administrators (Client Services) will be able to answer questions about the administration of papers (e.g. timetabling or administration forms, such as for applying for extensions or special consideration).

4. POSTGRADUATE STUDENTS | TĀURA

This information is for non-ITE postgraduate students, i.e. BA (Hons), PGDipArts, PGCertEdLn, PGDipEdLn, and MEdLn students, as well as CoP (postgraduate) students taking EDUC 400- or 500-level papers. It supplements the information in your paper outlines.

If you wish to discuss issues about the teaching and assessment of any EDUC paper you are taking, the usual process is to discuss it firstly with the paper lecturer or Paper Coordinator, then the Coordinator (Postgraduate) and thereafter, the Academic Manager – contact details are listed above.

Administrators (Client Services) will be able to answer questions about the administration of papers (e.g. timetabling or administration forms, such as for applying for extensions or special consideration).

5. ALL STUDENTS | KĀ TAUIRA KATOA

Attendance | Kā Kawatau Taeka

All enrolled students are expected to attend all classes and tutorials. For any specific attendance requirements please refer to individual paper outlines.

For distance papers (BA/Postgraduate), this means checking Blackboard at least once per week and participating in the online activities. For any specific attendance requirements please refer to individual paper outlines.

Assignments | Taumahi

Te Reo Māori

Te reo Māori is the indigenous language of Aotearoa New Zealand, and we support students' use of te reo Māori in assessment tasks. If you wish to submit or present assessment tasks in te reo Māori then please inform the paper coordinator as soon as you can (prior to submission) and refer to the [Otago University of Otago Māori Language Policy – Ngā Kaupapa mō te reo Māori](#).

New Zealand Sign Language

As an official language of New Zealand, New Zealand Sign Language (NZSL) can also be used in assessments. If you wish to complete an oral assignment in NZSL then please inform the paper coordinator as soon as you can (prior to the assessment date).

On the College website, refer to the [UOCE Assessment Information](#), and also to the University's [Examination and Assessment Regulations](#).

Deadlines for Handing in Assignments

1. Assignments are to be submitted on or before the due date.

Due dates for assignments have been given well in advance and it is the responsibility of the student to plan ahead in order to meet deadlines for essay submission.

N.B. Having a heavy load of assignments and/or tests for other courses is NOT an adequate reason for an extension to be given.

2. The [UOCE Assessment Information](#) clearly states that there are penalties for late assignments. If the assignment is:

(a) Up to one and not exceeding seven calendar days late, 5% of the total possible marks per day will be deducted from the total mark for the assignment, (e.g. one day late = 5 marks out of an assignment worth 100 marks);

(b) More than seven days late: the assignment will not be marked.

3. Information about how to apply for an extension can be found on the College website – refer to the [UOCE Assessment Information](#).

Submission of Assignments

1. All assignments must be submitted via the specified process described in the assignment details.

2. **It is expected that students will keep a photocopy (or be able to supply a copy) of all work submitted for assessment.**

Assignment Word Limits

Where a lecturer has given a word limit for the assignment students will be expected to adhere to this. Normally, a penalty of 10 marks will be deducted from the mark out of 100 per 10% above the maximum limit.

(Some lecturers may choose to provide a word guide for assignments. This is not a limit. Its purpose is to provide some indication with regard to the lecturer's expectations. You may wish to discuss expectations with individual lecturers.)

Cover Pages

All assignments must be submitted with an [Assignment Cover Page](#). This is available from UOCE Reception or download a copy from [General Information](#) section of Policies and Documents for Students on the College website.

Appeal Procedures

Students have the right to raise any matters relating to the teaching and assessment of the paper. The matter should first be raised with the Paper Coordinator. If the student believes that the matter has not been resolved satisfactorily, he/she should be advised to discuss it with the relevant Programme Coordinator (cited in the paper outline). Students are assured that such discussions are confidential and will not in any way jeopardise their grades for the paper. Further appeal can be communicated to the Academic Manager.

