

## Student Rights and Responsibilities

First Produced:	2/90	Authorisation:	Academic Board
Current Version:	26/2/15	Officer	Director, Academic
Past Revisions:	04/92, 14/7/92, 30/7/92, 3/11/93, 1/2/94, 13/11/97, 26/2/98, 15/6/01, 17/6/04, 09/04/08, 28/06/12	Responsible:	
Review Cycle:	5 years		
Applies From:	Immediately		

Major changes/additions since the last version was approved are indicated by a vertical line in the left hand margin.

# 1 Introduction

## 1.1 Purpose

All students enrolled at or attending/using services of Ara are expected to accept certain responsibilities, respect the rights of others and behave in an acceptable manner. Ara undertakes to uphold these rights and responsibilities for all students, including adherence to the principles of academic freedom (Education Act 1989) and other relevant legislation. The specific rights and responsibilities have been defined in consultation with student representatives and reflect the educational purpose, values and goals as set out in the Ara Strategic Plan/Kaupapa.

## 1.2 Scope and Application

This policy applies to all students enrolled at or attending classes/using services of Ara.

## 1.3 Formal Delegations

- a The Ara Institute of Canterbury (Ara) Council delegates the Academic Board to:
  - i Approve new and existing programmes and courses which are in accordance with the Ara Strategic Plan and Investment Plan
  - ii Admit students to approved programmes and courses
  - iii Grant awards
  - iv Develop, monitor, review and maintain policies on academic matters, including research.

**All policies on the InfoWeb are the current version. Please check date of this hard copy before proceeding.**

<p><b>Related Ara Procedures</b> (available on InfoWeb)</p> <ul style="list-style-type: none"> <li>• APP301a Student Rights and Responsibilities</li> <li>• APP301b Flowchart</li> <li>• CPP120d Academic Delegations Register</li> </ul>	<p><b>Related Ara Policies</b></p> <ul style="list-style-type: none"> <li>• APP304 Academic Misconduct (including Plagiarism &amp; Cheating)</li> <li>• APP504 Regulations Governing Admission, Enrolment, Withdrawals and Non-Engagement Cancellations</li> <li>• APP506 Probation</li> <li>• CPP105 Acceptable Use and Conduct for ICT Users</li> <li>• CPP109 Disclosing Personal Information about Students and Staff</li> <li>• CPP117 Raising Problems or Complaints</li> <li>• CPP208 Resolving Staff Performance or Conduct Issues</li> <li>• CPP209 Harassment Prevention</li> <li>• CPP211 Code of Professional Practice</li> </ul>
<p><b>Related Legislation or Other Documentation</b></p> <ul style="list-style-type: none"> <li>• Education Act 1989</li> <li>• Privacy Act 1993</li> <li>• Health and Safety in Employment Act 1992</li> <li>• Official Information Act 1982</li> <li>• Immigration Act 2009</li> </ul>	<p><b>Good Practice Guidelines</b></p>
<p><b>References</b></p>	
<p><b>Notes:</b></p> <p><i>March 2012:</i></p> <ul style="list-style-type: none"> <li>• <i>Ara Policy and Procedures were updated to reflect the changes in structure, committees, roles and delegations as a result of the Ara Management Restructure.</i></li> <li>• <i>Student Rights and Responsibilities attachment to this Policy updated to reflect an emphasis on responsibilities of students and standards of acceptable behaviour.</i></li> </ul> <p><i>2014:</i></p> <ul style="list-style-type: none"> <li>• <i>Policy reviewed in conjunction with APP304 Academic Misconduct and APP506 Probation Policies.</i></li> <li>• <i>References to the Christchurch Polytechnic Students' Association (CPSA) have been removed. CPSA were involved in the consultation of earlier versions of the Policy and Procedure.</i></li> </ul> <p><i>2016:</i></p> <ul style="list-style-type: none"> <li>• <i>New branding.</i></li> </ul>	

## 2 Principles

- 2.1 Ara students are expected to accept certain responsibilities, respect the rights of others and behave in an acceptable manner.
- 2.2 Ara is committed to 'delivering what is promised to a recognised standard' (our definition of quality).
- 2.3 Staff are responsible for ensuring that students are aware of the implications of their rights and responsibilities in the particular learning environment.
- 2.4 Every person affected by this policy has the right to a copy of this policy and to further information as is needed to clarify any point or process.
- 2.5 Every person has the right to representation, advice, advocacy and support at all stages of any of the processes relevant to this or other relevant policies.

