

General Regulations

This section is presented for guidance only; the full and formal wording of regulations and policies about general matters may be obtained from the University of Canterbury Policy Library (www.canterbury.ac.nz/ucpolicy). Students and staff should check the website regularly for updates.

A. Computer Regulations

1. In these regulations, “system” and “computer system” include any University computer system controlled, operated, or authorised by any Faculty, Department, School, or member of the University or by the University administration. “Manager” in relation to any system means the person or persons from time to time authorised to control it.

2. All users shall comply with the University Code of Practice for Computer Use, the University Code of Practice for Email Use, and any departmental Code of Practice.

3. No person shall without authority:

(a) access or attempt to gain access to any computer system or facility;

(b) obtain, copy, or in any way remove any information from a system;

(c) in any way modify or erase any information on a system;

(d) use any computer system or facility in such a way as to contravene any requirements for its use notified by a Manager;

(e) remove, tamper or otherwise interfere with any physical component or components of a computer system;

(f) subvert, or attempt to subvert, any user identification and/or authentication scheme on any system;

(g) assist any person to do any of the above.

4. No person shall use or attempt to use any computer system so as to cause costs, expense, or loss (financial or otherwise) to be incurred:

(a) by the University or any Department of the University without the consent of the Head of Department concerned.

(b) by any person or organisation whether or not a part of, or connected in any way with, the University without the consent of that person or organisation.

5.

(a) Any person who, in the opinion of a Manager of a system, is engaged in a breach of these Regulations may be immediately excluded from that system and all associated computer activities suspended. Failure by that person to comply with instructions necessary for exclusion shall in itself constitute a breach of these Regulations.

(b) The exclusion of a student from any system for a cumulative total of more than twenty-four (24) hours

when the student is using the system for course work shall be reported to the Head of Department/School as soon as is practicable. The exclusion for a cumulative total of more than one hundred and sixty eight (168) hours of any person from a system shall be reported to the Vice-Chancellor as soon as is practicable.

(c) Any person excluded from any system may appeal within 14 days of being notified of the exclusion; if a student to the Discipline Committee, and if a staff member to the Vice-Chancellor.

6. Any breach of these Regulations by a student shall be a breach of the Discipline Regulations of the University.

For further details, see the ‘Code of Practice for Computer Use’ and the ‘Code of Practice for Email Use’ in the UC Policy Library, www.canterbury.ac.nz/ucpolicy, or the IT Department website, www.it.canterbury.ac.nz/department/policies/index.htm.

B. Discipline Regulations

1. Action may be taken against any student on the grounds of breach of discipline by that student. “Breach of discipline” includes the breach of a regulation of the University or of any instruction to students issued by or under the authority of the University Council or Academic Board, and also includes any conduct which could reasonably be held prejudicial to the functioning or interests of the University or the interests of its students. Note: For regulations imposing duties on students, see in particular the Examinations Regulations, the Computer Regulations, the Parking and Traffic Regulations and the Library Regulations.

2. Apart from cases dealt with by the Students’ Association under Regulation 5, the University Proctor shall be responsible in the first instance for the investigation of complaints about breach of discipline within the University or elsewhere.

(a) If, after investigating the complaint, the Proctor considers that a serious breach of discipline has occurred, the matter shall be reported to the Discipline Committee which shall deal with it in accordance with Regulations 3 and 4 hereof. Note: The Discipline Committee comprises 3 staff members and two student representatives.

(b) If, after investigating the complaint, the Proctor considers that a minor breach of discipline has occurred he or she may deal with the matter and may, after giving the student a reasonable opportunity to make representations, impose any of the following penalties: a reprimand; a direction that the student apologise; a fine not exceeding \$150; a requirement that the student make restitution in respect of property stolen, lost, or damaged, or of costs incurred by the University through unauthorised activities; and unpaid University community service not exceeding 16 hours in duration.

(c) Any student disciplined by the Proctor under

paragraph (b) may appeal to the Discipline Committee within 14 days, or such longer time as the Committee may allow in a particular case.

If the student does not appeal, but does not satisfy the requirements of the penalty imposed by the Proctor, the matter shall be referred by the Proctor to the Discipline Committee, which may enforce the penalty in accordance with Regulation 4(b) below.

3.

(a) Notice of the time and place at which the Discipline Committee intends to consider any complaint against a student shall be sent by registered post to the student at the last known address a reasonable time before the hearing. The notice shall contain sufficient particulars to inform the student fairly of what is alleged against him or her.

(b) The student shall have a right to appear before the Committee at the hearing of the complaint, and the Committee shall give him or her reasonable opportunity to make representations.

(c) The student may be represented at the hearing by a person of his or her choice.

4.

(a) The powers of the Discipline Committee shall include power to: reprimand; fine; suspend or expel any student; require restitution in respect of property stolen, lost, or damaged, or of costs incurred by the University through unauthorised activities; and unpaid University community service.

(b) Without limiting the generality of Regulation 4(a), if a student fails to pay moneys owing by way of fine or restitution, or otherwise fails to satisfy the requirements of the penalty imposed on the student, the Discipline Committee may direct that until the moneys have been paid, or the requirements of the penalty satisfied:

- (i) examination results be withheld;
- (ii) the award of any certificate, diploma or degree to which he or she is entitled be deferred;
- (iii) he or she be suspended;
- (iv) he or she be not permitted to re-enrol at the University.

5.

(a) The Students' Association may discipline any student, club or society for conduct which is, or tends to be, subversive of discipline, or which brings, or tends to bring, discredit on the University or its students; and, in particular, for the breach of any rule of the Association or of its affiliated clubs or societies, or for failure to comply with any direction given by the Association under the authority of its constitution.

(b) The Association may, after giving the student, club or society reasonable opportunity to make representations, impose any of the following penalties: a reprimand; a fine not exceeding \$150; a requirement that restitution be made in respect of property stolen, lost, or damaged; unpaid University community service not exceeding

16 hours in duration; and suspension (temporary or permanent) from the Association or from any of its affiliated clubs or societies.

(c) Before imposing any penalty the Association shall inform the Chairperson of the Discipline Committee of the misconduct and of the penalty to be imposed.

(d) Any student, club or society disciplined by the Association may appeal to the Discipline Committee within 14 days, or such longer time as the Committee may allow in a particular case.

(e) The Students' Association, instead of dealing with a disciplinary matter itself, may refer the case to the Proctor.

6.

(a) Any person, club or society against whom a decision is given by the Discipline Committee under these Regulations may appeal to the Council, whose decision shall be final.

(b) An appeal to the Council under this Regulation must be lodged in writing with the Registrar within 14 days of the date of such decision, or such longer period as may be allowed by the Council.

For more information, see the 'Discipline Regulations' in the UC Policy Library, www.canterbury.ac.nz/ucpolicy.

C. Libraries

Information about the Library and its services may be obtained from the 'Guide to the Library' or from members of the Library staff.

Hours

Library hours vary but are always posted at the entrances to the various libraries.

Library Regulations

1. Definitions

(1) The Library of the University of Canterbury comprises the Central Library, the Engineering Library, the Physical Sciences Library, the Law Library and the Macmillan Brown Library.

(2) In these regulations, the term "book" should be taken to mean all media held in the Library.

(3) In these regulations, the title "Librarian" refers to those persons authorised to act on behalf of the University Librarian.

