

Other Regulations

The full and formal wording of 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.

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 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 for the Vice-Chancellor is a Peony Red damask gown embroidered with gold; the trencher is Peony Red with a gold tassel.
- (d) The robe for the Registrar is a Peony Red silk gown embroidered with gold; the trencher is Peony Red with a Peony Red tassel.

2. University Graduates

- (a) Gowns
 - i. The gown for a Bachelor's degree is as for the Cambridge Bachelor of Arts.
 - ii. The gown for a Master's 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, except for the Bachelor of Teaching and Learning and Bachelor of Sport Coaching is Slate Grey (B.C.C.154) with a full satin lining of the appropriate colour as defined in (c) below. The colour of the exterior of the hood for the Bachelor of Teaching and Learning and Bachelor of Sport Coaching is Navy Grandslam (B.C.C.48).
 - iii. The hood for the Degrees of Bachelor of Arts with Honours, Bachelor of Commerce with Honours, Bachelor of Engineering with Honours, Bachelor of Fine Arts with Honours, Bachelor of Laws Honours, Bachelor of Music with Honours, Bachelor of Science with Honours, and Bachelor of Teaching and Learning with Honours is the same as the respective Bachelor's hood except that the lining is produced to form a narrow (25 mm, 30mm for the Bachelor of Teaching and Learning with Honours) 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, 65mm for the Master of Teaching and Learning) border on the exterior of the hood. The Master of Teaching and Learning neckband is Navy Grandslam lined in red satin with the satin lining extending over the outer edge to form a 10mm edging. For other Master's degrees 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 Bachelor's and Master's hoods is as follows:

- i. Arts: Baby Pink (B.C.C.14)
- ii. Criminal Justice: Ice Blue (B.C.C.234)
- iii. Commerce: Indian Yellow (B.C.C.6)
- iv. Education: African Brown (B.C.C.20)
- v. Engineering: Violet (B.C.C.179)
- vi. Fine Arts: White (B.C.C.1)
- vii. Forestry: Chestnut (B.C.C.60)
- viii. Health Sciences: Emerald Green (B.C.C.213)
- ix. Law: Ice Blue (B.C.C.234)
- x. Music: White (B.C.C.1)
- xi. Science: Ultramarine (B.C.C.148)
- xii. Social Work: Post Office Red (B.C.C.209)
- xiii. Speech and Language Pathology: Magenta (B.C.C.198)
- xiv. Sport Coaching: Post Office Red (B.C.C.209)
- xv. Teaching and Learning: Old Gold (B.C.C.616)

(d) Headgear

- i. The headgear for Bachelor's and Master's degrees is a trencher with tassel.
- ii. The headgear for all Doctor's degrees is a black bonnet as for the University of St Andrews.

(e) Neck-tabs

The necktab for the Bachelor of Teaching and Learning, the Bachelor of Teaching and Learning with Honours, the Bachelor of Sport Coaching and the Master of Teaching and Learning is Post Office Red satin (B.C.C.209) lined with an edging extending over the outer, visible edge by 10mm.

Notes:

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

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 General Course and Examination Regulations, Computer Use Policy and Procedures, Parking and Traffic Statute 2003 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 Proctor may deal with the matter and impose any appropriate penalty as provided in Regulation 2(b), provided that if:
 - i. the said breach of discipline is denied, or
 - ii. the said breach of discipline is of such a nature that it appears to the Proctor that suspension or expulsion from the University or any course or a fine in excess of \$500 appears to be justified, the matter shall be reported to the Discipline Committee, which shall deal with it in accordance with Regulations 3 and 4 below.
 - (b) If, after investigating the complaint, the Proctor considers that a minor breach of discipline has occurred or the student has admitted a serious breach of discipline, the Proctor may deal with the matter and may, after giving the student a reasonable opportunity to make representations, impose any of the following penalties:
 - i. a reprimand;
 - ii. a direction that the student apologise;
 - iii. a fine not exceeding \$500;
 - iv. a requirement that the student make restitution in respect of property stolen, lost, or damaged, or of costs incurred by the University through unauthorized activities;
 - v. unpaid University community service not exceeding forty hours in duration;
 - vi. denial of credit or partial credit in any course (if the matter involves a breach of discipline involving assessment).

- (c) The Proctor may also advise the student to undertake any other action that the Proctor deems to be of assistance to the student, e.g. undertaking counseling or mediation, anger management, or a culturally appropriate activity.
- (d) Any student disciplined by the Proctor under Regulation 2 may appeal to the Discipline Committee within 10 working 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 under Regulation 2(b), 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 email 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 a 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, unpaid University community service and denial or partial denial of credit in any courses (if the matter involves a breach of discipline involving assessment). Where all credit for a course is denied, an "X" grade may be recorded on the student record in relation to that course.
- (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.
- (c) Proven or admitted breaches of discipline will be noted on the University Discipline Register for a period of no more than 10 years.
- 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. 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 sixteen hours in duration, and suspension (temporary or permanent) from the Association or from any of its affiliated clubs or societies.
- (b) Before imposing any penalty the Association shall inform the Chairperson of the Discipline Committee of the misconduct and of the penalty to be imposed.
- (c) Any student, club or society disciplined by the Association may appeal to the Discipline Committee within 10 working days, or such longer time as the Committee may allow in a particular case.
- (d) The Students' Association, instead of dealing with a disciplinary matter itself, may refer the case to the Proctor.
- 6.
- (a) Any student whose cell phone emits any sound during an examination shall be liable for the imposition of a fine not exceeding \$120. Any student found to have an electronic communication or storage device on their person in an examination room or in an adjoining area (including toilets) during an examination shall be liable for the imposition of a fine not exceeding \$120.

