

# Statutes and General Regulations

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*The Statutes and Regulations contained in this Calendar are correct as at the date of publication, but are subject to change. Please refer to the University's online Policy Library ([otago.ac.nz/administration/policies](http://otago.ac.nz/administration/policies)) for up to date and correct versions of all the Statutes and Regulations. The University may update or amend its Statutes and Regulations at any time should circumstances require this.*



# Statutes

## Council Statute 2015

### **1 Title**

- 1.1 This is the Council Statute 2015.

### **2 Commencement**

- 2.1 This Statute shall come into effect on 1 September 2015.

## Elections to Council

### **3 Returning Officer**

- 3.1 The Registrar and Secretary to the Council of the University of Otago shall be the Returning Officer in respect of elections to the Council of persons representing:

- (a) the Academic Staff;
- (b) the General Staff;

of the University of Otago.

### **4 Eligibility for Election to Council**

- 4.1 Any person whose name is on a roll of electors as provided for under this Statute may stand for election for a position which is to be filled by a vote by the persons on that roll.

- 4.2 Any elected representative of the academic or general staff who ceases to be a member of the body of staff whom they were elected to represent shall be deemed to have resigned from the Council.

### **5 Rolls of Electors**

- 5.1 Academic Staff: The roll of electors for the permanent academic staff shall comprise the names of each person who at the time of the election:

- (a) is employed at the University in a position which the Vice-Chancellor has determined forms part of the academic staff of the University; and
- (b) who holds that position on such terms, or who has held, or who is expected to hold, that position for such period as to qualify as a permanent member of the University's staff.

- 5.2 General Staff: The roll of electors for the permanent general staff shall comprise the names of each person who at the time of the election:

- (a) is employed at the University in a position which the Vice-Chancellor has determined forms part of the general staff of the University; and
- (b) who holds that position on such terms, or who has held, or who is expected to hold, that position for such period as to qualify as a permanent member of the University's staff.

### **6 Notification of Elections**

- 6.1 At least four weeks prior to the holding of any election, the Returning Officer shall give notice in appropriate University publications, on the University website and using such other means of communication as the Returning Officer determines, of the following matters:

- (a) the date on which the election will be held and the time on that day at which the poll will be closed;
- (b) the total number of candidates to be elected;

- (c) the date for the closing of nominations, being at least two weeks prior to the date of the election, and at least two weeks after the notice of the election has been given, and the time on that day by which nominations must be received.

## **7 Nomination of Candidates**

- 7.1 Every candidate shall be nominated in writing by two or more electors, each of whose names are included on the relevant roll at the time the nomination is submitted.
- 7.2 Nominations shall be made in a form prescribed by the Returning Officer and be accompanied by adequate proof of the consent of the person nominated.
- 7.3 A candidate for election may send with the nomination paper a personal statement to a maximum of 200 words.
- 7.4 Information supplied by candidates will be distributed to those entitled to vote in a standard format prescribed by the Returning Officer who may edit, or require a candidate to revise, a candidate's statement to meet that format.

## **8 Electoral Process**

- 8.1 If the number of candidates duly nominated does not exceed the number of vacancies to be filled, the Returning Officer shall declare the candidate or candidates so nominated to be elected.
- 8.2 If the number of candidates duly nominated exceeds the number to be elected, an election shall be conducted.
- 8.3 Voting shall take place electronically.
- 8.4 The Returning Officer shall, following the closing of nominations, notify each elector on the relevant roll of their right to vote and advise the means by which votes are to be cast and the time by which voting must be completed.
- 8.5 Any system adopted for electronic voting shall be such:
  - (a) that the elector is presented with the names (in randomly selected order) of the duly nominated candidates for whom the elector is entitled to vote together with the standard form statement in relation to each candidate;
  - (b) that adequate security exists so as to ensure that only those on the relevant roll may vote and so as to prevent a person other than an elector on the relevant roll purporting to exercise the elector's vote, and so as to prevent any elector voting more than once;
  - (c) that the Returning Officer can identify, following the time for the closing of the polls, the candidates (not exceeding the total number to be elected) who have received the greatest number of votes who shall then be declared by the Returning Officer to be elected.

## **9 Results of an Election**

- 9.1 Following the completion of the election the Returning Officer shall notify to the Chancellor of the University of Otago and the candidates the names of the person(s) elected.
- 9.2 In the case of an equality of votes the election shall be determined by lot by the Returning Officer in the presence of the Chancellor or some other Member of the Council.

## **10 General Provisions Applying to Elections**

- 10.1 Subject to the provisions of this Statute, the Returning Officer may publish such rules as he or she considers appropriate to ensure the fair conduct of the election and of campaigning in connection with the election. Without limitation, such rules may include restrictions on the mode and timing of campaigning, and on the amounts that may be spent in campaigning by or on behalf of any candidate. Where a breach of any published rule has been established in respect of the candidacy of any candidate and

the Returning Officer is satisfied that the breach may have, or may have had, a material effect on the outcome of the election he or she may declare that candidate's nomination or election or the entire election to be invalid.

- 10.2 Any candidate affected by a declaration of the Returning Officer under Clause 10.1 may appeal the matter by giving written notice to the Vice-Chancellor within 10 days of the Returning Officer's decision. Upon such notice being given, the Vice-Chancellor shall appoint an Appeals Board of the University Council constituted in accordance with clause 3.2 of the Appeals Statute 2011. The provisions of that statute shall not otherwise apply, with the Appeals Board being free to regulate its own procedure and determine the appeal as it thinks fit. Unless the Appeals Board otherwise directs, the decision of the Returning Officer shall continue in effect until the appeal is finally determined.
- 10.3 The Returning Officer shall have the general power to settle any question that may arise under this Statute and for which no provision is made.

## Appointments to Council

### 11 Nominations Committee

- 11.1 The Council shall from time to time appoint a committee ("the Nominations Committee") which shall comprise the Chancellor, the Pro-Chancellor and up to two other Council members as the Council thinks fit. No member of the Nominations Committee shall be eligible to be considered for appointment to the Council and if the Chancellor or Pro-Chancellor are being considered for appointment the Council shall appoint a replacement to the Nominations Committee from among the members of the Council.
- 11.2 The Council shall advise the Nominations Committee of any considerations which it believes may be particularly relevant to it in filling a vacancy.

### 12 Nominations Process

- 12.1 Before Council makes any appointment, the Registrar and Secretary to the Council shall:
- (a) cause notice of the opportunity for appointment, and of the appointment process established by this Statute, to be announced through appropriate University publications, on the University website and by such other means of communication as the Registrar and Secretary to the Council determines;
  - (b) invite confidential nominations for, and expressions of interest in, appointment and the closing date therefore, such date to be at least 14 days after the publication of notice of the vacancy.
- 12.2 Nominations for and expressions of interest in appointment to Council shall be directed to the Registrar and Secretary to the Council and may be accompanied by such information relating to the candidate for appointment as the person lodging the nomination or expression of interest thinks fit.
- 12.3 The Nominations Committee:
- (a) shall cause enquiry to be made into any of the nominations and expressions of interest received;
  - (b) may, if it thinks fit, interview some or all of those being considered for appointment;
  - (c) shall provide a confidential report to the Council on the outcome of such enquiries which shall include the names of all of those nominated or expressing interest in appointment to the Council;
  - (d) may make recommendations to Council on appointments.

### 13 Repeal

- 13.1 The Election of Members of the Council Statute 2011 is repealed with effect from the commencement of this Statute.

# Senate Statute 2021

## 1 Title

- 1.1 This is the Senate Statute 2021.

## 2 Commencement

- 2.1 This Statute shall come into effect on 1 January 2022.

## 3 Senate Established

- 3.1 The academic board established in pursuance of Schedule 11 Section 18 of the Education and Training Act 2020 shall be known as the Senate.

## 4 Composition of Senate

- 4.1 The Senate shall consist of the following persons:

### (a) Ex officio members

- (i) The Vice-Chancellor, Deputy Vice-Chancellors, Pro-Vice-Chancellors, and the Registrar and Secretary to the Council.
- (ii) Deans presiding over an academic programme, Deans of Schools comprising more than one department, and the Dean of the Graduate Research School.
- (iii) From each of the Division of Humanities, Division of Commerce, Division of Sciences, and Division of Health Sciences: the Associate Dean (Academic), Associate Dean (Research), Associate Dean (Māori), and Associate Dean (Pacific), or their equivalents.
- (iv) The University's representative on the Committee on University Academic Programmes.
- (v) The Chief Operating Officer.
- (vi) The Directors (or Heads) of Distance Learning; the Higher Education Development Centre; International; Māori Development; Pacific Development; Strategy, Analytics and Reporting; and Student Experience.
- (vii) The University Librarian.
- (viii) The President, Academic Representative, and Postgraduate Students' Representative of the Otago University Students' Association, the Te Rōpū Māori Tumuaki, and the President of the University of Otago Pacific Islands Students' Association.

### (b) Appointed members

- (i) Up to six Heads of Departments from within the Division of Commerce, up to ten Heads of Departments from within the Division of Health Sciences, up to four Heads of Schools and up to three Heads of Programmes from within the Division of Humanities, and up to ten Heads of Departments from within the Division of Sciences, in each case appointed by their respective Pro-Vice-Chancellors. Four of the Heads of Departments from the Division of Health Sciences shall be appointed after consultation with the Deans of the University of Otago, Christchurch and University of Otago, Wellington and not more than two may be appointed from each.
- (ii) Three members of the academic staff appointed by the Pro-Vice-Chancellor of the Division of Commerce, three members of the academic staff appointed by the Pro-Vice-Chancellor of the Division of Health Sciences, three members of the academic staff appointed by the Pro-Vice-Chancellor of the Division of Humanities, and three members of the academic staff appointed by the Pro-Vice-Chancellor of the Division of Sciences. Such staff members to be selected so as to promote equity and diversity in access to academic decision-making processes, including diversity of thought, gender, culture, disability status, and any other areas outlined in relevant University Frameworks.

- (c) Elected members: Three members of the academic staff from within the Division of Commerce, six members of the academic staff from within the Division of Health Sciences, four members of the academic staff from within the Division of Humanities, and five members of the academic staff from within the Division of Sciences, in each case elected by the members of the academic staff from within their respective Divisions. One of the members of the academic staff elected from within the Division of Health Sciences shall be elected by members of the academic staff from within the University of Otago, Wellington, and one further member of the academic staff elected from within the Division of Health Sciences shall be elected by members of the academic staff from within the University of Otago, Christchurch.
- (d) Co-opted members: Up to five co-opted members.

## 5 Term Lengths

- 5.1 Ex officio members shall remain members only so long as they hold the offices by virtue of which they became members.
- 5.2 Appointed members shall hold office for such period not exceeding four years as specified at the time of appointment by the relevant Pro-Vice-Chancellor and are eligible for reappointment.
- 5.3 Elected members shall hold office for four years and are eligible for re-election. Any elected member who ceases to be a member of the body of staff whom they were elected to represent shall be deemed to have resigned from the Senate and a by election shall be held.
- 5.4 Co-opted members shall hold office for such period not exceeding four years as may in each case be determined by the Senate at the time of co-option. Co-opted members are eligible for reappointment.

## 6 Election Procedures

- 6.1 The Secretary to the Senate, or nominee, shall be the Returning Officer for elections to the Senate of persons representing members of the academic staff from within a specified Division and shall arrange elections as needed.
- 6.2 For any election to the Senate of members of the academic staff from within a specified Division, the roll of electors comprise the names of each person who at the time of the election:
  - (a) is employed at the University in a position which:
    - (i) the Vice-Chancellor has determined forms part of the academic staff of the University; and
    - (ii) the Pro-Vice-Chancellor of the relevant Division has determined forms part of the academic staff of that Division and, should the election be among the academic staff from within the University of Otago, Wellington or the University of Otago, Christchurch, the relevant campus; and
  - (b) who holds that position on such terms, or who has held, or who is expected to hold, that position for such period as to qualify as a permanent member of the University's staff.
- 6.3 Any person whose name is on a roll of electors as provided for under this Statute may stand for election for a position which is to be filled by a vote by the persons on that roll.
- 6.4 Candidates shall nominate themselves by writing to the Returning Officer in a form prescribed by the Returning Officer, and may include a personal statement to a maximum of 200 words with their nomination.
- 6.5 Information supplied by candidates will be distributed to those entitled to vote in a standard format prescribed by the Returning Officer who may edit, or require a candidate to revise, a candidate's statement to meet that format.

6.6 Further election procedures and arrangements shall be determined by the Returning Officer in consultation with and to the satisfaction of the Vice-Chancellor.

## 7 Role of Senate

7.1 The Senate shall be the principal academic authority of the University and shall, subject to the powers reserved to the Council by Act of Parliament, take such measures and act in such a manner as shall appear to it best calculated to promote the academic work of the University both in teaching and research and for the regulation and superintendence of the education of the students of the University.

7.2 The Senate shall, in particular, advise the Council on courses of study and training, awards and other academic matters and the Council shall not make any decision or statute in respect of courses of study or training, awards or other academic matters unless it has requested the advice of the Senate and considered any such advice. Academic matters shall for the purpose of this Statute be deemed to include matters of an administrative nature which have academic implications for the University as a whole.

## 8 Transitional Arrangements

8.1 The membership of the Senate established under the Senate Statute 2011 and in place at 31 December 2021 shall remain unchanged until 1 April 2022, when membership established under the Senate Statute 2022 shall come into effect.

8.2 Notwithstanding clause 5.3, the Senate may agree to shorter term lengths for some initially elected members in order to spread elections across years.

## 9 Repeal

9.1 The Senate Statute 2011 is repealed with effect from the commencement of this Statute.

# Admission to University Statute 2011

## 1 Title

1.1 This is the Admission to University Statute 2011.

## 2 Commencement

2.1 This Statute shall come into effect on 1 January 2012.

## 3 Definitions

3.1 *Admission ad eundem statum* is one of the means of matriculating at the University and is defined by clause 6.

3.2 *Discretionary Entrance* is one of the means of matriculating at the University and is defined by clause 8.

3.3 *Domestic student* for the purposes of this Statute means a student who is a New Zealand citizen (including citizens of the Cook Islands, Tokelau, and Niue), the holder of a New Zealand residence class visa granted under the Immigration Act 2009 resident and studying in New Zealand, or an Australian citizen resident and studying in New Zealand, or a permanent resident of Australia resident and studying in New Zealand.

3.4 *International student* means a student who is not a domestic student.

3.5 *Matriculation* is the formal addition of a student's name to the records of the University at the beginning of their first year of enrolment with a person's entitlement to matriculate being defined by clause 5.1.

3.6 *Special Admission* is one of the means of matriculating at the University and is defined by clause 7.

3.7 *Student*, where the context so requires, includes a prospective student.

## 4 Enrolment at the University

- 4.1 The ability to enrol at the University and in specific programmes, courses, and papers is governed by the criteria and limitations established:
- (a) by, and under the authority of, this Statute; and
  - (b) by the admission and exclusion provisions applying to specific programmes which are contained in the Programme Regulations established under the Academic Statute 2011.
- 4.2 In order to be eligible for enrolment at the University, a student must:
- (a) be entitled to admission as a matriculated student under clause 5 of this Statute; or
  - (b) be applying to enrol as a non-matriculated student under clause 9.1 of this Statute.
- 4.3 In order to be enrolled in a specific programme, course, or paper at the University a student may be required:
- (a) to meet additional requirements which apply to that programme, course, or paper; and
  - (b) in the case of a programme, course, or paper in respect of which a limitation of enrolment has been established under this Statute, to compete for selection for enrolment.
- 4.4 Every person who wishes to become or continue as a student at the University must, for each year of enrolment, complete application and enrolment processes as prescribed by the Deputy Vice-Chancellor (Academic). Completion of enrolment involves accepting liability for payment of all applicable fees.
- 4.5 Enrolment in the University or any particular paper or course may be declined or cancelled by the Vice-Chancellor for any of the following reasons:
- (a) the person fails to satisfy any requirement or condition specified in University regulations;
  - (b) insufficiency of resources in relation to the paper or course for which the person wishes to enrol;
  - (c) the person's academic record is such that he or she has been declined enrolment at this or another university;
  - (d) evidence that information supplied in support of the person's application for admission or enrolment was untrue or misleading;
  - (e) the person is not of good character.

