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## ACADEMIC REGULATIONS FOR HZCU-UW JOINT INSTITUTE

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## **PREAMBLE**

The University of Waikato and Hangzhou City University have established a Joint Institute to deliver undergraduate degrees which build on the expertise of both institutions. The Joint Institute offers three 4-year undergraduate degrees in Finance, Industrial Design, and Convention Economy and Management.

Students need to complete eight semesters of full-time enrolment and will be enrolled in the Joint Institute for their whole programme of study. For the first two semesters, students will be bound by the regulations and processes of Hangzhou City University. From Semester 3, students will be bound by Hangzhou City University's and the Joint Institute's regulations and processes set out in this document.

Students who meet the degree award regulations of Hangzhou City University (HZCU) for one of the degree programmes offered by the Joint Institute will be awarded a Bachelor's degree from HZCU.

Students who meet the degree award regulations of the University of Waikato (UW) for one of the degree programmes offered by the Joint Institute will be awarded a Bachelor's degree from UW.

Qualifications offered by the Joint Institute:

<b>Joint Institute Programme</b>	<b>University of Waikato</b>	<b>Hangzhou City University</b>
Finance	Bachelor of Business	Bachelor of Economics
Industrial Design	Bachelor of Design	Bachelor of Engineering
Convention Economy and Management	Bachelor of Design	Bachelor of Management

Other disciplines may be offered in the future.

## A. ADMISSION, ENROLMENT AND CONTINUATION

### 1. Admission to the Joint Institute

- (1) Unless approved otherwise by the Joint Institute Academic Committee (hereafter referred to as “Academic Committee”), a person who will be under 16 years of age on the first day of the semester in which they wish to enrol is not eligible for admission.
- (2) A person must meet the admission requirements for Hangzhou City University, as set out in that institution’s Admission and Registration Regulations.
- (3) A person who has passed all of the prescribed papers in their first three semesters’ study at the Joint Institute, and met any other requirements for enrolment and continuation as prescribed by Hangzhou City University, will qualify for admission to the relevant University of Waikato degree offered by the HZCU-UW Joint Institute.
- (4) A person who has completed three semesters’ study at the Joint Institute and has failed no more than one paper required by Hangzhou City University, may be granted admission to the relevant University of Waikato degree by the Academic Committee, but their continuation will be subject to passing the failed paper or an approved alternative in the following twelve months of study.
- (5) A person who has failed two or more papers will not normally be granted admission to a University of Waikato degree, but may be considered for admission by the Dean of the Joint Institute on a case-by-case basis.

### 2. Re-registration for Continuing Students

- (1) **Right to re-entry**  
The right to re-entry applies to re-enrolment in the qualification(s) in which a student was enrolled in their most recent period of enrolment.
- (2) **Annual re-registration criteria**  
A student who gains unrestricted passes in papers worth at least half of the total points the student is enrolled in for the year will gain re-entry.
- (3) **Semester re-registration criteria**
  - (1) A student who is enrolled in papers worth more than 15 points in a single semester and who fails all of those papers will be ineligible for re-entry in the following semester.
  - (2) A student who is ineligible for re-entry in the following semester but who is enrolled in papers in that semester will be withdrawn from those papers.
- (4) **Progression from Semester Three to Semester Four**
  - (1) To progress from Semester Three to Semester Four of the qualification, students must have achieved an unrestricted pass in ENSLA100 English for Professions.
  - (2) A student who has achieved a restricted pass in ENSLA100 English for Professions may be permitted by the Academic Committee to progress to

Semester Four of the qualification, but their continuation will be subject to repeating and achieving an unrestricted pass in ENSLA100.

- (3) Students who have failed ENSLA100 may be permitted by the Academic Committee to progress to Semester Four of the qualification by providing evidence of achievement of an IELTS (Academic) overall score of 6.0 with no band below 5.5, or an approved equivalent, on a case-by-case basis. Students may still be required to resit and pass ENSLA100 to meet the overall requirements of the degree.

### **3. Admission for Transferring Students**

- (1) A student who wishes to transfer from one qualification to another needs to receive approval from the Academic Committee under subsection 7(1) *Change of Enrolment* and must meet the requirements for re-registration for continuing students listed in Section 2 of these regulations.
- (2) Students may be required to take additional papers to meet the compulsory requirements of the qualification into which they are transferring.

### **4. Exclusion for Unsatisfactory Progress from Particular Papers**

- (1) Students who have failed a paper, or any equivalent or substantially similar paper, on a second or subsequent enrolment will normally be excluded from the paper and will be ineligible to re-enrol in that paper.
- (2) Where a student is excluded from a paper that is a compulsory paper for a qualification the student will normally not be permitted to enrol in, or continue a current enrolment in, that qualification.
- (3) A student who is not permitted to proceed with the degree may be eligible to graduate with a Certificate or Diploma based on the credits obtained.

### **5. Appeals**

- (1) A person who:
  - (1) is qualified for admission to the Joint Institute but who is not accepted into their choice of qualification, or
  - (2) fails to meet the criteria for re-entry to their qualification, or
  - (3) is excluded from a papermay apply to the Associate Dean Academic of the Joint Institute for a reconsideration of the decision.
- (2) A person whose application for reconsideration is declined by the Associate Dean Academic may make a further appeal to the Dean of the Joint Institute under delegated authority of the Academic Committee.
- (3) An appeal, comprising a written statement of the circumstances of the appeal, together with supporting evidence, if available, must be submitted by the student to the Dean of the Joint Institute not more than seven days after the date on which notification of the relevant decision is received.
- (4) A decision by the Dean of the Joint Institute is notified in writing, and is final.
- (5) Report to the Academic Committee.

The Dean of the Joint Institute must submit an annual report to the Academic Committee providing an overview of admission appeal decisions made during the relevant year, together with any consequent recommendations.

## **6. Enrolment**

- Any person who wishes to enrol at the HZCU-UW Joint Institute must follow the regulations and processes set out in *Chapter III Admission and Registration* in the *Administrative Rules for Students Status by HZCU*.

## **7. Change of Enrolment**

### **(1) Programme Approval**

Changes to enrolment are not usually possible. Any change of enrolment constitutes a change to a programme of study and requires the approval of the Academic Committee.

### **(2) Procedure for change of enrolment**

- (1) Applications for change of enrolment must follow the regulations and processes set out in *Chapter III Admission and Registration* in the *Administrative Rules for Students Status by HZCU*.
- (2) Absence from classes or failure to submit items for assessment does not constitute withdrawal from a paper. A student who does not withdraw from a paper using the procedures outlined in these regulations remains enrolled for the paper and remains liable for any prescribed fees.
- (3) Attendance at classes and submission of items for assessment does not mean that a student is enrolled in that paper. Formal enrolment is required.

### **(3) Deadlines for withdrawing from papers**

An application to withdraw from a paper must be submitted to the Academic Committee by the second week of semester.