2. Use of the Library

(1) The right to use the Library, for reading, reference and borrowing, shall be available to:

- members of the University Council;
- members of the University staff, including approved academic visitors;
- students whose tuition fees have been paid, and who hold a current Canterbury Card;
- retired members of staff;

- staff and students of institutions belonging to the Canterbury Tertiary Alliance.
- (2) Applications to become "external" members of the Library, which includes the right to borrow books, may be made to the Librarian by Canterbury residents.
 - (3) All those admitted under (2) above shall pay an annual fee to be determined by the Librarian.
 - (4) All borrowers shall be entitled to use the Library subject to any special conditions which may obtain from time to time, and the Librarian may modify or withdraw permission to use the Library for disregard of the rules, or for any other cause that may appear to be sufficient.
 - (5) Members of the general public, unless approved under Regulation 2(2), may use the Library for reading and reference only.

3. Borrowing

(1) General:

- (a) The Librarian may refuse to allow any particular book to be taken out of the Library except under prescribed conditions.
- (b) Dictionaries, encyclopaedias, reference books, books of a particular value, periodicals and those books which have not been added to the collection for longer than a week shall not in general be borrowed from the Library.
- (c) No book shall be removed from the Library until its loan has been properly recorded.
- (d) Books shall not be issued except to the borrower in person, who must present their own Canterbury Card, or to someone to whom proxy status has been authorised by the borrower.
- (e) Overdue materials, and fines, or other incurred charges have maximum limits as set out in the current fines schedule. When these limits are reached, borrowing privileges will be suspended until the problem has been resolved.

(2) Loan Quota:

The Library sets limits on the number of items which may be on loan at any one time to members of the various borrower categories recognised by the Librarian. The number of items which may be borrowed by the members of each borrower category varies. Details are to be found in the 'Guide to the Library' and are also available from all Library service points.

(3) Loan Periods:

- (a) Loans to undergraduate and external borrowers, from collections other than restricted loan or special collections, are made for 14 days.
- (b) Loans to staff and research students, from collections other than restricted loan or special collections, are made for 60 days but are subject to recall after 14 days if required by another borrower.
- (c) Items held in restricted loan collections are issued for the loan period appropriate to each collection.
- (d) Loans from any collection to any borrower are subject to recall at any time for transfer to a restricted loan

collection, or for any other reason deemed sufficient by the Librarian.

- (e) Loans are renewable for the number of times appropriate for the type of material, unless the item is required by another borrower or by the Library.
- (f) Loans to all borrowers, from collections other than restricted loan or special collections, will be for 7 days only when more than one person has requested the use of the item.

(4) Responsibility:

Readers and borrowers shall be held responsible for any loss or damage occurring to books in their charge, and they shall be required to pay the full cost of replacement copies. The Library will charge a minimum replacement cost of \$20.00 for any item that is invoiced.

(5) Restricted Loans:

Certain books may be held on restricted loan for use in the Library. These books may also be lent for periods such as overnight or over a weekend, and must be returned promptly on the next occasion the Library is open.

(6) Requests:

Borrowers may place requests on books which are on loan. Requested books shall, after their return, be held for not less than 24 hours.

4. Fines

A current schedule of Library charges is found in the Guide to the Library, and is also available from all Library service points.

The Librarian may exercise discretion in the imposition of fines.

5. Care of Books

- (1) No reader shall deface or mark any books either by writing, turning down the leaves, or otherwise; nor shall any reader erase any mark or writing found in a book. Offences against this regulation will be referred to the Discipline Committee.
- (2) Readers using rare or valuable books must abide by such conditions as are required by the Librarian.
- (3) Consumption of food and drink is prohibited in the Macmillan Brown Library. Consumption of food and drink in other libraries is permitted unless, in the opinion of library staff, it poses a threat of damage to library material or it may offend other users. Smoking is prohibited in all libraries under University regulations.

6. Copyright

- (1) Every person who uses a copying machine in the Library shall observe the limits required by the Copyright Act, 1994. Note: For the convenience of users, *Copyright Warning notices are placed close to the copying machines in all libraries.*

7. Miscellaneous

- (1) Borrowers must notify the Library immediately of any change of address.
- (2) Silence will be observed in the Library. Offenders will be asked to leave.

(3) Readers shall, on leaving the Library, satisfy Library staff that books in their possession either are not Library property or have been properly issued.

(4) Readers may reserve seats in the Library for no longer than 20 minutes, and books and other personal belongings left beyond this time limit may be removed by Library staff. The Librarian does not accept responsibility for personal belongings left in the Library.

For more information, see the UC Policy Library, Library category, www.canterbury.ac.nz/ucpolicy.

D. Patents and Intellectual Property

Note: These regulations are under review in 2005 and may have changed by 2006. Please check the UC Policy Library (www.canterbury.ac.nz/ucpolicy) for the latest version.

The main objects of the University are teaching, research, publication and service to the community rather than pecuniary gain from the direct or indirect exploitation of scientific discovery. Nevertheless, the University may have an interest in the exploitation of scientific discoveries made by members of its staff and with the use of its facilities. It must ensure that its staff devote themselves primarily to the main objects of the University; it has a duty to ensure that any benefits deriving from the development of a patent arising from University research are made available to the community; it may be under legal obligations to a research sponsor in terms of a contract whereby the sponsor retains or shares patent rights; and it may wish to recover expenses incurred in the evolution of a patentable idea in the course of unsponsored academic research.

Canterprise, in the first instance, is charged with the review of all matters relating to inventions and patent rights. In consultation with the Pro-Vice-Chancellor, Heads of Departments/Schools concerned and any other member of the department who claims to have an interest, Canterprise will obtain agreement, if necessary, on the identity of the inventor(s), determine what action, if any, the University should take to see that the discovery is patented (or, in the case of a research contract so requiring it, disclosed to the sponsor), and to decide, if necessary, the interest as between the University and the inventor.

The University, through Canterprise, will decide whether or not it will undertake the responsibility for applying for a provisional or final patents and/or further development work on an invention and/or seeking involvement of a commercial organisation with the invention. To this extent, the University, through Canterprise, has the "first right of refusal" on all IP developed by its staff and students. If the University decides to become involved, it will accept the assignment of a patent from the inventor. In the event of the University deciding not to undertake responsibility, the inventor will be advised accordingly and shall be free to exploit the discovery privately, in which case the University would not claim royalties beyond a fair and reasonable return.

The University, through Canterprise, will offer advice to staff on the patenting and commercialisation of inventions and discoveries which promise to benefit the community.

The Pro-Vice-Chancellor, and the Head of any School, Department or Research Centre in which "tied" research leads to a potentially patentable discovery, shall ensure that the discovery is disclosed and, to that end, the Head shall obtain from all members of the Department(s)/ School(s), staff and students, engaged in the project an undertaking in writing to make such disclosure.

Members of staff and students engaged in other research are strongly advised to disclose any possible patentable result, through the Head(s) of the Department(s)/ School(s), so that appropriate action may be taken to safeguard any interests that may be established.

Members of staff and students should know that publication prior to the granting of a provisional patent is likely to render any research results unpatentable. It is not the wish of the University, however, that this knowledge should in any way inhibit the free publication of research work.