## 5 Matriculation

- 5.1 In order to enrol as a matriculated student, a student must:
- (a) be qualified for entry to a university either:
    - (i) on the basis of qualifications gained at a school in New Zealand, as set out in clause 5.2; or
    - (ii) through admission *ad eundem statum* in accordance with the provisions of clause 6 of this Statute; or
    - (iii) by Special Admission under clause 7 of this Statute; or
    - (iv) by Discretionary Entrance under clause 8 of this Statute; and
  - (b) satisfy requirements, as established by the Deputy Vice-Chancellor (Academic), for demonstrating competency in the use and understanding of written and spoken English; and
  - (c) have attained the age of 16 by the first day of formal classes in a relevant teaching period.
- 5.2 The New Zealand school qualifications referred to under clause 5.1(a)(i) are:
- (a) National Certificate of Educational Achievement (NCEA) Level 3 credits; or
  - (b) University Bursaries Examination, Entrance Scholarships Examination or New Zealand University Entrance, Bursaries and Scholarships results; or
  - (c) University Entrance achieved by either accrediting or examination; or

(d) a combination of NCEA Level 3 credits and/or National Qualifications Framework credits and/or Bursaries Examination passes in each case, achieved to the standards published from time to time by the Deputy Vice-Chancellor (Academic) in accordance with the practices of Universities New Zealand.

5.3 A student who has previously matriculated at another university in New Zealand and who is transferring to the University of Otago shall be entitled to enrol as a matriculated student.

## 6 Admission *Ad Eundem Statum*

6.1 Admission *ad eundem statum* may be applied for by students who do not hold any of the entrance qualifications listed in clause 5.2 and who have not previously been admitted to any university in New Zealand. Such admission is based on the recognition of previous qualifications as being equivalent to a qualification in clause 5.2 or of passes or qualifications from other institutions as being equivalent to passes or qualifications from the University of Otago.

6.2 Prospective students who have not completed tertiary study elsewhere which would make them eligible to apply for admission *ad eundem statum* under any other provision of this clause may apply for admission *ad eundem statum at entrance level* if they:

- (a) have completed the International Baccalaureate Diploma; or
- (b) have passed the Cambridge International Examinations, or other examinations recognised by Universities New Zealand for the purposes of university entrance, at a standard approved by the Deputy Vice-Chancellor (Academic); or
- (c) have completed a Foundation Studies programme at a New Zealand university which has been approved by the Deputy Vice-Chancellor (Academic).

6.3 Prospective students who have fulfilled at least one of the following criteria, but who have not completed the requirements for a degree or equivalent qualification, may apply for admission *ad eundem statum on the basis of tertiary-level passes*:

- (a) have passed one or more tertiary-level papers at a tertiary institution outside New Zealand; or
- (b) have passed one or more tertiary-level papers at a tertiary institution other than a university within New Zealand; or
- (c) do not hold any of the entrance qualifications listed in clause 5.2 but who are eligible for RPL credit (as defined in clause 19.1(b)) under clause 19.4 of this Statute; or
- (d) have passed one or more tertiary-level papers at the University of Otago while enrolled as non-matriculated students.

6.4 A prospective student who has been awarded a degree, or a qualification recognised by the Deputy Vice-Chancellor (Academic) as equivalent to a degree, may apply for admission *ad eundem statum at graduate level* if the awarding institution is:

- (a) a tertiary institution other than a university within New Zealand; or
- (b) a tertiary institution outside New Zealand.

6.5 Students admitted under any of clauses 6.3(a), 6.3(b), 6.4(a) and 6.4(b) may be granted credit under clause 19.1(a) of this Statute.

6.6 Applications for admission *ad eundem statum* will be assessed by the Deputy Vice-Chancellor (Academic) in consultation as appropriate with the relevant Pro-Vice-Chancellor.

6.7 A person granted admission *ad eundem statum on the basis of tertiary-level passes* or admission *ad eundem statum at graduate level* may be required, as a condition of admission, to undertake supplementary study in addition to that normally prescribed for the programme being taken.

## 7 Special Admission

7.1 A domestic student not otherwise eligible to matriculate at the University, and who will have turned 20 years of age by the first day of formal classes in the relevant teaching period, is eligible to apply for enrolment by Special Admission.

- 7.2 Where entry to a course or programme is subject to a limitation on enrolment a student seeking admission under the previous clause may be required to complete an assessment exercise and/or provide other evidence that will assist the University to consider the student's academic merit and suitability for admission under the provisions of clause 10 of this Statute.
- 7.3 In exceptional circumstances a student who does not meet the age requirement of clause 7.1 may be granted Special Admission if he or she is recognised by the Deputy Vice-Chancellor (Academic) as adequately prepared for university study in the course for which enrolment is sought.

## 8 Discretionary Entrance

- 8.1 A domestic student not otherwise eligible to matriculate at the University and who will not have attained the age of 20 by the first day of formal classes in a relevant teaching period may apply for enrolment by Discretionary Entrance. Applications for Discretionary Entrance will be considered in accordance with the requirements published by the Deputy Vice-Chancellor (Academic) from time to time.

## 9 Non-Matriculated Admission

- 9.1 A person may apply to enrol as a non-matriculated student:
- who wishes to enrol in courses offered by *Te Huarahi* Otago Pathway; or
  - who does not hold a qualification for entry to a University as set out in clause 5.1(a), but who wishes to enrol for a paper or papers for Interest Only.
- 9.2 Applications for enrolment in the Foundation Studies courses are required to be made on the prescribed form and applications will be assessed by reference to the entrance standards established by the Academic Board of University of Otago Pathway | *Te Huarahi*.

## 10 Limitation of Enrolment at the University

- 10.1 Where it is satisfied that it is necessary to do so because of insufficiency of resources, the Council may by resolution determine the maximum number of students who may be enrolled in specific programmes, courses or papers at the University in a particular year. In any such case, the selection of students for the available places shall be undertaken in accordance with the provisions of the relevant Programme Regulations or, where the matter is not provided for in such regulations, under criteria established by the Deputy Vice-Chancellor (Academic).
- 10.2 The chief criteria for ranking of applicants for enrolment shall be academic merit and suitability for admission to the relevant programme, course, or paper but further criteria established by the Deputy Vice-Chancellor (Academic) with the approval of the Senate may also be taken into account.
- 10.3 Notwithstanding the provisions of clause 10.2, the selection of applicants for Summer School papers, or second semester papers where enrolment has been sought after the closing date for first semester enrolments, may be made solely by reference to criteria established by the Deputy Vice-Chancellor (Academic) with the approval of the Senate.
- 10.4 A domestic student who is applying to enrol at the University for the first time, or who has been enrolled at the University previously but not in the preceding two calendar years, and who wishes to enrol for courses in respect of which a limitation of enrolment has been established, will be considered under one of the following pathways for admission:
- Preferential Entry, which guarantees a student a place at the University, subject to fulfilling matriculation requirements;
  - Competitive Entry, under which students who fulfil matriculation requirements but who do not qualify for Preferential Entry are offered places in their nominated programmes according to a ranking established under the provisions of this Statute.
- 10.5 Subject to the provisions of this Statute, the requirements for Preferential Entry and the criteria for the grant of places to those on the Competitive Entry pathway shall be those established by the Deputy Vice-Chancellor (Academic).

## 11 Admission of International Students

- 11.1 International Students will be admitted at the discretion of the University in accordance with the requirements established by the Deputy Vice-Chancellor (Academic).

## 12 Enrolment Formalities

- 12.1 Every student must complete, within the timeframes prescribed, the enrolment formalities established by the Deputy Vice-Chancellor (Academic).
- 12.2 In order to be enrolled, every student shall be required to make the declarations prescribed by the Deputy Vice-Chancellor (Academic), which shall include a declaration that the student will abide by the applicable Statutes, Regulations and Policies of the University.

## 13 Planning and Approval of Courses

- 13.1 Enrolment in any individual paper or course of study, and any changes in course made after completion of enrolment, are subject to approval by an appropriate Course Approver. Such approval must be obtained in accordance with the procedures and within the timeframes established by the Deputy Vice-Chancellor (Academic).
- 13.2 Course Approvers may decline to approve any enrolment:
- which would conflict with any restriction applying in relation to the applicant for enrolment under the Academic Progress Policy established by the Senate; or
  - which would be in breach of any paper or programme requirements; or
  - in breach of the maximum workloads provisions of this Statute; or
  - where the Course Approver is satisfied there are other valid academic reasons for withholding approval.
- 13.3 Course Approvers who decline an enrolment under the previous clause may approve an alternative course of study.
- 13.4 A student is entitled to have a Course Approver's decision declining enrolment reviewed by a Pro-Vice-Chancellor.

## 14 Definitions of Full-Time and Part-Time Study

- 14.1 For the academic purposes of the University:
- A student enrolled for a course of study worth 54 points or more in a semester is regarded as a full-time student in that semester. A student enrolled for a course of study worth less than 54 points in a semester is regarded as a part-time student in that semester.
  - A student enrolled in a course of study worth 108 points or more within one academic year is normally regarded as a full-time student in that year. For many purposes, however, the relative distribution of the points between semesters must also be taken into account.
  - A student enrolled for a course of study worth 18 points or more in a Summer School is regarded as a full-time student for the duration of that Summer School.
  - For the purposes of this regulation, the points for any full-year paper or other full-year course component shall be regarded as divided evenly between the first and second semesters.

## 15 Maximum Workloads

- 15.1 Except where otherwise required by the regulations for specific programmes, a student may not, without the permission of the appropriate Pro-Vice-Chancellor, enrol for a course of study:
- which exceeds 162 points across the full year, excluding Summer School, with no more than 90 points being taken in any one semester; or

- (b) which exceeds 90 points when a student is enrolled in a single semester only, excluding Summer School; or
- (c) which exceeds 36 points in the case of a Summer School period.

## **16 Enrolment for Certificate of Proficiency**

- 16.1 Enrolment for Certificate of Proficiency may be available at the discretion of the University in order to allow a student to take a paper which is:
  - (a) additional to requirements for a particular degree or diploma; or
  - (b) not sought to be credited towards a University of Otago qualification.
- 16.2 A student who has passed a paper for Certificate of Proficiency may subsequently be permitted by the relevant Pro-Vice-Chancellor to credit that paper to a degree or diploma or certificate.
- 16.3 The Deputy Vice-Chancellor (Academic) may from time to time direct that, for reasons of capacity across the University, the Certificate of Proficiency category of enrolment be closed.

## **17 Enrolment for Interest Only**

- 17.1 Enrolment for Interest Only may be available at the discretion of the University in order to allow students to enrol for a paper on the basis that they will not sit any examinations or undergo any other form of formal assessment.
- 17.2 The Deputy Vice-Chancellor (Academic) may from time to time direct that, for reasons of capacity across the University, the Interest Only category of enrolment be closed. Where no such direction has been made, enrolment for Interest Only remains subject to adequate capacity being available in the paper concerned, and permission from the appropriate Head of Department being obtained.

## **18 Student Exchange Programme**

- 18.1 The Student Exchange Programme allows students enrolled at the University of Otago to study overseas at an approved partner institution.
- 18.2 Students participating in the Student Exchange Programme remain enrolled at the University of Otago and pay standard tuition fees to the University of Otago but receive credit toward their Otago qualifications for approved courses passed at the partner institution.
- 18.3 Students must have been enrolled for at least one semester of full-time on-campus study at the University of Otago and have achieved at least an average grade of B in their academic career at the University of Otago prior to participating in the Student Exchange Programme.
- 18.4 Students meeting the above requirements will take part in a selection process established by the Deputy Vice-Chancellor (External Engagement) to determine their suitability for international exchange and to identify international partner institutions best matching their academic needs.
- 18.5 Selected participants must obtain approval from the appropriate Pro-Vice-Chancellor for their proposed courses of study at one of the University of Otago's international partner institutions.
- 18.6 Details of the approved course of study for each selected participant will be set out in a formal learning agreement, signed by the student, a Head of Department and a Pro-Vice-Chancellor. Once signed, any changes to the learning agreement will require the approval of a Head of Department and a Pro-Vice-Chancellor.
- 18.7 The Deputy Vice-Chancellor (External Engagement) may:
  - (a) from time to time establish and publish additional requirements in relation to participation in the Student Exchange Programme;
  - (b) in exceptional cases, approve participation in the Student Exchange Programme by a student who does not meet the requirements of these regulations.

## 19 Credit for Study Elsewhere

- 19.1 The Pro-Vice-Chancellors may grant credit towards University of Otago qualifications on the basis of:
- (a) study successfully completed at other tertiary institutions in New Zealand or overseas; or
  - (b) the recognition of other prior learning relevant to one of the subjects set out in clause 19.4, such credit being referred to as “RPL credit”.
- 19.2 Credit may be granted as:
- (a) specified credit, which recognises the relevant prior study or learning as equivalent to passes in specific courses or papers offered by the University of Otago; or
  - (b) unspecified credit, which recognises prior study or learning as equivalent to a specific number of points at a specific level.
- 19.3 A list of the credits which may be granted on the basis of passes at non-university tertiary institutions in New Zealand shall be established and published from time to time by the Pro-Vice-Chancellors. The relevant Pro-Vice-Chancellor may, on a case by case basis, approve the grant of credit on the basis of other courses or qualifications.
- 19.4 RPL credit may be granted only towards the following papers:
- |          |                               |
|----------|-------------------------------|
| MAOR 102 | Māori Society                 |
| MAOR 108 | Waiata: Te Tāmatanga          |
| MAOR 111 | Te Kākano 1                   |
| MAOR 112 | Te Kākano 2                   |
| SURV 120 | Surveying and Spatial Science |

## 20 Minimum Requirements for a University of Otago Qualification

- 20.1 In order to complete a University of Otago general degree, a student must pass at least all the 300-level papers required for the degree at the University of Otago.
- 20.2 In order to complete a University of Otago professional degree, a student must pass at least all of the papers required for the final year of the degree at the University of Otago.
- 20.3 No student may count RPL credit for more than one third of the points required for a qualification.
- 20.4 A student who requires less than a full-time course to complete an Otago qualification may complete the qualification by taking approved papers at another university in New Zealand. Prior written approval must be obtained from the relevant Pro-Vice-Chancellor. 300-level papers will not be approved unless the 300-level papers specified in a major subject requirement have previously been passed at the University of Otago.
- 20.5 A student from an overseas university shall be required to pass at least one year of full-time study which includes, for a general degree, all the 300-level papers required for that degree.
- 20.6 A student from an overseas non-university tertiary institution may be credited with no more than half of the points required for a degree.

## 21 Cross Credits

- 21.1 Cross Credit describes the situation in which a pass in a University of Otago course or paper is able to be credited by a student towards the requirements for two University of Otago qualifications.
- 21.2 Except where specific provision to the contrary is made in programme regulations, a student who is enrolled for a programme concurrently with another programme, or who has completed one programme and is proceeding with another, may cross credit 100- and 200-level papers which are common to both programmes:
- (a) up to a maximum of 36 points where one programme is for a one year certificate and the other is for a three or four year degree;

- (b) up to a maximum of 90 points where one programme is for a two year undergraduate diploma and the other is for a three or four year degree;
  - (c) up to a maximum of 126 points where both programmes are for three year degrees;
  - (d) up to a maximum of 180 points where one programme is for a three year degree and the other is for a degree requiring more than three years of study;
  - (e) up to a maximum of 234 points where both programmes are for degrees requiring more than three years of study.
- 21.3 Except where specific provision to the contrary is made in programme regulations, a student who is enrolled for a programme concurrently with two other programmes, or who has completed one programme and is proceeding with two others, or who has completed two programmes and is proceeding with another, may cross credit, between any pairs of the programmes, 100- and 200-level papers which are common to the pairs of programmes:
- (a) up to a maximum of 306 points amongst the three qualifications where all three programmes are for three year degrees;
  - (b) up to a maximum of 360 points amongst the three qualifications where two programmes are for three year degrees and one programme is for a four year degree;
  - (c) up to a maximum of 414 points amongst the three qualifications where one programme is for a three year degree and two programmes are for four year degrees;
  - (d) up to a maximum of 468 points amongst the three qualifications where the three programmes are for four year degrees.
- 21.4 Notwithstanding any provision to the contrary, no three-year degree will include papers worth more than 180 points in common with another degree or degrees, and no degree of four years' or longer duration will include papers worth more than 234 points in common with another degree or degrees.
- 21.5 The following restrictions shall apply in respect of the grant of cross credit:
- (a) No paper shall be credited to more than two qualifications.
  - (b) Except where specific provision to the contrary is made in programme regulations, no 300-level paper may be credited to more than one qualification unless:
    - (i) the programmes affected contain at least 216 points above 200-level where one programme is for a three year degree and the other degree programme is longer than three years; or
    - (ii) the programmes affected contain at least 360 points above 100-level of which at least 144 points must be at 300-level or above, where both programmes are for three year degrees.
  - (c) No paper credited to a postgraduate qualification or to the Diploma for Graduates or to any other graduate diploma or to any graduate certificate shall be cross credited to another programme.
- 21.6 Whenever a student is required, by the regulations for a second qualification, to obtain a pass in a paper in which a pass has already been gained, but which is not permitted by this regulation to be credited to the second qualification, the student may be allowed, with the approval of the appropriate Pro-Vice-Chancellor, to take another paper in place of it.

