

# Other Regulations

The following regulations apply to all members of the University of Canterbury, including staff, students, and visitors. These regulations are designed to ensure a consistent and professional appearance for all members of the University community.

## 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 Academic Dress

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

10T (9) he xIM.06ours)T(f(ching)-10(J))Tf Lu7.06our CTthe r 3Bach

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: African Brown (B.C.C.20)
- 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.

**Note:**

- 1. The Academic Regulations (B.C.C.198) of the University of St Andrews (Section 1.1.1, 1951).
- 2. Academic Regulations of the University of St Andrews (Section 1.1.1, 1951).

## 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:** The University of St Andrews (Section 1.1.1, 1951).

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

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

For information about Library Regulations, see the UC Policy Library, Library category, [www.canterbury.ac.nz/ucpolicy](http://www.canterbury.ac.nz/ucpolicy)

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](http://www.library.canterbury.ac.nz)

## 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 Facilities and Operational Services Manager (Facilities Management) 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 Facilities and Operational 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 issued 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: Deleted, effective 1st October 2003. The University of Edinburgh, Edinburgh, Scotland. Revised.*