Return of Assignments

ITE/BA

In terms of the [Privacy Act 2020](#), student assignments cannot be placed on public display for collection. Therefore, assignments will be returned electronically, or at tutorials/during lectures/classes; or they may be collected from the UOCE Reception Desk. Once the teaching semester has ended, final marked assignments can be collected at the times indicated on the notice posted by the assignment boxes. You will be notified by email when assignments have been sent to UOCE Reception.

PLEASE NOTE: Due to space restrictions uncollected assignments will be destroyed six (6) weeks after the end of the paper.

Postgraduate

Student assignments will typically be returned electronically, usually via Blackboard.

Special Consideration | Whakaarohaka Motuhake

If you are ill and unable to attend classes or professional experience the paper coordinator may direct you to complete a *Health Declaration for Special Consideration Application*.

For further information and supporting documentation, refer to [Special Consideration](#).

For any specific professional experience requirements please refer to individual paper outlines. If you have any further questions, contact your Paper Coordinator in the first instance.

Impairment | Te Waimaero

If you have an impairment that affects your study in any paper, it would be helpful to inform the Paper Coordinator so that s/he can make any adaptations in teaching and learning strategies and resources that may be necessary. Disability support is also available (see below).

Disability Information and Support | Te Pokapū Hāpai Huka Hauā

The UOCE encourages students to seek support if they are experiencing difficulty with their studies due to a disability, temporary or permanent impairment, injury, chronic illness or Deafness. Depending upon circumstances, students may contact, in confidence, their Paper Lecturers or Paper Coordinators to discuss adaptations in teaching and learning strategies and resources that may be helpful.

Contact: UOCE Disabilities Support
Dr Gill Rutherford
Telephone: 479 3804
Email: gill.rutherford@otago.ac.nz
Location: 3rd floor Tower Block

OR [Disability Information and Support](#)
Telephone: 479 8235
Email: disabilities@otago.ac.nz

Evaluation and Moderation of Assignments | Te Aromatawai me te Mātairua o kā Taumahi

Students' perceptions of course work and the quality of teaching at the University of Otago is a valuable source of information for ongoing course development, evaluation and improvement. Students can provide information about aspects of the course of which they have direct knowledge. For example, they can comment on the learning environment as it pertains to them, and the relevance of the subject content to their background and previous experiences.

The UOCE makes use of the University's course and teaching evaluations systems to obtain detailed feedback from students about their experience of a course and/or its teaching. Lecturing staff are encouraged to request formative feedback from students as courses run, to ensure immediate learning needs and interests are, where possible, addressed.

In addition to course evaluation procedures described above, the UOCE engages in formal internal moderation of courses and marking. Such processes ensure the benchmarking of course level and assessment tasks and of marking. They help ensure the quality of delivery of courses and the reliability, validity and fairness of assessment. Internal moderation of marking occurs within and between courses, via pre and post assessment exercises.

ITE

In addition to internal moderation, a range of courses are externally moderated each year. Lecturers present a sample of high, medium and low achieving assignments for each assessment type, the marking of which is moderated by a colleague teaching in a similar programme of another institution. Student identification is deleted from all assignments provided for external moderation purposes.

Postgraduate

UOCE also engages in formal external moderation, to ensure the benchmarking of course level and assessment tasks and of marking across the New Zealand universities. Lecturers present a sample of high, medium and low achieving assignments for each major assessment, the marking of which is moderated by a colleague teaching in a similar programme at another institution. In addition, all major research work (i.e., EDUC480, EDUC580, and EDUC590) is externally moderated. Marks are considered provisional until the moderation process is completed after the end of the course, and confirmed via eVision.

Academic Integrity and Academic Misconduct | Pono-ā-wānaka, Hīaka-ā-wānaka

Students should ensure that they act in accordance with the University's [Academic Integrity Policy](#). If a student is suspected of not doing this, the Paper Coordinator will follow the *UOCE Academic Integrity Procedures*; the case will then be investigated, in line with the University's [Student Academic Misconduct Procedures](#).