## 22 Distance Learning

- 22.1 Enrolment in Distance Learning may be available for those papers which the Senate has approved for that purpose.
- 22.2 Students enrolled in Distance Learning courses shall meet the requirements of the papers and the requirements of participation in Distance Learning established by the Deputy Vice-Chancellor (Academic).

### 23 Foundation Studies Certificate

- 23.1 The Foundation Studies Certificate is delivered by Pathway | Te Huarahi, a department in the Academic Division of the University. Students in the Foundation Studies Certificate programme must complete University enrolment formalities and are bound by all applicable regulations of the University. Students must also comply with any relevant requirements (including academic requirements) established by Pathway | Te Huarahi.
- 23.2 In order to be eligible for admission to the programme a student must satisfy the Director of the Programme that they meet the minimum English language requirements established for entry and either:
- have completed the equivalent of Year 12 at a New Zealand secondary school to a satisfactory standard; or
  - have produced evidence that they are suitably qualified and will benefit from enrolling in the programme.
- 23.3 The structure of the Foundation Studies Certificate Programme shall be as set out in the Programme Regulations.
- 23.4 Students who successfully complete the Foundation Studies Certificate programme offered by the University of Otago and who do not already have a university entrance qualification will be entitled to seek enrolment on the basis of matriculation at the University ad eundem statum at entrance level.

### 24 Powers of Delegation

- 24.1 The powers afforded under this Statute to:
- the Vice-Chancellor;
  - the Deputy Vice-Chancellor (Academic);
  - the Deputy Vice-Chancellor (External Engagement)
  - the Pro-Vice-Chancellors; and
  - Heads of Departments
- may be further delegated by those persons to suitably qualified staff of the University.

### 25 Transitional Provisions

- 25.1 The University reserves the right to introduce such changes (including the addition, withdrawal, or restructuring of papers or programmes) as it may judge to be necessary or desirable. Reasonable provision shall be made to enable students to complete any qualification which is discontinued or has had its structure substantially altered, but such provision shall not normally extend for more than five years.
- 25.2 All students must undertake courses and complete qualifications from this University under the regulations set out in the 1992 and subsequent editions of the University of Otago Calendar.
- 25.3 All students who were enrolled at the University before 1992 shall, where appropriate, have their previous courses of study converted to the paper/points structure.
- 25.4 In any case where it is shown to the satisfaction of the Vice-Chancellor that the new regulations applying from 1992 have caused hardship to a student, the Vice-Chancellor may make provision for the relief of such hardship.

### 26 Repeal

- 26.1 The Admission and Enrolment Regulations Statute 1991 and all regulations made under that Statute are repealed with effect from the commencement of this Statute.
- 26.2 The Distance Learning and Extramural Enrolment Statute 1992 is repealed with effect from the commencement of this Statute.

*Note: This Statute was amended by resolution of the University Council on 27 November 2012, 26 November 2013, 8 April 2014, and 24 November 2015.*

# Fees Statute 2011

## **1 Title**

- 1.1 This is the Fees Statute 2011.

## **2 Commencement**

- 2.1 This Statute shall come into effect on 12 October 2011.

## **3 Setting of Fees**

- 3.1 The University Council shall from time to time set and publish the fees payable in respect of:
- (a) tuition;
  - (b) student services;
  - (c) any other matter in respect of which the Council is empowered to establish fees.
- 3.2 Where not established by the Council, the requirements as to the means of payment of fees, and the dates for their payment, shall be those established by the Chief Financial Officer.
- 3.3 In addition to the fees fixed by the Council, sundry and administrative fees approved by the Vice-Chancellor may be charged to students of the University from time to time.

## **4 Exemptions**

- 4.1 Students may be exempted from, or entitled to pro rata or other reduction in respect of, fees:
- (a) in accordance with provisions in that regard established by the Council in fixing the relevant fee; or
  - (b) in accordance with Fees Exemption Regulations established by a Board comprising the Chief Operating Officer, the Director, Student and Academic Services and the Registrar and Secretary to the Council and approved by the Vice-Chancellor.
- 4.2 A student may be exempted in full, or in part, from fees for student services on a case-by-case basis by the Director, Student and Academic Services to reflect exceptional circumstances that apply in respect of that student.

## **5 OUSA Fees**

- 5.1 In accordance with its obligations under the Education Act 1989, the University may collect membership fees on behalf of the Otago University Students' Association.
- 5.2 Students who are liable to pay fees to the Otago University Students' Association must pay those fees to the University by the due dates for payment, and the amounts so payable are regarded as fees of the University for the purposes of this Statute.

## **6 Failure to Pay Fees**

- 6.1 A student who fails to pay any appropriate fees, other charges or fines due to the University (including its Residential Colleges) or fails to pay such fees, charges or fines by the date specified for their payment:
- (a) may incur additional fees as prescribed by the Council;
  - (b) may be excluded from classes, or from enrolment in a subsequent year until the debt is cleared;
  - (c) may have the final award of a qualification for which the student is a candidate withheld by the Council;

- (d) may have any official record of results withheld, and will not be issued with an official transcript of his or her academic record for personal use or for the purpose of supplying any information to any body or institution;
  - (e) may have access to the means of changing his or her course withheld;
  - (f) may have access to course materials (including materials provided electronically) and other University resources and services withheld.
- 6.2 The exercise by the University of its powers under this clause shall be by such persons and in accordance with such procedures as may be approved by the Deputy Vice-Chancellor (Academic).
- 6.3 Where any penalty is imposed on a student under this Statute the student is entitled to have the amount of the penalty or its imposition, or both, reviewed by the Registrar and Secretary to the Council.
- 6.4 The provisions of this clause shall apply in respect of any fees, other charges or fines payable by a student to a College which is affiliated to the University under the Affiliated Colleges Statute as if the relevant fee, charge or fine was payable to the University.

## 7 Refund of Fees

- 7.1 The Director, Student and Academic Services shall from time to time establish and publish detail of the circumstances in which a refund of fees may be allowed, and the extent of such refunds, including detail of:
- (a) the dates by which a student may withdraw from study and be entitled to a full refund of tuition fees;
  - (b) the dates by which a student may withdraw, and upon establishing exceptional circumstances, may receive up to a 50% refund of tuition fees.
- 7.2 Any refund allowed may be subject to:
- (a) a tuition refund fee, if the student has completed the course enrolment process;
  - (b) a requirement that the student meet any costs incurred by the University on behalf of a student in respect of their enrolment in a programme involving an external placement;
  - (c) any sundry and administrative fees identified as non-refundable at the time they were charged.

## 8 Repeal

- 8.1 The Fees Regulations Statute 1991 and all regulations made under that Statute are repealed with effect from the commencement of this Statute.

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# Academic Statute 2011

## 1 Title

- 1.1 This is the Academic Statute 2011.

## 2 Commencement

- 2.1 This Statute shall come into effect on 1 January 2012.

## 3 Academic Programmes

- 3.1 The rules governing the courses of study and training of the University of Otago for which degrees, diplomas and certificates of the University may be awarded shall be the Programme Regulations approved and published by the Senate of the University from time to time.

- 3.2 The Senate may establish and amend the Programme Regulations as it thinks fit, provided that any regulation or change to existing regulations which involves:
- (a) a proposal which is required to be submitted for approval to, or which is required to be reported to, the Committee on University Academic Programmes of Universities New Zealand; or
  - (b) the disestablishing of any degree, diploma or other award of the University; or
  - (c) the disestablishing of an academic programme of the University; or
  - (d) the establishment or alteration of any provision relating to the limitation of the number of student places available, shall be effective only upon confirmation by the Council.

#### 4 Examination and Assessment Regulations

- 4.1 The rules governing examinations and other assessments of academic performance at the University of Otago shall be the Examination and Assessment Regulations approved by the Senate of the University from time to time.

#### 5 Academic Misconduct

- 5.1 For the purpose of this Statute:

- (a) Academic Misconduct means a breach of Academic Integrity, that is, actions which intentionally or unintentionally are contrary to the values and practices associated with Academic Integrity.
- (b) Academic Integrity means the basis for ethical decision-making and behaviour in an academic context as reflected in norms of acceptable academic practice and as informed by the values of honesty, trust, responsibility, fairness, respect and courage.
- (c) Without limitation, Academic Misconduct:
  - (i) includes any instance of a student seeking to gain for themselves or any other person an academic advantage by deception or other unfair means; and
  - (ii) may arise in connection with the preparation or submission of any written, oral or any other work, including work in electronic form and whether in the course of an examination or not, which counts towards the attainment of a pass in any subject, or of any dissertation, thesis, or other research exercise.

- 5.2 Subject to the provisions of this Statute, instances of Academic Misconduct or suspected Academic Misconduct will be investigated and responded to under the Student Academic Misconduct Procedures established by the Senate.

- 5.3 Any work submitted to the University may be subjected to such processes (including electronic processes) of checking for plagiarism as the University may consider appropriate. Students submitting work acknowledge that the University may retain copies of that work in electronic form or otherwise and for such period as the University sees fit for the purpose of checking for plagiarism in any other work which may be submitted to it.

- 5.4 Complaints relating to Academic Misconduct shall be addressed as follows:

- (a) Complaints in relation to doctoral degrees shall be dealt with by the Deputy Vice-Chancellor (Research and Enterprise) who shall in every case act in consultation with the relevant Pro-Vice-Chancellor;
- (b) All other complaints shall be dealt with by the Pro-Vice-Chancellor of the Division within which the work was submitted, provided that complaints considered to come within the definition of Level One Academic Misconduct as defined in the University's Student Academic Misconduct Procedures may be handled by the relevant Head of Department.

- 5.5 A Pro-Vice-Chancellor or Head of Department may delegate their powers and responsibilities under this Statute and the Student Academic Misconduct Procedures.
- 5.6 Before any finding is made against a student and a penalty imposed under this Statute, the student concerned must be:
- (a) advised in writing of the subject matter of the complaint; and
  - (b) afforded an opportunity of being heard when the complaint is being determined; and
  - (c) must be advised of possible penalties if a breach is established.
- 5.7 The Deputy Vice-Chancellor (Research and Enterprise) may deal with a complaint of Academic Misconduct in one or more of the following ways:
- (a) dismiss the complaint;
  - (b) require the student to undertake actions directed to improving the student's knowledge and understanding of Academic Integrity;
  - (c) advise or reprimand the student;
  - (d) require the resubmission of work affected by the complaint either fully, or in part;
  - (e) disqualify the student from continuing with the degree to which the complaint related;
  - (f) recommend to the Vice-Chancellor that the student be excluded from the University permanently or for such period as the Vice-Chancellor may determine.
- 5.8 The Pro-Vice-Chancellors may deal with a complaint of Academic Misconduct in one or more of the following ways:
- (a) dismiss the complaint;
  - (b) require the student to undertake actions directed to improving the student's knowledge and understanding of Academic Integrity;
  - (c) advise or reprimand the student;
  - (d) require the submission of alternative work or the resubmission of the piece of work concerned;
  - (e) direct the award of a lesser mark than otherwise appropriate or the award of no mark for the piece of work concerned or the subject concerned (which direction may include directing the deducting of marks from final examinations);
  - (f) withhold or withdraw the granting of terms in the subject concerned;
  - (g) disqualify the student from an entire paper;
  - (h) direct the cancellation of any pass or passes (including those in special examinations) for any other part of the student's course undertaken in the same semester, or at the same Summer School, as the paper in relation to which a complaint of Academic Misconduct has been upheld, provided that the cancellation of a pass in a different Division shall be directed only with the agreement of the Pro-Vice-Chancellor of that Division;
  - (i) impose a fine not exceeding \$500;
  - (j) direct the student to carry out work of value to the University or the local community for up to 40 hours;
  - (k) recommend to the Vice-Chancellor that the student be excluded from the University permanently or for such period as the Vice-Chancellor may determine.
- 5.9 A Head of Department may deal with a complaint by exercising any of the powers under clause 5.8 (a) to (e), or may at any point refer the complaint to the relevant Pro-Vice-Chancellor to be dealt with.
- 5.10 The Vice-Chancellor may exercise any of the disciplinary powers under clause 5.7 (a) to (e) and 5.8 (a) to (j), and in addition may direct that the student be excluded from the University permanently or for such period as the Vice-Chancellor may determine.

- 5.11 A student may appeal the imposition of a penalty under this Statute:
- (a) by a Head of Department, to the relevant Pro-Vice-Chancellor, whose decision on the matter shall be final;
  - (b) by the Vice-Chancellor, the Deputy Vice-Chancellor (Research and Enterprise) or a Pro-Vice-Chancellor, to the Appeals Board of the University Council, in accordance with the provisions of the Appeals Statute.
- 5.12 Any decision imposing a penalty shall draw the attention of the student to their right of appeal under clause 5.11.

## 6 Repeal

- 6.1 The Degree Courses Regulations Statute 1991 and the Examinations Regulations Statute 1991 are hereby repealed with effect from the commencement of this Statute. Notwithstanding that repeal, all regulations made under those Statutes shall remain in full effect until amended or repealed in accordance with clause 3.1 of this Statute.

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## Administration Statute 2011

### 1 Title

- 1.1 This is the Administration Statute 2011.

### 2 Commencement

- 2.1 This Statute shall come into effect on 1 January 2012.

### 3 Library Regulations

- 3.1 The rules governing the use of the Library of the University of Otago shall be the Library Regulations.
- 3.2 A Board comprising the Deputy Vice-Chancellor (Academic) the University Librarian and the Registrar and Secretary to the Council shall provide advice to the Council in relation to the Library Regulations from time to time.
- 3.3 The Library Regulations shall be approved by the Council following consultation with the Senate.

### 4 Information and Communications Technology Regulations

- 4.1 The rules governing the use of computers at the University of Otago shall be the Information and Communications Technology Regulations.
- 4.2 A Board comprising the Chief Operating Officer, the Director, Information Technology Services and the Registrar and Secretary to the Council shall provide advice to the Council in relation to the Information and Communications Technology Regulations from time to time.
- 4.3 The Information and Communications Technology Regulations shall be approved by the Council following consultation with the Senate.

### 5 Traffic and Parking Regulations

- 5.1 The rules governing the use of vehicles and parking at the University of Otago shall be the Traffic and Parking Regulations.
- 5.2 A Board comprising the Chief Operating Officer, the Director, Property Services and the Registrar and Secretary to the Council shall provide advice to the Council in relation to the Traffic and Parking Regulations from time to time.
- 5.3 The Traffic and Parking Regulations shall be approved by the Council.

## **6 University Campuses and Premises Regulations**

- 6.1 The rules governing the use of land and buildings owned or controlled by the University of Otago shall be the University Campuses and Premises Regulations.
- 6.2 A Board comprising the Chief Operating Officer, the Director, Property Services and the Registrar and Secretary to the Council shall provide advice to the Council in relation to the University Campuses and Premises Regulations from time to time.
- 6.3 The University Campuses and Premises Regulations shall be approved by the Council.

## **7 Alcohol Regulations**

- 7.1 The rules governing:
  - (a) the supply and use of alcohol at functions at, or associated with, the University; and
  - (b) the possession and consumption of alcohol on University campuses; and
  - (c) the promotion of alcohol at the University or to members of the University, shall be the Alcohol Regulations.
- 7.2 A Board comprising the Chief Operating Officer, the Director, Student and Academic Services and the Registrar and Secretary to the Council shall advise the Council in relation to the Alcohol Regulations from time to time.
- 7.3 The Alcohol Regulations shall be approved by the Council.