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### 3 Associated procedures for Ara Academic Policy on: Student Rights and Responsibilities

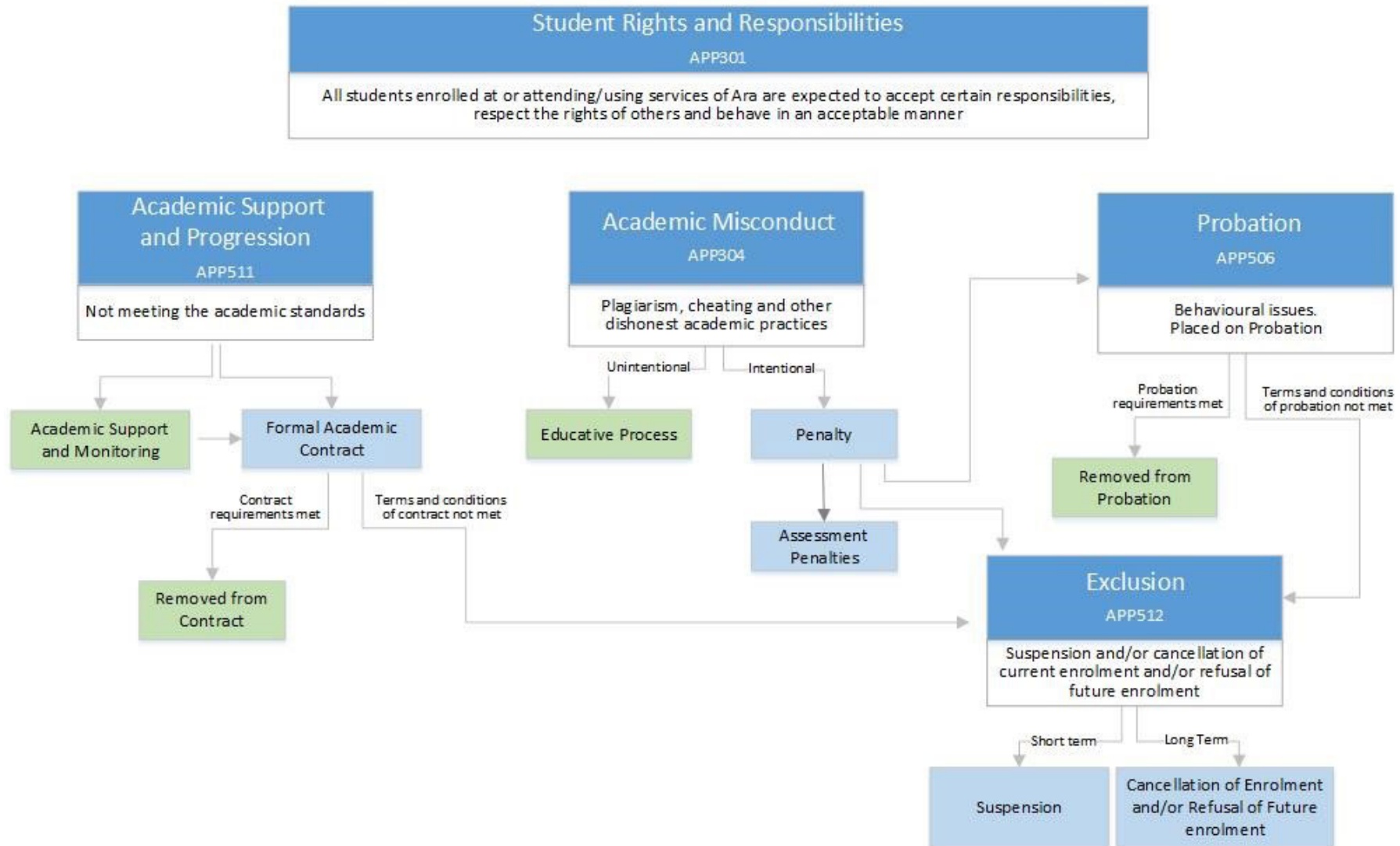
**Contents:** 3.1 Student Rights and Responsibilities Sheet

#### 3.1 Student Rights and Responsibilities Sheet

- a The sheet *APP301a Student Rights and Responsibilities* was produced jointly by the Academic Board, Te Kāhui Manukura and representatives of the student body. Its purpose is to acknowledge the specific rights and responsibilities of every student, to help create and maintain the best possible teaching and learning environment for all students.
- b The sheet will be distributed to all students via student handbooks and Ara websites. Departments are encouraged to discuss the contents during information or orientation programmes. The final version is authorised by the Academic Board.

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## Flowchart for Student Rights and Responsibilities, Academic Support and Progression, Academic Misconduct, Probation and Exclusion Policies



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