Student Disciplinary – Procedure PA101

PURPOSE

This procedure is intended to inform and guide managers and staff as to how student disciplinary investigations are to be conducted at EIT.

The purpose of this procedure is to ensure that, in student disciplinary matters, staff conduct themselves in a manner that is fair and preserves the principles of natural justice. This includes the following:

- The student is given adequate notice of a potential disciplinary situation which may affect them.
- The student is advised of the specific allegations and the likely consequences.
- The student has a genuine opportunity to speak to the allegations.
- The investigating manager is unbiased and considers the student's explanation with an open mind.
- The decision is not pre-determined and is free from irrelevancies.
- The student has the right to advice and/or representation at any stage of the disciplinary process.

PROCEDURE

Step	Person Responsible	Evidence
1a. A suspected breach of EIT regulations by a student is experienced, observed or reported. The relevant staff member notifies the relevant Programme Coordinator and Manager. **OR** 1b. An investigation of a Student Concern or Formal Complaint (see PI108) reveals a possible breach of EIT regulations.	Relevant staff member, Programme Coordinator, Manager **OR** Executive Dean/Director	Meeting notes and/or communications, notes in Revive
2. Within five working days, the above Manager or Executive Dean/Director advises the student • of the suspected/alleged breach, • that the matter is to be investigated, with more information to follow, and • of their right to have a representative or support person present at any interview, allowing sufficient time for the student to arrange for a support person.	Manager or Executive Dean/Director	Meeting notes and/or communications, notes in Revive

Step	Person Responsible	Evidence
3. Investigation is undertaken and communicated. All investigations relating to disciplinary matters should be undertaken expeditiously. In some cases, a preliminary investigation by the Manager will be required to determine whether or not the allegation/concern justifies a formal disciplinary investigation. If not, the Manager will communicate the outcome of the preliminary investigation with all parties concerned. A formal disciplinary investigation will be conducted by either the Manager or the Executive Dean/Director, as agreed by the two, depending on the seriousness of the suspected/alleged breach, with the assistance of other staff or an external adviser as needed. The investigating party must inform the student in writing of the investigation. The letter would normally include: • the nature of the suspected/alleged breach • where appropriate, the name of the observer/reporter/complainant • that the suspected/alleged breach is being treated as a disciplinary matter • that the suspected/alleged breach is being further investigated by the investigating party • details on what the investigation will entail and how long it will take • the possible outcomes if the suspected/alleged breach is confirmed • that no decision on the matter has yet been made • that the student has the right to seek advice and/or be accompanied by a representative at any meeting/s • that the student may wish to liaise with a Student Association representative	Manager or Executive Dean/Director	Investigation/communication log and/or meeting notes Letter to student (may be emailed) Notes in Revive

Step	Person Responsible	Evidence
• the opportunity/ies the student has to provide a response and/or explanation regarding the suspected/alleged breach and/or the information resulting from the investigation, and the associated timeframe.		
4. Outcome of the investigation is determined and communicated. Upon completion of an investigation, the relevant Manager and Executive Dean/Director will consult to determine (i) whether or not the suspected/alleged breach is confirmed, and if so (ii) an appropriate penalty for the student, if any (see Academic Regulatory Framework Part 4). The student is to be advised in writing of the outcome of the investigation, including details of • the findings of the investigation • the confirmed breach • the penalty to be imposed • information about the opportunity, timeline and process for lodging an appeal (see Te Pūkenga national Ākonga Appeals Policy). A copy of the letter is shared with all parties concerned in the investigation, including the staff member and Programme Coordinator from Step 1a.	Manager and Executive Dean/Director	Meeting notes and/or communications Letter to student (may be emailed) Notes in Revive

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