## **8 Repeal**

- 8.1 The following Statutes are repealed with effect from the commencement of this Statute:
  - (a) The Library Regulations Statute 1991;
  - (b) The Computer Regulations Statute 1991;
  - (c) The Traffic and Parking Regulations Statute 1991;
  - (d) The Use of Premises Regulations Statute 1991;
  - (e) The Alcohol at Student Functions Regulations Statute 1991.
- 8.2 Notwithstanding the repeal of the Statutes by the preceding section, regulations made under those Statutes shall remain in force until repealed by regulations made under this Statute.

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# Student Conduct Statute 2021

## **1 Title**

- 1.1 This is the Student Conduct Statute 2021.

## **2 Commencement**

- 2.1 This Statute shall come into effect on 1 January 2022.

## **3 Purpose**

- 3.1 The purpose of this Statute, and the Code of Student Conduct which it contains, is to promote the safety and wellbeing of the University community through the cultivation of mutual respect, tolerance and understanding.
- 3.2 This Statute requires that fair processes be followed in relation to suspected student misconduct and that, wherever possible, the University's response to misconduct addresses the harm caused and meets the needs of all parties.
- 3.3 The University will investigate and respond to misconduct in ways that safeguards the physical, spiritual and emotional wellbeing of all parties involved and the integrity of the University community.

## 4 Rules of Conduct

- 4.1 The basic rules of conduct are those provided for in the Code of Student Conduct established by this Statute.
- 4.2 Secondary rules of conduct are contained in the regulations established under the Administration Statute 2011 and such other rules and regulations as may be promulgated from time to time under the authority of the Council.

## 5 Definitions

- 5.1 “Appeals Board” means the Board of University Council members established under the Appeals Statute 2011 and having powers under that Statute to reconsider disciplinary decisions.
- 5.2 “Kaitohutohu Māori” means the holder of the office Kaitohutohu Māori within the Office of Māori Development who has the responsibilities under the tikanga-led processes established under this Statute.
- 5.3 “Proctor” means the person employed by the University to have responsibility for overseeing the investigation of alleged student misconduct and the imposition of penalties in less serious misconduct cases. In this Statute the expression Proctor extends to include any person appointed by the University as a Deputy or Assistant Proctor.
- 5.4 “Provost” means the member of the academic staff appointed by the Chancellor in consultation with the President of the Otago University Students’ Association to hold hearings and impose penalties in relation to more serious misconduct cases. In this Statute the expression Provost extends to include any person appointed as a Deputy or Assistant Provost by the same means the Provost is appointed.
- 5.5 “University Official” means a person employed or engaged by the University to carry out a specific role while they are carrying out that role.

## 6 Code of Student Conduct

- 6.1 The University expects students to refrain from behaviours that endanger their own or others’ safety and wellbeing.
- 6.2 Students are expected to conform to the standards contained in this Code of Student Conduct off-campus as well as on-campus.
- 6.3 The University rejects racism and other forms of discrimination prohibited under the Human Rights Act 1993, and this Code of Student Conduct will be interpreted and applied accordingly.
- 6.4 The University reserves the right to pursue through its disciplinary procedures matters that are also being, or may also be, addressed by the legal system or under the University’s Ethical Behaviour Policy processes.
- 6.5 The basic rules of conduct require that no student shall:
  - (a) unreasonably disrupt any teaching, study or research or the administration of the University either wilfully or by engaging in conduct which ought reasonably to have been foreseen would cause disruption;
  - (b) wilfully obstruct any member or employee of the University in academic work or in the performance of duties;
  - (c) wilfully misuse, damage or deface, steal or wrongfully convert to the student’s own use any property of the University or of any member of the University;
  - (d) wilfully acquire by theft or deception the benefits of any service provided by the University or any academic advantage;
  - (e) engage in actions that:
    - (i) amount to sexual misconduct as defined by the Sexual Misconduct Policy and Ethical Behaviour Policy; or
    - (ii) amount to assault or which result in, or can be reasonably expected to result in, harm to a person or persons; or

- (iii) are unreasonably disruptive to other members of the University or the local community; or
- (iv) result in, or can be reasonably expected to result in, damage to property of any person; or
- (v) are otherwise unlawful;
- (f) threaten, intimidate, abuse or harass another person or group, including by electronic means and including in relation to matters of race or any other prohibited ground of discrimination under the Human Rights Act 1993;
- (g) organise or participate in an event in the nature of an initiation that requires or can be reasonably regarded as pressuring a person into:
  - (i) the use of alcohol or drugs, including cigarettes and vaping products; and/or
  - (ii) the undertaking of unlawful activities; and/or
  - (iii) the undertaking of activities that carry risk of harm to a person or property;
- (h) fail to comply with the proper directives of a University Official, including refusing to identify oneself;
- (i) lie to, or misrepresent information to, the University or any University official;
- (j) fail without good reason to co-operate with the University's disciplinary procedures;
- (k) fail without reasonable cause to comply with any penalty imposed under this Student Conduct Statute;
- (l) be party to or attempt to commit an act of misconduct as set out in the foregoing rules.

## 7 Disciplinary Authority

- 7.1 The following persons or bodies are authorised to exercise disciplinary authority under this Statute:
- (a) The Proctor;
  - (b) The Provost;
  - (c) The Vice-Chancellor;
  - (d) The Appeals Board of Council.
- 7.2 Before any party exercises disciplinary authority over a student, they shall ensure that the student has had a full and fair opportunity to respond to the allegations against them.
- 7.3 Where a breach appears to have involved abuse of alcohol and/or drugs the decision-maker:
- (a) shall encourage the student to attend counselling or to receive other support in relation to such abuse.
  - (b) may delay imposing a penalty in order to be able to take into account information that the student agrees be provided by a counsellor or other source of support.
- 7.4 In imposing any penalty under this Statute, the decision-maker shall take into account all issues relevant to the breach and the personal circumstances of the student, including any cultural considerations and (where relevant) their financial means.

## 8 Powers of Proctor

- 8.1 The Proctor shall have power to deal with offences or alleged offences against the basic or secondary rules of conduct by such processes as are fair and expeditious in the circumstances.
- 8.2 If, after reasonable enquiry and after meeting with the student concerned, the Proctor is satisfied that a student is guilty of an offence against this Statute, the Proctor may deal with that student in one or more of the following ways:
- (a) discharge the student conditionally or absolutely;
  - (b) advise or reprimand the student;
  - (c) impose a fine not exceeding \$500;

- (d) direct the return of any property acquired through misconduct;
- (e) direct the payment of compensation of up to \$5,000 in respect of any damage incurred through the misconduct;
- (f) direct the student to carry out work of value to the University or the local community for up to 40 hours;
- (g) direct the student not to have any contact with a specified person or persons or not to attend a specific social function or functions, or not to visit some specific part of the University, or not to visit any or all of its affiliated colleges for a period up to 31 December in the year in which the penalty is imposed.

8.3 In any case where the Proctor considers:

- (a) that the circumstances of a student's offending or alleged offending require formal consideration; or
  - (b) that the circumstances of a student's offending or alleged offending may warrant penalties beyond those which the Proctor is empowered to impose,
- the Proctor may refer the student to the Provost for the matter to be dealt with.

8.4 The Proctor may appoint a lawyer or another appropriate party to assist him or her in the conduct of any interview or hearing.

## 9 Powers of Provost

9.1 The Provost shall have the power:

- (a) to deal with offences or alleged offences against the basic or secondary rules of conduct including, but not limited to, those matters which may be referred to him or her by the Proctor;
- (b) to determine appeals brought against decisions of the Proctor.

9.2 The Provost shall have the power to dismiss any complaint which in the opinion of the Provost is frivolous or unsubstantiated or for any other reason ought not to be proceeded with.

9.3 In any case where the Provost considers the circumstances of a student's offending or alleged offending render it appropriate the Provost may refer the student directly to the Vice-Chancellor to be dealt with.

9.4 Before there is any exercise of disciplinary power by the Provost, the student complained of:

- (a) must be advised in writing of the subject matter of the complaint,
- (b) must be afforded an opportunity of being heard before the complaint is determined and to be supported or, at the student's option, to be represented by a lawyer or other advocate, at that time; and
- (c) must be advised of possible penalties if found guilty including, where appropriate, the possibility of exclusion following a referral to the Vice-Chancellor.

9.5 The Provost may appoint a lawyer or another appropriate party to assist him or her in the conduct of any interview or hearing.

9.6 The Provost may deal with a complaint in one or more of the following ways:

- (a) discharge the student conditionally or absolutely;
- (b) advise or reprimand the student;
- (c) impose a fine not exceeding \$1,000;
- (d) direct the return of any property acquired through misconduct;
- (e) direct the payment of compensation up to \$5,000 in respect of damage to property;
- (f) direct the student to carry out work of value to the University or the local community for up to 60 hours;
- (g) direct the student not to have any contact with a specified person or persons, or not to attend a specific social function or functions, or not to visit some specific part of the University, or not to visit any or all of its affiliated colleges for such period as the Provost may determine;

- (h) deny the student the right to graduate in person;
- (i) refer the matter to the Vice-Chancellor to be dealt with by way of exclusion or otherwise.

## 10 Powers of the Vice-Chancellor

- 10.1 The Vice-Chancellor may, whether on a referral from the Provost or otherwise, exercise any of the disciplinary powers afforded to the Provost under this Statute provided that the Vice-Chancellor's power of directing the payment of compensation in respect of damage to property shall extend to the full amount of any damage incurred.
- 10.2 The Vice-Chancellor shall, in addition to the powers under the previous clause, have the power to exclude the student from the University, or from any paper or papers, either permanently or for such period as the Vice-Chancellor may determine. The Vice-Chancellor may exclude a student on a suspended basis by establishing conditions which if observed will allow the student to remain at the University and the exclusion to be cancelled at the end of a nominated period. Where the Vice-Chancellor is satisfied after reasonable enquiry that a student excluded on a suspended basis has breached a condition of the suspension, they may direct that the exclusion come into immediate effect.
- 10.3 Where, before a matter is referred to the Vice-Chancellor, the Provost has completed an investigation which meets the requirements of clause 9.4, the Vice-Chancellor may rely on the findings of that enquiry in determining the matter, provided that if the Vice-Chancellor considers a student's exclusion may be warranted, the student shall be so advised and given the opportunity to provide written submissions on whether that step should be taken.
- 10.4 Before exercising any disciplinary authority in a case in relation to which the Provost has not completed an investigation meeting the requirements of clause 9.4, the Vice-Chancellor shall complete such an investigation.
- 10.5 The Powers of the Vice-Chancellor may be exercised by any person acting in that role from time to time and, in the case where the Vice-Chancellor is conflicted, by a Deputy Vice-Chancellor nominated for that purpose by the Registrar and Secretary to the Council.

## 11 Tikanga-led process

- 11.1 A tikanga-led process is available in suitable cases. Such process involves the facilitation of an open exchange of views aimed at achieving outcomes which are mana-enhancing and accepted as appropriate by all parties.
- 11.2 Information on the tikanga-led process will be made available to all students found to have breached the Code of Student Conduct. Where a student wishes to have a matter responded to through a tikanga-led process it shall be referred to the Kaitohutohu Māori to determine whether the process is suitable in the circumstances.
- 11.3 Where the Kaitohutohu Māori determines that a tikanga-led process is to be followed, the matter shall be addressed under that process.
- 11.4 The tikanga-led process is guided by the Kaitohutohu Māori (or nominee) who has responsibility for all aspects of the process. The process may be led in Te Reo Māori or English.
- 11.5 The student who has committed the breach must participate as required by the Kaitohutohu Māori. Any member of the University community who is a victim of the breach shall be entitled to an opportunity to participate in person or by written submission as they chose. All such participants have the right to be supported by whānau. The Proctor or, on the Proctor's referral, the Provost (or their nominees) are also entitled to participate.

- 11.6 Wherever possible, the appropriate response to a breach will be determined by the consensus of those participating in the tikanga-led process. Where that is achieved no other penalty shall be imposed under this Statute. Where consensus is unable to be reached, the Kaitohutohu Māori (or nominee) shall refer the matter back to the Proctor, Provost or Vice-Chancellor as appropriate for consideration to be given to the imposition of a penalty under this Statute.
- 11.7 Breaches of the Code of Student Conduct which are resolved under the tikanga Māori processes will be identified in annual reporting to the Council under clause 15 of this Statute.

## 12 Interim Measures

- 12.1 At any time (whether following a complaint or otherwise) a potential breach of this Code of Student Conduct is under investigation or consideration (including under Tikanga Māori Process) the Proctor may establish and require compliance with interim measures which the Proctor considers reasonably necessary to protect:
- (a) the integrity of the investigation; or
  - (b) the wellbeing of a person or persons connected with the investigation.
- 12.2 The interim measures which the Proctor may establish include, but are not limited to, those matters set out in clause 8.2(g).

## 13 Restorative Justice

- 13.1 In any case where:
- (a) a student has acknowledged behaviour which amounts to a breach of this Code of Student Conduct; and
  - (b) the student and the person or persons directly affected by that behaviour so agree, the matter may be referred to a process of Restorative Justice. Any referral to Restorative Justice is to be made by the person with the authority to impose a penalty in the relevant case. Restorative Justice may take place either before or after the determination of any penalty that might be imposed under the Statute.
- 13.2 A referral to Restorative Justice shall only be made where the person making the referral and the intended Restorative Justice facilitator have satisfied themselves that the circumstances are suitable for submission to that process.
- 13.3 Restorative Justice shall be facilitated by:
- (a) the Office of the University Mediator; or
  - (b) another person approved by the Vice-Chancellor and acceptable to all those involved.

## 14 Appeals

- 14.1 A student against whom a disciplinary finding has been made by the Proctor may appeal the finding and/or the penalty imposed to the Provost by writing to the Provost within seven days of the communication to the student of the relevant decision. A decision by the Provost on an appeal from the Proctor shall be final.
- 14.2 A student against whom a disciplinary finding has been made by the Provost (other than a decision on an appeal from the Proctor) may appeal the finding and/or the penalty imposed (including a penalty imposed by the Vice-Chancellor) to the Appeals Board of the University Council. Appeals are governed by the provisions of the Appeals Statute 2011 and are to be commenced by lodging a Notice of Appeal in accordance with the provisions of that Statute within ten working days of the communication to the student of the relevant decision.
- 14.3 Unless the Appeals Board otherwise directs, a student lodging an appeal continues to be bound by any requirements imposed under clause 8.2(g) or 12.1 of this Statute.

## 15 Reports to Council

- 15.1 All persons authorised to exercise disciplinary authority under this Statute shall make a report to the Council following the end of each academic year containing a summary of all cases dealt with by them during that year. Such reports shall not include the names of individuals and shall as far as possible avoid reference to circumstances which might render any individual identifiable.

## 16 Repeal

- 16.1 The Discipline Statute 2011 is repealed with effect from the commencement of this Statute.

# Appeals Statute 2011

## 1 Title

- 1.1 This is the Appeals Statute 2011.

## 2 Commencement

- 2.1 This Statute shall come into effect on 1 January 2012.

## 3 Appeals Boards

- 3.1 Each Appeal brought under this Statute shall be heard and determined by an Appeals Board.
- 3.2 An Appeals Board shall be appointed by the Registrar and Secretary to the Council on a per-Appeal basis and shall comprise of three or more members, including at least one lay member of Council and, whenever possible, one student member of Council.
- 3.3 The Registrar and Secretary to the Council shall appoint one of the Appeals Board members as Convenor on a per-Appeal basis. The intention is for the Convenor to be, where possible, a lawyer. Where a lawyer is not available from the pool of Council members that are available to sit on the Appeals Board, or the relevant Council member is unable to act as Convenor for any reason, the Registrar and Secretary to the Council may elect to engage:
- (a) A lawyer who is not a Council member to be the Convenor; or
  - (b) An academic member of staff who is not a Council member to be the Convenor, where that staff member has a suitable background in and understanding of the principles of administrative law.
- 3.4 In appointing the members of an Appeals Board, the Registrar and Secretary to the Council shall be guided by any directions of the Council and by the availability of members to deal with the Appeal in a timely way.
- 3.5 Each member of an Appeals Board shall have one vote. The Registrar and Secretary to the Council or his or her appointee shall act as Secretary to the Board.

## 4 Right of Appeal

- 4.1 A student may appeal under this Statute against:
- (a) decisions in respect of which a right of appeal to the Appeals Board is provided under the Student Conduct Statute 2021, the Academic Statute 2011 or the Degrees and Other Awards Statute 2011;
  - (b) any other decision of the University affecting the student against which the Appeals Board grants leave to appeal under the provisions of this Statute.