The University believes academic integrity is a critical part of behaviour in an academic context. There are a variety of ways misconduct can occur, with the most common being forms of plagiarism. You need to ensure you are familiar with and understand the University policies and [Academic Integrity and Academic Misconduct](#) information for students:

- [Student Academic Misconduct Procedures](#)
- [Plagiarism](#)
- [Avoiding Plagiarism – correct referencing](#)
- [Unauthorised Collaboration](#)

Academic integrity means being honest in your studying and assessments. All work will be checked by Turnitin for [plagiarism](#).

ChatGPT. Unless otherwise specified, work that has been produced by computer assisted platforms such as ChatGPT, or other means of text generation, will be seen as a violation of plagiarism policies. In cases of suspected computer assisted plagiarism the lecturer will submit the student's work to AI detector tools such as GPTZero and may also ask the student to submit to a brief Viva voce (oral exam).

In order to avoid breaching the university policies on academic integrity, you need to ensure you reference all material you use. There are several commonly used styles of referencing. All of them set out to achieve the same overall objective of ensuring that an essay is correctly referenced so that any reader can identify your sources. In the field of education the American Psychological Association (APA) style is most commonly used.

Any ideas, theories, or interpretations which are not your own **MUST** be acknowledged by you, whether you use direct quotations or paraphrase someone else's work. You can find information on how to reference your work at [HEDC Student Learning Development](#), located on the ground floor of the Information Services Building (ISB) in the south-west corner (near the Student ID card office) at the Dunedin Campus. The University Library also provides a subject guide on [referencing/citation styles](#).

Remember: All university lecturers require assignments to include a reference list of all sources referred to in the assignment.

If you are not sure about referencing, or any other issue related to academic integrity, talk to either [HEDC Student Learning Development](#) or your lecturer.

Further academic policies, procedures and guidelines are available from the University's [Policy Library: Academic](#), including (not exclusively):

- [Academic Integrity Policy](#)
- [Academic Integrity A Brief Guide for Students](#)
- [Academic Progress Policy](#)
- [Student Academic Grievance Procedures](#)
- [Guidelines for the Assessment of Student Performance](#) including
 - [Best Practice in Assessment of Student Performance](#)

Qualification/Programme Regulations | Kā Waeture Tohu/Hōtaka

In addition to the course information provided for each of the papers you are enrolled in, you should familiarise yourself with the regulations for the qualification and programme option in which you are enrolled. You can find these on the University website:

- [Education Qualifications](#)
- [BA Regulations](#)
- [Postgraduate Programmes at the UOCE](#)

Academic Policies | Kā Kaupapa Here Mātauraka

We hope you will feel comfortable coming to talk to us if you have a concern about any of your papers. The Paper Coordinator will be happy to discuss any concerns. Alternatively, report your concerns to the student representative who will follow up with the Programme Coordinator. If, after making approaches via these channels, you do not feel that your concerns have been addressed, there are university channels that may aid resolution (see [Student Academic Grievance Procedures](#)). For further advice and more information on these channels, contact the Academic Manager – listed on page 1.

Services and Support | Kā Ratoka Tautoko

Please refer to Services and support for students at the College of Education.

Information, links to frequently used applications and resources, and latest news items can be found on the University website at [Information for Current Students](#).

Students and staff at the University of Otago are well supported by a range of academic, electronic, recreational and welfare services. Much of this information can be found on the University website at [Services & Support](#).

Further information on some of these services:

OUSA Student Support

Student Support is available to all students enrolled at the University of Otago free of charge. Services are confidential and no appointment necessary.

The [OUSA Student Support team](#) is dedicated to making Otago the most inclusive campus in NZ. Our [Queer Support](#) services include advice, support, advocacy, [resources](#) and more. Our dedicated Queer Focused Advocate, Kelli-Anne is here to help you with anything related to gender or sexuality.