In the event of the University not undertaking a responsibility for patenting and commercialisation of an invention, the exploitation of the invention will, in most cases, involve the inventor in the assignment of patent rights to a commercial organisation. Staff members and students are urged to seek competent legal advice about the terms of any agreement before signing it. Canterprise may be able to offer advice to inventors who have concerns on these matters in the first instance before legal advice is obtained.

No Head of Department/School shall, unless with the prior approval of the Vice-Chancellor, accept a grant or contract for research which stipulates any restrictions as to publication rights and patenting inventions arising out of the project. Advice on clauses in research contracts which may or may not be acceptable can be obtained through Canterprise.

For further information, see the Canterprise website, www.canterprise.ac.nz, or contact the Chief Executive, Canterprise Limited, University of Canterbury, Private Bag 4800, Christchurch, tel +64 3 364 2416, or email canterprise@canterprise.ac.nz. Other information is available in the 'Intellectual Property, Copyright, Embargoes, Joint Publications, Sponsorship, Contracts, and Agreements – a Guide for Research Students and their Supervisors' guidelines policy on the UC Policy Library website, www.canterbury.ac.nz/ucpolicy

E. Academic Dress Regulations and Specifications

1. Members of the University attending or taking part in public ceremonies for which academic dress is prescribed must wear the academic dress proper to their degrees.
2. The academic dress worn by persons who have had their degrees conferred by the University of Canterbury

must conform in respect of shape, size, material and colour to the standard specifications determined by Council and maintained by the Registrar.

Standard Specifications

1. University officers

- (a) The robe of the Chancellor is a Peony Red (colour: B.C.C. 37) damask gown embroidered with gold and gold lace; the trencher is Peony Red with gold lace and a gold tassel.
- (b) The robe of the Pro-Chancellor is a Peony Red damask gown embroidered with gold and gold lace; the trencher is Peony Red with a gold tassel.
- (c) The robe of the Vice-Chancellor is a Peony Red damask gown embroidered with gold; the trencher is Peony Red with a gold tassel.
- (d) The robe of the Registrar is a Peony Red silk gown embroidered with gold; the trencher is Peony Red with Peony Red tassel.

2. University graduates

(a) Gowns

- (i) The gown for a Bachelors degree is as for the Cambridge Bachelor of Arts.
- (ii) The gown for a Masters degree is as for the Cambridge Master of Arts.
- (iii) The gown for the Degree of Doctor of Philosophy is as for the Cambridge Master of Arts but with Peony Red (B.C.C. 37) detachable facings for dress occasions.
- (iv) The gown for a Doctor's degree other than that of Doctor of Philosophy is as for the Cambridge Master of Arts but the colour is Signal Red (B.C.C. 208).

(b) Hoods

- (i) The hood for every degree shall be of the same size and shape and material as the standard pattern maintained by the Registrar.
- (ii) The colour of the exterior of the hood for a Bachelor's degree is Slate Grey (B.C.C. 154) with a full satin lining of the appropriate colour as defined in (c) below.
- (iii) The hood for the Degrees of Bachelor of Arts with Honours, Bachelor of Science with Honours, Bachelor of Engineering with Honours, Bachelor of Commerce with Honours, Bachelor of Music with Honours and Bachelor of Fine Arts with Honours is the same as the respective Bachelor's hood except that the lining is produced to form a narrow (25mm) border on the exterior of the hood.
- (iv) The hood for a Master's degree is the same as the Bachelor's hood except that the lining is produced to form a broad (75mm) border on the exterior of the hood, and the neckband is faced with the same material as the lining.
- (v) The hood for the Degree of Doctor of Philosophy is of the same material and colour as the facings of the gown and lined with Slate Grey (B.C.C. 154).

- (vi) The hood for a Doctor's degree other than that of Doctor of Philosophy is entirely of silk in the colour of Slate Grey (B.C.C. 154).

(c) Hood linings

The colour for the lining of the different Bachelors' and Masters' hoods is as follows:

- (i) Arts: Baby Pink (B.C.C. 14)
- (ii) Commerce: Indian Yellow (B.C.C. 6)
- (iii) Education: African Brown (B.C.C. 20)
- (iv) Engineering: Violet (B.C.C. 179)
- (v) Fine Arts: White (B.C.C. 1)
- (vi) Forestry: Chestnut (B.C.C. 60)
- (vii) Law: Ice Blue (B.C.C. 234)
- (viii) Music: White (B.C.C. 1)
- (ix) Science: Ultramarine (B.C.C. 148)
- (x) Social Work: Post Office Red (B.C.C. 209)
- (xi) Speech and Language Therapy: Magenta (B.C.C. 198)

(d) Headgear

- (i) The headgear for Bachelors' and Masters' degrees is a trencher with a tassel.
- (ii) The headgear for all Doctors' degrees is a black bonnet as for the University of St Andrews.

Notes:

1. *The abbreviation B.C.C. stands for the British Colour Council, Dictionary of Colour Standards (2nd edition, 1951).*
2. *Academic dress is available for hire through the Federation of University Women. Enquiries may be directed in the first instance to the Registrar.*

F. Parking and Traffic Statute 2003

1.

(a) Drivers and riders must obey all markings and signs on the University Campus and any directions which may be given by any person authorised by the Vice-Chancellor to enforce the provisions of this statute (a Parking Attendant/Security Officer), who is hereby authorised to obtain the name and/or address of anyone on the Campus when they deem it necessary for the purposes of enforcement of this statute;

(b) Any person on the Campus, who, having been requested by a Parking Attendant/Security Officer to give to him or her the name and/or address of such person shall neglect or refuse promptly to give that information or who shall give to such Parking Attendant/Security Officer a false or inaccurate name and/or address shall commit an offence against this statute and shall be liable to a fine for each such offence.

2. Road markings and signs which are the same as those provided for in any Regulations made pursuant to the Transport Act 1962 or any Act or regulation passed in substitution thereof, shall have the same meaning and must be observed at all times. Any person who fails to comply with the direction of any road marking or sign

commits an offence against this statute and shall be liable to a fine.

3. Motor vehicles may only park in spaces which are specifically marked out for parking of motor vehicles and in accordance with any particular parking requirements specified for any such area. Vehicles are parked at the sole risk of the owner or driver and the University will not be liable for any loss or damage thereto. The University reserves the right to clamp or to tow away any incorrectly parked vehicles. Any vehicles clamped or towed away may be recovered after payment of any fines/costs incurred in clamping or towing away and/or storing the vehicle.

4. Motorcycles and bicycles must be parked in the areas specifically designated for them and in accordance with any particular parking requirements specified for any such area. Motorcycles and bicycles are parked at the sole risk of the owner or rider and the University will not be liable for any loss or damage thereto.

If incorrectly parked they may be removed to those areas or, at the discretion of the University, clamped or towed away. Any bicycles or motorcycles clamped or towed away may be recovered after payment of any fines/costs incurred in clamping or towing away and/or storing the same.

5.

(a) All vehicles parked on the Campus except bicycles and motorcycles must display an appropriate permit/coupon. Visitors and trade vehicles may park in those areas specifically designated for them and must display an appropriate coupon. A visitor is a person neither employed on the Campus nor enrolled as a student

(b) Vehicles must use the correct car parks to which their permit/coupon applies during the time restrictions apply. Failure to observe this may result in their vehicles being clamped or towed away.