### **(4) Late deletion or withdrawal under exceptional circumstances**

- (1) If, after the final deadline for withdrawal, a student considers that they are unable to complete a paper because of exceptional circumstances beyond their control, the student may apply in writing to the Associate Dean Administration for late deletion or withdrawal.
- (2) The application must include an account, with appropriate evidence if available, of the circumstances that prompted the application.
- (3) Applications under this section are considered and decided by the Associate Dean Administration.

### **(5) Appeals**

- (1) A student may appeal against any decision taken under these regulations.
- (2) An appeal, comprising a written statement of the circumstances of the appeal, and supporting evidence if available, must be submitted in writing to the Dean of the Joint Institute not more than seven days after the date on which the student receives notification of the relevant decision. Late appeals may be accepted at the discretion of the Dean of the Joint Institute.

- (3) Appeals under this section are considered and decided by the Dean of the Joint Institute, or their nominee, by delegated authority of the Academic Committee.



## **B. ASSESSMENT**

### **1. General**

#### **(1) Eligibility to submit assessment**

A student must be enrolled for a paper in order to be eligible to submit assessment in it.

#### **(2) Use of particular languages for assessment**

Unless specified otherwise in the relevant paper outline, students must submit assessment in English.

#### **(3) Plagiarism and cheating**

- (1) Guidelines for sourcing and referencing styles appropriate to particular disciplines are available from the HZCU-UW Joint Institute.
- (2) Plagiarism is prohibited.
- (3) It is not a defence against a charge of plagiarism for a student to argue that they did not act intentionally in appropriating the writing or work of another person; however, the extent to which the student is judged to have plagiarised intentionally, and the level and standard of scholarship that might reasonably be expected of the student, may be factors in the determination of any disciplinary action to be taken against the student.
- (4) Cheating in any matter connected with assessment is prohibited.

#### **(4) Use of the same material for different assessment items**

Unless approved otherwise by the examiner of the paper concerned, a student must not submit for assessment material that is substantially the same as material submitted for assessment for a different paper, or for a paper which the student has attempted and/or completed previously in substantially the same form and is repeating.

### **2. Conduct in final tests**

#### **(1) Presence and identification in final tests**

- (1) A student may attend a final test only if they are enrolled for the paper for which it is prescribed.
- (2) A student may not enter a final test to begin the test after the first 30 minutes.
- (3) Except with the permission of the test supervisor, a student may not leave the test room during the first 30 minutes or during the last 15 minutes.
- (4) Students undertaking a final test must sign their test script and identify themselves to the test supervisor by producing either
  - (a) their student identity card, or
  - (b) another form of photo identification that can be authenticated by the test supervisor.
- (5) A student may not leave the test room during a final test with the intention of returning unless supervised during the period of absence by the test supervisor.

**(2) Conduct in the final test room**

- (1) A student undertaking a final test must follow the instructions in the test paper as well as any instructions given by the test supervisor.
- (2) An electronic device that
  - (a) makes use of an audible alarm, or
  - (b) has facilities for transmission or reception of information, or
  - (c) is capable of storing and displaying informationis prohibited in the test room, unless it is turned off and stored separately from the student, or is an item authorised by the examiner under subsection 2(2)(3) of these regulations.
- (3) A student may not bring into the test room any of the following items unless authorised in writing by the examiner:
  - (a) Paper
  - (b) Books
  - (c) Calculators
  - (d) [E](#)lectronic devices, including dictionaries
  - (e) [C](#)omputers.
- (4) If items are authorised under subsection 2(2)(3) of these regulations, details of the type and the functions that may be used will be specified by the examiner.
- (5) Items brought into a test room may be subject to scrutiny and their use during the test may be monitored by the test supervisor.
- (6) A student undertaking a final test must not
  - (a) communicate with another student during the test
  - (b) share material in the test room.

**(3) Communications with others about final tests**

- (1) A student must not communicate with the examiner about the content of a final test between the time it is undertaken and the notification of confirmed grades.
- (2) A student who wishes to raise an issue about a final test between the time it is undertaken and the notification of confirmed grades may do so by contacting the Associate Dean Administration.

**3. Special Arrangements for final tests**

**(1) Applications and Procedures**

- (1) Applications under this Section are considered and decided by the Associate Dean Administration.
- (2) The times and places of final tests are notified by the Joint Institute Academic Administrator.

- (3) A student
- (a) who has a learning or physical disability that is likely to affect their performance in a final test, or
  - (b) who, for any other reason that they consider to be compelling, requires a special arrangement to undertake a final test,
- may apply to undertake the examination at a different place, or under special conditions.
- (4) The application must be submitted to the Associate Dean Administration, on the prescribed form, as soon as practicable after the teaching of the paper has started and the need for the special arrangement has been identified.
- (5) If the need is identified too late to allow for a suitable arrangement to be made by the Joint Institute, the student will be advised to apply for special consideration under subsection 5(3) of these regulations.
- (6) An application under this Section must be supported by evidence as stipulated on the application form.
- (7) A student who makes an application under this Section may be requested by the Associate Dean Administration to undergo an evaluation by an independent professional person.
- (8) The University makes any arrangements and meets any costs for an evaluation under subsection 3(1)(7) of these regulations.
- (9) If the Associate Dean Administration considers that
- (a) the circumstances documented in the application are valid according to the criteria set down in subsection 3(1)(3) of these regulations, and
  - (b) it is practicable to do so given the nature of the circumstances involved and the availability of resources,
- it will offer the student a special arrangement.
- (10) A student will not be permitted to undertake a final test on a different day or at a different time from other candidates. A student who is unable to take the final test at the specified time will need to take the resit test.

#### **4. Reassessment options for students who fail a paper**

- (1) Students who (in a paper with or without a final test) have not submitted at least 66% of the paper's assessment, by weighting, and (in a paper without a final test) did not achieve at least 40% of the total final mark, are disqualified from pursuing these reassessment options and will be required to retake the paper. Details of reassessment options shall be set out in the individual paper outlines.
- (2) Students who fail a paper with a final test, will be granted one opportunity to resit the final test. The resit test paper will consist of different but equivalent questions to the original final test. The resit result will only replace the final test result.
- (3) Students who fail a paper that has no final test will be granted one opportunity to submit alternative assessment. Each alternative assessment item will replace one item of assessment in the paper, of the examiner's choosing, with the grade only replacing the result for that item of assessment.
- (4) Students who pass the paper after reassessment, will only receive a final Pass grade (50% on the UW scale and 60% on the HZCU grade). Students who fail the paper after reassessment, will be required to retake the paper when offered.
- (5) Except where a student applies for Special Consideration under Section 5 or a Review of Grade under Section 6, the grade a student receives for their reassessment is final; no further reassessment will be granted.

