



Student Misconduct

Rationale

The purpose of this document is to outline the internal UOLCFY process to support our adherence to the UO Code of Student Conduct and in the UOLCFY Student Charter.

All members of the University community have the absolute right to be safe and free from harm or intimidation in their interactions with others. This right includes interactions that take place in person or via electronic media.

The process outlined is based on the principles of natural justice and the UOLCFY mission Statement: “to be a high quality provider of educational pathways and opportunities in a supportive and stimulating University of Otago campus environment.”

These guidelines are intended to be an adjunct to the University of Otago Code of Student Conduct. The process outlined describes the actions taken before behaviour is referred to a UO Disciplinary body.

Guidelines

Students are expected to adhere to the Code of Student Conduct as stipulated here in the discipline Statute 2011: <https://www.otago.ac.nz/administration/policies/otago029948.html>

For Student Charter please visit <https://www.otago.ac.nz/uolcfy/about/policies/index.html#Charter>

Breaches of discipline (misconduct) may be referred to the appropriate Disciplinary Authority as outlined in the Statute. As UOLCFY has its own system of governance, then the following steps will be taken in any case of student misconduct.

The following guidelines are based on the principles of natural justice: <http://www.ssc.govt.nz/node/7839>

Academic Misconduct is dealt with under the University of Otago policy: <https://www.otago.ac.nz/administration/policies/otago070388.html>

Process

1. Student misconduct reported to the Academic Dean’s office.
2. Academic Dean considers information provided and meets with student to discuss alleged misconduct in a timely manner (within 24 hours). The respondent will be informed of the allegations made against them. A Student Support Officer shall be present at this meeting. The respondent is offered the opportunity to respond. The Academic Dean may decide that no further action may be necessary at this point. Action taken at this stage could include: an agreed behaviour plan; a follow up review meeting; a

reconciliation meeting; a first warning letter, exclusion (suspension) with on-going investigation. In cases of serious misconduct (for example physical assault, threatening behaviour, theft or vandalism and damage to property), the case may be referred by the Academic Dean directly to the appropriate University Disciplinary authority. The CEO will be informed in such cases. There may be a requirement to gather more information (e.g. witness statements) before a second meeting is arranged and an outcome is reached.

3. The Academic Dean may require more information before the second meeting is called. A SSO or other support persons designated by the student shall be present at the next meeting. The respondent will be given the opportunity to see and respond to the evidence collected in an investigation about them prior to the meeting. A decision may be reached at this stage. Appropriate outcomes may include: no further action necessary; an agreed behaviour plan; a follow up review meeting; a reconciliation meeting; a first warning letter or in cases of more serious misconduct, the case may be referred to the appropriate UO Disciplinary Authority.
4. The student will receive a letter or email stating the outcome and the reasons for the outcome. The written communication shall also include reference to the student's options and rights with respect to appeal and/or complaint and guidance on how to seek support.
5. If the student re-offends or repeats behaviour that is a breach of the Code of Conduct, then the Academic Dean follows steps 2 – 3. The outcomes may be as listed in steps 2 and 3 and a final warning letter will be issued or the case is referred to UO Disciplinary Authority.
6. If the student re-offends following a final written warning then the Dean may withdraw the student from UOLCFY in line with our withdrawal policy. There will be no refund of fees in these cases.
7. If not satisfied with an outcome, the students can make a complaint as outlined in our complaints policy.