(c) Restrictions on parking in areas designated by appropriate signs shall apply from 8.00am to 5.00pm Monday to Friday from 1 February to 30 November each year. The restrictions in respect to parking in reserved, disabled, and visitor spaces, or in areas not otherwise marked out for parking shall apply day and night throughout the year.

6.

(a) Any person who fails to observe the requirements of this statute commits an offence against this statute.

(b) Any person who commits an offence against this statute will be liable to a fine for each offence and may be issued with an offence notice by a Parking Attendant/ Security Officer

(c) Fines payable in respect of offences committed under this statute, the time for payment thereof and the amount of reduction thereof for prompt payment, if any, shall be as determined by the Vice-Chancellor and specified in the University Calendar from time to time.

(d) The Council if so requested by a member of the University staff or a student upon whom a fine or other penalty has been imposed hereunder, will review, or arrange for a review of the amount of any such fine

and/or its imposition. Such review shall be initiated by written application, to be made to the Vice-Chancellor within 14 days of the date of the offence notice, setting out details of the fine or other penalty in respect of which review is sought, the reason the review is being sought and all information upon which the application is based. The review will take place in accordance with any rules established from time to time by the Council and available upon request.

7. Parking permits will be issued to University staff and students on application and payment of the appropriate fees. Fees payable shall be as determined by the Vice-Chancellor from time to time.

8. The issue of a parking permit only authorises the holder thereof to park on the campus and does not guarantee the availability of a park

9. Permits shall be affixed in accordance with the instructions provided, and shall be removed before the disposal of the vehicle.

10. Permits remain current until they expire or are revoked or when the student or staff member to whom they are issued ceases to be a student or member of staff of the University. Any parking permit may be revoked by the Vice-Chancellor if the holder thereof commits any offence against these regulations.

11. The Parking and Traffic Regulations 1995 are hereby repealed.

12. This statute, entitled the Parking and Traffic Statute 2003, shall come into force on 1 January 2003.

Note: Details of permit charges and fines (and provision for the reduction of fines for prompt payment) and review procedures are available from the Registrar.

Policies

This section is presented for guidance only; the full and formal wording of regulations and policies about general matters may be obtained from the University of Canterbury Policy Library (www.canterbury.ac.nz/ucpolicy). Students and staff should check the website regularly for updates.

Animal Ethics Committee

The Animal Ethics Committee is responsible to the Vice Chancellor. Its function is to review proposals for research and teaching that involve animal subjects. The University acknowledges its obligations under the Animal Welfare Act 1999 and recognises that humane considerations require that the care and use of animals in teaching and research must be at standards that are at least as high as those provided by the Act.

The University aims:

- (a) to promote an attitude which encourages the careful and considerate treatment of animals so that no greater stress or suffering is produced than would be accepted as reasonable and tolerable by community standards; and
- (b) to ensure that teaching and research involving the use of animals is not hindered by inefficient techniques or careless practice.

Applications for review and approval must be made on the appropriate application form which can be obtained from the University of Canterbury Website. The "Application for Use of Animals in Teaching" and the "Application for Use of Animals in Research" forms can be found at: <http://www.research.canterbury.ac.nz/ethics.htm>. These forms should be completed with reference to the University of Canterbury's Code of Ethical Conduct which must be read by the applicant before completing an application. No work is allowed until approval is granted by the Animal Ethics Committee. The Animal Ethics Committee Code of Ethical Conduct is available in the UC Policy Library, www.canterbury.ac.nz/ucpolicy.

Submission of the form implies that the applicants agree to abide by all conditions contingent on approval of the application.

Assessment Guidelines

The Assessment Policy is currently under review. Please refer to the UC Policy Library (www.canterbury.ac.nz/ucpolicy).

Assessed Work in Maori

Introduction

Recognising that Maori is an official language of New Zealand, the University provides for students who may wish to use the Maori language in assessment. A student may present work for assessment in te reo Maori, except in courses where the use of a specified language (including English) is necessary.

Policy Statement:

1. The University intends that resort to translation be made only when the examiner is not able to assess the work in the language in which it has been presented.

2. Translators will be appointed by the Assistant Vice-Chancellor (Maori), in consultation with the Head of the School of Maori and Indigenous Studies, acting for the Academic Committee.

a) The register of appointed translators will be held by the Manager (Student Records, Examinations and Graduation).

b) Translators may or may not be members of the University staff, but should ideally be proficient in both the subject under examination and in Maori.

3. Central University funds will bear any reasonable costs incurred in having work translated.

4. This policy applies to internally assessed work, and to university tests and examinations.

Procedures:

1. A student intending to present work in te reo Maori will normally inform the relevant examiner in advance. If translation is required the student will also notify the Manager (Student Records, Examinations and Graduation) of their intention in writing no later than 14 days before the due date of the assessment or date of the examinations*.

2. If, for whatever reason, a proficient translator cannot be found, the Manager (Student Records, Examinations and Graduation) will, as soon as reasonably possible, advise the student and the examiner.

3. It will be the responsibility of the Student Records, Examinations and Graduation office to arrange pickup and delivery of a copy of the student's work from and to the examiner, and to and from the translator.

4. The translator will be asked not to correct errors in the original, nor to make any embellishments; however ambiguities may be pointed out to the examiner. Where necessary the examiner may seek clarification of the translation of the work from the translator, but contact between the student and the translator is prohibited.

5. It is acknowledged that the time needed for the translation of student work may place an additional burden on examiners, which may result in delays in the return of student work or in the publication of results. Students will be advised of these possibilities by the Manager (Student Records, Examinations and Graduation).

6. Any appeal related to the approval or process of providing for assessment in te reo Maori should be made to the Faculty Dean in the first instance (see GCER, Regulation O: Appeals).

7. If translation is required, students wishing to be assessed in te reo Maori for oral work must inform the Manager (Student Records, Examinations and Graduation) within three weeks of the commencement of the course.

**The purpose of the notice of intention period is to allow the University sufficient time to make arrangement for translation and marking.*

Campus Alcohol Policy

This Policy has been produced by the Health and Safety Committee of the University of Canterbury, in conjunction with the University of Canterbury Students' Association.

The term "campus" includes all University of Canterbury properties, including field stations, and applies to all activities under the general control of the University of Canterbury.

It is acknowledged that the use of alcohol is an accepted part of socialising for many New Zealanders.

Policy

1. The University will promote a responsible attitude towards the use of alcohol among staff and students at all times.
2. The University is committed to the view that it is not acceptable to be on campus at any time while intoxicated.
3. The University will require those organising functions on campus, where alcohol is to be available, to provide alternative non-alcoholic drinks at a significantly lower price and to ensure that food is available, and that its consumption is encouraged.
4. The University requires that all servers of alcohol on campus are made aware of responsible serving practices.
5. The University will promote the well-being of its staff and students by providing educational material concerning at-risk drinking.
6. The University will make available to staff and students, at their request, information and assistance relating to treatment for personal problems concerning alcohol use. Confidentiality will be assured.
7. The University expects persons responsible for any function, where alcohol is available on campus, to act as responsible hosts.

This policy is intended to provide choices and practical suggestions on alcohol management. It recognises that some people choose not to drink alcohol and supports those who choose this option.

This policy applies to all formal and informal events organised on campus. Where employees are representing the University they are expected to promote this policy.

Any costs incurred in meeting the requirements of this policy are the responsibility of those on whose behalf the cost(s) were incurred, such as function organisers or participants.

