

Misconduct Procedures  
*Guide for Students*



brings in or is in possession of any unauthorised material, equipment or devices;  
communicates with another person;  
copies from another student;  
accesses unauthorised information;  
is impersonated by another person; or  
fails to comply with an instruction from a staff member or invigilator.

8. Breach of ethical or other approval requirements

Where a student undertakes academic work without obtaining the required ethics or other approval, or fails to comply fully with the requirements or conditions of such approval.

9. Other academic misconduct

Other examples of academic misconduct include where a student:

obtains an advantage in exchange for a bribe or inducement;  
tampers with submitted work, grades or University records in a way that is intended to or may result in an unfair advantage;  
supplies false or misleading information or materials, such as an incorrect word count; and  
breaches the instructions of course work in a way that is intended to or may result in an unfair advantage.

10. Attempting or assisting academic misconduct

Where a student attempts to engage in conduct that would amount to academic misconduct, or where a student assists, encourages or incites another student to engage in conduct that would amount to academic misconduct. This can include the sharing or publication of assessment questions, answers, submissions or other related work or information where this is intended to or may result in an unfair advantage.

Any student who is unsure about whether particular conduct may breach academic integrity should consult the relevant course coordinator.

It is the responsibility of students to:

learn the academic conventions and referencing style relevant to their disciplines;  
inform themselves about assessment conditions;  
submit work that is their own and that properly acknowledges the work of other people and tools, including generative artificial intelligence tools;  
discourage and not assist others from breaching academic integrity; and  
foster an atmosphere in which the members of the University community work together honestly in an atmosphere of trust, fairness, mutual re(r)9 Tm0 g0 G[ )]TJETQq6JETQq0.000008875 0 595.56



as they may need to be involved in the misconduct procedure in a different way.

The interview is your opportunity to respond to the allegation and to tell your side of the story. You should think in advance about how you are going to respond and about whether any evidence exists that supports your response. You may not make an audio or video recording of the interview, but you may take written notes.

(c)



read and consider before the hearing.

You should attend the hearing. You may be represented by an advocate of your choice, who will have speaking rights. You may also be accompanied by a support person, who will not have speaking rights. You may not have as an advocate or support person any University staff member or any person who is also involved in the appeal, without the prior written approval of the Committee Chair. Any contact with the Committee prior to the hearing should be through the Secretary to the Committee. The name of that person will be provided to you when you receive the hearing notification.

You may call witnesses, provided that you have informed the Committee at least five working days prior to the hearing, including giving the names of any witness you want to appear.

At the hearing, a staff member (i.e. the Pou Uruhi | Proctor or Academic Integrity Officer) may be invited to present information to the Committee. You will also be invited to present information. The Committee may ask questions at any time. It is normally undesirable for you or your advocate to read aloud material which has already been provided to the Committee ahead of the hearing. You may assume that the Committee is familiar with that material.

If the Committee wishes to receive more information, the hearing may be adjourned. You may be asked to provide additional information to the Committee before the hearing can resume.

If you do not attend the hearing in person, the hearing may proceed in your absence. The Committee will consider the written material you have provided.

After considering the evidence and the submissions, the Committee will deliberate and make a decision about the case.

(b) Possible outcomes

You will usually receive formal written notification of the outcome of your appeal within 0 1Qq9.93 Tm0 g0 G(the o)-

outcome is unreasonable in relation to the evidence, then you may have the right to raise the matter for external and independent review.

(a) The Pastoral Care Code

The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 ("the Code") provides a pathway for learners to raise concerns about a university's compliance with the Code. In the first instance you should raise any concerns about potential breaches of the Code through the University's complaints process. If your complaint is not effectively addressed, you may be able to escalate the matter to the New Zealand Qualification Authority. Information about the Code can be found [here](#). Information about how students can complain if they feel that the University is in breach of the Code can be found [here](#).

(b) Dispute resolution schemes

Both domestic and international students can make to a complaint about a financial or contractual dispute to the Dispute Resolution Scheme set up under the Code. Further information about the Scheme can be found [here](#).



The Registrar, in making any of these orders, may recommend the student seek