Book online via the Hub - ousasupporthub.org.nz

Phone: 0800 12 10 23

Email: help@ousa.org.nz

Drop in: 5 Ethel Benjamin Place

Class Representatives

The [class representative system](#) is an avenue for encouraging communication and consultation between staff and students. Class Reps help to resolve issues that affect the entire class (or many students) and give students the chance to give both positive and negative feedback on their courses.

If you have any specific questions about the class representative system, administered by OUSA, email help@ousa.org.nz.

[Māori Student Support Services](#)

[Māori Centre – Te Huka Mātauraka](#)

Phone/Fax 479 8490

Email maori-centre@otago.ac.nz

Office 515-519 Castle Street North, Dunedin 9016

[Kaiāwhina Māori – Support for Māori Students](#)

In the Division of Humanities, the Kaiāwhina Māori/Māori Student Support Officer role is jointly held by **Pipiharauroa (Marie) Tutbury** and **Tenaya Brown**.

Phone 479 8681

Mobile 021 279 8681

Email humanities.kaiawhina@otago.ac.nz

Office Room 5C10, 5th Floor, Whare Kete Aronui – Burns Arts Building, 95 Albany Street, Dunedin 9016

Hours Marie: 8.00am – 2.00pm drop in hours (Monday – Friday) and scheduled appointments outside these hours (Mon-Fri) until late.

Tenaya: 9.00am – 4.30pm (Tuesday, Wednesday, Friday).

Please send an email to make an appointment if you wish to meet at a time outside regular office hours.

OR contact any one of the following UOCE staff:

Dunedin Campus

- ECE **[Dr Michael Gaffney](#)**
Programme Coordinator (ECE)
Email michael.gaffney@otago.ac.nz
Phone 479 4214
- Primary **Salote Rouvi**
Email salote.rouvi@otago.ac.nz
Phone 471 6930
- MTchgLn **Amie Curtis**
Email amie.curtis@otago.ac.nz
Phone 479 4989
- Postgraduate **[Dr Rachel Martin](#)**
Associate Dean (Māori)
Email rachel.s.martin@otago.ac.nz
Phone 4794920

Invercargill Campus

- All programmes **[Parker Ormond](#)**
Kaiārahi o Te Pōkai Mātauranga o te Ao Rua
Email parker.ormond@otago.ac.nz
Phone 03 211 6827

Support for Pacific Islands Students

Pacific Islands Centre

Phone 479 8278
Email pacific@otago.ac.nz
Address Pacific Islands Centre
1 Leithbank, Dunedin
(Corner of Clyde Street & Leithbank – Yellow house opposite Commerce Building)

Christine Anesone – Pacific Islands Community Liaison Officer.

Phone 479 4981
Email christine.anesone@otago.ac.nz

Sia Lei – Mata-afa – Pacific Islands Students' Support Officer, Division of Humanities.

Phone 479 9616
Email pacificsupport.humanities@otago.ac.nz
Address Room 5C9a, 5th Floor, Arts Building, Humanities Divisional Office, 95 Albany Street, Dunedin 9016
Hours Monday – Thursday 9.00am–5.00pm and Friday 9.00am–12.30pm.
Please send an email to make an appointment if you would like to meet at a time outside regular office hours.

On-campus Pacific Network representatives at the College of Education:

Karina Nafatali – Pasifika Coordinator, Dunedin Campus.

Email karina.nafatali@otago.ac.nz
Phone 479 4217

Parker Ormond – Kaiārahi o Te Pōkai Mātauranga o te Ao Rua, Invercargill Campus.

Email parker.ormond@otago.ac.nz
Phone 03 211 6827

Higher Education Development Centre (HEDC) Student Learning Development

HEDC Student Learning Development is part of the Higher Education Development Centre (HEDC). It provides free and confidential academic support to students studying at Otago. There are also great opportunities to develop your employment skills through helping other students.

