

Academic Integrity and Breach of Instruction Regulations

1. Version

These Regulations came into force on 1 January 2018.

2. Authority

Te Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic holds authority for these regulations.

3. Care of University Property

- (a) A student will take reasonable care of all University apparatus, equipment, machinery and other material with which they work.
- (b) A student may be required to replace or repair, to the satisfaction of the Tumuaki Tari/Kura | Head of Department or School concerned, any apparatus, equipment, machinery or other material lost or damaged through lack of reasonable care on their part.
- (c) A student who fails to comply with these requirements may at the discretion of Te Tumu Tuarua Akoranga | Deputy Vice-Chancellor Academic, be excluded from laboratories and workshops or from using any such equipment, machinery or other material.

4. Breach of instructions in Course Work

In the case of tests and other work being taken for credit (excluding formal examinations):

- (a) For any work which is the result of dishonest or improper practice, including non-compliance with formal instructions undertaken with dishonest intent, the Examiner, with the approval of the Tumuaki Tari/Kura | Head of Department or School, may:
 - i. decline to award a grade; or
 - ii. deduct marks; or
 - iii. resolve the matter in any other appropriate way.
- (b) If an Examiner is satisfied that a student has committed a breach of instructions not amounting to dishonest or improper practice, the Examiner, with the approval of the Tumuaki Tari/Kura | Head of Department or School, may:
 - i. decline to award a grade for that student's work in whole or in part; or
 - ii. deduct marks; or
 - iii. resolve the matter in any other appropriate way.
- (c) Before determining that dishonest practice or breach of instructions has occurred, the Tumuaki Tari/Kura | Head of Department or School will give the student an opportunity to make representations to them.
- (d) If the Tumuaki Tari/Kura | Head of Department or School, after hearing the student's representations, is of the opinion that the student may be guilty of dishonest or improper practice in connection with the test or other work, the Tumuaki Tari/Kura | Head of Department or School may, instead of determining that the work will be penalised, refer the matter to the Proctor for investigation and reference to the Discipline Committee if the Proctor thinks fit.
- (e) A student against whom a decision is given by the Tumuaki Tari/Kura | Head of Department or School may appeal to the Discipline Committee within ten working days of the decision.

5. Breach of instructions in Formal Examinations

In the case of formal examinations:

- (a) If an examiner is satisfied that a student has committed a breach of instructions not amounting to dishonest or improper practice, the Examiner, with the approval of the Tumuaki Tari/Kura | Head of Department or School, may:
 - i. decline to mark that student's examination script in whole or in part; or
 - ii. deduct marks; or
 - iii. resolve the matter in any other appropriate way.
- (b) In such a case the Examiner will submit a written report to the Secretary of the Discipline Committee stating the reason for the refusal to mark, and the Secretary of the Discipline Committee will inform the student of the reason.
- (c) Any student against whom a decision is given not to mark his or her examination script may appeal to

the Discipline Committee within ten working days of the date of the decision being communicated to the student.

- (d) If an Examiner, after consultation with the Tumuaki Tari/Kura | Head of Department or School, is of the opinion that a student may have engaged in dishonest or improper practice in the examination, the Examiner will refer the matter to the Proctor for investigation, and reference to the Discipline Committee if the Proctor thinks fit.

6. Dishonest or Improper Practice

- (a) Dishonest or improper practice in examinations, tests or other work will be deemed to be a breach of discipline, and the Discipline Regulations will apply to the proceedings accordingly.
- (b) If the Discipline Committee, after giving any student such opportunity as it thinks fit to make representations, finds the student guilty of any dishonest or improper practice in connection with examinations, tests or other work, including the bringing into an examination or test of any unauthorised material, it may impose all or any of the following penalties:
- i. expulsion from the University;
 - ii. suspension from enrolment in the University or in particular courses for such period as it thinks fit;
 - iii. denial of credit or partial credit;
 - iv. assignment of an X grade in any course or courses;
 - v. a fine;
 - vi. a reprimand;
 - vii. unpaid community work.

7. Devices in Examinations and Tests

- (a) A student whose device emits any sound during an examination will be liable for the imposition of a fine as specified in the Fines and Fees Regulations.
- (b) 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 will be liable for the imposition of a fine as specified in the Fines and Fees Regulations.

8. Failure to Comply with an Order

If a student fails to comply with an order under these Regulations, then the matter will be referred to the Discipline Committee, which may enforce a penalty in accordance with the penalties available to it.

9. Right of Appeal

- (a) A student against whom a decision is given under these Regulations may appeal that decision to the Discipline Committee. Formal applications must be lodged with the Secretary of the Discipline Committee within ten working days of the date of notification of the decision.
- (b) The day a notification email arrives in a student's inbox will be taken as the day of receiving notification.
- (c) Only in exceptional cases will a late appeal be considered. Reasons for lateness should be provided when the late appeal is made.