## 5 Powers of Board

- 5.1 The Board shall have the power to hear and determine:
- (a) appeals to which clauses 4.1(a) and (b) apply; and
  - (b) applications for leave to appeal; and
  - (c) appeals directed to it under clause 10.2 of the Council Statute.
- 5.2 The Board may:
- (a) exercise its powers without confirmation by the Council;
  - (b) in its absolute discretion, refer any appeal to the Council for a decision; and
  - (c) dismiss any appeal after considering the written grounds of appeal and any written submissions without hearing the parties if in its opinion the appeal is frivolous or discloses no sustainable grounds of appeal or for any other reason ought not to be proceeded with.

## 6 Notice of Appeal

- 6.1 Appeals may be commenced, and applications for leave to appeal made, within 10 working days of the communication to the student of the decision appealed against, or sought to be appealed against, as the case may be, provided that the Appeals Board may, if it thinks fit, agree to extend the relevant time period.
- 6.2 Appeals are commenced by providing the Registrar and Secretary to Council with a Notice of Appeal identifying with reasonable particularity:
- (a) the decision or decisions appealed against; and
  - (b) the grounds of the appeal including, where appropriate, any factual or procedural errors which the student considers to have occurred.
- 6.3 Leave to appeal may be sought by providing the Registrar and Secretary to Council with:
- (a) a proposed Notice of Appeal meeting the requirements of clause 6.2; and
  - (b) any submissions the intending appellant wishes to make in support of the application for leave to appeal.
- 6.4 Every Notice of Appeal and every application for leave to appeal shall provide a physical address and an email address for communications in relation to the matter. All communications sent to the email address shall be deemed to have been received on the day after the day on which they are sent.
- 6.5 On receiving a Notice of Appeal or an application for leave to appeal, the Registrar and Secretary to Council shall first ensure that the body taking the decision being, or being sought to be, appealed against has, or has had, an opportunity of reviewing its decision.
- 6.6 In the case of appeals or applications for leave to appeal which relate to academic matters, the Registrar and Secretary to Council shall arrange for one or more members of the Senate to consider the circumstances and to report on the matter making any such recommendations to the Appeals Board on behalf of the Senate as may be appropriate.
- 6.7 Prior to the hearing of an appeal, the Convener of the Appeals Board may make directions in relation to the conduct of the appeal, including directions in relation to the advance circulation of evidence and submissions by any party and in relation to any other matters that may promote the fair and expeditious resolution of the appeal.
- ## 7 Consideration of Applications for Leave to Appeal
- 7.1 An applicant for leave to appeal shall have no right to be heard in person by the Appeals Board, which shall consider applications for leave to appeal on the papers.
- 7.2 If the Appeals Board intends to take into account any material in addition to that provided by the applicant for leave, such material shall be provided to the applicant who shall then have seven days within which to respond to that material.

## 8 Procedure for Appeals

- 8.1 Subject to the provisions of this Statute, the Appeals Board shall regulate its own procedure and appeals may be conducted without procedural formality where this is consistent with fairness and efficiency. The Appeals Board may receive, or call for, from any party any material which it considers relevant to the fair determination of the appeal.
- 8.2 Hearings before the Board shall be conducted in private. The Board shall provide full copies of its written decisions to the Council on a confidential basis but any other reports of the proceedings of the Appeals Board shall be such as to prevent disclosure of the identity of the appellant by the University.
- 8.3 The respondent in an appeal shall be the Vice-Chancellor or the Vice-Chancellor's nominee.
- 8.4 The appellant, the respondent and any other member of the University who, in the opinion of the Board, has a special interest in the proceedings shall be entitled:
- (a) to be represented by counsel or some other appropriate person;
  - (b) to be supported during the hearing by any appropriate person or persons;
  - (c) to be present throughout the hearing, except when members of the Board may wish to confer in private.
- 8.5 The Registrar and Secretary to Council shall within a reasonable time beforehand inform the appellant of the time and place fixed for the appeal hearing and of any directions the Appeals Board may have made as to the conduct of the appeal.
- 8.6 If the appellant or respondent fails to attend the hearing the Board may proceed and determine the appeal.
- 8.7 Following the conclusion of an appeal hearing the Appeals Board may:
- (a) dismiss the appeal; or
  - (b) allow the appeal by:
    - (i) referring the matter back to the decision-maker for reconsideration, with or without recommendations; or
    - (ii) substituting its own determination on any matter arising in the appeal, including any findings and the imposition of any penalty or outcome.

## 9 Repeal

- 9.1 The Student Appeals Regulations Statute 1991 and the regulations made thereunder are repealed.

## Degrees and Other Awards Statute 2011

### 1 Title

- 1.1 This is the Degrees and Other Awards Statute 2011.

### 2 Commencement

- 2.1 This Statute shall come into effect on 1 January 2012.

### 3 Degrees, Diplomas, Certificates

- 3.1 Degrees are conferred and diplomas are awarded by the University Council at a meeting of the University Council. Graduation Ceremonies may be held for the purpose of publicly acknowledging degrees and diplomas already conferred and awarded by the University Council. A student's entitlement to attend a Graduation Ceremony and the timing of that ceremony will be determined by the Registrar and Secretary to Council.

- 3.2 Each candidate eligible for the award of a degree or diploma of the University shall receive a document bearing the University Seal and signatures of the Chancellor and the Registrar and Secretary to Council or, in the absence of either, the person acting, certifying that the degree has been conferred or the diploma awarded.
- 3.3 Candidates eligible for the award of a certificate shall receive a document bearing the University Seal and signature of the Registrar and Secretary to Council or, in the absence of that person, the person acting, certifying completion of the requirements for the qualification. Certificates will be awarded in absentia.

#### **4 Scholarships and Prizes**

- 4.1 The general provisions of this clause shall apply to all University of Otago scholarships and prizes. Other provisions are established by the conditions approved by the Senate and the Council in respect of individual scholarships and prizes.
- 4.2 University of Otago scholarships and prizes are awarded by the Senate on behalf of the Council. The Council may supplement the value of a scholarship or prize or may award a special scholarship or prize to a candidate of merit for whom no other scholarship or prize is available.
- 4.3 An application to be considered for a prize is needed only where that requirement is provided for in the conditions of that prize. Except where otherwise specified under the conditions of a prize, the award of prizes shall be made each year on the results of that year's examinations in the subjects appropriate to the various prizes.
- 4.4 Applications for scholarships are required unless otherwise specified under the conditions of a particular scholarship.
- 4.5 Where there is no candidate of sufficient merit for a scholarship or prize no award will be made.
- 4.6 The Senate may suspend or terminate a scholarship if the attendance and progress of a scholar is unsatisfactory.
- 4.7 The values of the various scholarships and prizes are dependent upon the funds available.
- 4.8 The Senate may delegate the powers afforded to it under clause 4 of this Statute.

#### **5 Honorary Degrees**

- 5.1 The University may confer the following honorary degrees:
  - (a) Doctor of Laws;
  - (b) Doctor of Science;
  - (c) Doctor of Literature;
  - (d) Doctor of Music;
  - (e) Doctor of Divinity;
  - (f) Doctor of Commerce.
- 5.2 Nominations for honorary degrees will normally be forwarded by the Deputy Vice-Chancellor (Academic) to Senate and Council for consideration.
- 5.3 Before a person is admitted by the University to an honorary degree, both the Senate and the Council shall have approved the nomination.
- 5.4 Any deviation from the above process must be approved by the Registrar and reported to Senate and Council.

#### **6 Hocken Library Fellowships**

- 6.1 The University may confer Hocken Library Fellowships on suitably deserving persons provided that the number of living holders of such fellowships at any one time shall not exceed 15.

- 6.2 Nominations for the Hocken Library Fellowship may be made confidentially in writing to the Vice-Chancellor by three persons, each of whom must be a member of the Council or the Senate. Each nomination shall be accompanied by a statement of the nominee's career and the grounds for the award of the Fellowship in terms of criteria which may be issued by the University Council from time to time.
- 6.3 Nominations shall be referred to a Selection Committee comprising the Deputy Vice-Chancellor (Academic), the University Librarian and the Hocken Librarian. The committee shall have power to co-opt up to two additional members.
- 6.4 Before a Hocken Library Fellowship is conferred, both the Senate and the Council shall have approved the nomination.

## **7 University of Otago Medal for Outstanding Alumni Service**

- 7.1 The University may confer the University of Otago Medal for Outstanding Alumni Service on any member of the University's alumni in order to recognise meritorious service to the University in terms of criteria which may be issued by the University Council from time to time.
- 7.2 The number of living holders of the University of Otago Medal for Outstanding Alumni Service at any one time shall not exceed 15.
- 7.3 Nominations for the Medal may be made confidentially in writing to the Vice-Chancellor. Each nomination shall be accompanied by a statement of the grounds for the award of the Medal by reference to the criteria established by this Statute.
- 7.4 Nominations shall be referred to the Standing Committee of the Council which, if it supports the nomination, shall refer the matter to the Council, the approval of which shall be required before a Medal is awarded.

## **8 University of Otago Distinguished Alumni Awards**

- 8.1 The University may confer the University of Otago Distinguished Alumni Award on any member of the University's alumni in order to recognise his or her exceptional and sustained contribution to a profession or to the physical, social, cultural, sporting, environmental or economic well-being of the national or international community. The Council may issue additional criteria for the making of the Award from time to time.
- 8.2 No more than five University of Otago Distinguished Alumni Awards shall be made in any year.
- 8.3 Nominations for the Award may be made confidentially in writing to the Vice-Chancellor. Each nomination shall be accompanied by a statement of the grounds for the making of the Award by reference to the criteria established by and issued under this Statute.
- 8.4 Nominations shall be referred to the Standing Committee of the Council which, if it supports the nomination, shall refer the matter to the Council, the approval of which shall be required before an Award is made.

## **9 Cancellation of Degrees and Other Awards**

- 9.1 The Vice-Chancellor may rescind any degree which has been conferred and any diploma or certificate which has been awarded (in each case under clause 3 of this Statute) if he or she is satisfied that the requirements for the qualification concerned were not fully met or were affected by Academic Misconduct. Any decision of the Vice-Chancellor under this provision may be appealed to the Appeals Board of the Council. Appeals are governed by the provisions of the Appeals Statute 2011 and are to be commenced by lodging a Notice of Appeal in accordance with the provisions of that Statute within ten working days of the communication to the student of the relevant decision.
- 9.2 The Council may rescind the grant of any of the awards of the kind covered by clauses 5 to 8 of this Statute if it is satisfied that the grant of the award was affected by error or that the conduct of the recipient of the award (whether before or after its grant) or other relevant considerations render it inappropriate for the award to continue to be held.

## 10 Repeal

- 10.1 The following Statutes and Regulations are repealed with effect from the commencement of this Statute:
- (a) The Scholarships and Prizes Regulations Statute 1991, and the regulations made thereunder;
  - (b) The Conferment of Academic Awards Regulations Statute 1991, and the regulations made thereunder;
  - (c) The Honorary Degrees Regulations Statute 1991, and the regulations made thereunder;
  - (d) The Hocken Library Fellowships Regulations.

*Note: This Statute was amended by resolution of the University Council on 12 March 2013, 25 February 2014, and 10 May 2016.*

# Academic Dress Statute 2011

## 1 Title and Commencement

- 1.1 This is the Academic Dress Statute 2011.

## 2 Commencement

- 2.1 This Statute shall come into effect on 1 January 2012.

## 3 Wearing of Academic Dress

- 3.1 Members of the University must appear in their prescribed academic dress:
- (a) at all public ceremonies of the University where such dress is customarily worn; and
  - (b) at such other occasions at which the Vice-Chancellor has advised that academic dress should be worn.
- 3.2 Appropriate formal dress specific to Māori, Pasifika and other cultures may be worn by members of the University in addition to the academic dress prescribed for them under this Statute.
- 3.3 Graduates of other universities may wear the academic dress of those universities.

## 4 Academic Dress of University Officials

- 4.1 Chancellor: The robe is a black silken damask gown, lined with blue silk or silk-like fabric. The collar and facings are trimmed with gold lace bands, and shields of the University's arms and Māori symbols of steps to higher learning (Poutama) are embroidered in coloured silk and gold on the front edges of the collar. The cap is a black trencher with a gold lace band and a gold button and tassel.
- 4.2 Pro-Chancellor: The robe is a black gown, lined with silver silk or silk-like fabric. The collar and facings are trimmed with silver lace bands and shields of the University's arms and Māori symbols of steps to higher learning (Poutama) are embroidered in coloured silk and gold on the front edges of the collar. The cap is a black trencher with a silver lace band and a silver button and tassel.
- 4.3 Vice-Chancellor: The robe is a black gown. The collar and facings are of blue silk or silk-like fabric, trimmed with gold lace bands, and shields of the University's arms and Māori symbols of steps to higher learning (Poutama) are embroidered in coloured silk and gold on the front edges of the collar. The cap is a black trencher with a gold lace band and a gold button and tassel.
- 4.4 Other members of the Council: The robe is a black gown with blue facings, and the cap is a black cloth trencher with tassel. Alternatively, members of the Council may wear the academic dress proper to their degrees.
- 4.5 Registrar and Secretary to the Council: The robe is a black gown, with facings and sleeve linings of purple, trimmed with silver lace bands. The cap is a black trencher with a silver lace band and a silver button and tassel.

## 5 Academic Dress of Graduates of the University

### 5.1 Bachelors (Ordinary):

- (a) The gown for all bachelors' degrees is a black gown as for the Cambridge Bachelor of Arts degree.
- (b) Except as specifically provided elsewhere in this Statute, the hoods for bachelors' degrees are the same size and shape as for the Cambridge Master of Arts degree, and are black, lined with coloured silk or silk-like fabric according to the Schedule, and bordered with white fur.

5.2 Bachelor of Education (Teaching): The hood for the degree is of a special shape (broadly similar to that for degrees of the University of Edinburgh) and is of midnight blue (BCC 90) silk or silk-like fabric, lined with similar material of Indian yellow (BCC 6). The neckband of the hood is of midnight blue with a central band of Indian yellow.

5.3 Bachelors with Honours: The costume for a bachelor's degree with honours is the same as for the corresponding ordinary bachelor's degree except that the lining of the hood is bordered with white grosgrain instead of fur.

5.4 Bachelor of Education (Teaching) Honours: The hood is as for the degree of Bachelor of Education (Teaching) with the addition of a narrow edging of Indian yellow (BCC 6).

5.5 The cap for all bachelors' degrees is a black cloth trencher with tassel.

5.6 Masters: The gown for all masters' degrees is a black gown as for the Cambridge degree of Master of Arts. Except as specifically provided elsewhere in this Statute, the hoods for masters' degrees are the same size and shape as for the Cambridge Master of Arts degree, and are black, lined with silk or silk-like fabric of the same colour as for the corresponding bachelors' degrees or, for those degrees for which there are no corresponding bachelors' degrees, the colour and, where provided for, the border, specified in the Schedule.

5.7 Except as specifically provided elsewhere in this Statute, the cap for masters' degrees is a black cloth trencher with tassel.

5.8 Master of Education (Teaching): The hood for the degree is as for the corresponding bachelor's degree with the addition of a broad edging of Indian yellow (BCC 6). The cap for the degree is a black cloth trencher with tassel and with an edging around the lower edge of victrix blue grosgrain (BCC 47) with a thin central strip of metallic gold braid.

### 5.9 Doctor of Philosophy and Doctors in Professional Programmes:

- (a) The gown for the degree of Doctor of Philosophy and for Doctors in Professional Programmes is as for the Cambridge degree of Master of Arts, but is made of ruby red (BCC 38) silk, silk-like fabric, or cloth.
- (b) The hoods for the degree of Doctor of Philosophy and for Doctors in Professional Programmes are the same size and shape as for the Cambridge Master of Arts degree, and are of ruby red silk or silk-like fabric, lined with silk or silk-like fabric in colours according to the Schedule.

### 5.10 Other Doctors:

- (a) The gown for all other doctors' degrees is as for the Cambridge degree of Master of Arts but is made of cardinal red (BCC 186) silk, silk-like fabric, or cloth.
- (b) The hoods for other doctors' degrees are the same size and shape as for the Cambridge Master of Arts degree, and are made wholly of coloured silk in colours according to the Schedule.