#### **5. Special Consideration for Missed Assessment, or Impaired Performance in Assessment**

##### **(1) Grounds for applications for special consideration**

If, due to circumstances beyond their control (such as illness, injury, bereavement or trauma),

- (1) a student has been prevented from presenting internal assessment,
- (2) a student's performance in internal assessment has been seriously impaired,
- (3) a student has been prevented from undertaking a final test,
- (4) a student's performance in a final test has been seriously impaired, or
- (5) a student's ability to prepare for a final test in the two weeks immediately preceding the test has been seriously impaired,

the student may apply for special consideration.

##### **(2) Special consideration in respect of internal assessment**

- (1) Applications for special consideration in respect of internal assessment are considered and decided by the convener of the paper for which the assessment is prescribed.
- (2) An application for special consideration in respect of internal assessment must be made in writing to the relevant paper convener not later than three days after the date on which it is due.

- (3) The application must be supported by evidence that is acceptable to the paper convener; the evidence may be in the form of
    - (a) a medical certificate for an illness or injury affecting the period relevant to the particular assessment item, or
    - (b) evidence of any other circumstance and its effect on the student over the period relevant to the particular assessment item.
  - (4) If the paper convener accepts that the circumstances documented in the application are valid, they may
    - (a) estimate a mark for the assessment item, or
    - (b) if it is practicable to do so, offer the student an opportunity to submit or repeat the original assessment item or to submit an alternative assessment item.
  - (5) A student may not be awarded estimated marks under subsection 5(2)(4) of these regulations for more than 33% of the overall internal assessment for a paper.
  - (6) If the paper convener does not offer any of the options under subsection 5(2)(4) of these regulations, the student may apply to withdraw from the paper on medical or compassionate grounds.
  - (7) A student may appeal to the Associate Dean Academic against any decision by a paper convener under this section.
  - (8) An appeal to the Associate Dean Academic must be made in writing by the student not more than seven days after they have received notification of the relevant decision by the paper convener.
  - (9) Where the paper convener is the Associate Dean Academic, a student may appeal directly to the Dean of the Joint Institute under the provisions of subsection 8(2) of these regulations.
- (3) Special consideration in respect of final tests**
- (1) Where a student has been prevented from undertaking a final test, or has had impaired performance in a test as set out in subsection 5(1), the student will be eligible to resit the final test as per subsection 2(4).
  - (2) Where a student is unable to resit the final test, or has been prevented from undertaking a resit of a final test, or has had impaired performance in a resit of a final test as set out in subsection 5(1), the student may apply for special consideration in respect of the final test or resit of the final test.
  - (3) Applications for special consideration in respect of final tests are considered and decided by the Associate Dean Academic.
  - (4) In order to be eligible for special consideration in respect of a final test, a student must have submitted all compulsory items of assessment for the relevant paper.
  - (5) An application for special consideration in respect of a final test must be submitted to the Joint Institute Academic Administrator on the prescribed form not later than three days after the date of the final test.

- (6) The application must be accompanied by evidence of the circumstances relating to the application.
- (7) In the case of injury, illness, bereavement or trauma, the evidence required under subsection 5(3)(6) of these regulations must be in the form of a report that relates to a consultation within 24 hours of the final test between the student and a medical practitioner, midwife, dental surgeon or psychologist, or between the student and a counsellor who is recognised for this purpose by the Joint Institute.
- (8) In the case of any circumstance other than those described in subsection 5(3)(7) of these regulations, the evidence must be in the form of a statement of the nature and time of the circumstance, written by the student.
- (9) The Associate Dean Academic may, at their discretion, request the student to submit a statutory declaration affirming details of the circumstances relating to the application.
- (10) Where an application is accepted as valid by the Associate Dean Academic, the paper convener will be requested by the Joint Institute to consider the assessment of the student in the relevant paper.
- (11) The examiner may at their discretion
  - (a) estimate a mark for the assessment item, or
  - (b) offer the student the opportunity to undertake a special final test.
- (12) If the examiner does not estimate a grade for the paper under subsection 5(3)(11) of these regulations, and it is not practicable to offer a special final test (either because of the nature of the assessment or the continuing circumstances of the student), the student may apply to withdraw from the paper on medical or compassionate grounds.
- (13) Where a student demonstrates to the Associate Dean Academic that, because of circumstances beyond their control, they are not able to accept the offer of a special final test, the student may apply to withdraw from the paper on medical or compassionate grounds.

## **6. Review of Grade**

### **(1) Review of Grade**

- (1) A student who considers that a mistake has been made in the process of calculating or determining a grade for a paper may apply for a review of a grade.
- (2) An application for review of grade must be submitted by the student on the prescribed form to the Joint Institute Academic Administrator not more than 14 days after receiving notification of the grade.
- (3) The Joint Institute Academic Administrator may require the student to provide all items of internal assessment for the relevant paper that have been returned to the student.

- (4) A review of grade involves a re-calculation of marks.
- (5) A review of grade may result in a grade being left unchanged, raised or lowered.

## 7. Grades and Annotations

### (1) Grades

- (1) Grades are confirmed by the Academic Committee.
- (2) The schedule of grades used by the Joint Institute for papers that will appear on the student's University of Waikato academic record, and the range of marks represented by each grade is as follows:

#### **Pass Grades**

A+	90-100
A	85-89
A-	80-84
B+	75-79
B	70-74
B-	65-69
C+	60-64
C	55-59
C-	50-54
RP	Restricted pass
P	Ungraded pass

#### **Fail Grades**

D	40-49
E	0-39
F	Ungraded fail

- (3) An IC annotation means "Incomplete", and is awarded if a student
  - (a) does not submit a compulsory assessment item, or
  - (b) if a final test in the examination period was prescribed, does not undertake the final test.
- (4) An IC annotation is treated as a fail grade.
- (5) A " ..." annotation is used on students' academic records for theses and papers that may be undertaken over more than one year, and indicates that the enrolment is continuing into a subsequent year.
- (6) A restricted pass ("RP") grade may be awarded at the discretion of a Board of Examiners or delegated authority for a paper in which the student has achieved
  - (a) borderline performance, or
  - (b) a D grade compensated by overall good performance in the relevant subject or the relevant subject and closely related subjects.

*Note: A paper for which a Restricted Pass (RP) has been awarded will not be accepted as meeting the prerequisite requirements for any other paper unless the Dean of the Joint Institute approves otherwise.*

- (7) The NC annotation means “No Credit” and indicates that credit for the paper has been refused as a direct consequence of a finding of misconduct.
- (8) The schedule of grades used by the Joint Institute for papers that will appear on the student’s Hangzhou City University academic record, and the range of marks represented by each grade is as follows:

百分制 Hundred- mark system	成绩 Results	100—95	94—85	84—75	74—65	64—60	<60
	对应绩点 Grade point	5.0	4.9—4.0	3.9—3.0	2.9—2.0	1.9—1.5	0
五级制 Five-grade classification system	成绩 Results	优 Excellent		良 Fair	中 Satisfactory	及格 Pass	不及格 Fail
	对应绩点 Grade point	4.5		3.5	2.5	1.5	0
二级制 Two-grade classification system	成绩 Results	合格 Pass					不合格 Fail
	对应绩点 Grade point	3.5					0

- (9) Papers owned by Hangzhou City University will be graded using the HZCU grading scale. Papers owned by the University of Waikato will be graded using the UW grading scale.
- (10) Grades for papers that are owned by one institution that will appear on the other institution’s academic transcript, will be translated to meet the grading scale of the institute providing the transcript, using a grade translation scale agreed by the Joint Management Committee.