- (b) The imposition of such fines has been delegated to the Examination Arrangements Senior Coordinator by the Registrar.
- (c) The Examination Arrangements Senior Coordinator shall report any action so taken to the Academic Administration Committee at the conclusion of each examination period.
- (d) The Examination Arrangements Senior Coordinator, instead of imposing a fine, may refer a case to the Proctor.
- (e) The current fines being imposed, and the infringements for which they are imposed, must be advertised to all students prior to any examination period.
- (f) Any student fined by the Examination Arrangements Senior Coordinator under this regulation may appeal to the Associate Registrar within 10 working days.

7.

- (a) Any person, club or society against whom a decision is given by the Discipline Committee under these Regulations may appeal to the Council Appeals Committee, whose decision shall be final.
- (b) An appeal to the Council Appeals Committee under this Regulation must be lodged in writing with the Registrar within 10 working days of the date of such decision, or such longer period as may be allowed by the Council.

Library Regulations

The following identifies the Library Regulations that apply at the University of Canterbury.

Use of the Library's physical collections

- (a) The right to use the Library for reading, reference and borrowing, shall be available to:
 - i. members of the University Council;
 - ii. members of the University staff, including approved academic visitors;
 - iii. students whose tuition fees have been paid, and who hold a current Canterbury Card;
 - iv. retired members of staff;
 - v. alumni;
 - vi. external borrowers;
 - vii. prospective PhD students;
 - viii. staff and students of institutions that have a reciprocal borrowing agreement with the University of Canterbury Library.
- (b) Applications to become 'external' members of the Library, which includes the right to

borrow books, may be made to the Librarian by Canterbury residents.

- (c) All those admitted under (b) above shall pay an annual fee to be determined by the Librarian.
- (d) All borrowers shall be entitled to use the Library subject to any special conditions. 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.
- (e) Members of the general public unless approved under Library Regulation 1 (b) may use the Library for reading and reference only.

Use of the Library's electronic collections

- (a) The right to use the Library's electronic collections shall be available to:
 - i. members of the University staff, including approved academic visitors;
 - ii. students whose tuition fees have been paid, and who hold a current Canterbury Card.
- (b) Access to electronic resources depends on the licence agreement with the vendor and access to the University of Canterbury network.
- (c) Access to electronic resources is provided to an individual for their use only. Users will be held responsible for their own personal use, and access will be suspended if the Library has evidence that there are multiple users on a personal account; or use does not meet vendor restrictions.

Borrowing

- (a) General
 - i. The Librarian may disallow any particular book to be taken out of the Library except under prescribed conditions.
 - ii. No book shall be removed from the Library until its loan has been properly recorded.
 - iii. 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.
 - iv. 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.

- (b) **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 Library. The number of items which may be borrowed by the members of each borrower category varies. Details are to be found on the Library website.
- (c) **Loan Periods**
- i. Loans to undergraduate and external borrowers, from collections other than high demand, special collections or items loaned to distance students, are made for 28 days, but are subject to recall after 7 days if required by another borrower.
 - ii. Loans to staff and research students, from collections other than high demand or special collections, are made for 60 days but are subject to recall after 7 days if required by another borrower.
 - iii. Items held in high demand collections are issued for the loan period appropriate to each collection.
 - iv. Loans from any collection to any borrower are subject to recall at any time for transfer to a high demand collection, or for any other reason deemed sufficient by the Librarian.
 - v. 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.
 - vi. Loans to all borrowers, from collections other than high demand or special collections, will be for 7 days only when more than one person has requested the use of the item.
- (d) **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 for any item that is invoiced.
- (e) **High Demand**
Certain books may be held on high demand for use in the Library. These books may also be lent for short periods such as hourly, overnight or over a weekend, and must be returned promptly on the next occasion the Library is open.

- (f) **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 and not more than 6 days.

Fines

- (a) A current schedule of Library charges is found on the Library website.
- (b) The Librarian may exercise discretion in the imposition of fines.

Care of Books

- (a) No reader shall deface or mark any books nor shall any reader erase any mark or writing found in a book. Offences against this regulation may be referred to the Discipline Committee.
- (b) Readers using rare or valuable books must abide by such conditions as are required by the Librarian.

Food and drink

- (a) Consumption of all food and drink, including water in spill-proof containers, is prohibited in the Macmillan Brown Library secure reading room.
- (b) Only water, in spill-proof containers, is permitted in the main reading room of the Macmillan Brown Library.
- (c) Limited 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 materials or it may offend other users.

Copyright

Every person who copies, shares files or scans in the Library shall observe the limits required by the Copyright Act 1994 and the Copyright (Infringing File Sharing) Regulations 2011.

Miscellaneous

- (a) Borrowers must provide current contact details to the Library.
- (b) Readers are required to observe silence in designated 'Silent Study Zone' areas.
- (c) Readers shall, on leaving the Library, satisfy Library staff that books in their possession either are not Library property or have been properly issued.
- (d) The Librarian does not accept responsibility for personal belongings left in the Library.

Notes:

1. *For the purposes of these regulations the following definitions apply.*
Book: all physical collections held in the Library.
Librarian: refers to those persons authorised to act on behalf of the University Librarian.
Reader: anyone who uses the Library or library materials.
The Library of the University of Canterbury: comprises the Central Library, the Education Library, the EPS (Engineering and Physical Sciences) Library and the Macmillan Brown Library.
2. *Information about the Library and its services may be obtained from the 'Guide to the Library', from members of the Library staff, or from the Library website www.library.canterbury.ac.nz. Other policies may be relevant to the Library, such as the Copyright Policy, which may be read or downloaded from the University of Canterbury Policy Library (www.canterbury.ac.nz/ucpolicy). Students and staff should check the website regularly for updates.*

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 Campus Services Manager 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 Campus Services Manager 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.
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.