

# Policy

## Code of Conduct for Students, Peer Tutors and Student Mentors

<b>Policy Owner:</b>	Dean	<b>Date Approved:</b>	January 2009
<b>Category:</b>	Academic	<b>Date Last Revised:</b>	August 2014
<b>Refined category:</b>	Students	<b>Next Review Date:</b>	Transitioning to Te Pūkenga

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**Authorised by:** Chief Executive

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*Te Pūkenga is currently creating their national policy framework. As per the [grandparenting policy](#) any gaps in policy while the framework is being formalised will be addressed by the existing policy at this business division (Te Pūkenga ki Waikato). Unless a policy or procedure is identified as a risk to ākonga, kaimahi and Te Pūkenga, all existing Te Pūkenga ki Waikato policy will remain current until they are replaced or reformed under Te Pūkenga's policy framework. Where risk is identified the policy and or procedure will be reviewed by the appropriate business division policy manager.*

### 1. Purpose and Scope

Tertiary educational institutes are places where there is and should be debate and challenges of understandings and ideas, between and among students and staff members. That is the essence of the rights associated with academic freedom. However, with rights come responsibilities. Staff and students of Waikato Institute of Technology (Wintec) are expected to exercise their rights to academic freedom while maintaining the respect for others' views and beliefs that may differ from their own.

All organisations have rules and policies to guide their safe and effective operation. Wintec is no different. Accordingly, staff and students are expected to comply with those rules and policies.

The document "Code of Conduct for Students, Peer Tutors and Student Mentors" in which these matters are addressed is mirrored by a similar document describing the principles of conduct for members of Wintec staff. This is a tangible demonstration of the partnership of students and staff that is the essential hallmark of a mature educational institute.

This document describes the Code of Conduct for all Students (Section 2) and the Code of Conduct for Peer Tutors and Student Mentors (Section 3).

### 2. Code of Conduct for Students

#### 2.1. Academic freedom

Under the Education Act 1989 students have the freedom within the law to question and test received wisdom, to put forward new ideas, to state controversial or unpopular opinions, and to engage in research. Wintec acknowledges that the principle of academic freedom is essential to the conduct of learning, research and scholarship. Academic freedom encourages students to engage in the responsible pursuit of knowledge and to provide informed and accurate commentary.

Academic freedom must be exercised in a manner that shows respect for the opinions of others, and recognises Wintec's statutory requirement to act in a manner that is consistent with:

Part A: Code of Conduct for Students, Peer Tutors and Student Mentors  
Number: AC-09/03

- a) the need for the maintenance of the highest ethical standards and the need to permit public scrutiny to ensure the maintenance of these standards; and
- b) the need for accountability and the proper use of resources allocated.

## Responsibilities of Wintec to its students

Wintec is committed to the development and delivery of quality tertiary education.

Wintec affirms that the Institute will be managed in a way that is consistent with the Mission Statement, strategic plans and policies, which includes:

- c) recognising the need to create a safe, caring environment that meets the needs of students.
- d) consulting students on issues and policies that may affect them.

In terms of the strategic directions of Wintec, Wintec is committed to:

- a) recognising the fundamental role emerging technologies will play in the teaching and learning in Wintec by developing and implementing appropriate information technology strategies;
- b) developing relationships with other national and international organisations which lead to more efficient and effective delivery of education; and
- c) maximising the fiscal and intellectual investment already made in response to the changing educational marketplace.

In terms of the Quality Management System (QMS) Wintec undertakes to meet students' expectations and needs by:

- a) providing quality programmes and courses;
- b) providing accessible appropriate and deliverable support services;
- c) providing a healthy, safe environment;
- d) providing a supportive and culturally safe environment;
- e) recognising the aims, aspirations and the cultural differences of ethnic or minority groups;
- f) ensuring the recognition of the requirements of persons with disabilities;
- g) ensuring the recognition of Tangata Whenua in accordance with the principles of the Treaty of Waitangi;
- h) recognising the aims and aspirations of the Māori people; and
- i) encouraging greater involvement of the Māori people in tertiary education.

## 2.2. Dealing with issues arising from this Code

There is an expectation that student issues will be raised in good faith.

- a) Wintec recognises the rights of students and will listen to issues and work to resolve them promptly in a fair and professional way, in accordance with established processes, statutes, policies

and regulations and having regard to all relevant factors.

- b) Issues will be managed with the aim of achieving a positive outcome for all parties involved in such a way that the rights, responsibilities and obligations of students, staff and Wintec are maintained throughout.