5.11 The cap for all doctors' degrees is a black velvet cap as worn by Doctors of Scottish Universities provided that Doctors who graduated before 1992 may elect instead to wear a black cloth trencher with tassel.

## 6 Repeal

6.1 The Academic Dress Regulations Statute 1991 and all regulations made under that Statute are repealed with effect from the commencement of this Statute.

## Schedule – Colours

The colours referred to in this Schedule are defined using the British Colour Council Dictionary of Colour Standards (“BCC”) or the Munsell Book of Colour system of colour classification (“Munsell”).

### Ordinary Bachelors’ and Related Degrees

#### Interdivisional

Bachelor of Arts and Science – jet black (BCC 220) with an outer border (next to the fur) of lido blue (BCC 89) and an inner border of rose pink (BCC 32)

Bachelor of Arts and Commerce – jet black (BCC 220) with an outer border (next to the fur) of tangerine (BCC 55) and an inner border of rose pink (BCC 32)

Bachelor of Commerce and Science – jet black (BCC 220) with an outer border (next to the fur) of lido blue (BCC 89) and an inner border of tangerine (BCC55)

#### Humanities

Arts – rose pink (BCC 32)

Music – white (BCC 1)

Performing Arts – dusk (Munsell 5 RP 4/4)

Social Work, and Social and Community Work – sulphur (BCC 112)

Laws – powder blue (BCC 193)

Teaching – flame (BCC 95)

Theology – kingfisher blue (BCC 164)

#### Sciences

Science – lido blue (BCC 89)

Applied Science – straw gold (BCC 51) or (for graduates in 2012 or earlier) salvia blue (BCC 146)

Surveying – reseda (BCC 77)

#### Commerce

Commerce – tangerine (BCC 55)

Entrepreneurship – grass green (BCC 103)

#### Health Sciences

Dental Surgery – spectrum violet (BCC 214)

Dental Technology – parma violet (BCC 216)

Oral Health – amethyst (Munsell 7.5 P 6/8)

Health Sciences – magenta (BCC 198)

Biomedical Sciences – fuchsia (BCC 199)

Medical Laboratory Science – petunia (BCC 108)

Medicine and Surgery – lilac (BCC 176)

Medical Science – crocus mauve (BCC 177)

Pharmacy – spectrum green (BCC 100)

Pharmaceutical Science – cedar green (BCC 80)

Physiotherapy – peacock green (BCC 123)

Radiation Therapy – purple grape (Munsell 2.5 RP 3/10)

### Masters’ Degrees not otherwise provided for

#### Interdivisional

Higher Education – graphite (BCC 155)

#### Humanities

Fine Arts – rose pink (BCC 32) bordered with sky green (BCC 101)

International Studies – rose pink (BCC 32) bordered with pompadour (BCC 194)

Peace and Conflict Studies – rose pink (BCC 32) bordered with bottle green (BCC 25)

Planning, and Regional and Resource Planning – rose pink (BCC 32) bordered with claret (BCC 36)

International Development and Planning – rose pink (BCC 32) bordered with sapphire (BCC 88)

Archaeological Practice – rose pink (BCC 32) bordered with mistletoe (BCC 9)

Politics – rose pink (BCC 32) bordered with violet grey (BCC 41)

Indigenous Studies – fawn (BCC 138) bordered with ruby (BCC 38)

Education and Learning – coral (BCC 93) bordered with purple navy (BCC 219)

Teaching and Learning – flame (BCC 95) bordered with mid-blue (Munsell 6.25 PB 4/14)  
 Chaplaincy – kingfisher blue (BCC 164) bordered with purple navy (BCC 219)  
 Ministry – kingfisher blue (BCC 164) bordered with violet grey (BCC 41)  
 Faith-based Leadership and Management – kingfisher blue (BCC 164) bordered with Alice blue (BCC 43)

### Sciences

Dietetics – straw gold (BCC 51) bordered with bottle green (BCC 25)  
 Sport Development and Management – mistletoe (BCC 9) bordered with marigold (BCC 56)  
 Science Communication – lido blue (BCC 89) bordered with guardsman red (BCC 126)  
 Wildlife Management – lido blue (BCC 89) bordered with eau-de-nil (BCC 21)

### Commerce

Accounting and Finance, Business Data Science, Economics, Finance, International Business, Marketing and Sustainable Business – tangerine (BCC 55) bordered with Alice blue (BCC 43)  
 Business Administration – tangerine (BCC 55) bordered with grenadine red (BCC 94)

### Health Sciences

Community Dentistry – spectrum violet (BCC 214) bordered with pompadour (BCC 194)  
 Dentistry – spectrum violet (BCC 214) bordered with buttercup (BCC 53)  
 Bioethics and Health Law – lilac (BCC 176) bordered with powder blue (BCC 193)  
 Advanced Nursing Practice – magenta (BCC 198) bordered with sapphire (BCC 88)  
 Nursing Science – magenta (BCC 198) bordered with violet grey (BCC 41)  
 Aviation Medicine and Occupational Medicine – lilac (BCC 176) bordered with violet grey (BCC 41)  
 General Practice – lilac (BCC 176) bordered with imperial purple (BCC 109)  
 Ophthalmology – lilac (BCC 176) bordered with amethyst (BCC 28)  
 Primary Health Care – lilac (BCC 176) bordered with purple navy (BCC 219)  
 Public Health – lilac (BCC 176) bordered with fuchsia (BCC 199)  
 Travel Medicine – lilac (BCC 176) bordered with pompadour (BCC 194)  
 Clinical Pharmacy – spectrum green (BCC 100) bordered with sky green (BCC 101)

### Doctor of Philosophy and Doctors in Professional Programmes

Philosophy – ruby red (BCC 38)	Business Administration – tangerine (BCC 55)
Musical Arts – white (BCC 1)	bordered with grenadine red (BCC 94)
Education – coral (BCC 93)	Clinical Dentistry – spectrum violet (BCC 214)

### Other Doctors

Literature – rose pink (BCC 32)	Commerce – tangerine (BCC 55)
Music – white (BCC 1)	Dental Surgery or Dental Science – spectrum violet
Laws – powder blue (BCC 193)	(BCC 214)
Divinity – violet grey (BCC 41)	Medicine – lilac (BCC 176)
Science – lido blue (BCC 89)	

*Note: This Statute was amended by resolution of the University Council on 9 October 2012, 8 April 2014, 13 December 2016, 11 April 2017, 10 September 2019, 8 February and 11 October 2022.*

# Affiliated Colleges Statute 2022

## 1. Title

- 1.1. This statute is the Affiliated Colleges Statute.

## 2. Commencement

- 2.1. This Statute shall come into force on the 1st day of January 2023.

## 3. Affiliation

- 3.1. A private College or similar institution is an Affiliated College of the University where it
- (a) meets the requirements of this Statute or any Statute passed in substitution for this Statute; and
  - (b) is party to a formal Affiliation Agreement with the University; and the University Council has resolved to grant it formal affiliated status.
- 3.2. An Affiliation Agreement with a College or other institution may be for a period of up to ten years (with the parties able to agree to renew or extend) and shall record:
- (a) the rights and obligations of the University and the College or other institution;
  - (b) the basis and frequency on which the College or other institution's operations will be reviewed;
  - (c) how any disputes between the University and the College or other institution may be resolved;
  - (d) how the Affiliation Agreement may be terminated by either party.

## 4. Minimum requirements for Affiliation

- 4.1. Before granting formal affiliated status, the University Council must be satisfied that the private College or institution:
- (a) makes a significant proportion of its places available to University students;
  - (b) provides appropriate learning support services;
  - (c) provides pastoral care and support for students within a physically, culturally and emotionally safe environment and which is compliant with all legislative requirements including the wellbeing and safety requirements of any applicable Pastoral Care Code of Practice;
  - (d) provides a collegiate experience which is consistent with that offered by the University, and which fosters personal development and encourages a sense of community and association with fellow students;
  - (e) has significant links with the academic staff of the University;
  - (f) is operated as a non-profit making institution, with any operational surpluses directed towards the betterment of student facilities and services;
  - (g) has buildings and other facilities which meet or exceed appropriate standards of regulatory compliance;
  - (h) has governance arrangements with which the University is satisfied;

## 5. Repeal

- 5.1. The Affiliated Colleges Statute 2011 is repealed with effect from the commencement of this Statute.

# Regulations

## Examination and Assessment Regulations 2014

### 1 Title, Approval and Commencement and Revocation

- 1.1 These regulations are the Examination and Assessment Regulations 2014.
- 1.2 These regulations were approved by the Senate of the University at its meeting of 30 April 2014 pursuant to clause 4.1 of the Academic Statute 2011.
- 1.3 These regulations apply, and the former Examinations Regulations are revoked, with effect from 1 May 2014.

### 2 Internal Assessment and Terms Requirements

- 2.1 The final grade for most papers (not including dissertations, theses, or other research exercises) incorporates the results for formal examinations conducted under the authority of the Senate at the end of the teaching period concerned (final examinations). Additionally, or alternatively, some or all of the final grade may be based on results for essays, assignments, laboratory or other practical work, and tests (sometimes known as terms tests) conducted by individual departments and schools (internal assessment).
- 2.2 Some programmes and papers require that students gain terms (i.e. fulfil certain specified conditions such as completing oral, written or practical work) before they may sit final examinations. Terms are gained by completing established requirements such as attending classes or completing oral, written or practical work. Students must familiarise themselves with any terms requirements for any programmes or papers for which they are enrolled.

### 3 Final Examination Only Enrolment

- 3.1 A student, who has failed to pass a paper, subsequently may apply for Final Examination Only enrolment and the following shall apply:
  - (a) Application for Final Examination Only enrolment must be made on the prescribed form, available from the University's website or AskOtago, to the Head of Department concerned by 10 January for summer school papers, 1 March for full year and first semester papers, and 31 July for second semester papers. A fee will be charged if an application is approved. Approval is at the discretion of the Head of Department and will only be given to students who have performed to a satisfactory standard.
  - (b) If the application is approved, the student is permitted to have internal assessment results and terms carried over in the paper and to sit the final examination again without attending any part of the course.
  - (c) This concession is not required to be available in all papers and, where available, may be granted only once in a particular paper.
  - (d) The examination must be attempted at the end of the semester or full year in which a paper is offered next, except that it may be attempted earlier if the paper concerned is offered in a summer school.
  - (e) A student who has been granted Final Examination Only enrolment in a paper may cancel the enrolment for that paper until 1 February for a summer school paper or 10 May for a first semester paper or 10 September for a second semester or full year paper. Later cancellations will be permitted only in exceptional circumstances.
  - (f) Final Examination Only candidates are not entitled to attend any lectures, laboratories, or tutorials, or receive assistance from academic staff, or have access to electronic holdings of course material, or receive printed course material.
  - (g) Final Examination Only enrolments are not taken into account in any consideration of a student's status as a full-time or part-time student.

## 4 Examinations and Assessment

- 4.1 Candidates are required to sit examinations at times and places which shall be determined by the Senate.
- 4.2 The examinations shall be carried out in such manner as the Senate may prescribe. Candidates shall be subject to these regulations and to the Examination Rules and any other supplementary regulations prescribed and promulgated by the Senate from time to time.
- 4.3 No candidate shall communicate with an examiner in regard to an examination either in the examination script or otherwise before the official release of confirmed final results, except through the Head, Student Experience.

## 5 Special Consideration in Final Examinations

- 5.1 At all University final examinations, other than Special Examinations, a student
  - (a) who has been prevented from taking any final examination through illness or other circumstances beyond his or her control; or
  - (b) who considers that performance in any final examination has been seriously impaired by illness or other exceptional circumstances beyond his or her control at the time of, or in the 14 day period immediately prior to the examination, may apply for special consideration.
- 5.2 Candidates seeking special consideration for all programmes in Dentistry, Medical Laboratory Science, Medicine, Pharmacy, Physiotherapy and Radiation Therapy, or in papers for Health Sciences postgraduate programmes other than papers with no clinical content which have been specifically excluded by the Pro-Vice-Chancellor (Health Sciences), should apply to the relevant Department, School or Faculty Office.
- 5.3 Students in all other programmes or papers should apply to Student Administration.
- 5.4 The special consideration may consist of the following, except that the provisions in clauses (d) and (f) are not available for students enrolled in programmes identified in regulation 5.2:
  - (a) a decision that no action is justified or appropriate; or
  - (b) adjusting an examination mark; or
  - (c) granting a Special Examination in the paper concerned; or
  - (d) granting an Aegrotat Pass in the paper concerned, where the examiners certify that the candidate's performance and competence in the paper were sufficiently above the minimum standard required to pass the paper (normally taken as a C+ standard or better); or
  - (e) granting the choice of an adjusted examination mark or a Special Examination; or
  - (f) granting the choice of an Aegrotat Pass or a Special Examination.
- 5.5 Honours, distinction, or credit may not be awarded to a student who has received Aegrotat Passes in examinations for more than 30% of a programme, or for more than 30% of the final year's course in the case of a four-year degree programme.
- 5.6 A claim for special consideration must be made within five calendar days of the last final examination for which special consideration is being sought and must be supported by a Health Declaration or other appropriate evidence.
- 5.7 A student may not apply for special consideration after the date of the official release of confirmed final results.
- 5.8 These regulations should be read in conjunction with any relevant examination regulations set out for individual programmes.

## 6 Special Consideration for Internal Assessment

- 6.1 Students may seek special consideration in internal assessment by applying to the relevant Head of Department, by whom, or under whose authority, appropriate special consideration may be granted.
- 6.2 The extent of any special consideration allowed will reflect the weighting placed on the piece of work in question in determining the final overall result for the paper concerned. Where the assignment or internal assessment test counts significantly towards a final result, a formal Health Declaration will be required.

## 7 Examinations Missed through Preventable Circumstances

- 7.1 A student who is a finalist (i.e. enrolled for a course of study sufficient to complete a qualification in the semester or year concerned) or a postgraduate student, and who misses a final examination through genuine error, such as mistaking the time or date of the examination, may apply to sit a Special Examination.
- 7.2 Application must be made in writing to the Head, Student Experience, no more than five calendar days after the missed examination.
- 7.3 Each application must be accompanied by the prescribed fee.
- 7.4 Applications shall be considered by the Pro-Vice-Chancellor of the Division in which the examination was held.
- 7.5 Each applicant shall have no more than one application approved under this provision during their programme of study.

## 8 Academic Misconduct

- 8.1 When a student is suspected of Academic Misconduct:
- in connection with an examination; or,
  - through a breach of a rule dealing with the conduct of examinations; or,
  - in the preparation or submission of any written, oral or other work, including work in electronic format which counts towards the attainment of a pass in any subject, or of any dissertation, thesis or other research exercise,

the circumstances shall be considered in the manner provided by the Academic Statute 2011 and the University's Student Academic Misconduct Procedures.

- 8.2 All students have a responsibility to be aware of acceptable academic practice in relation to the use of material prepared by others, and for taking all steps reasonably necessary to ensure that no breach of academic integrity occurs.

## 9 Grades and Levels of Awards

- 9.1 When percentage marks are recorded for examinations or following the assessment of any thesis, dissertation, research essay, research project, or other course component, the following key shall be used for translating the marks into letter grades:

90-100	A+	75-79	B+	60-64	C+	40-49	Fail D
85-89	A	70-74	B	55-59	C	Below 40	Fail E
80-84	A-	65-69	B-	50-54	C-		

- 9.2 In awarding a class of honours for a degree or credit or distinction for a degree or diploma, the average mark for the relevant course components shall be calculated and the following key shall be used to determine the standard of award of the qualification:

80-100	First Class Honours, or Distinction
70-79	Second Class Honours (Division I), or Credit
60-69	Second Class Honours (Division II)
50-59	Third Class Honours

In the case of the degrees of Bachelor of Medicine and Bachelor of Surgery, the award of overall passes with distinction in the second, third, fifth, and sixth year courses of the programme, the award of passes in individual disciplines in the sixth year with distinguished performance, and the award of the degrees with distinction shall be determined according to criteria approved by the Faculty of Medicine.

In the case of the degree of Master of Teaching and Learning, the award of the degree with distinction or with credit shall be determined according to criteria approved by the College of Education.

In the case of the degree of Master of Māori and Indigenous Business and the Postgraduate Diploma in Māori and Indigenous Business, the award of the qualifications with distinction or with credit shall be determined according to criteria set out in the relevant programme regulations.

