

EASTERN INSTITUTE OF TECHNOLOGY

# STUDENT HANDBOOK 2019



THE EXPERIENCE YOU NEED  
& THE SUPPORT TO SUCCEED



EIT

# THE EXPERIENCE YOU NEED & THE SUPPORT TO SUCCEED

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## SUPPORT SERVICES

These are listed in the full handbook

## GENERAL INFORMATION

Others are listed in the full handbook

### **Unacceptable Behaviour**

EIT provides and maintains a working and learning environment free from harassment, discrimination and objectionable behaviour. Unacceptable behaviour includes, but is not limited to, sexual harassment, racial harassment, discrimination, personal harassment and bullying.

If you think you are the subject of unacceptable behaviour, a number of steps can be taken.

Talk confidentially to someone about it. If you feel able, confront the person whose behaviour is unacceptable to you.

You can talk with any of the following people about how to make a complaint:

- Harassment Contact Network faculty contact person
- Health Centre (Counsellor and Nurse) - Hawke's Bay Campus only
- Students' Association
- Chaplains on Campus
- Pouwhirinaki
- International Student Support Officer
- Liaison Advisor - Kaitakawaenga (Māori and Pasifika)

If the problem continues, contact a manager (e.g. a Head of School) or senior manager (such as the Dean of your Faculty) to discuss the options available. The procedures for making a formal complaint are outlined in the Student Concerns and Formal Complaints section in the full handbook.

# EIT RESPONSIBILITIES

## General

List in full handbook

## Health, Safety and Wellbeing

Students can expect EIT in compliance with the Health & Safety at Work Act 2015:

1. Provide a safe and healthy environment, plant and systems.
2. Provide the right information, training, instruction or supervision.
3. Provide and allow access to facilities at work for staff and student welfare.
4. Provide and allow for staff and student participation in health, safety and wellbeing.
5. Along with the EIT community, actively manage hazards and incidents.
6. Notify any serious illness, injury or near misses.

## STUDENT RIGHTS AND RESPONSIBILITIES

### **Academic Integrity**

'Academic integrity' means being honest in all academic work. EIT expects that all students and staff will act with academic integrity. EIT wants our programmes of study and qualifications to be respected and valued, and we want to be sure that all those who gain an EIT qualification have personally reached the standards expected of that qualification.

Students will learn about and practice skills related to academic integrity in class. If you need further information, please access online support material from EIT Online and make appointments with Library and Learning Services staff who will provide you with guidance.

### **Academic Misconduct**

'Academic misconduct' includes dishonest behaviour in assessment. This can include copying, misinterpretation of identity, cheating and plagiarism and all other dishonest practices in assessment. EIT will treat all academic misconduct as serious. Part 3 Section 6 of the Academic Regulatory Framework on the EIT website lists the penalties for academic misconduct. Penalties range from a warning through to suspension from the programme. All instances of academic misconduct are reported.

### **Copyright**

As a student you will create work to submit for assignments and in creating these works some of the material will be yours and some will belong to other people. It is your responsibility to ensure that you acknowledge any sources that you use and be certain that you only copy material as set out under rules in the Copyright Act 1994. Information about copyright rules can be found on the Library and Learning Services Website: [www2.eit.ac.nz/library/OnlineGuides/Copyright.pdf](http://www2.eit.ac.nz/library/OnlineGuides/Copyright.pdf)

### **Credit Recognition**

If you think you already have some of the skills and/or knowledge covered in your programme, you may be eligible for recognition of this through EIT's Credit Recognition system. Please contact your Programme Co-ordinator or Secretary for further information.

## Plagiarism

Plagiarism is one type of academic misconduct. Plagiarism is the act of taking and using someone else's work or ideas as one's own without proper acknowledgement. It includes:

- Presenting another person's work as your own original creation and submitting it for an assignment.
- Presenting as original your own work from a previously assessed assignment.
- Using someone else's ideas without acknowledging whose ideas they are.
- Not providing a reference to someone else's work.
- Not using quotation marks when using another person's words.
- Using images without consent or proper acknowledgement.

## Attendance

Active participation in classes, course work and/or online activities is directly linked to a learning success. You will get the most value from your learning experience where you take responsibility for your own learning. Regulations on attendance and reporting any absence are outlined at the beginning of the programme/course.

## Breach of EIT Regulations

Any complaint raised by a student against a student who breaches regulations should follow the process described under the heading Student Concerns and Formal Complaints on page 9.

The Manager or Dean will decide whether to take further action on a complaint, based on the evidence available. If the decision is not to take further action on the complaint, the complainant(s) will be given notice in writing. They will be given a reason for the decision.

Student(s) involved in a complaint may have a support person with them, eg a Students' Association representative, Students' Association President or nominee, Health Nurse, Pouwhirinaki, Māori Liaison and Pasifika Advisor, Counsellor, or International Welfare Officer.

If a complaint is serious and could result in suspension or expulsion, the Dean/Manager can suspend a student from all or part of the programme until the complaint has been

investigated and a decision has been made. If a complaint is disproved, all records of the complaint will be destroyed. This is a requirement of the Privacy Act 1993.