**(2) Conceded credit**

- (1) The Academic Committee may award a conceded credit to a candidate for a bachelor's degree who has
  - (a) undertaken the required number of papers for the degree,
  - (b) passed all compulsory papers, and
  - (c) passed all papers required for the major, or specified programmebut who has narrowly failed one paper in the final year.
- (2) The award of a conceded credit is based on the candidate's performance in the bachelor's degree as a whole as well as the paper in question.
- (3) The conceded credit is attached to the degree as a whole (and does not affect the fail grade in the paper in question).
- (4) A student may be awarded one conceded credit only in a bachelor's degree.

**(3) Notification of confirmed grades**

Confirmed grades are published confidentially, using individual student identity numbers, in MyWaikato.

**8. Breaches and Appeals**

**(1) Breaches**

A breach of these regulations is misconduct under the Student Discipline Regulations.

**(2) Appeals**

- (1) A student may appeal against any decision taken under these regulations.
- (2) An appeal, comprising a written statement of the circumstances of the appeal, together with supporting evidence if available, must be submitted by the student in writing to the Associate Dean Administrative not more than seven days after the date on which notification of the relevant decision is received.
- (3) Appeals under this section are considered and decided by the Deputy Vice-Chancellor Academic by delegated authority of the Education Committee.
- (4) A decision by the Deputy Vice-Chancellor Academic is notified in writing, and is final.

## C. QUALIFICATION REGULATIONS

### Bachelor of Business (BBus)

#### Admission

1. Candidates for the Degree must have qualified for admission to the Joint Institute as specified in the Admission regulations.
2. Candidates must have completed and passed MATHS166, BUSAN205, ACCTN102, MRKTG101, and ENSLA100 or approved alternatives to meet the requirements for admission to the Bachelor of Business.

#### Requirements for the Degree

3. The normal minimum period of enrolment with the Joint Institute for completion of the Degree is eight semesters (four years). Two semesters will be completed under enrolment with Hangzhou City University and the remaining six semesters will be completed under enrolment with the University of Waikato. The requirements of the degree must normally be completed within a maximum period of six years of first enrolling with the Joint Institute.
4. Candidates must enrol with the Joint Institute and follow an approved programme of study.
5. Candidates must gain 360 points (24 papers) at 100, 200, 300 and 400 levels. Candidates must complete the requirements of the specified programme in Finance.
6. To complete the requirements of the specified programme in Finance, candidates must pass the following papers:
  - 6.1 Semester One (enrolment with HZCU)  
MATHS166 Management Mathematics
  - 6.2 Semester Two (enrolment with HZCU)  
BUSAN205 Data Analytics with Business Applications
  - 6.3 Semester Three  
ACCTN102 Introductory Financial Accounting  
ENSLA100 English for Professions  
MRKTG101 Fundamentals of Successful Marketing
  - 6.4 Semester Four  
ECONS101 Economics for Business and Management  
FINAN101 Introduction to Finance  
STMGT101 Introduction to Management  
MNMGT202 Intercultural Perspectives on Organisations  
ACCTN101 Accounting for Management

6.5 Semester Five

ECONS200 Understanding the Global Economy  
ECONS303 Applied Quantitative Research Methods  
FINAN202 Investments 1  
FINAN200 Financial Management 1

6.6 Semester Six

FINAN306 Capital Markets and Financial Institutions  
FINAN302 Investments 2  
FINAN305 Financial Management 2  
ECONS202 Microeconomics and Business Economics

6.7 Semester Seven

MGSYS101 Integrated Thinking - Digital Business and Supply Chain Management  
FINAN204 Entrepreneurial Finance  
FINAN303 Computer Modelling in Finance  
FINAN304 Financial Risk Management  
WSAFE396 Management Internship (jointly managed)

6.8 Semester Eight

FINAN399 Applied Project in Finance (jointly managed)

7. The Academic Committee or delegated authority may vary or waive these regulations in individual cases.

## **Bachelor of Design (BDes) (Interface Design)**

### **Admission**

1. Candidates for the Degree must have qualified for admission to the Joint Institute as specified in the Admission regulations.
2. Candidates must have completed and passed COMPX101, COMPX102, DSIGN141, DSIGN125, COMPX161, and ENSLA100 or approved alternatives to meet the requirements for admission to the Bachelor of Design.

### **Requirements for the Degree**

3. The normal minimum period of enrolment with the Joint Institute for completion of the Degree is eight semesters (four years). Two semesters will be completed under enrolment with Hangzhou City University and the remaining six semesters will be completed under enrolment with the University of Waikato. The requirements of the degree must normally be completed within six years of first enrolling with the Joint Institute.
4. Candidates must enrol with the Joint Institute and follow an approved programme of study.
5. Candidates must gain 360 points (24 papers) at 100, 200, and 300 levels. Candidates must complete the requirements of the specified programme in Interface Design.
6. To complete the requirements of the specified programme in Interface Design, candidates must pass the following papers:
  - 6.1 Semester One (enrolment with HZCU)  
COMPX101 Introduction to Programming
  - 6.2 Semester Two (enrolment with HZCU)  
COMPX102 Object-oriented programming
  - 6.3 Semester Three  
DSIGN141 Design 1  
COMPX161 Introduction to the Web  
DSIGN125 Introduction to Communication Design Production  
ENSLA100 English for Professions
  - 6.4 Semester Four  
DSIGN171 Design Methodology  
DSIGN142 Beyond the Basics of Design  
COMPX222 Web Development  
DSIGN151 Design History
  - 6.5 Semester Five  
DSIGN242 Interactive Environments  
COMPX201 Data Structures and Algorithms  
COMPX251 Applied Computing Tools 1  
DSIGN243 Visual Language and Information Design

6.6 Semester Six

DSIGN241 Aspects of Web Design  
DSIGN252 Cultural Perspectives for Design  
COMPX202 Mobile Computing and Software Architecture  
COMPX322 Advanced Web Development

6.7 Semester Seven

DSIGN341 Design Systems  
DSIGN342 User Centred Design  
COMPX324 User Experience Design  
COMPX318 Design for the Internet of Things  
DSIGN350 Design Internship

6.8 Semester Eight

DSIGN360 Capstone Project

7. The Academic Committee or delegated authority may vary or waive these regulations in individual cases.

## **Bachelor of Design (BDes) (Media Design)**

### **Admission**

1. Candidates for the Degree must have qualified for admission to the Joint Institute as specified in the Admission regulations.
2. Candidates must have completed and passed MATHS165, BUSAN205, DSIGN141, and ENSLA100 or approved alternatives to meet the requirements for admission to the Bachelor of Design.

