

NZCB RULES AND REGULATIONS

It is important for students to update their contact details with the College.

Whenever students change their address, phone number or email address, the College needs to be informed. Every student must have an email address. Email is the main medium of correspondence between the College and students. In the case of warning letters on attendance or other disciplinary issues, not opening the emails is not a defence against disciplinary procedures.

Students Behaviour in Class

Students are expected to treat other people the way they would like to be treated in order to limit the possibilities of difficulties and problems. This means that students should be on time for class (punctual), that they should co-operate with their lecturers and do everything they can to help their own and other's learning. Late arrival at, and early departure from, teaching sessions is disruptive, discourteous, unprofessional and unfair to other class members and tutors.

If a student's behaviour is disruptive or creates problems for other students, the lecturer will remind them about the correct way to behave. If they persist in disturbing others, they will be asked to leave the class (at least for a few minutes). If the problem happens again they will be reported to the Principal and there will be an enquiry into what happened. This could result in the student being withdrawn from the class.

Students will be expected to comply with the following rules and regulations.

- Students are expected to attend all classes punctually.
- Students must adhere to the professional standards required during the course of their studies.
- Students will be required to attend their courses at all times, as required, unless they have genuine reasons for their absence.
- Students must comply with the conditions of his/her permit to stay in New Zealand.
- Students must behave considerately both inside and outside of the College.
- Students must obey the laws of New Zealand.
- Students must have medical and travel insurance
- Smoking is not permitted on college premises at any time
- No alcohol is to be consumed on the premises.
- Illegal drugs are not permitted on college premises at any time. A student visa can and will be revoked if a student is caught in possession of illegal drugs.
- Students should avoid being discourteous to other students or staff.
- Aggressive/argumentative behaviour is not acceptable.
- Abusive language, which may cause offence to another person, while at the College's place of work, should not be used.
- Such other matters as the College may advise from time to time.

Breach of these rules may be considered as a less serious misconduct and result in the following disciplinary procedures:

Disciplinary Procedures for Less Serious Misconduct

1. Any complaint against a student for breach of the student rules and regulations will be referred in the first instance to the College's student service and liaison officer.
2. The officer will ensure that the student is advised in writing-
 - that a complaint has been made against him/her.

- the subject matter of the complaint
 - the student's right to make submissions in relation to the complaint both in writing, and in person
 - the possible penalties that could be imposed if the complaint is substantiated.
3. The officer will submit the case to the Management Team, attaching all written evidence and statements.
 4. A meeting will be arranged between the student and the Management Team if the student requests such a meeting. The student will be advised that at such a meeting he/she is entitled to have a support person present.
 5. After considering all evidence provided by the students and interviewing all or any person involved in the complaint, the Management Team will decide whether the complaint has been substantiated and if so the penalty or penalties which should be imposed.
 6. The officer will advise the student of the decision in writing.

Disciplinary Procedures for Serious Misconduct

A student can be instantly dismissed from the College if he/she is engaged in any of the serious misconducts as listed below. In the case of serious misconduct, a student will be given a written dismissal and may be asked to leave the premises immediately.

Serious misconduct includes but not bound to-

1. Verbal or physical abuse or violence, or threatening behaviour and/or language used at the College.
2. Being under the influence of drugs or alcohol, or consuming alcohol at or near the College premises.
3. Bring illegal drugs to the College or consuming them at the College
4. Deliberate damage to College property or other student's property.
5. Falsification or being party to falsification of any College or student document or record.
6. Class attendance is less than 50%.
7. Unauthorised use of College equipment or vehicles.
8. Sexual Harassment.
9. Such other serious matters as the College may advise from time to time.

Disciplinary Procedures for Low Attendance Students

NZCB expects students to attend all learning and teaching sessions associated with the course on which they are enrolled. The learning and teaching methods for each course and component module are set out in the course outlines. Examples of learning and teaching sessions include (but are not limited to) lectures, seminars, tutorials, workshops, laboratory and practical sessions, professional placements, field trips and industrial visits, and in the case of research students, scheduled meetings with supervisors.

Students should arrive on time for classes and remain for the duration of the teaching session. Late arrival at, and early departure from, teaching sessions is disruptive, discourteous, unprofessional and unfair to other class members and tutors.

- If a student is 5 to 15 minutes late for class, he/she will be marked "Late".
- If a student is more than 15 minutes late for class, or leave the class more than 15 minutes before the end of the lecture without approved reason, then he/she will be counted as absence.
- If a student spends an accumulated time of 20 minutes outside the class during the whole period of a lesson, he/she will be counted as absence.