- 9.3 The University's official Grade Point Average (GPA) for external purposes is based on a 9-point scale with letter grades assigned numerical values.
- |          |          |          |         |
|----------|----------|----------|---------|
| A+ = 9.0 | B+ = 6.0 | C+ = 3.0 | D = 0.0 |
| A = 8.0  | B = 5.0  | C = 2.0  | E = 0.0 |
| A- = 7.0 | B- = 4.0 | C- = 1.0 |         |
- 9.4 A 'fail' result in a paper for which letter grades are assigned, or a 'disqualified' result in any paper, shall be assigned a numerical value of 0.
- 9.5 All other results shall be excluded from GPA calculations, including ungraded pass results, distinction and credit passes, fail results from papers for which letter grades are not assigned, 'completed', 'incomplete', 'absent' or 'withdrawn' results, zero-point papers, and credit granted on the basis of study completed elsewhere or the recognition of other prior learning (RPL credit).
- 9.6 In order to calculate the GPA, the numerical value of each grade is multiplied by the number of points for the paper. The multiplied figures are then summed and divided by the total number of points for all papers included in the calculation. GPAs are displayed to one decimal place on an academic record.

## 10 Failure to Comply with Regulations

- 10.1 Where a student has not complied with a University regulation in respect of a course or an examination (including a regulation relating to payment of course or examination fees), the Senate shall have power, having given the student reasonable opportunity of remedying the non-compliance:
- (a) to decline to credit to the student's course any subject taken at the said examination; or
  - (b) to suspend, for such a time as it may think fit, the release to the student of the results of any examinations; or
  - (c) to withhold the recommendation by the Pro-Vice-Chancellor or Dean concerned for the conferring of the degree, or presentation of the diploma.

## 11 Recounts

- 11.1 Any candidate for a degree, diploma or other qualification may have the marks recounted in any paper or subject by making written application to the Head, Student Experience, within four weeks from the date of the official release of confirmed final results for the teaching period concerned.
- 11.2 Each application must be accompanied by the prescribed fee.
- 11.3 A recount of marks shall cover a careful re-check of the marks recorded by the examiner, and ensure that no answer or any portion of an answer, or work done during the teaching period which counts towards the final result, has been overlooked. Work is not re-marked.

## 12 Retention of Scripts

- 12.1 Examination scripts shall be retained by Departments for twelve weeks from the date of the official release of confirmed final results for that teaching period.
- 12.2 Within the period of the start of week 7 to the end of week 12 following the official release of confirmed final results a student may, after completing an application form available from the University Information Centre, collect the original of that student's script from the Department concerned. In cases where an examination script is collected by a student no consideration will be given to any subsequent issue arising from the marking of that script, nor the addition or compilation of the marks. (Note: Some examination answers involving problem solving and multiple choice questions will not be returned to students, but may be seen within the Department concerned by arrangement.) After the end of week 12, Departments may dispose of all unclaimed examination scripts.
- 12.3 Alternatively, a student may arrange through the Head of the appropriate Department to see that student's examination script for a particular examination in the presence of a member of the departmental staff within twelve weeks from the date of the official release of confirmed final results for the teaching period concerned.
- 12.4 A Distance Learning student who cannot reasonably visit the campus from which a paper is taught in order to view an examination script at the Department concerned may request a photocopy of the script by writing to the Head, Student Experience, within twelve weeks from the date of the official release of confirmed final results for the teaching period concerned.

## 13 Variations

- 13.1 In any case where it is shown to the satisfaction of the Vice-Chancellor that an alteration or amendment to a University regulation involving a change in a course of study, or in examination requirements, has caused hardship to a student, the Vice-Chancellor may make such provision as he or she shall think fit for the relief of such hardship.
- 13.2 In exceptional cases, the Vice-Chancellor may approve variations to the application of these regulations to ensure fairness to a student or students.

## 14 Presentation of Theses

### 14.1 *General Provisions*

- (a) It is the responsibility of candidates for degrees which require the submission of a thesis to provide copies of the thesis for examination and for permanent retention by the University as specified in these regulations.
- (b) The degrees affected by these regulations are:
  - (i) Doctor of Philosophy
  - (ii) doctorates in professional disciplines (Doctors of Business Administration, Clinical Dentistry, Education, Musical Arts)
  - (iii) other doctoral degrees, commonly called higher doctorates (Doctor of Commerce, Dental Science, Laws, Literature, Medicine, Music, Science)
  - (iv) masters' degrees requiring a thesis
  - (v) honours degrees requiring a thesis (Bachelor of Biomedical Sciences with Honours, Bachelor of Medical Science with Honours, Bachelor of Radiation Therapy with Honours).
- (c) Except for candidates for higher doctorates, every candidate for a degree affected by these regulations must be enrolled for the degree concerned at the time the thesis is submitted for examination, unless special permission has been given by the Pro-Vice-Chancellor concerned or the Graduate Research Committee.
- (d) For the purposes of these regulations, research portfolios for the degrees of Master of General Practice, Master of Primary Health Care, and Master of Travel Medicine are to be treated as theses.
- (e) These regulations do not apply to dissertations, research essays, research projects, or similar works required for degrees and diplomas.

#### 14.2 *Provisions Applying to Theses*

- (a) Theses shall be in typescript on an A4 size page with a margin of not less than 30mm. The size of page may be varied only with the approval of the Head of Department concerned.
- (b) Particulars of requirements of format, typing, citation and digital submission are available on the University Library Thesis Information webpage.
- (c) Every copy of a thesis submitted must include an abstract, not exceeding 500 words, in a form suitable for publication.
- (d) In relevant cases, the thesis must state that the research was approved by the appropriate ethics committee and conducted in accordance with the University's Responsible Practice in Research – Code of Conduct and all necessary laboratory compliance permits.
- (e) Resubmission of a thesis is not permitted except on the recommendation of the examiners.
- (f) Where a thesis has been rejected the author is not precluded from being a candidate on a future occasion for the degree in which he or she has previously failed.

#### 14.3 *Submission of Theses for Examination*

- (a) Theses must be submitted in a digital format meeting all the requirements of these regulations.
- (b) Where a degree requires submission of additional material separate to the main thesis for examination, such material must also be submitted in an appropriate digital format.
- (c) Notwithstanding clauses 14.3(a) and (b), the Dean, Graduate Research School or nominee may approve the examination copy of the thesis and/or any accompanying material being submitted in a non-digital or alternative format where digitisation is not practically achievable.
- (d) The digital submission of the thesis must be accompanied by a declaration signed by the candidate that confirms:
  - (i) the work was done by the candidate personally, or that the thesis contains co-authored work
  - (ii) that the material has not previously been accepted in whole, or in part, for any other degree or diploma, and
  - (iii) that the thesis has been checked and contains no plagiarism.

#### 14.4 *Submission of Finalised Theses*

- (a) The degree for which the thesis is required shall not be awarded until a final digital copy of the thesis, corrected if necessary, has been deposited in the University's online research repository.
- (b) Where a degree requires final submission of additional material separate to the main thesis, such material must also be deposited in an appropriate digital format in the University's online research repository.
- (c) Notwithstanding clauses 14.4(a) and (b), the Dean, Graduate Research School may approve the final version of the thesis and/or any accompanying material being deposited in a non-digital or alternative format where digitisation is not practically achievable.
- (d) The final approved version of the thesis must be accompanied by a declaration signed by the candidate and their primary supervisor (or Head of Department, on behalf of primary supervisor) that:
  - (i) specifies the level of access to the thesis
  - (ii) confirms that the thesis provided is the final approved version, and
  - (iii) confirms that the thesis and any additional material provided does not infringe copyright.

- (e) Final approved versions of theses shall be made publicly available through the University's online research repository, subject to the following restrictions:
- (i) In order to safeguard original content while material from the thesis is prepared for publication, a candidate, with the endorsement of their primary supervisor, may prevent public access to the full-text of their thesis via the research repository for up to six months after the date of deposit ("abstract-only access").
  - (ii) If additional restrictions are needed, an embargo must be approved before submission of the finalised thesis.
    - For a thesis for a master's or honours degree: in certain circumstances the Pro-Vice-Chancellor concerned may, after consultation with the Director, Research and Enterprise (where appropriate), approve restrictions on access via a thesis embargo.
    - For a doctoral thesis: in certain circumstances the Dean of the Graduate Research School may, after consultation with the relevant Pro-Vice-Chancellor, and the Director, Research and Enterprise (where appropriate), approve restrictions on access via a thesis embargo.
  - (iii) Any time extensions to an embargoed thesis, or abstract-only access thesis, must be approved prior to the expiry of the embargo or abstract-only period.

*Note: Clause 14 of these regulations was amended by the University Senate under delegation from the University Council on 26 June 2019 and 26 May 2021.*

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## Library Regulations 2012

### **1 Title, Approval and Commencement and Revocation**

- 1.1 These regulations are the Library Regulations 2012.
- 1.2 These regulations were approved by the University Council at its meeting of 14 August 2012 pursuant to clause 3.3 of the Administration Statute 2011.
- 1.3 These regulations apply, and the former Library Regulations are revoked, with effect from 1 January 2013.

### **2 Application of Regulations**

- 2.1 These regulations apply to the Library of the University in Dunedin which includes the Central, Health Sciences, Hocken, Robertson, Sir Robert Stout Law, and Science Libraries, and any collection of material belonging to the Library which is housed in any other part of the University.
- 2.2 'Material' in these regulations includes all printed, manuscript, pictorial, archival, audio-visual, microform and electronic resources provided by the Library.
- 2.3 University email accounts will be used for communication with library patrons who hold such accounts and all such communications sent shall be presumed to have been received by their addressees.

### **3 Admission to Library**

- 3.1 Admission to the Library and to the use of its material is conditional upon the observance of these regulations and of such directions as may from time to time be given by the University Librarian.

### **4 Eligibility**

- 4.1 The following shall be eligible to use the Library for reading, reference, and borrowing
  - (a) students enrolled at the University;
  - (b) staff and approved academic visitors;
  - (c) members of the University Council;
  - (d) graduates and retired staff of the University;

(e) members of associated organisations where there is a written memorandum of understanding relating to Library use between the University and the organisation.

- 4.2 Members of the general public may register as Hocken Library users.
- 4.3 Members of the general public may use the Library for reading and reference only. Where licences permit, public access to electronic resources is provided in the Library.
- 4.4 At times of peak usage, the University Librarian may be required to restrict usage to current students and staff.

## **5 Borrowing**

- 5.1 A current University of Otago ID card is required to borrow any material from the Library. Entitlement to use the University Library as a result of an official agreement must be supported by presentation of a photographic ID card from the home organisation.
- 5.2 No material shall be removed from the Library until its loan has been properly recorded.
- 5.3 Material held in the Library comprises, for the purposes of use and borrowing, the following categories:
  - (a) 'not for loan' material, which may not be borrowed except with the express permission of the University Librarian;
  - (b) books from the open access collection;
  - (c) restricted loan material, including course reserves, theses, journals, audiovisual materials;
  - (d) material received on interlibrary loan that shall be lent according to the policies of the owning library;
  - (e) material from the Hocken Collections and Special Collections which shall be used within the Collections' consultation areas.
- 5.4 Books from the open access collection are subject to early recall if requested by another borrower. The loan period for restricted loan materials may be reduced if the material is in demand.
- 5.5 Persons who have borrowed any material may apply for renewal of the loan on the expiry of the permitted period and renewal may be granted if the material is not requested by any other borrower.
- 5.6 At the discretion of the University Librarian, members of the academic staff and doctoral students may borrow books from the open access collection for a period of 12 weeks. Other postgraduate students and final year Honours students may borrow material for a period of 42 days in the first instance. All such material is subject to the early recall provision of regulation 5.4.
- 5.7 It shall be in the power of the University Librarian to limit the period for which certain specified items of material may be taken out of the Library, to restrict the number of items that may be borrowed at any time by any borrower, or to grant special loan privileges to meet unusual circumstances.
- 5.8 Material may not be passed from a borrower to another person including other registered borrowers. The person recorded as the borrower of material shall be held responsible for the return of the material, undamaged, to the Library by the due date.

## **6 Fines and Fees**

- 6.1 Borrowers who fail to renew or return any borrowed material shall be liable to a fine assessed according to a schedule agreed to by the Library Services Committee.
- 6.2 The fine shall be payable for each day or period (or part day or part period) the material is overdue until it has been checked-in at the Library.
- 6.3 Non-payment of fines totalling more than an amount agreed to by the Library Services Committee will result in suspension of borrowing rights until payment of the full amount is received. A borrower who repeatedly fails to return material by the due date will have borrowing rights suspended. A student who fails to pay outstanding Library fines may have the final award of a qualification for which the student is a candidate withheld by the Council.

- 6.4 Borrowers shall be held responsible for any loss of, or damage to, material while it is on loan to them and shall be required to pay the cost of replacement or repair as determined by the University Librarian, together with an administrative charge. Such loss or damage must be reported immediately to the Library from which it was borrowed.

## 7 Conduct

- 7.1 No disruptive behaviour is permitted in the Library. Such behaviour includes conversation that disturbs other Library users and the audible use of noise-generating equipment including cell phones. Cell phones must be muted and be used only for sending and receiving text messages. Subject to the discretion of the University Librarian, children may be permitted in the Library provided they are under the care and control of a responsible adult at all times.
- 7.2 Guidelines on eating and drinking in the Library are provided in the Food, Drink and General Conduct Guidelines available on the Library website.
- 7.3 Users of the Hocken Library and Special Collections area of the Library must abide by the particular rules of these collections, available on the Library website.
- 7.4 Study spaces may not be reserved. The Library does not accept responsibility for any personal belongings left in the Library.
- 7.5 Every person who copies material in the Library shall observe the limits required by the current Copyright Act.

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# Information and Communications Technology Regulations 2014

## 1 Title, Approval and Commencement and Revocation

- 1.1 These regulations are the Information and Communications Technology Regulations 2014.
- 1.2 These regulations were approved by the University Council at its meeting of 14 October 2014 pursuant to clause 4.3 of the Administration Statute 2011.
- 1.3 These regulations apply, and the former Computer Regulations are revoked, with effect from 15 October 2014.

## 2 Definitions

- 2.1 *Director* means the Director of Information Technology Services or a person acting under his or her delegation.
- 2.2 *ICT* means all information and communications technology hardware and software, data and associated infrastructure and devices that are:
- (a) owned, controlled or operated by the University;
  - (b) connected to the University network,
- ICT* may include, but is not limited to: computers (such as desktops, laptops, tablets), computer systems, storage devices (such as USB and flash memory devices, CDs, DVDs), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers and telecommunication equipment, networks, software, cloud services, databases and any other similar technologies as they come into use.
- 2.3 *University network* means all aspects of the University's communications networks on and between its campuses or other locations.
- 2.4 *User* means any of the University staff, students (whether permanent, temporary or part-time), honorary staff, or any other member of the University and any contractors, sub-contractors, consultants or official visitors to the University permitted to make use of ICT, or using or attempting such use.

- 2.5 *Objectionable Material* includes all material which is objectionable as that expression is used in the Films, Videos and Publications Act 1993 and any other material which could reasonably be described as unsuitable or offensive having regard to the circumstances in which, and the persons to whom, it becomes or may become available.

### 3 Rights

- 3.1 A User's entitlement to access and use the University's ICT resources extends to entitlements applying:
- (a) by virtue of their status as a member of the University; or
  - (b) otherwise afforded them by the Director.
- 3.2 ICT is made available for the academic work and normal University duties of members of the University. Consistent with this purpose, the University has the right to inspect and monitor ICT:
- (a) where there are reasonable grounds to suspect there may be a breach of any University statute, regulation or policy, the terms of a University employment agreement or contract for services, or of New Zealand law; or
  - (b) for systems maintenance, problem resolution and capacity planning purposes or for similar reasons related to security, performance or availability.
- 3.3 Users acknowledge that information and data held on University ICT resources may be used by the University, and may be required to be disclosed to third parties, under or in connection with University statutes, regulations and policies or under applicable New Zealand law.
- 3.4 The Director may authorise any person to act otherwise than in accordance with these Regulations in order to carry out a security audit of University facilities.