For further details and guidelines to assist with policy compliance, see 'Campus Alcohol Policy' in the UC Policy Library, www.canterbury.ac.nz/ucpolicy.

University Field Activities Policy

Introduction

The University Field Activities Policy has been written to provide a framework within which Departments/Schools

must develop and operate their own written field activities policies and procedures.

These must be:

1. Consistent with the University's goals and objectives as contained in the UC Charter (Section 1: Charter Goals, Section 2: Special Character) and Profile; and
2. Appropriate and relevant to the Department/School's own goals and objectives, and the educational, and health and safety needs of students and staff.

Field activities vary in their nature and duration and are difficult to categorise; however, this policy is intended to provide compliance with the requirements of the Health and Safety in Employment Act 1992 and its amendments.

This policy is formulated around the following principles: that field activities extend and enrich classroom teaching, and are one of the distinctive characteristics of study at the University of Canterbury

that the safety of staff and students is of paramount importance

that an assessment of the risks of the proposed field activity has been undertaken

that field activities are carried out in a manner which is environmentally sustainable

that the expectations and responsibilities of staff and students are clear, and accepted by both groups.

A checklist of information for students is outlined in Appendix 1 at the end of this policy. This policy should be read in conjunction with the Field Activities General Safety Requirements for Students policy.

Definitions

Academic visitors – visitors to the University, for example Erskine visitors, academic staff on exchange or Crown Research Institute scientists working in collaboration with University staff.

Activity leader – the person who has the authority to make decisions in relation to the activities of the field party.

Campus – includes all University properties, including field stations, which are owned or controlled by the University of Canterbury.

Field activity – teaching, learning or research that takes place outside a classroom, library or laboratory. Field activities will usually be at least partially outdoors.

Field course – a university course that is primarily taught outside the classroom or laboratory.

Field party – the group or individual undertaking the field activity.

Field trip – teaching and learning outside the classroom or laboratory. Field trips would normally be undertaken by undergraduate students or postgraduate students doing course work who are directly supervised by a staff member. Field trips may range in duration from several hours to several weeks.

Field work – research activities undertaken by staff or students outside the classroom, library or

laboratory. Field work would usually be undertaken by postgraduate students and staff, and may be undertaken independently by students without direct staff supervision.

Staff member – includes academic, technical and general staff and postgraduate students who are employed at the University of Canterbury on a permanent or temporary basis.

Policy Statement

This policy applies to all field activities under the general control of the University of Canterbury, which involve students as part of their course or programme requirements. It is recognised that field activities may range in duration from several hours to several weeks, and that they will often involve an element of risk and vary considerably in nature.

1. Department/School Field Activities Policies

This policy covers the minimum requirements for field activities. Departments/Schools should use this policy as the basis for the development of their own field activities policies which reflect the specific requirements of their discipline.

2. Staff Responsibilities

Competent leadership and careful planning are pre-requisites of successful field activities. Field activity leaders may find it valuable to use the checklists provided in Appendix 1 and 2 of this policy when planning field activities. In particular (and in addition to the checklists) it is expected that:

- (i) staff can demonstrate the knowledge, experience and technical skills required to lead and participate in field activities. Evidence of such experience could be established by the compilation of a portfolio indicating the completion of relevant courses and qualifications, e.g. through the Mountain Safety Council; previous field work and field activities undertaken; and positions held within these, e.g. student, staff member, leader.
- (ii) the activity leader will have ensured that all equipment, including vehicles and communications equipment used during a field activity, has been safety checked and is in working order.
- (iii) staff have been trained in first aid, bushcraft, boat handling, safety and emergency management procedures relevant to the field activity undertaken, and a first aid kit is taken on all field activities. At least one staff member on a field trip will hold a current first aid certificate.
- (iv) the activity leader has analysed the risks of the field activity including hazard identification, assessment and reduction. (see the Hazard Identification and Control Log in Appendix 3). The activity leader has then briefed all members of the field party on the identified risks and hazards associated with the field activity.
- (v) the intentions of the field party have been recorded and are accessible; e.g. intentions are kept with

the Departmental Safety Officer, Departmental Administrator or Technician, as appropriate to the Department/School.

- (vi) access to, or across private property has been granted, including gaining permission from local Maori or runanga (if appropriate), and the Department of Conservation Environmental Care Code is adhered to. Permits have been obtained if these are required, e.g. to access the public conservation estate or to collect specimens.
- (vii) staff have the appropriate driver's licence in order to transport students to, from, and during field activities.
- (viii) the activity leader has taken into account relevant cultural considerations in the planning of field activities; for example, students have been briefed on marae protocol, or specimens are not collected if a rahui is in place.
- (ix) students are enabled to participate in courses with field activities. This may necessitate liaison by the activity leader with the University Disability Support Service to ensure that students with disabilities can be assisted to participate safely in field activities. In some courses it may be possible for an alternative activity to be negotiated if a student has a disability or impairment that prevents their participation in the activity.
- (x) the activity leader has ensured that all field party members are aware of the nature of the field activity. The activity leader may exclude students from a field activity who, in their view, do not have adequate clothing or equipment, or by their behaviour or other factors may put themselves or other students and staff at risk.
- (xi) the cost of field activities has been stated in departmental Course Outlines and/or departmental publications, including web pages.
- (xii) clear guidelines are given in Course Outlines regarding the consequences of non-attendance in field activities, both for those who may be unable to attend due to illness, bereavement or other critical circumstances, and those who do not attend for other reasons.
- (xiii) for certain field activities, it may be appropriate for the activity leader to ensure that all field party members have provided information listing any relevant medical conditions and next-of-kin contact details.
- (xiv) the activity leader is responsible for advising students of clothing and equipment requirements.

3. Student Responsibilities

Students have a responsibility to work safely during field activities and to provide the activity leader with all personal information that may be relevant to the activity undertaken. It is expected that:

- (i) students will comply with the instructions of staff and will obey all safety instructions.

- (ii) students will be responsible for informing the activity leader of any relevant medical conditions, to allow for support in case the student is unable to manage their own medical condition during the field activity. It is the student's responsibility to bring and take their medication while on a field activity. If medication is required for acute or allergic medical conditions, e.g. asthma inhaler, bee sting allergy, a back up supply should be given to a staff member. For certain field activities, it may be appropriate for students to provide the activity leader with next-of-kin contact details.
- (iii) students will wear adequate clothing and footwear for the weather and terrain likely to be encountered, as advised in the departmental field trip information handout (see Appendix 1). The activity leader may exclude students from a field activity who, in their view, do not have adequate clothing to minimise the risk of hypothermia or sunstroke.
- (iv) students will behave acceptably at all times on field trips, including 'after hours'. This reflects the University view that students and staff are representing the University in the community when they undertake field activities (during the activity and 'after hours'). Failure to meet acceptable standards of behaviour may lead to dismissal from the field trip and could, thereby, result in failing the course and/or disciplinary action.
- (v) if students choose, and are permitted by the activity leader to drink alcohol after the cessation of field activities, they will drink responsibly. If students are not fit to undertake field activities, or bring the University into disrepute due to their behaviour as a result of drinking, disciplinary action may be taken.
- (vi) no student will use any illegal drugs while on a field activity, either during the activity or 'after hours'. Drug use will result in disciplinary action.
- (vii) students will abide by the University Smoke-free Policy. Smoking is not permitted inside vehicles, or inside or within 6 metres outside University buildings. Smoking may also be prohibited by the activity leader under certain field conditions (e.g. high fire risk).
- (viii) during field activities students will abide by the Department of Conservation Environmental Care Code, respect cultural considerations and marae protocol (if appropriate), and respect access privileges to public and private land.
- (ix) students undertaking field work on their own or without a staff member must leave their intentions with their supervisor. If possible those undertaking field work on their own should take a cell phone or other communications device. Sections (ii), (iii), (iv), (vi) and (viii) in Staff Responsibilities (above) also apply, and see Field Activities General Safety Requirements for Students policy.