Unsatisfactory attendance includes failure to attend regularly learning and teaching sessions without providing a satisfactory reason for absence and/or persistent late arrival at, or early departure from, learning and teaching sessions.

Students are responsible for:

- i. Attending all learning and teaching sessions associated with their course at all times, as required, unless they have genuine reasons for their absence; *NOTE: New Zealand Immigration Service (NZIS) requires student visa holders to have 100% attendance, unless they have genuine reasons for their absence*
- ii. Notifying NZCB Office in advance (e.g. in person, by phone or email) that they expect to be absent from timetabled classes; A leave application form must be completed.
- iii. Obtaining prior permission from NZCB for planned absences by completing the leave application form from NZCB Office three days in advance for all forms of leave except for sick leave;
- iv. Notifying NZCB Office in respect of unplanned or unforeseen absences from classes within 24 hours and then complete the leave application form from NZCB Office (with any evidence to explain reason of absence) for approval.
- v. Providing Doctor Certificate along with sick leave application

Monitoring of student attendance:

- i. International student attendance is monitored weekly, and any issues with attendance are taken very seriously, as these may have a direct impact on a student's visa in the future.
- ii. Students are required to attend no less than 100% of scheduled class time.
- iii. Students who have an attendance less than 80% will be issued with a formal warning letter. Students allowed seven days after receiving the letter to contact and arrange an interview with the College to explain their absences. If the student fails to improve his/her attendance after the interview, or fail to respond to the warning letter on time may result in a second warning or termination letter to be issued.
- iv. If a student being issued with a third warning letter, then the third warning letter will be served as the termination of enrolment to the student and New Zealand Immigration Service will be notified.
- v. Students who absence consecutively for three days or fail to respond to warnings about their attendance may be visited by NZCB staff;
- vi. NZCB staff or lecturer may contact the student to seek an explanation for their unsatisfactory attendance;
- vii. A formal report on a student's attendance may be made to the student's parents/guardian, including an employer, the Local Authority, the Study Link, the Immigration Department;
- viii. Students may be dismissed from the College if they fail to respond to warnings and New Zealand Immigration Service will be notified.
- ix. NZCB may take into account students' attendance in exercising their discretion in relation to progression and awards.

Leave Application

Leave needs to be applied three days in advance for all forms of leave except sick leave. A doctor's certificate needs to be provided if the student is sick and cannot attend class. Leave application forms can be completed at the College Reception. For NZCEL programmes, students have a maximum of two weeks of leave (including all forms of leave) entitled to his/her attendance record.

Medical and Travel Insurance Policy

All international students are required to take out Medical and Travel Insurance. Policies offer a range of options including medical, theft of belongings and loss of tuition fees (due to an unexpected event where the student is unable to continue their studies but not in the event that the provider is unable to continue supplying the course). Information regarding insurance is provided to students upon application, and it is recommended that they take it out at the same time they pay their fees to cover them for unforeseen events, that may prevent them coming to New Zealand. The type of medical and travel insurance policies that will be accepted by the NZCB are highly reputed insurers such as Southern Cross, and Orbit Protect.

Harassment Policy

NZCB rigidly ensures compliance with the Human Rights Act (1993) and its amendments, and the Employment Relations Act (2000). Any kind of harassment is unacceptable and will be treated as a disciplinary offence.

Confidentiality concerning harassment is a crucial factor in each case. Students making inquiries or complaints are assured that all communications and interviews shall be treated as strictly confidential.

Students are required to adhere to NZCB's policy of no harassment.

If a student feels aggrieved by the action of another, the following steps should be followed:

Step 1: In the first instances the student is encouraged to approach their teacher to identify and clarify the concern.

If the problem is resolved, no further action is required.

If the problem is not resolved, step 2 is followed.

Step 2: The student may contact a member of the administration staff, who will gather all information and documentation and refer the case to the Management Team. The Management Team will then review the documentation and make a final decision. The administration staff will advise the student regarding the Management Team's decision.

Step 3: Where the student is still not satisfied he/she may contact the Human Rights Commission or the Race Relations Commission.

Termination of Enrolment

The enrolment of a student may be terminated under one or more of the following conditions:

- Failing the same subject twice
- Failure to pay fees prescribed by the College
- Stop attending courses or classes regularly even after College's warning
- Cause a serious or repeated behaviour problem
- Engage in a serious misconduct under College policy