



THE CATHOLIC INSTITUTE
OF AOTEAROA NEW ZEALAND
Te Pūtahi Katorika ki Aotearoa

STUDENT BEHAVIOUR AND PERSONAL CONDUCT POLICY AND PROCEDURES

Rationale

The Catholic Institute of Aotearoa New Zealand (TCI) recognises the reciprocal relationship between individual and community rights and responsibilities. TCI students are expected to conduct themselves in a manner that is compatible with the ethos of TCI and its vision statement. “I have come that they may have life and have it abundantly” (John 10: 10).

Purpose

1. Promote the principle of mutual respect by outlining particular behaviours which TCI considers appropriate.
2. Provide a framework and procedurally fair practices for dealing with possible cases of misconduct and/or inappropriate behaviour.
3. Outline the penalties and appeals procedures for proven misconduct or inappropriate behaviour.

Guidelines

All actions taken under this policy will be based on the values and mission of TCI and be underpinned by mutual respect and fairness. In light of this:

1. Students are expected to respect themselves and other members of TCI’s community, keeping in mind the essential dignity of the human person, and the subsequent rights of freedom, justice and charity.
2. Students are encouraged to healthy debate and free and healthy discussion on any matter, keeping in mind that they are not to inhibit or oppress or restrict the freedom of others or cause hurt to others by their discussions or in any way adversely affect the learning of others.
3. Students are expected to respect the cultures, traditions and customs of other students and members of TCI’s community.

RULES, REGULATIONS AND APPEALS PROCEDURES

All procedures taken under this policy will be based on the values and mission of TCI and be underpinned by mutual respect and fairness. The following behaviours are considered to breach TCI’s code of student conduct and appropriate behaviour:

1. Students are not to use language or exhibit behaviour that is contrary to the teachings of the Catholic Church.
2. Students are not to use derogatory language or exhibit behaviour construed as bullying or gross misbehaviour and which is detrimental to others, especially regarding gender, race, faith traditions, disabilities, and age.
3. Students are to respect the environment and resources of TCI when studying on the premises.

4. The use of alcohol and illegal substances is prohibited. Students are not to attend classes when under the influence of alcohol or illegal substances.
5. TCI is a smoke-free organisation and smoking is prohibited inside a TCI building or in any other temporary site, or in any of TCI's remote sites. There are designated smoking areas.
6. Students are not permitted to bring objects or weapons to the classroom that may endanger them or others or use any objects in a manner that may endanger them or others.
7. TCI reserves the right to inform public authorities in those instances where it is required to do so, in compliance with the laws of the country.
8. A student may bring a complaint against another student. In this instance, the lecturer must be informed.
9. A student may bring a complaint against a lecturer, or another member of TCI's community. In this instance, the Academic Dean or Head of Student and Business Support must be informed.
10. In the instance where the complaint is against the Academic Dean or Head of Student and Business Support, the Director, TCI must be informed.
11. In the instance where the complaint is against Director, TCI; the Director of the Nathaniel Centre must be informed and will bring the matter to the attention of the Academic Committee or its equivalent within two weeks of the complaint occurring.
12. When 11 and 12 occur, the Head of Student and Business Support, Academic Dean or Director, TCI, will be excused from the Academic Committee or its equivalent decision. An outside body will always be consulted in such instances.

The above rules and regulations apply to all students studying at TCI and its teaching-sites. Students must read this policy in conjunction with TCI's Complaints, Grievances and Appeals Procedures for Students. Students not conforming to the above rules and regulations will be asked to leave the premises by their lecturers, especially in those instances where others' personal safety is in jeopardy. If this happens:

1. The Head of Student and Business Support will be informed within one week of the incident/s.
2. The Head of Student and Business Support will inform the student of the notification of the incident within one week of the incident/s being reported.
3. The Head of Student and Business Support in consultation with the Academic Dean will conduct investigations into the incident/s.
4. The student will be notified of the outcome of the investigation by the Head of Student and Business Support and/or Academic Dean will formally notify the student of the outcome within two weeks of the decision being reached.
5. The student has the right to appeal the decision made by the Head of Student and Business Support by writing to Director, TCI within two weeks of the Head of Student and Business Support's notification of the decision.
6. Once the Academic Committee or its equivalent is informed of the appeal, it will consult with an independent body if necessary, and a decision will be made.
7. This decision is final.
8. A student may be asked to withdraw temporarily, or from all courses at TCI. In such an instance, the Withdrawal and Refunds Policy and Procedures will apply.

At any time when an incident is reported, and the procedures listed above are followed the following protocols will be enacted:

1. In the first instance counselling and/or individual help that are within the resources of TCI will be made available to the student.
2. The instances where a student may be asked to withdraw from all courses at TCI are those where after appropriate measures have been taken, the student continues to be in breach of those rules and regulations that constitute gross misbehaviour and behaviour that is detrimental to the personal and emotional safety of the students and TCI's community.
3. In the instance where a complaint is against a lecturer who is a member of the Academic Committee or its equivalent, the lecturer will be excused from the decision made by the Committee.
4. In the case where students are not satisfied with the internal and external procedures of TCI, they are advised to contact the New Zealand Qualifications Authority. The nearest address is:
Level 13, 125 The Terrace, Wellington
Telephone: (04) 463 3000
Fax: (04) 463 3112

Explanatory Notes:

a. TCI's Community

All members who are officially employed by TCI in their capacity to teach, administer, and manage courses, and including personnel who look after the physical resources of TCI.

b. Gross Misbehaviour

Sexual harassment*, language directed at another that is considered unacceptable by usual norms, including abusive language and swear words, threatening and intimidating gestures and/or behaviours, verbal and/or physical threats, behaviour and language while under the influence of alcohol or other illegal substances.

c. Sexual Harassment*

Refer to Sexual Harassment Policy and Sexual Harassment Complaints Procedures separately.

Conclusion

TCI is essentially a Catholic institution and students are expected to conduct themselves in ways that are not contrary to the teachings of the Catholic Church.

Related Policies

Student Complaints, Grievances and Appeals Policy and Procedures

Sexual Harassment Policy and Sexual Harassment Complaints Procedures

Withdrawal and Refunds Policy and Procedures