### 2.3. The expectations of Wintec of its students

Principle One	Principle Two
Responsibilities of students	Respect for the Rights of Others
Following enrolment at Wintec, students are expected to:	All students are expected to respect the rights of fellow students, staff and the wider Wintec community. Accordingly students are expected to:
comply with all statutes, policies, regulations and procedures of Wintec;	refrain from all forms of discrimination, intimidation and harassment of fellow students, staff and the wider Wintec community;
exercise responsible and safe use of Wintec resources;	respect the privacy of individuals at all times;
accept the consequences of non-compliance with statutes, policies and regulations or misuse of resources.	in accordance with the Privacy Act 1993, ensure personal and confidential information is used only for the purposes for which it was intended;
	avoid behaviour which might cause disruption to the Wintec community.

### 2.4. Dealing with issues arising from the Code of Conduct for Students

Any issues arising from the Code of Conduct for Students should be resolved where possible by the individuals directly involved, or by seeking the assistance of appropriate staff including, but not limited to, the following:

- a) Student Experience Manager
- b) Counsellor
- c) Chaplain
- d) Kaumatua
- e) Tutor
- f) Programme Manager
- g) Head of School
- h) Dean
- i) Student Association Advocate or delegated representative
- j) Campus Security Officer
- k) Student Learning Services Manager
- l) OSH Manager
- m) Disability and Student Advocacy Co-ordinator

The process, in terms of which issues arising from the Code of Conduct for Students are dealt with, is shown in Appendix 1.

### 3. Code of Conduct for Peer Tutors and Student Mentors

All Peer Tutors and Student Mentors are required to sign a Code of Conduct.

#### 3.1. Why do Peer Tutors and Student Mentors need to sign a Code of Conduct?

Peer Tutors and Student Mentors are acting in a role as a representative of Wintec which is outside of the normal student-student relationship. Peer Tutors and Student Mentors may be perceived to be in a position of influence and power, and as such need to exercise more than usual restraint during interactions with other students.

#### 3.2. Principles

Peer Tutors and Student Mentors are required to follow these principles:

<p><b>Principle 1:</b> Professional behavior when tutoring/mentoring students</p>	<ul style="list-style-type: none"> <li>• carry out duties in a professional manner, maintaining required standards of performance;</li> <li>• comply with all Wintec policies, procedures and practices;</li> <li>• fully inform the Peer Tutor or Student Mentor Co-ordinator of any relevant matters which may impinge on the performance of professional duties;</li> <li>• ensure the safe and responsible use of all Wintec resources;</li> <li>• demonstrate a commitment to improving the quality of service to students;</li> <li>• reflect at all times professional standards of presentation and demeanour;</li> <li>• act in a way which does not damage the reputation of Wintec.</li> </ul>
<p><b>Principle 2:</b> Respect for the rights of others</p>	<ul style="list-style-type: none"> <li>• respect the rights of students and staff and refrain from all forms of discrimination, intimidation and harassment of students and staff;</li> <li>• treat students and staff with courtesy and respect;</li> <li>• avoid behaviour which might cause distress to, or disruption of students and staff.</li> </ul>
<p><b>Principle 3:</b> Privacy</p>	<ul style="list-style-type: none"> <li>• respect the privacy of individuals at all times;</li> <li>• use confidential information only for the purposes for which it was intended, in line with the Privacy Act (1993);</li> <li>• keep student contact details private – don't share them with anyone else.</li> </ul>

# Policy



Part A: Code of Conduct for Students, Peer Tutors and Student Mentors

Number: AC-09/03

<b>Principle 4:</b>	• seek assistance from appropriate people including,
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Part A: Code of Conduct for Students, Peer Tutors and Student Mentors

Number: AC-09/03

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Number: AC-09/03

Ask for help if needed	but not limited to, the following: <ul style="list-style-type: none"><li>○ Student Experience Manager</li><li>○ Student Learning Services Manager</li><li>○ Disability and Student Advocacy Co-ordinator</li><li>○ Tutor</li><li>○ Programme Manager</li><li>○ Student Association Advocate or delegated representative</li><li>○ Counsellor</li><li>○ Chaplain</li></ul>
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### 3.3. Breach of Code of Conduct

Breaches of this Code of Conduct will be dealt with according to the:

- a) Student Concerns, Complaints and Appeals Policy
- b) Discipline Regulations for Students
- c) Equal Education Opportunities (EEo) Policy
- d) Academic Misconduct (Section 6 of the Academic Regulations)

The Code of Conduct for Students, Peer Tutors and Student Mentors will be reviewed annually.

## APPENDIX 1

### DEALING WITH ISSUES ARISING FROM THE CODE OF CONDUCT FOR STUDENTS

