

The rules of conduct require that no QRC student shall:

1. fail to comply with the Professional Excellence standards as described in the academic handbooks
2. engage in actions that:
  - (i) amount to assault or which result in, or can be reasonably expected to result in, harm to a person, persons or oneself. This includes interactions that take place in person or via electronic media;
  - (ii) are unreasonably disruptive to the local community;
  - (iii) result in, or can be reasonably expected to result in, damage to property of any person; or
  - (iv) are otherwise unlawful
3. disrupt or obstruct any staff member or fellow student in their purpose or performance of duties
4. wilfully misuse, damage or deface, steal or wrongfully convert to the student's own use any property of QRC or that of any member of the QRC community
5. use offensive language including swearing and language that is derogatory, creates division and could be interpreted as discriminatory
6. wilfully acquire by theft or deception the benefits of any service provided by QRC or any academic advantage;
7. harass another person or group. Harassment is unwelcome, uninvited behaviour causing threat, humiliation, or intimidation regardless of intention to harass. If the recipient perceives the harassment as such, then it is harassment. This right includes interactions that take place in person or via electronic media;
8. fail to comply with the proper directives of a college official, including refusing to identify oneself;
9. lie to, or misrepresent information to, the college or any college official;
10. fail without good reason to co-operate with the college's disciplinary procedures;
11. fail without reasonable cause to comply with any penalty imposed under the discipline regulations
12. be party to criminal misconduct

During your time at QRC it is important that you understand that risk taking behaviour has consequences. Excessive use of alcohol and/or drugs greatly increases your risk of harm and may result in physical injury, sexual misconduct, brain damage and harm to others. Intoxication does not alleviate you of your commitment to the Student Code of Conduct or excuse offensive behaviour. Confidential help can be sought to address any concerns you may have around your drinking or drug habits via student services.



# Student Code of Conduct



Queenstown Resort College provides a unique opportunity to study in a world class destination at the heart of the tourism and hospitality industry in New Zealand. With opportunity comes responsibility and as an education facility we are committed to upholding our Student Code of Conduct to promote our academic aims and a strong sense of community.

QRC expects that students will not engage in behaviours that endanger either your own or others safety and wellbeing. Non-adherence to the Student Code of Conduct, both on and off campus can impact your continued enrolment at QRC, your chosen pathway and subsequent career opportunities

## **DISCIPLINARY PROCEDURES**

Misconduct will result in disciplinary action. Formal disciplinary action is a measure of last resort involving verbal and written warnings and the possible suspension or termination of tuition. The interests of all parties are protected by QRC 's commitment to fairness and due process. In any case, where suspension or termination procedures are being considered and before any decisions are made, the student will be advised of the reasons and evidence upon which the consideration is based and will be given full opportunity to respond, to be heard and to be independently represented.

Any decision to terminate tuition under the discipline policy will be without refund or unused fees and in the instance of international students, will be reported to the New Zealand Immigration Service.

### **Academic Integrity**

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QRC shall investigate alleged instances of academic misconduct in a manner which is fair, consistent and transparent. There are three levels of seriousness, Level 1, Level 2, & Level 3

- Level 1 - A first time instance of academic misconduct where a student's actions may be regarded as unintentional and/or contributed by a lack of understanding of academic practice. Usually involves the tutor in consultation with the Quality Assurance Coordinator.
- Level 2 – Academic misconduct where a student's actions are perceived to be intentional and where the student could reasonably be expected to understand academic practice, or any repeat instance of academic misconduct. Level 2 allegations are managed by the Academic Director in consultation with the tutor.
- Level 3 – Academic misconduct where a student's actions are perceived to be intentional and of an extremely serious nature including instances of falsification or fabrication of data, impersonation and /or purchasing of assessment. A Level 3 breach refers to a serious breach of expected academic integrity standards and requires it to be assessed by the College's highest academic misconduct authority namely the Academic Director in consultation with the QRC Programme Committee.

Academic misconduct, in any form, will result in disciplinary sanctions against the offender. Sanctions may include the assessment of a zero grade for an assessment item, a failing grade (F-grade) for the paper, suspension from the College, or in cases of fraudulent actions, dismissal from the College.

Failure to comply with the PE system will also warrant successive formal warnings and may ultimately result in suspension or dismissal from the college.

\* Please see individual Programme Handbooks for further details on PE System and Discipline Procedures

## **Behavioural Misconduct**

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If a breach of discipline is considered minor or the student has admitted a serious breach of discipline & after giving the student a reasonable opportunity to make representation the college may impose any of the following penalties:

- (i) a reprimand, &/or
- (ii) a direction that the students apologises, &/or
- (iii) a fine not exceeding \$150

If, after investigation it is considered serious misconduct has occurred and the breach of discipline is

- (i) denied; or
- (ii) of such a nature that it appears that suspension or expulsion from QRC appears to be justified

the matter will be raised with the Senior Management Team to further consider the complaint. Notice of the time and place at which the Senior Management Team intends to consider any complaint against a student will be sent by email to the student at the last known address a reasonable time before the hearing informing the student fairly of what is alleged against him or her. The student will have a right to appear before the Senior Management Team at the hearing of the complaint, and the Senior Management Team will give him or her a reasonable opportunity to make representations. The student may be represented at the hearing by a support person of their choice.

The Senior Management Team can:

- i. reprimand
- ii. fine
- iii. suspend or expel any student
- iv. require restitution in respect of property stolen, lost, or damaged, or of costs incurred by the college through unauthorised activities,

If a student does not satisfy the requirements of the penalty imposed on them, then the Senior Management Team may direct that until the requirements of the penalty are satisfied,

- i. examination results be withheld;
- ii. the conferment of any qualification to which the student is entitled be deferred;
- iii. the student be suspended; and/or
- iv. the student is not permitted to re-enrol at the college
- v. is so disruptive that it prevents effective teaching and learning or research.

## **Matters of Urgency**

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This Regulation applies where urgent action is necessary because the conduct of a student:

- i. endangers or threatens to endanger the health or safety of others, or of the student himself or herself; or
- ii. is so disruptive that it prevents effective teaching and learning or research.

Under these conditions the Senior Management Team may make any of the following orders:

- i. an order that the student be excluded from some or all college premises,
- ii. an order that the student's enrolment be suspended or cancelled.

On making such an order the Senior Management Team may make a recommendation to the student that they seek medical help and may impose a condition that the student may only be readmitted to the college on receipt of a medical certificate that they are fit to return.

The student may within ten working days of the making of the order appeal to the CEO who may uphold the order, vary it, or reverse it. If you are still dissatisfied with the decision you are advised to contact NZQA, Tel (04) 802 300