### **Requirements for the Degree**

3. The normal minimum period of enrolment with the Joint Institute for completion of the Degree is eight semesters (four years). Two semesters will be completed under enrolment with Hangzhou City University and the remaining six semesters will be completed under enrolment with the University of Waikato. The requirements of the degree must normally be completed within six years of first enrolling with the Joint Institute.
4. Candidates must enrol with the Joint Institute and follow an approved programme of study.
5. Candidates must gain 360 points (24 papers) at 100, 200, and 300 levels. Candidates must complete the requirements of the specified programme in Media Design.
6. To complete the requirements of the specified programme in Media Design, candidates must pass the following papers:
  - 6.1 Semester One (enrolment with HZCU)  
MATHS165 General Mathematics
  - 6.2 Semester Two (enrolment with HZCU)  
BUSAN205 Data Analytics with Business Applications
  - 6.3 Semester Three  
DSIGN141 Design 1  
ENSLA100 English for Professions  
MEDIA206 Introduction to Creative Media Technologies
  - 6.4 Semester Four  
MEDIA100 Understanding Visual Culture  
MEDIA102 Film Production 1: Telling Stories  
DSIGN142 Beyond the Basics of Design  
ECONS101 Economics for Business and Management  
FINAN101 Introduction to Finance
  - 6.5 Semester Five  
DSIGN243 Visual Language and Information Design  
MEDIA202 Film Production 2: Experimentation and Creativity  
MEDIA310 Human Interest Storytelling  
MRKTG101 Fundamentals of Successful Marketing

6.6 Semester Six

MEDIA203 Digital Arts and Cultures  
MEDIA320 Lens Based Project  
DSIGN241 Aspects of Web Design  
DSIGN252 Cultural Perspectives for Design

6.7 Semester Seven

MEDIA305 Interactive Media Design  
MEDIA301 Animation: Theory and Practice  
MEDIA302 Film Production 3: From Concept to Screen  
DSIGN341 Design Systems  
DSIGN350 Design Internship

6.8 Semester Eight

CREAT301 Creative Technologies and Creative Practice Project

7. The Academic Committee or delegated authority may vary or waive these regulations in individual cases.

## D. STUDENT DISCIPLINE REGULATIONS

### Preamble

At the time they enrol, students are required to sign a Student Declaration agreeing to abide by the regulations of the Joint Institute and any other relevant regulations of the University of Waikato and of Hangzhou City University. The Student Discipline Regulations provide the framework for addressing alleged breaches of regulations by students and for applying penalties where breaches are substantiated.

Members of the Joint Institute community are entitled to operate and interact in an environment of safety and respect. It is expected that students will act with integrity and demonstrate respect for others.

If differences and disputes arise between members of the Joint Institute community, it is expected that they will attempt to resolve such conflicts reasonably and co-operatively. Formal procedures should be used only where other methods of resolving conflicts have been ineffective or would be inappropriate.

It is the policy of the Joint Institute that all discipline procedures conform to the principles of natural justice. The procedures in these regulations have been adopted to safeguard the rights of individuals in this respect.

### 1. General

#### (1) Application

- (1) These regulations apply to the conduct of students while they are enrolled as students.
- (2) These regulations apply to the conduct of students
  - (a) on any property or in any facility owned or managed by the Joint Institute or HZCU
  - (b) in the context of a Joint Institute activity
  - (c) where the conduct is related directly to the student's status as a student, or
  - (d) where the conduct has the potential to harm unfairly the reputation of the Joint Institute.
- (3) For the purpose of these regulations, the period during which a student is deemed to be enrolled as a student is defined as the period in a given year from (inclusively) the Monday of the start week of the paper in the student's programme of study that starts earliest in that year, to the Sunday of the end week of the paper that ends last.



- (4) The processes for dealing with complaints of misconduct may extend beyond the period defined in subsection (3).

## **2. Misconduct**

### **(1) Definition of misconduct**

A student commits misconduct if they

- (a) commit a serious breach of the obligation, shared by staff and other members of the Joint Institute community, to act towards others reasonably, courteously, considerately and with good faith
- (b) behave in a manner that significantly impedes or subverts the efficient functioning of the Joint Institute in accordance with its statutory role
- (c) behave in a manner that discredits the Joint Institute
- (d) breach any regulation published in the Joint Institute Regulations Handbook
- (e) fail to comply with any reasonable and lawful policy or instruction approved and notified by the Dean, Associate Deans, Joint Management Committee, Academic Committee, or delegated authority
- (f) use Joint Institute property, resources or funds for other than authorised purposes
- (g) incur liability on the part of the Joint Institute without authorisation
- (h) behave in a manner that is likely to harm unfairly the reputation or professional prospects of another student or a member of staff
- (i) behave in a manner that jeopardises the health or safety of another person
- (j) knowingly mislead the Joint Institute in any significant matter
- (k) encourage, assist, or procure a person to commit misconduct.

### **(2) Discrimination and harassment**

- (1) The Joint Institute is committed to providing a work and study environment that is free from discrimination and harassment.
- (2) A complainant may choose to have discrimination or harassment treated as a formal complaint of misconduct under these regulations.
- (3) Discrimination means conduct that results, or is likely to result, in less favourable treatment, or creates, or is likely to create, a less favourable environment, for a person or group of people on any of the grounds set below:
  - (a) sex, which includes pregnancy and childbirth
  - (b) marital status
  - (c) religious belief
  - (d) ethical belief
  - (e) colour
  - (f) race
  - (g) ethnic or national origins, which includes nationality and citizenship

- (h) disability
  - (i) age
  - (j) political opinion
  - (k) employment status
  - (l) family status
  - (m) sexual orientation.
- (4) Harassment means serious or persistent interference in the pursuit of work or study of another person, by behaviour that is unwelcome, uninvited and unwarranted. Harassment includes
- (a) sexual harassment: verbal or physical behaviour of a sexual nature that is unwelcome, uninvited and unwarranted
  - (b) racial harassment: the use of language (whether written or spoken), or visual materials, or physical behaviour that
    - (i) expresses hostility against, or brings into contempt or ridicule, any other person on the ground of the colour, race, or ethnic origins of that person
    - (ii) is hurtful or offensive to that other person (whether or not that is conveyed to the person complained about), and
    - (iii) is either repeated or of such a significant nature that it has a detrimental effect on that other person.
- (5) General information, including examples of the types of behaviour that constitute discrimination and harassment and sources of advice and support on campus, is available from the Director of Student Services.