- (x) students in a course which has a field activity requirement will be expected to participate in that activity. In some courses it may be possible for an alternative activity to be negotiated if a student has a disability or impairment that prevents their participation in the activity. Students should discuss any particular requirements with the activity leader and the Disability Support Service in order to ensure their safe participation or to find out if an alternative learning experience/activity can be arranged. Students must also inform the activity leader if they do not consider that they are capable of undertaking a field activity, for example, they are not fit enough to walk the distances required.

4. Additional Postgraduate Student Responsibilities

The field activities component of a postgraduate student's research is often undertaken alone. A postgraduate student is expected to demonstrate competence in planning field work with all the prerequisites as they apply to staff planning for field activities.

- (i) Postgraduate students will comply with Department/School policies and relevant University of Canterbury policies.
- (ii) A field activities plan will be discussed with, and approved by, the Senior Supervisor prior to the commencement of field work.

5. Academic Visitors Undertaking Field Activities

When undertaking field activities on University property, using University equipment or as a member of a University-led field activity, academic visitors are bound by the same policies and procedures as apply to University staff and/or postgraduate students in the Department/School in which they are hosted, or the equipment is used from.

Academic Visitors Undertaking Independent Field Activities When Based on Campus

Academic visitors are subject to the University health and safety policies as they apply to the campus. Academic visitors are responsible for their own equipment and field activities.

6. Field Activities on External Premises

University staff and students entering another organisation's or individual's premises or property remain subject to the requirements of this policy but are also subject to the health and safety policy of that organisation or relating to those premises. Staff and students are reminded to seek information and advice about hazards on arrival.

For further details and a copy of this policy, see 'University Field Activities Policy' in the UC Policy Library, www.canterbury.ac.nz/ucpolicy.

Field Activities: General Safety Requirements for Students

Introduction

The following are general safety requirements for all students undertaking field activities at the University of Canterbury particularly those enrolled in field work courses or undertaking independent field work. They may be supplemented by specific rules or guidelines issued by individual departments/schools and come under the umbrella of the University Field Activities Policy.

At the discretion of the activity leader, all students taking part in a field activity will be issued with a copy of these requirements and will be asked to read them and sign the Agreement Form (Appendix A) which they will then return to their supervisor or activity leader before the field activity is undertaken.

Definitions

Activity leader – the person who has the authority to make decisions in relation to the activities of the field party.

Campus - includes all University properties, including field stations, which are owned or controlled by the University of Canterbury.

Field activity – teaching, learning or research that takes place outside a classroom, library or laboratory. Field activities will usually be at least partially outdoors.

Field course – a university course that is primarily taught outside the classroom or laboratory.

Field party – the group or individual undertaking the field activity.

Field trip – teaching and learning outside the classroom or laboratory. Field trips would normally be undertaken by undergraduate students or postgraduate students doing course work who are directly supervised by a staff member. Field trips may range in duration from several hours to several weeks.

Field work - research activities undertaken by staff or students outside the classroom, library or laboratory. Field work would usually be undertaken by postgraduate students and staff, and may be undertaken independently by students without direct staff supervision.

Staff member – includes academic, technical and general staff and postgraduate students who are employed at the University of Canterbury on a permanent or temporary basis.

Policy Statement

Field work is an activity that often takes place in an environment that has risks and hazards, e.g. coastal waters and marine environments, quarries, mines, farms, river sections and mountains. Severe or dangerous weather and other conditions may also be encountered at any season in the mountains or at the coast.

Activity leaders will take safety precautions and every reasonable care concerning the safety of members of their parties. The potential hazards, however, make it very

important that students also behave responsibly in order to reduce the risk of accidents.

1. Field Courses and Field Trips

You are specifically advised to:

- (i) Obey all safety instructions given by the activity leader, supervisor or other staff. If you do not obey safety instructions you may be dismissed from a field course or field trip.
- (ii) Stay with the field party including 'after hours' except by clear arrangement with the activity leader.
- (iii) Inform the activity leader of any medical condition(s) or sickness in advance. If regular medication is used, e.g. asthma inhalers, a backup supply may be given to a staff member.
- (iv) Report any personal injury or illness.
- (v) Wear adequate clothing and footwear for the type of weather and terrain likely to be encountered.
- (vi) Behave acceptably at all times on field trips, including 'after hours'. Failure to meet acceptable standards of behaviour may lead to your dismissal from the field activity and could, thereby, result in you failing the course and/or disciplinary action.
- (vii) Not consume alcohol unless specifically permitted by the activity leader to drink alcohol after the cessation of field activities. If you are not fit to undertake field activities, detrimentally affect others or bring the University into disrepute due to your behaviour as a result of drinking alcohol, disciplinary action may be taken.
- (viii) Not use any illegal drugs while on a field activity, either during the activity or 'after hours'. Illegal drug use will result in disciplinary action.
- (ix) Abide by the University Smoke-free Policy. Smoking is not permitted inside vehicles, or inside or within 6 metres outside University buildings. Smoking may also be prohibited by the activity leader under certain field conditions (e.g. high fire risk).
- (x) Abide by the Department of Conservation Environmental Care Code, respect cultural considerations and marae protocol, and respect access privileges to public and private land.

Depending on the nature and location of your field activity, other rules may also apply.

If you are enrolled in a course which has a field activity requirement you will be expected to participate in that activity. In some courses it may be possible for an alternative activity to be negotiated if you have a disability or impairment that prevents your participation in the activity. You should discuss any particular requirements with the activity leader and the Disability Support Service in order to ensure your safe participation or to find out if an alternative learning experience/activity can be arranged. You must also inform

the activity leader if you do not consider that you are capable of undertaking a field activity, for example, if you are not fit enough to walk the distances required.

2. Field Work Undertaken Alone, in Pairs, or in Small Groups

All the provisions in the above section are also applicable for independent field work. However, since individual or small-group field work involves an important element of self-reliance and the ability to cope alone, students in this category are necessarily responsible for their own safety in the field. Therefore if you are working in the field without direct staff supervision you must also:

- (i) Not work alone without the approval of a member of the academic staff, normally this would be your supervisor.
- (ii) Discuss the likely safety problems or risks and check equipment with your supervisor before departure or the commencement of work. This may be part of a broader field activities plan.
- (iii) Advise your supervisor or another staff member (Departmental Safety Officer, Departmental Administrator, Technician) of your intentions, i.e. where you are going and when you expect to return. You must then advise that person when you have returned. If possible a communications device, e.g. cell phone, mountain radio, EPERB, personal locator beacon, should be carried.
- (iv) Plan your work carefully, bearing in mind your experience and training, the nature of the terrain, and the weather. You should be careful not to overestimate what can be achieved.
- (v) Always check weather forecasts and keep a constant lookout for changes in the weather. It is advisable to turn back if the weather or conditions deteriorate.
- (vi) Always obtain permission to enter private property, and follow the recognised procedure for visits to quarries, forests, farms, industrial premises etc. Remember to report to staff after the completion of your work.
- (vii) Take every opportunity to learn from those who are more experienced than you; either by taking part in field activities with experienced leaders before embarking on individual field work or by completing appropriate courses. Such courses might cover first aid, small boat handling, 4-wheel driving and/or mountain safety (navigation, avalanche safety, weather, exposure, river crossing, emergency management). Your confidence and knowledge in an emergency situation will be enhanced as a result. Depending on the nature and location of your field work, other rules may also apply.