If you would like to get help from a learning advisor, attend a workshop or Peer Assisted Study Sessions ([PASS](#)), find online resources, develop your skills, or help other students, visit the website or contact HEDC Student Learning Development:

Dunedin and Invercargill campus and distance students –
HEDC Student Learning Development
South-west corner, Information Services Building (ISB) (near the Student ID card office)
Phone 03 479 8801
Email hedc.studentlearning@otago.ac.nz
Website <http://www.otago.ac.nz/hedc/students/index.html>

Support for International Students

The UOCE encourages international students to seek support if they are having difficulties with their studies or meeting other challenges while they are a student at Otago.

Contact [International Student Support](#):

North end of the Clocktower Building – [View our location on Google Maps](#).
Phone 03 479 7000
Email international.support@otago.ac.nz
Website www.otago.ac.nz/international

APPENDIX 1: Initial Teacher Education – Professional Standards and Criminal Offences Policy

All ITE students should make themselves familiar with the following [Initial Teacher Education – Professional Standards and Criminal Offences Policy](#).

Purpose

The purpose of this policy is to codify the requirements that:

1. Persons who are applying for enrolment in UOCE initial teacher education programmes must consent to verification from the New Zealand Police and Department of Courts (and/or equivalent for international applicants) that they have no undeclared criminal charges or convictions; and,
2. Students enrolled in UOCE initial teacher education programmes must abide by professional standards and declare to the College any charges or convictions for criminal offences during the period of their study.

Organisational Scope

This policy applies to all students who are applying for enrolment in, or are enrolled in, any UOCE initial teacher education programmes.

Policy Content

Students graduating with an initial teacher education qualification are eligible to apply to the [Teaching Council of Aotearoa New Zealand](#) for registration as teachers and provisional certification.

In view of the Teaching Council requirements for the registration and certification of teachers, the Children's Act 2014, and the entitlement of schools, early childhood centres, and other education services participating in initial teacher education programmes to have confidence in the character and behaviour of UOCE students:

- a) Persons who are applying for enrolment in initial teacher education programmes must consent to such checks as are prescribed by the UOCE in light of the requirements of the Teaching Council of Aotearoa New Zealand and the [Children's Act 2014](#), which shall include verification from the New Zealand Police and Department of Courts (and/or equivalent for international applicants) that the applicant has no undeclared criminal charges or convictions;
- b) Depending on the nature and recency of any offending, an applicant for admission to a programme may be declined admission by the Dean of the UOCE on the recommendation of the Selection Committee concerned, on the grounds that the applicant is not of good character and/or has been guilty of misconduct (see [Education and Training Act 2020, Section 255\(5\) \(a\) and \(b\)](#) and the [Admission to University Statute 2011](#));
- c) Students who are enrolled in initial teacher education programmes must adhere to the professional standards required during the period of the teacher education programme and also must declare any charges or convictions for criminal offences;
- d) Any student charged with or convicted of a criminal offence during the period of an initial teacher education programme must inform the Associate Dean Initial Teacher Education in writing within seven days of such charge or conviction (in the case of a student who is currently enrolled) or before enrolling for further study (in the case of a student who is not currently enrolled). A determination about the student's eligibility to continue to study towards the qualification will be made by the Dean of the UOCE on the recommendation of the Associate Dean Initial Teacher Education.

Contact for Further Information

If you have any queries regarding the content of this policy or need further clarification, please contact the Associate Dean Initial Teacher Education – contact details are listed on page 1.

APPENDIX 2: Disclosure of Charges or Convictions for Criminal Offences (Form)



College of Education
Te Kura Akau Taitoka

To Associate Dean Initial Teacher Education
Subject Disclosure of Charges or Convictions for Criminal Offences

Name: Student ID:

Date of charge/conviction:

What have you been charged/convicted of?

.....

Describe the details of the charge/conviction:

.....

.....

.....

.....

.....

.....

.....

.....

Signed: Date:
Student

For further information, please refer to:
[Initial Teacher Education – Professional Standards and Criminal Offences Policy](#)

*If you need more space to continue your explanation, please continue on a separate sheet and attach to this page.
Place in an envelope, addressed to the Associate Dean Initial Teacher Education and hand in to UOCE Reception.*