**(3) Informal methods of dispute resolution**

- (1) As a matter of principle, the Joint Institute encourages the use of informal methods for resolving disputes, although it is recognised that there are instances in which informal methods are not appropriate or will not be effective.
- (2) Methods of seeking an informal resolution to a complaint include the following:
  - (a) the complainant discussing the issue with a third party but not proceeding further
  - (b) direct discussions between the parties
  - (c) the complainant informing the other party in writing
  - (d) a third party representing the complainant's concerns on their behalf
  - (e) discussions between the parties, mediated by a third party
  - (f) the complainant changing their own position to avoid or accommodate the conflict.
- (3) Within the Joint Institute there is a network of trained staff and students to assist complainants with informal methods of dispute resolution; further information,

including details of contact persons can be obtained from the Director of Student Services.

**(4) Students accused of misconduct subject to discipline procedures**

- (1) A student against whom a complaint of misconduct is made, either by a member of the Joint Institute or another person, is subject to the discipline procedures set down in Section 3 of these regulations.
- (2) All authority under these regulations must be exercised in accordance with the principles of natural justice.
- (3) Any person who is a party to a complaint of misconduct, or who provides information pertaining to a complaint of misconduct, may be required by the relevant authority to sign a statutory declaration in relation to any aspect of their testimony.
- (4) If a person who is a party to a complaint of misconduct fails to respond to a communication by a relevant authority, provided the authority has made all reasonable effort to locate and contact that person and to provide adequate opportunity for a response, the authority may proceed to deal with the complaint at their discretion.

**3. Procedures for Making, Investigating and Resolving Complaints of Student Misconduct, and Penalties where Misconduct is Substantiated**

**(1) Opportunity for preliminary advice**

- (1) A person who considers that a student has committed misconduct may, if that person wishes, first seek preliminary advice from one of the following staff members:
  - (a) the Dean, the Associate Dean Academic or the Associate Dean Administration of the Joint Institute
  - (b) the Chairperson of the Student Discipline Committee at the University of Waikato.
- (2) A staff member from whom preliminary advice has been sought under subsection (1) must
  - (a) provide all reasonable assistance and support to the complainant
  - (b) advise the complainant, on the evidence provided by them, whether a formal complaint of misconduct might appropriately be lodged, and
  - (c) advise the complainant about the appropriate procedures for lodging a formal complaint should the complainant choose to lodge one.

**(2) Procedures for making a formal complaint**

- (1) Any person may lodge a formal complaint of misconduct against a student
  - (a) even if that person has not sought or achieved an informal resolution under section 2(3), and
  - (b) even if that person has not sought preliminary advice from a staff member, and

- (c) regardless of any advice given by a staff member.
- (2) A formal complaint of student misconduct must be made in writing
  - (a) if it relates solely to student conduct (non-academic), to the Associate Dean Administration
  - (b) if the complainant is an academic or general staff member and the complaint involves alleged plagiarism or cheating in a subject where authority has been delegated to the Associate Dean Academic under section 3(3).
  - (c) in cases other than (a) or (b), to the Chairperson of the Student Discipline Committee at the University of Waikato.
- (3) Delegation of summary jurisdiction to the Associate Dean Academic**
  - (1) For the purposes of the Joint Institute, the authority of the Chairperson of the Student Discipline Committee of the University of Waikato to exercise summary jurisdiction under section 3(4), is delegated to the Associate Dean Academic of the Joint Institute, where
    - (a) the complaint involves alleged plagiarism or cheating in paper for an item of internal assessment which is worth less than 33% of the total assessment for the paper concerned, and
    - (b) the student who is the subject of the complaint has not previously been found guilty of misconduct under these regulations.
  - (2) Where authority to exercise summary jurisdiction is delegated under this section, the Associate Dean Academic must follow the summary jurisdiction procedures prescribed by the Chairperson of the Student Discipline Committee.
  - (4) If, at any time during a summary jurisdiction process, the Associate Dean Academic considers that the penalties available to the Student Discipline Committee may be more appropriate, or for any other reason, the Associate Dean Academic may refer the matter back to the Student Discipline Committee.
  - (5) The Associate Dean Academic should seek advice from the Chairperson of the Student Discipline Committee of the University of Waikato if they are unsure on the appropriate action to take in relation to an allegation of academic misconduct.
  - (6) The Associate Dean Academic must provide an annual report to the Student Discipline Committee on complaints and outcomes heard under summary jurisdiction.
- (4) Summary jurisdiction procedures**
  - (1) Summary jurisdiction for the Joint Institute is exercised by the Associate Dean Academic under delegated authority of the Chairperson of the Student Discipline Committee of the University of Waikato.
  - (2) A student who accepts summary jurisdiction by the Associate Dean Academic may write an answer to the complaint.
  - (3) The complainant and the student

- (a) must be given the opportunity to appear and give evidence at a summary jurisdiction meeting with the Associate Dean Academic
  - (b) may be required to attend, at the Associate Dean Academic's discretion
  - (c) may be accompanied at the meeting by any other person to act as an adviser or support person, subject to any conditions that the Associate Dean Academic may impose.
- (4) Where the Associate Dean Academic exercises summary jurisdiction, they determine whether the student has committed misconduct on
  - (a) the evidence provided by the complainant and the student, and
  - (b) any other evidence, written or oral, that they may seek or accept at their discretion, provided that this evidence is disclosed to the student and they are given the opportunity to comment on it.
- (5) The Associate Dean Academic may decide at any time to take no further action on a complaint of misconduct if, in their judgement
  - (a) the evidence provided by the complainant is insufficient
  - (b) the subject matter of the complaint is trivial
  - (c) the complaint is frivolous, vexatious, or not made in good faith, or
  - (d) the complaint falls outside the scope of these regulations.
- (6) If, having investigated a complaint, the Associate Dean Academic determines that a student has committed misconduct, they may take one or more of the following actions:
  - (a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated
  - (b) require an undertaking from the student as to future behaviour while enrolled at the Joint Institute and set in place provisions for monitoring the student's behaviour in keeping with the undertaking
  - (c) require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake
  - (d) require the student to make a public or private apology, either written or spoken
  - (e) arrange for the student to be formally reprimanded by Dean of the Joint Institute, in person and/or in writing
  - (f) suspend the student from attendance at any class or programme for up to one year
  - (g) exclude the student from, or limit access to, any designated part or facility of the Joint Institute or HZCU for up to one year
  - (h) if the misconduct is related to a particular paper or programme of the Joint Institute,
  - (i) require the student to repeat or complete additional assessment

- (ii) refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole
  - (i) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Associate Dean Academic and within a prescribed period.
- (7) The Associate Dean Academic must exercise their discretion in the matter as expeditiously as possible.
- (8) The outcome must be communicated to the complainant and the student as expeditiously as possible.