Note: All those preparing for any field work activity should have analysed the risks of the field activity including hazard identification, assessment and reduction. For further details and a copy of this policy, see the UC Policy

Library, www.canterbury.ac.nz/ucpolicy, under 'Field Activities: General Safety Requirements for Students'.

Guiding Principles for Transfer of Credit

It is both desirable and expected that tertiary providers will facilitate student movement between institutions and will recognise appropriate credit accordingly, in line with Tertiary Education Strategies: in particular Strategy 1, Objective 7 and Strategy 3, Objective 17; see: www.tec.govt.nz/

The University of Canterbury supports the principles outlined in 'Supporting Learning Pathways – Credit Recognition and Transfer Policy' (NZQA, December 2002). It also endorses the principles for transfer of credit published by the 'New Zealand Vice-Chancellors' Committee: Committee on University Academic Programmes 'Functions and Procedures (2003-2004)'. In particular, it is committed to facilitating access and creating new study opportunities without undermining the quality of UC qualifications.

This policy sets out guiding principles for credit transfer for students from New Zealand institutions. International students and/or students attending overseas institutions are subject to ad eundem status procedures, outlined elsewhere in the University of Canterbury Calendar. It is also the case that this policy focuses on credit transfer at undergraduate level. At postgraduate level, credit for prior learning is normally considered on a case-by-case basis alongside issues like availability of a supervisor and other resources. More information on 'Credit Transfer for Students From New Zealand Universities: Guiding Principles', is available in the UC Policy Library, www.canterbury.ac.nz/ucpolicy.

Harassment

Harassment occurs when a person (the person being harassed) is offended, humiliated or intimidated by the actions of others.

The University regards harassment (of any kind) involving staff, students or visitors, whether on or off campus, as unacceptable.

The University reserves the right to take such actions as are necessary to prevent the occurrence or recurrence of harassment situations.

HARASSMENT includes, but is not limited to, the abuse of or the improper assumption of power and is aggravated by the abuse of authority by one person over another. Harassment based on gender, race, ethnic or national origin, religious or ethical belief, political affiliation, academic or administrative status, age, physical disability, sexual orientation or other grounds is unacceptable.

Harassment can arise from jokes or innuendo; the public display of offensive material; (including for example, posters, flyers, graffiti or computer screen); offensive questions, comments, abuse or gestures; offensive physical contact or physical assault; and bullying. Such

behaviour is considered harassment when it is unwelcome and/or offensive to the recipient and is repeated or of such a significant nature that it has a detrimental effect on the recipient's ability to study or engage in his/her normal work activities.

SEXUAL HARASSMENT is unlawful. It can arise from sexually oriented jokes or innuendo; the public display of offensive material; (including, for example, posters, calendars, flyers, graffiti or computer screen); unnecessary physical contact; offensive gestures; ogling and leering; inappropriate inquiries into the private life of another person, particularly a subordinate or student; persistently and inappropriately inviting out another person, particularly a subordinate or student; requesting or demanding sexual favours; and physical sexual assault. Such behaviour is considered sexual harassment when it is unwelcome and/or offensive to the recipient, and is repeated or of such a significant nature that it has a detrimental effect on the recipient's ability to study or engage in his/her normal work activities.

Sexual Harassment is most serious when it includes any of the following:

- (a) an implied or expressed promise of benefit for complying with a sexually orientated request; or
- (b) an implied or expressed threat of detriment, or the actual causing of detriment, for refusing to comply with a sexually oriented request; or
- (c) an implied or expressed threat of detriment, or the actual causing of detriment, because a person has made, or indicated an intention to make, a complaint of sexual harassment, or has in any other way objected to sexually oriented behaviour; or
- (d) actual physical sexual assault or rape.

Social interaction or relationships freely entered into do not in themselves constitute sexual harassment.

Contact: Harassment Prevention Programme Manager, Human Resources Department. For further details, see 'Harassment Policy Statement and Complaints Procedure' in the UC Policy Library, www.canterbury.ac.nz/ucpolicy.

Health and Safety

1. The University regards the promotion and maintenance of occupational health, safety and loss control as mutual objectives for everyone who works, studies, visits or has business on the University campus and field stations and University properties.
2. The University is dedicated to the provision of a safe and healthy working environment and to the conduct of all its activities in a safe manner to prevent harm to persons, damage to property or disruption to programmes and processes.
3. The University relies on Heads of Departments/Schools, Section Heads, Unit and Centre Supervisors and laboratory supervisors and others in positions of responsibility for vigilance, motivation and enforcement of safety and health practices and especially to be alert to the desires of those in their care for a safe working environment.

4. Safety and loss control demands an attitude, to be adopted by all, of total awareness, involvement and commitment in order to achieve excellence in this important area and the University believes that no other standards can be acceptable.

5. The University will do all that is reasonable and within its powers to:

- (a) provide and maintain a healthy and safe working environment;
- (b) ensure the hazard identification, assessment and management process is actively undertaken, with employee involvement, for the control of all existing and potential hazards of injury factors;
- (c) provide training and instruction in occupational health and safety and loss control matters;
- (d) provide suitable safety devices and protective equipment, to further these aims, and appropriate information to ensure safe working practice;
- (e) promote occupational health and safety standards;
- (f) encourage regular consultation and participation in monitoring, improvement and promotion programmes established to enhance health and safety standards;
- (g) ensure that all management staff members (including senior managers) are trained and competent in health and safety management; and
- (h) support the safe and early return to work of injured employees.

6. Staff, students and all persons who have business at the University must co-operate in the maintenance and management of a safe and healthy environment at all times by:

- (a) working safely and effectively with due regard to the effects of their efforts on others;
- (b) adhering to all relevant health and safety legislation, regulations, Codes of Practice, University rules, policies and procedures and standard or safe operating procedures (see UC Policy Library, Health and Safety category, www.canterbury.ac.nz/ucpolicy);
- (c) using and maintaining all equipment and facilities provided in the correct manner and reporting any unsafe conditions or defects found immediately;
- (d) participating in health and safety programmes, through committee membership, courses of instruction and safety investigations and audits;
- (e) accurately reporting, recording and managing all injury factors and hazards promptly and in accordance with the University's health and safety systems;
- (f) participating in treatment and rehabilitation plan.

7. The University is committed to continuous improvement in health and safety and requires the University and department/school management plans to include health and safety business objectives, which are measured and reviewed on a regular basis.