### 4 Responsibilities

- 4.1 Each User of ICT shall:
- (a) comply with all applicable New Zealand law, including but not limited to, law on copyright, privacy, defamations, objectionable material, and human rights;
  - (b) comply with these Regulations and all applicable University statutes, regulations, policies, procedures, guidelines or codes;
  - (c) comply with the terms of any licence agreement between the University and any third party that governs the use of software or online resources;
  - (d) take all reasonable precautions to secure his or her passwords, accounts, software and data and no user shall give their password to any other person. If access becomes compromised or potentially insecure, a User must immediately notify Information Technology Services and, as soon as is practicable, implement a new secure password or passcode.

### 5 Restrictions

- 5.1 No User of ICT shall:
- (a) use or attempt to use ICT in a manner that will incur costs to the University without the consent of the Head of Department or service unit concerned;
  - (b) use or attempt to use ICT so as to cause costs to be incurred by any person or organisation without the consent of that person or organisation;
  - (c) gain access or attempt to gain access to ICT without authorisation as a User by the Director or through use of devices which have not been approved by the Director;
  - (d) use ICT or any part thereof to attempt to gain unauthorised access to ICT or other information and communications technology of any third party;
  - (e) use ICT to deceive others including by masquerading as another User;
  - (f) use the username or password of another User to log into any University system;

- (g) use ICT in such a way as to contravene any requirements for its use notified by the Director;
- (h) use or attempt to use ICT to bypass University security policies and processes or any University policy or the acceptance of funding for research that is otherwise acceptable under University policy;
- (i) divulge a password or code that enables access to ICT unless permitted to do so by the Director;
- (j) obtain, modify or remove any information to which they are not entitled to have access, nor attempt to perform these actions;
- (k) use or distribute any software, media, data or communications which has been unlawfully obtained;
- (l) use ICT to impede the activities of the University or to interfere with the reasonable use of ICT by another person;
- (m) connect or attempt to connect equipment to the University network other than in accordance with an authorisation from the Director;
- (n) use ICT for the purpose of accessing, sending or attempting to send: Objectionable Material, or abusive, fraudulent, harassing, threatening, or illegal content;
- (o) make unreasonable use of ICT for their personal purposes including undertaking private business activity without the consent of the Director;
- (p) use ICT in a way that is inconsistent with their conditions of enrolment or conditions of employment.

## 6 Breaches

- 6.1 Any breach of these Regulations by a student member of the University shall be deemed to be a breach of the University's Student Conduct Statute 2021. A breach of the provisions of these Regulations by a member of the staff of the University may be the subject of action under the staff member's employment agreement into which these regulations are incorporated.
- 6.2 Any person whom the Director considers to be, or to have been, in breach of these regulations may be immediately excluded from the use of any or all ICT. Exclusion of a student for more than one day when the student is required to use ICT for coursework shall be reported to the Head of the Department involved. Any such exclusion for more than three days shall be reported to the Vice-Chancellor.
- 6.3 Any person aggrieved by such an exclusion may appeal to the Vice-Chancellor or, if a student, to the Provost for the matter to be reviewed. The Vice-Chancellor or Provost may (but shall not be required to) suspend the operation of an order for exclusion until the appeal has been heard and determined.
- 6.4 Any person who breaches these Regulations shall be liable to indemnify the University:
  - (a) for the costs of detection of the breach and of any steps required to remedy ICT security, damage to hardware, loss of data, or any other costs incurred by the University in connection with the breach; and
  - (b) against any damages claims made against the University in relation to that contravention.

# Traffic and Parking Regulations 2019

## 1 Title, Approval and Commencement and Revocation

- 1.1 These regulations are the Traffic and Parking Regulations 2019.
- 1.2 These regulations apply to the use of all vehicles on campus, including automobiles, bicycles and personal transport devices.
- 1.3 These regulations were approved by the University Council at its meeting of 14 May 2019 pursuant to clause 5.3 of the Administration Statute 2011.
- 1.4 These regulations apply, and the former Traffic and Parking Regulations are revoked, with effect from 14 May 2019.

## 2 Definition of Campus

- 2.1 *Campus* means all land and buildings owned or occupied or for the time being controlled by the University of Otago anywhere in New Zealand.
- 2.2 *Automobile* means any larger motorised vehicle including cars, trucks, vans, motorcycles and motor scooters.
- 2.3 *Bicycle* includes electric bicycles.
- 2.4 *Personal transport device* means any smaller means of transport, whether motorised or not, including skateboards, roller blades and push and electric scooters.
- 2.5 *Vehicle* means any automobile, bicycle or personal transport device.
- 2.6 *Parking* includes the abandonment of a vehicle in a user's temporary possession at the end of a period of intended use.

## 3 Pedestrian Precinct

- 3.1 The Campus has been planned and developed as a predominantly pedestrian precinct. These Regulations are to be interpreted in a manner which promotes that concept.
- 3.2 Vehicles may never be driven or ridden on the Campus at a speed or in a manner which might interfere with the safety of pedestrians.
- 3.3 Notwithstanding any rights which may be afforded to vehicle traffic under these Regulations, vehicles shall at all times and in all places on the Campus yield the right of way to pedestrians.

## 4 Automobile Access

- 4.1 Access to the Campus by automobiles shall be via those routes specifically designated for such access. Apart from emergency situations or for maintenance work by authorised trade and service vehicles all automobiles shall be confined to designated access ways.

## 5 Bicycles and Personal Transport Devices

- 5.1 The riding of bicycles and use of personal transport devices on campus is prohibited, except in areas designated for their use by the Director of Property Services.
- 5.2 Stunt and aerobatic manoeuvres, or any other activity which may cause disruption to University activities, undue risk to pedestrians or potential damage to property, are prohibited.

## 6 Mobility Aids

- 6.1 For the purposes of these regulations, wheelchairs and other mobility aids used by people with disabilities are not considered vehicles and may be used on Campus provided that such use is undertaken with due regard for others.

**7 Observance of Signs**

- 7.1 Users of vehicles on the Campus shall at all times observe all relevant markings and signs including those which define areas which are and are not available for use by specified vehicles.
- 7.2 Markings and signs which are similar to those used by the New Zealand Transport Agency have the same meaning on the Campus as they do in any other public place.

**8 Speed Limit**

- 8.1 In areas where they are permitted on the Campus, no vehicle shall be operated at any time in excess of 10 kilometres per hour.

**9 Parking and Storage**

- 9.1 Vehicles shall not be parked or stored in any area other than those specifically designated for the parking or storage of that type of vehicle.
- 9.2 The University may limit the use of designated parking spaces to particular staff or other persons associated with the University.
- 9.3 Personal transport devices which are no larger than 1.2 metres x 50cm x 50cm may be stored on one's person, including in University buildings, except where this blocks egress or otherwise causes disruption to University activities.
- 9.4 Any vehicle parked or stored in breach of these Regulations, or in a manner which does not conform to markings or signage, may be removed without notice. Any vehicle so removed may be recovered only upon the payment of all costs incurred in the removal of the vehicle from its unauthorised position.

**10 Charging of Electric Vehicles**

- 10.1 Electricity paid for by the University may not be used to charge electric vehicles except:
- (a) at charge points designated by the Director of Property Services; or
  - (b) in University-owned accommodation, providing that any charging is of a bicycle or personal transport device owned by a resident of that accommodation.

**11 Breach**

- 11.1 Any student found to be in breach of the regulations may be subject to disciplinary action under the Student Conduct Statute 2021. A breach of the provisions of these regulations by a member of the staff of the University may be the subject of action under the staff member's employment agreement into which these regulations are incorporated.

# University Campuses and Premises Regulations 2014

## 1 Title, Approval and Commencement and Revocation

- 1.1 These Regulations are the University Campuses and Premises Regulations 2014.
- 1.2 These Regulations were approved by the University Council at its meeting of 25 November 2014 pursuant to clause 6.3 of the Administration Statute 2011.
- 1.3 These Regulations apply, and the former Use of Premises Regulations are revoked, with effect from 26 November 2014.

## 2 Definitions

- 2.1 *Campus* means all land and buildings owned or occupied or for the time being controlled by the University of Otago anywhere in New Zealand.
- 2.2 *Premises* means those parts of the Campus which are part of a building or an enclosed place.

## 3 Smoke-Free Campuses

- 3.1 Smoking is not permitted anywhere on the Campus.

## 4 Trespass

- 4.1 No person shall enter or remain in
  - (a) any part of the Campus; or
  - (b) any of the University's Affiliated Colleges,
 to which he or she knows, or ought reasonably to know, that he or she is not entitled to have access at the relevant time.

## 5 Authority of Heads of Departments

- 5.1 Heads of Departments and Heads of Service Divisions:
  - (a) are authorised to control the use of those Premises which are used by their respective department or Division; and
  - (b) may make, and may delegate the authority to other staff to make, reasonable rules and to issue reasonable orders or directions in relation to the use of such Premises or University property within them.
- 5.2 Breach of rules, orders or directions made under clause 5.1(b) shall be deemed to be a breach of these Regulations.

## 6 Authority of University Staff

- 6.1 Every member of the University staff:
  - (a) is authorised to control the use of any Premises in which he or she is conducting a lecture, laboratory, or seminar, or for which he or she is otherwise responsible; and
  - (b) may give any reasonable order or direction as to the use of such Premises or University property within them.
- 6.2 Breach of any order or direction made under clause 6.1(b) shall be deemed to be a breach of these Regulations.

## 7 Requirements of Affiliated Residential Colleges and Otago Polytechnic

- 7.1 Any student who is not a resident of a particular Affiliated College is, while within the precincts of any such College, subject to its rules and the authority of its staff. A breach of any such rule or lawful staff direction (including a direction to leave the College's property) shall be deemed to be a breach of these Regulations and may be dealt with under these Regulations if the rule is one which it is reasonable to enforce against a non-resident of the College concerned.

- 7.2 Any student of the University while within the precincts of the Otago Polytechnic is subject to applicable rules of the Polytechnic and the authority of its staff. A breach of any such rule or lawful staff direction shall be deemed to be a breach of these Regulations and may be dealt with under these Regulations if the rule is one which it is reasonable to enforce against a student of the University.

## **8 Animals**

- 8.1 No animal (with the exception of those used by departments for the purposes of teaching or research or certified disability assist dogs) may be taken into or on or allowed to remain in any Premises:
- (a) except with the permission of the Director of Property Services in consultation with the relevant Head of Department or Service Division; or
  - (b) in the case of Premises which are part of a Residential College, with the permission of the Director of Accommodation Services.
- 8.2 Subject to clause 8.1, permission is not required to bring an animal on to the Campus but the Director of Property Services, may issue a direction precluding:
- (a) a specified person bringing any animal onto the Campus; or
  - (b) a specified animal being brought or allowed onto the Campus by any person.
- 8.3 Any person permitted to bring an animal onto the Campus must keep such animal under proper control at all times. In the case of dogs, such control must be maintained by means of a lead, leash or chain designed for the purpose and held firmly at all times by the person bringing it onto the Campus. A dog which is tied up, chained or otherwise restrained but which is not supervised is deemed not to be under proper control.
- 8.4 Any animal present on the Campus in breach of the Regulations may be removed without notice and may be recovered only upon payment of the costs involved in its removal.

## **9 Bicycles and Motorcycles**

- 9.1 No bicycle or motorcycle may be taken into or on or allowed to remain in or on any Premises, except where they are taken by an approved route to a place within those Premises approved for the parking of the relevant vehicle, approval in each case having been given by the Director of Property Services.

## **10 Notices and Graffiti**

- 10.1 The posting of notices and writing slogans and messages on any part of the Campus is prohibited other than in those places and in the manner specifically established by the Director of Property Services.

## **11 Litter**

- 11.1 All litter must be disposed of in rubbish or recycling bins. No item of litter may be deposited in any other location on or adjacent to the Campus.

## **12 Breach**

- 12.1 Any student found to be in breach of these Regulations may be subject to disciplinary action and penalties under the Student Conduct Statute 2021. A breach of the provisions of these Regulations by a member of the staff of the University may be the subject of action under the staff member's employment agreement into which these Regulations are incorporated.

# Alcohol Regulations 2014

## 1 Title, Approval and Commencement and Revocation

- 1.1 These regulations are the Alcohol Regulations 2014.
- 1.2 These regulations were approved by the University Council at its meeting of 14 October 2014 pursuant to clause 7.3 of the Administration Statute 2011.
- 1.3 These regulations apply, and the former Alcohol on Campus Statute 2011 is repealed and the Alcohol at Student Functions Regulations are revoked, with effect from 15 October 2014.

## 2 Definitions

- 2.1 *Alcohol* means any kind of liquor as defined in the Sale and Supply of Alcohol Act 2012.
- 2.2 *Campus* means all land and buildings owned or occupied or for the time being controlled by the University of Otago anywhere in New Zealand.
- 2.3 *Dunedin Student Function* means a Student Function held in Dunedin or arranged for Dunedin-based students, other than functions for residents of a University owned or affiliated college which takes place with the approval of the relevant Head of College.
- 2.4 *Student Function* means any social function primarily for students and involving the use of alcohol which is held by a Division, Department, class or student group or student committee and any function held by the Otago University Students' Association (OUSA).

## 3 Prohibited Activities

- 3.1 Except as authorised by or under these Regulations, no person shall:
  - (a) bring alcohol into; or
  - (b) possess alcohol in; or
  - (c) consume alcohol in; or
  - (d) display any material advertising alcohol (other than incidentally on personal clothing, bags or similar items) or conduct events or activities involving alcohol-related sponsorship in,  
any part of the Campus.
- 3.2 Except as authorised by or under these Regulations, no person shall:
  - (a) distribute communications; or
  - (b) conduct or endorse events or activities,  
involving alcohol-related advertising or sponsorship, in the name of, or in a way which implies the involvement of, the University.

## 4 Alcohol at Student Functions

- 4.1 Dunedin Student Functions may be held only in accordance with an approval issued by the appropriate Head of Department, Head of College, Head of Service Division, Dean, Pro-Vice-Chancellor, Deputy Vice-Chancellor or the Vice-Chancellor or, in the case of OUSA functions, the approval of the OUSA President or a delegate formally authorised by OUSA for the purpose. Approval of Dunedin Student Functions is to be sought through completion of the form prescribed by the Proctor. Student Functions which are not Dunedin Student Functions may be held only in accordance with the approval of the Head of the campus for whose students the function is arranged.
- 4.2 Dunedin Student Functions must be registered by lodging completed approval forms with the Proctor not less than 7 days prior to the proposed function, provided that the Proctor may accept later registration where he or she is satisfied there have been reasonable grounds for the delay. If the Proctor is concerned with any aspect of the arrangements for the proposed Student Function he or she may decline to register the function (in which case it may not proceed) or register it subject to conditions which must be observed.

- 4.3 The Proctor or the Proctor's delegated representative has the authority to be present at any Student Function and all students at the function are required to follow the reasonable and lawful directions of such persons with respect to health and safety issues and the overall conduct of the function.
- 4.4 The requirements of the Sale and Supply of Alcohol Act 2012, and of the Licence under which any Student Function is held, are to be complied with in every respect. Any breach of such requirements shall also be a breach of these Regulations.

## 5 Authorised Activities

- 5.1 Nothing in these Regulations shall prevent:
  - (a) the possession and consumption of alcohol at a Student Function duly registered in accordance with clause 4 of these Regulations;
  - (b) the consumption and advertising of alcohol on licensed premises within the Campus in a manner consistent with the relevant licence;
  - (c) the possession and consumption of alcohol by staff of the University and their bona fide guests (including student invitees) within a University building where that is carried out in accordance with an authorisation issued by the appropriate Head of Department, Head of College, Head of Service Division, Dean, Pro-Vice-Chancellor, Deputy Vice-Chancellor or the Vice-Chancellor;
  - (d) the possession and consumption of alcohol by students within a Residential College or within a University-owned flat in accordance with the rules established by that College or by UniFlats as the case may be;
  - (e) the taking of alcohol through the Campus in its original unopened bottle or other original unopened container;
  - (f) promotional activities of the kind described in clause 3.1(d) and 3.2 where those activities are expressly approved by the Vice-Chancellor or nominee;
  - (g) the use of alcohol or alcohol related materials for bona fide purposes of University teaching or research or the acceptance of funding for research that is otherwise acceptable under University policy.

## 6 Breach

- 6.1 A breach of these Regulations by a student of the University is deemed to be a breach of the University's Student Conduct Statute 2021 and may be the subject of action under that Statute. A breach of the provisions of these Regulations by a member of the staff of the University may be the subject of action under the staff member's employment agreement into which these Regulations are incorporated.