**(5) Constitution and jurisdiction of the Student Discipline Committee**

- (1) In cases where
  - (a) the complaint involves alleged plagiarism or cheating in paper for an item of internal assessment which is worth more than 33% of the total assessment for the paper concerned, or
  - (b) the student who is the subject of the complaint has previously been found guilty of misconduct under these regulations, or
  - (c) the Associate Dean Academic considers that the penalties available to the Student Discipline Committee may be more appropriate, or for any other reason the Associate Dean Academic decides to refer the matter back to the Student Discipline Committee

the complaint will be heard by the University of Waikato Student Discipline Committee.
- (2) The Student Discipline Committee, for cases involving a student from the Joint Institute, comprises
  - (a) the Chairperson, appointed by the Vice-Chancellor, and
  - (b) one academic staff member from the University of Waikato, appointed by the Chairperson of the Student Discipline Committee from a pool of eight nominated by the Academic Board, and
  - (c) one academic staff member from the Joint Institute, appointed by the Academic Committee
  - (d) one student, appointed by the Chairperson of the Student Discipline Committee from the pool of students appointed to the University of Waikato Student Discipline Committee
  - (e) one student from the Joint Institute, appointed by the Academic Committee.
- (3) A quorum is the chairperson, one academic staff member and one student member.
- (4) Written notice of the time, date and place of the hearing of the Student Discipline Committee, together with full details of the substance of the complaint, must be sent to the student against whom the complaint has been made, at least 14 days before the date of the hearing. Meetings will take place

via video conference, or by teleconference if video conference facilities are not available.

- (5) The student answering the complaint may choose to provide a written response.
- (6) Both the complainant and the student answering the complaint
  - (a) must be given the opportunity to appear and give evidence at the Student Discipline Committee hearing by video-conference or teleconference at a time that is within normal working hours for both New Zealand and the People's Republic of China
  - (b) may be required to attend, at the Committee's discretion
  - (c) may be accompanied at the hearing by another person to act as an adviser or support person, subject to any conditions that the Student Discipline Committee may impose.
- (7) The Student Discipline Committee must convene as soon as is practicable to hear
  - (a) the evidence provided by the complainant and the student, and
  - (b) any other evidence, written or oral, that the Committee may seek or accept at its discretion, provided that this evidence is disclosed to the student and they are given the opportunity to comment on it.
- (8) The Student Discipline Committee may decide at any time to take no further action on a complaint of misconduct if, in its judgement,
  - (a) the evidence provided by the complainant is insufficient
  - (b) the subject matter of the complaint is trivial
  - (c) the complaint is frivolous, vexatious, or not made in good faith, or
  - (d) the complaint falls outside the scope of these regulations.
- (9) If misconduct is substantiated, the Student Discipline Committee may take one or more of the following actions:
  - (a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated
  - (b) require an undertaking from the student as to future behaviour while enrolled at the Joint Institute and set in place provisions for monitoring the student's behaviour in keeping with the undertaking
  - (c) require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake
  - (d) require the student to make a public or private apology, either written or spoken
  - (e) arrange for the student to be formally reprimanded by Dean of the Joint Institute, in person and/or in writing
  - (f) suspend the student from attendance at any class or programme for up to one year

- (g) exclude the student from, or limit access to, any designated part or facility of the Joint Institute or HZCU for a specified period of time or permanently
  - (h) cancel a student's enrolment at the Joint Institute, as a whole or in respect of any paper or programme, for a specified period of time or permanently
  - (i) if the misconduct is related to a particular paper or programme of the Joint Institute,
    - (i) require the student to repeat or complete additional assessment
    - (ii) refuse or reduce credit for part or all of an individual item of assessment, or refuse credit for a paper as a whole
  - (j) require the student to participate in a specified educational and/or training programme related to the misconduct, in terms prescribed by the Chairperson of the Student Discipline Committee and within a prescribed period.
- (10) The Student Discipline Committee must exercise its discretion in the matter as expeditiously as possible.
- (11) The outcome must be communicated to the complainant and the student as expeditiously as possible.

**(6) Authority of staff for discipline in classes**

A staff member delivering or supervising a class may dismiss from it, for its duration, any student who, in their judgement, has committed misconduct in that class.

**(7) Authority of the Associate Dean Administration for student conduct (non-academic)**

- (1) The Associate Dean Administration has authority for non-academic student conduct for the Joint Institute campus and may give instructions as they think fit in accordance with that authority.
- (2) Any instructions by the Associate Dean Administration under subsection (1) must be notified individually to each student to whom they apply.
- (3) Where the Associate Dean Administration receives a complaint of non-academic misconduct, they may
  - (a) for misconduct of a minor nature, issue to the student a non-formal warning letter containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated
  - (b) for misconduct of a more serious nature, or for repeated misconduct, offer summary jurisdiction to the student.
- (4) If the Associate Dean Administration offers summary jurisdiction, the student may choose either
  - (a) to accept the offer of summary jurisdiction, or
  - (b) to have the matter referred to the Student Discipline Committee.



- (5) A student who accepts summary jurisdiction by the Associate Dean Administration may write an answer to the complaint.
- (6) The complainant and the student
  - (a) must be given the opportunity to appear and give evidence at a summary jurisdiction meeting with the Associate Dean Administration
  - (b) may be accompanied at the meeting by any other person to act as an adviser or support person, subject to any conditions that the Associate Dean Administration may impose.
- (7) Where the student accepts the offer of summary jurisdiction by the Associate Dean Administration, the Associate Dean Administration determines whether the student has committed misconduct on
  - (a) the evidence provided by the complainant and the student, and
  - (b) any other evidence, written or oral, that the Associate Dean Administration may seek or accept at their discretion, provided that this evidence is disclosed to the student and they are given the opportunity to comment on it.
- (8) The Associate Dean Administration may decide at any time to take no further action on a complaint of misconduct if, in their judgement,
  - (a) the evidence provided by the complainant is insufficient
  - (b) the subject matter of the complaint is trivial
  - (c) the complaint is frivolous, vexatious, or not made in good faith, or
  - (d) the complaint falls outside the scope of these regulations.
- (9) If misconduct is substantiated, the Associate Dean Administration may take one or more of the following actions:
  - (a) issue to the student a warning containing a statement of the possible consequences if the act or behaviour that provoked the complaint is repeated
  - (b) require an undertaking as to future behaviour
  - (c) require the student to provide any appropriate and available remedy to relieve distress, or repair damage, or correct a mistake
  - (d) require the student to make a public or private apology, either written or spoken
  - (e) require the student to undertake community service work for the Joint Institute, of whatever nature the Associate Dean Administration thinks fit
  - (f) exclude the student from, or limit access to, a designated part or facility of the Joint Institute for up to one year.
- (10) Where a student accused of non-academic misconduct chooses to have the matter referred to the Student Discipline Committee, the procedures outlined in section 3(5) will apply.

- (11) The Associate Dean Administration must exercise their jurisdiction in the matter as expeditiously as possible.
- (12) The outcome must be communicated to the complainant and the student as expeditiously as possible.