Human Ethics Committee

The University of Canterbury aims to promote excellent and ethical research. To this end it has established a Human Ethics Committee responsible to the Vice-Chancellor to ensure that researchers whose work involves human participants will conduct their work with appropriate regard for ethical principles and cultural values, and in accordance with the Treaty of Waitangi. These principles and values include justice, safety, truthfulness, confidentiality and respect. Researchers must also take into account the evolving understandings of how those principles and values are expressed in a society at a particular time.

The purpose of research is to produce evolving understanding and information which may improve the situation of human beings. All research involving human participants should be conducted in accordance with ethical norms and be subject to ethical appraisal and approval of both its means and ends.

All such research must:

- (i) have the informed consent of participants,
- (ii) guarantee confidentiality of data and individuals,
- (iii) avoid unnecessary deception,
- (iv) minimise risk to all participants,
- (v) be consistent with Treaty of Waitangi obligations.

All such research must be sensitive to the needs and characteristics of the participants. Researchers must recognise the power relationships involved in their work, particularly where there are disparities related to age, race, culture, status, religion, class, gender or sexuality between researchers and participants, or where the persons involved belong to vulnerable groups in research such as young children, or people with mental illness or social disadvantage.

There are occasions when funding agencies and other groups commissioning research require assurances that research projects have received ethical approval from an appropriate body. The Human Ethics Committee would provide such assurance.

In conclusion, the role of the Human Ethics Committee is to provide protection for all participants in the research activity, including the researchers themselves. It must ensure that all researchers are aware of and seek guidance about the principles and values of ethical research involving human participants.

Applications for review and approval must be made on the form provided by the Committee, which may be obtained from the website at <http://www.research.canterbury.ac.nz/ethics.htm> or from the Committee's Secretary, College of Science Office, Old Maths Building. Assistance or advice concerning any points may be obtained from members of the Committee or the Secretary. The Human Ethics Committee's Principles and Guidelines are in the UC Policy Library, www.canterbury.ac.nz/ucpolicy, and should be read by the applicant

before completing an application.

Joint Academic Grievance Committee

The Joint Academic Grievance Committee is guided by the following principles:

- (a) to seek the resolution of all grievances pertaining to academic matters held by students against staff;
- (b) to foster a climate of behaviour in the University in which grievances do not arise.

The Committee oversees the training of contacts who are appointed by the Committee to assist students in the process. A list of duties and procedures of the Committee is available from the Registrar. A copy of the Joint Academic Grievance Committee Procedures is available in the UC Policy Library, www.canterbury.ac.nz/ucpolicy.

Missing of Assessment Due to Sport/Cultural Activities

Note: The full title of this policy is "Missing of Tests and Other Assessment Deadlines Resulting from Involvement in Representative Sport or Cultural Groups". See the UC Policy Library (www.canterbury.ac.nz/ucpolicy) for further details, or a copy of this policy.

Introduction

This policy statement provides guidance for departments in situations where students miss tests or other assessment deadlines due to involvement in representative sport or cultural groups.

Definitions

Assessment includes the holding of tests and examinations; and hand-in dates for essays, projects and field trip work.

Policy Statement

At its meeting on 4 November 1996, the Academic Administration Committee considered a number of appeals from students who had missed tests because of national sporting activities.

The Committee adopted the following recommendations:

- a) That Departments be asked to determine policies regarding the sitting of tests and the late submission of other items of assessment by students who are selected to perform, compete, adjudicate or officiate as national representatives or at national or international competitions, or who are members of a national cultural group or a cultural group on tour nationally.
- b) That whenever possible, Departments should give favourable consideration to making alternative arrangements for such students provided that when making special arrangements, Departments give careful consideration to issues of equity with respect to the remainder of the class. In the case of tests, possible alternatives might be:

- (i) making arrangements for students on tour to sit a test, at the same time as that scheduled for the test, under the supervision of the team manager or coach, or other suitable person;
 - (ii) permitting the sitting of the test or similar test prior to the departure of students provided that by so doing there is no problem over security;
- c) That where students are to be absent from tests or at times scheduled for submission of assessment and wish for special arrangements to be made, and where Departments are able to make special arrangements, students must give adequate notice of absence to the Heads of Departments so that Departments have time to organise and/or approve any such special arrangements.
- d) That Departments publicise their policies by appropriate means - through inclusion in departmental handbooks, course outlines, departmental handbooks, and on noticeboards.

Over-Flow Teaching of Large Classes Policy

Introduction

The policy on over-flow teaching has been developed by the Teaching and Learning Committee, in consultation with the Facilities Advisory Committee, Information Technology Department and the Audio-Visual Committee. Its purpose is to provide guidance to departments with class enrolments greater than can be accommodated in two lecturing streams.

Definitions

Video-linking: a class is relayed by video to an adjacent room

Video-streaming: the lecture is video-recorded for WebCT storage and accessed by students in their own time.

Policy Statement

The Academic Board does not support video-linking. Strategies to manage large classes should be such as to enhance student learning. Where over-flow teaching is necessary video-streaming is preferred to video-linking.

Principles

1. Large classes (300+) should be timetabled first, with priority use of large lecture theatres.
2. Where it is necessary to run two streams, and total numbers will fit within the two streams, students should be allocated to each stream, rather than have free choice of which stream to attend (subject to plea to avoid timetable clashes).
3. If a course requires two streams it is expected that these will be taught face-to-face, or in the same manner.
4. Where the class cannot be accommodated in two streams, classes might be video-recorded for replay on WebCT. Lecture theatres used must be suitable for such recording. Lecturers using this resource need to work with AV staff to determine the most appropriate presentation.

5. When, on the basis of applications to enrol, class size is greater than that which can be accommodated in one stream, but no more than 20 percent greater, only a single stream is timetabled but video-recording used to manage excess numbers at the start of the semester.

6. At no time shall more students be accommodated in a lecture theatre than safety regulations permit. In cases such as 4 and 5 above seating would be allocated on a "first come" basis with those students who are not accommodated expected to access the lecture by WebCT.

7. The cost of resourcing for video-recording will be a cost against the College (which may, if it chooses, pass it on to the Department/School).

Note: For further information about this policy please contact the Academic Policy Manager on ext. 6950.

An electronic copy of this policy is available at www.canterbury.ac.nz/ucpolicy, under 'Over-Flow Teaching of Large Classes Policy'.

Smoke Free

This "smoke free" policy for the University of Canterbury is based on two assumptions:

- (i) that everyone is entitled to a smoke-free environment in all the areas normally used for study and work; and
- (ii) that the implementation of the policy depends on everyone responding courteously and responsibly to the desire for a smoke free environment.

Policy

1. Smoking is not permitted in the teaching and administration buildings (including the tea rooms) or within 6 metres of buildings controlled by the University Council, the University Staff Club, and vehicles controlled by the University Council.
2. Smoking is not permitted in personal offices.
3. Staff who need to smoke from time to time should try wherever possible to do so during the regular tea and lunch breaks and out-of-doors.
4. The international "no smoking" symbol is displayed in University buildings as a reminder of the smoke free policy.
5. Reminders of the smoke free policy will be issued twice a year in the University Chronicle.

The University Health and Safety Advisor (Policy) is responsible for dealing with any queries that arise as a result of the policy (Level 4, Registry, ext. 6936). See also: www.canterbury.ac.nz/ucpolicy, under 'Smoke-free Policy'.

Trespass

The University may issue trespass orders from time to time in accordance with the Trespass Act 1980. Any enquiry should be made of the Registrar.