



Student Discipline Hearing Information

A Guide for Students

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Student Discipline Process

This leaflet contains information about the student discipline process. This process starts with the receipt of a complaint of behaviour alleged to have breached one or more of the University of Waikato Regulations. This would also breach section 6(d) of the Student Discipline Regulations. The University process requires a complaint of misconduct to be resolved via a discipline hearing.

A complaint can be made by anyone but only enrolled students are subject to complaint. The student is advised in writing by letter with details of the hearing and the process to be followed. The hearing is the opportunity to discuss what has happened and for the student to provide information. The University process relies on natural justice; this means the student subject to complaint is given the same information as the decision maker and complainant. He or she also has every opportunity to present their point of view and to obtain sufficient support to do so.

Student Discipline Hearings

The University has two main methods for hearing a complaint of student misconduct.

The first method is a hearing called *Summary Jurisdiction* where one person hears the complaint, makes the decision if there is misconduct and what the penalties will be. This is usually the Chairperson of the Student Discipline Committee, but may be a Chairperson of a Department who has delegated authority to hold summary jurisdiction hearings.

The second method is a hearing with the *Student Discipline Committee* which consists of five people appointed by the University.

Students whose complaint is tikanga in nature can request a tikanga process which is administered through the Deputy Vice-Chancellor Māori office. It is recommended that students subject to a complaint of misconduct contact their Māori mentor in their Faculty for further information.

Support and Advice

The Academic Integrity Adviser is available to provide information and advice about the student discipline process and can discuss the procedures involved in the hearing and the types of information to bring to the hearing. Contact details are at the bottom of this document.

Other University support staff: Waikato Students' Union Advocacy Officer advocacy@wsu.org.nz ; Counsellors at Student Support Services counselling@waikato.ac.nz ; Faculty based Māori Mentor Coordinators tepunatautoko@waikato.ac.nz ; International Student Consultants in FASS hao.truong@waikato.ac.nz and WMS miao.fan@waikato.ac.nz ; Support staff at International Students Office info@waikato.ac.nz

Hearing Process

The student subject to complaint may bring another person for support or advice and is welcome to make a written submission. The student discipline hearing is an enquiry into the complaint, an opportunity to discuss and explain what has happened. It is an internal University process held under University regulations not a law court type process although there are requirements for evidence and due process. At the hearing both parties to the complaint present information (the complainant does not usually attend but the written complaint stands for their submission) and the authority hearing the complaint will ask questions as necessary. The discussion will focus on the complaint but the student is able to give information about any matter they believe relevant to what happened, including personal matters.

Once the discussion part of the hearing is finished the student leaves. Then the decision about the complaint is made based on the information and/or evidence received from everyone involved. On some occasions the deciding authority may seek other evidence or information. Any information used in making the decision will be shown to the parties to the complaint and they will be given an opportunity to comment.

Plagiarism

A complaint of plagiarism focuses on text or other materials that have been copied into the assessment item without sufficient acknowledgement of sources and/or referencing. This gives the lecturer the false impression that the student has written or produced the material themselves. A complaint of plagiarism is most often made by the lecturer marking the assignment.

It is helpful to bring to the hearing anything that helps to explain what happened and why correct referencing/acknowledgement was not done. This may include academic matters such as: copies of draft assignment or notes / hand written notes of research / a laptop or USB drive with copies of assignments or drafts

It may also include personal matters that were affecting the student at the time they did the assignment, such as: a medical certificate / letter from a counsellor or other professionals / any other relevant information / police reports and so on.

Cheating in Test(s) or Examination(s)

If there is a complaint of cheating in a test or examination this will be because someone saw something suspicious and reported this behaviour; or notes were found; or that the answers in two (or more) examination scripts are suspiciously the same.

It is helpful to bring to the hearing anything that helps to explain what happened and how or why this could have happened. This may include: study notes / lecture notes / medical certificate / letter from the counsellor or student health services / any other information about what happened

Other complaints of misconduct

Students may be the subject of a complaint of misconduct for a range of reasons, including alleged breaches of the Computer Systems Regulations, the Student Research Regulations and the Student Discipline Regulations. Any complaint of student misconduct is heard under the processes outlined above and support and information is available – please ask.

Want more information?

Contact: Academic Integrity Adviser,
Academic Office
University of Waikato
Private Bag 3105
Hamilton 3240, New Zealand

Phone: +64 7 838 4447
Email: academic.integrity@waikato.ac.nz

Online information

<http://www.waikato.ac.nz/sasd/misconduct/>
<http://calendar.waikato.ac.nz/assessment/assessment.html>
<http://calendar.waikato.ac.nz/policies/discipline.html>