**(8) Authority of the Joint Management Committee of the Joint Institute**

- (1) The Joint Management Committee may exclude a student from the Joint Institute, or limit access to any designated part, system or facility of the Joint Institute, if the student has been convicted of a criminal offence and if, in the Committee's judgement, the nature of the offence impinges detrimentally on the Joint Institute or HZCU or its staff or students.
- (2) Whether or not there has been a formal complaint of misconduct, the Joint Management Committee may, on suspicion of possible misconduct, initiate an investigation of the conduct of a student. Any investigation under this section and any procedure related to that investigation must be consistent with these regulations.
- (3) If, having regard to the security of Joint Institute property or the best interests of students and staff, the Joint Management Committee is satisfied that the nature of a complaint is sufficiently serious, the Committee may suspend the student to whom the complaint relates from attendance at any class or programme, or from the campus, until the complaint has been investigated and settled.

**(9) Authority of Council of the University of Waikato to withdraw or refuse to grant an academic award**

- (1) Council may withdraw or refuse to grant an academic award if it is satisfied that the candidate was guilty of misconduct in relation to the award while enrolled, or otherwise dishonest in relation to the award.
- (2) Council must consult with the Joint Management Committee of the Joint Institute before taking a decision under this section; the advice of the Joint Management Committee must be based on a recommendation from the Student Discipline Committee.
- (3) The principles and processes followed by the Student Discipline Committee in formulating its recommendation to the Joint Management Committee must be consistent with the principles and procedures outlined in these regulations for the investigation and hearing of allegations of misconduct.
- (4) The Joint Management Committee must make all reasonable effort to ensure that the candidate concerned receives prior notification of the advice that it intends to give to Council and is given an opportunity to make a written submission directly to Council.
- (5) Council may determine its own procedures for considering a matter under this section provided they conform to the principles of natural justice.
- (6) A decision by Council under this section is final.

**(10) Annotation of academic records and grades**

- (1) Where misconduct is found, the student's academic record will be annotated accordingly, either permanently or for a period of time designated by the relevant authority, unless the authority decides on the basis of the seriousness of the misconduct that it is not warranted.
- (2) Where a student is refused credit for a paper as a whole as a penalty for misconduct, an NC (No Credit) grade will be awarded for that paper.

**4. Provision for appeal**

**(1) Provision for appeal to University of Waikato Council**

- (1) Any party to a complaint of student misconduct (the complainant or the student who was the subject of the complaint) may appeal to Council against any decision under these regulations
  - (a) by the Associate Dean Administration
  - (b) by the Associate Dean Academic
  - (c) by the Student Discipline Committee
  - (d) by the Joint Management Committee.
- (2) An appeal must be addressed and submitted in writing to the Secretary to Council, together with the prescribed fee; it must include a postal address and must be signed.
- (3) An appeal must be received by the Secretary to Council not more than 14 days after the date on which the relevant decision was formally notified, and must include details of the grounds for the appeal.
- (4) An appeal may be made only on one or more of the following grounds:
  - (a) that the process used for addressing the alleged misconduct was unfair
  - (b) that the decision reached was manifestly at odds with the evidence
  - (c) that the remedy imposed was manifestly at odds with the misconduct
  - (d) that significant new evidence has become available that could not have been reasonably obtained and presented during the initial process and that could have a material effect on the decision made.
- (5) The Council delegates authority to hear and decide appeals on its behalf to the Student Discipline Appeals Committee, which, for appeals by students of the Joint Institute comprises:
  - (a) one member appointed by and from Council, and
  - (b) one member appointed by Council from the members of the Joint Management Committee, and
  - (c) one other member, who is either a member of Council, or a staff member, Emeritus Professor or Honorary Fellow of the University, HZCU or the Joint Institute, appointed by Council on the basis of their knowledge of legal processes, who is Chairperson.

- (d) The Chairperson of the Student Discipline Appeals Committee may appoint an adviser to assist at a hearing in relation to aspects of a case; the Chairperson may also co-opt that adviser as a member of the Student Discipline Appeals Committee for that hearing.
- (e) The Student Discipline Appeals Committee may determine its own procedures for hearing and deciding appeals, provided that they conform with the principles of natural justice, and may issue procedural directions.
- (6) At an appeal hearing, which will take place by video conference, or by teleconference if video conference facilities are not available,
  - (a) the appellant must be given the opportunity to appear and give evidence and may be accompanied by an adviser and/or support person, subject to any conditions that the Student Discipline Appeals Committee may impose.
  - (b) the other parties to the complaint, including the authority that made the original discipline decision, must also be given the opportunity to appear and give evidence.
- (7) Having heard an appeal, the Student Discipline Appeals Committee may
  - (a) dismiss the appeal
  - (b) allow the appeal and vary the decision with respect to the original complaint
  - (c) refer the complaint back to the authority that made the decision appealed against, for rehearing.
- (8) The Student Discipline Appeals Committee may not impose a penalty that could not otherwise be imposed under these regulations by the authority that made the decision appealed against.
- (9) The Student Discipline Appeals Committee must hear appeals as expeditiously as possible.
- (10) The outcome of the appeal must be communicated to the appellant and the other parties to the complaint, including the authority that made the original discipline decision, as expeditiously as possible.
- (11) The decision of the Student Discipline Appeals Committee on an appeal is final.
- (12) At the discretion of the Chairperson of the Student Discipline Appeals Committee, the fee for an appeal may be refunded, either in full or in part, if the appeal is decided in the appellant's favour.

## **5. Provisions to Delegate Authority**

### **(1) Delegation of authority by the Associate Dean Academic or the Associate Dean Administration**

Subject to the agreement of the Joint Management Committee of the Joint Institute, the Associate Dean Academic or the Associate Dean Administration may delegate their authority under these regulations.

**(2) Delegation of authority by the Joint Management Committee**

The Joint Management Committee of the Joint Institute may delegate its authority under these regulations.

**6. Monitoring and Reporting**

**(1) Reports to the Academic Committee**

The Associate Dean Academic and the Associate Dean Administration must submit an annual report to the Academic Committee, including

- (1) an overview of summary jurisdiction decisions taken during the relevant year
- (2) an overview of student discipline matters, including any patterns or trends
- (3) a statement about the appropriateness and effectiveness of current regulations, policies and processes concerning student discipline, and
- (4) any recommendations with respect to current regulations, policies and processes concerning student discipline.

**(2) Reports to Joint Management Committee and University of Waikato Council**

The outcome of any appeals by students of the Joint Institute heard by the Student Discipline Appeals Committee must be reported to the Joint Management Committee and to University of Waikato Council.

**(3) Confidentiality**

Subject to section 3(9), all processes and decisions under these regulations are confidential to the parties involved, and to staff responsible for administering student discipline processes and maintaining students' academic records. Relevant information may also be made available to staff responsible for student progress and for maintaining the Joint Institute's academic standards and the integrity of its assessment processes.