If the complaint is valid, the Dean/Manager will recommend the most suitable penalty. If the Dean/ Manager recommends to suspend or expel a student, this recommendation will go to the Chief Executive (or someone acting in his name) for a final decision. The student will be told of this as soon as possible, usually within two days of the decision being made. A copy of all the documents that relate to the complaint will be kept in the Dean/Manager's Office.

If a student does not accept the complaint, or does not accept the penalty, they should tell the Faculty Dean/ Manager and write to the Deputy Chief Executive within fourteen days. This is the case in all appeals of a formal decision.

## **Penalties for Breach of Regulations**

Some penalties for breaking regulations are set out in the regulation documents concerned. They may include the following:

1. **Restitution:** Where a student has damaged, lost, or stolen EIT property they will be liable for the cost of replacement or repair. EIT property includes computer software and hardware.
2. **Fines:** A fine of not more than \$500 can be imposed for breaking regulations.
3. **Suspension or expulsion:** These can be a punishment in their own right, or they may be a punishment if fines or restitution are not paid by the due date. If a student is suspended or expelled they are not entitled to re-enrol or receive any examination or assessment results.

A penalty cannot be given if there has been no written complaint. A written complaint may come from another student(s), a teaching staff member, or other EIT employee.

## Computer Usage Policy

EIT has a computer system that supports a range of services and equipment. IT Services operate and maintain the system. Students enrolled at EIT are able to use these facilities. EIT provides printing facilities around campus. You can top up your printing account by purchasing top up cards from the library. Before using computer facilities, students need to read, understand and agree to the terms and conditions of the Computer Usage Policy [www.computerpolicy.eit.ac.nz](http://www.computerpolicy.eit.ac.nz)

### Use of Computer Facilities

In the following instructions when the word "System" is used it means any computer controlled and operated by EIT. This includes computers not owned or operated by EIT but which are connected to a system that is controlled and operated by EIT. To ensure the security of the EIT computer facilities, all students must:

1. Gain proper authority before:
  - Accessing or attempting to access the System
  - Allowing anyone else to access the System
2. Only access, alter or delete information on the System they are authorised to use.
3. Use the System for the purpose they were given access.
4. Username and passwords must never be shared or shown to anyone else other than the authorised user. If you do this you are responsible for any unauthorised use someone else takes with the username and password.

### Improper use of Computer Facilities Improper use includes:

1. Having access to another student's data files, unless the tutor has authorised this.
2. Using another person's username and password, or allowing another person access to an account that is not their own.
3. Using computer programmes to decrypt, capture passwords or control information.
4. Trying to get around or corrupt System security. This includes having a programme that could do this, even if you do not intend to do it.

5. Taking part in any activity that could be harmful to a System or any information stored in the System. This includes creating or reproducing viruses, disrupting services, changing settings or damaging files.
6. Using illegal copies of copyrighted software, storing such copies on EIT Systems, or sending them over EIT networks.
7. Using e-mail or messaging services to harass, intimidate or annoy another person in any way. This includes sending mass electronic messages.
8. Using EIT facilities to do work for individuals or organisations outside EIT.
9. Receiving, downloading, showing, storing or forwarding by email any material on the EIT System which is objectionable, offensive, slanderous, or illegal.
10. Installing any computer programme not approved by the tutor for use in the course or programme.
11. Downloading, uploading, or storing music, video, computer software, or copyrighted information, unless it is a course requirement. This must be specifically approved in writing by the tutor, or by IT Services.
12. Connecting any non-EIT computer system or device to the EIT computer network unless you have written permission from IT Services.

EIT takes breaking the rules of the Computer Usage Policy seriously. EIT reserves the right to copy and examine any files or information on EIT Systems that might relate to inappropriate use.

If anyone breaks the rules, EIT may close down your user account and stop access. If you break any New Zealand laws you will have to deal with the appropriate agency.

Students are required to comply with all relevant New Zealand legislation.

Legislation covering operation and use of EIT's computer facilities includes:

- Films, Video and Publications Classification Act 1993, Human Rights Act 1993, Privacy Act 1993, and Crimes Act 1961.

Severe cases of computer misuse will be dealt with by the Dean/Director and action taken accordingly. NOTE: At all times EIT has the right to inspect the contents of any student account and to take appropriate action where necessary.

## Conduct

1. Students of EIT are expected to behave in a respectful and considerate way towards all students, staff, employers and co-workers they engage with. At all times they must act in a manner which does not jeopardise their safety or the safety of others.
2. Unacceptable behaviour includes discrimination, bullying, harassment of any kind, and being objectionable.
3. A student will not be allowed into class, or remain in class if the person in charge of the class at the time thinks that the student is:
  - Acting or likely to act in a manner that is unsafe to either themselves or to others.
  - Acting, or is likely to act, in a way that stops or disrupts the class or other activities.
  - Has on their person, or is under the influence of, or is distributing for supply, any controlled drugs or substances not lawfully prescribed. A controlled drug or substance is named and listed in the Misuse of Drugs Act 1975 and its amendments.
  - Under the influence of alcohol or drugs.
  - Breaking EIT or programme regulations, which may include use of equipment or computing facilities.
4. Students of EIT must not:
  - Bring in or consume alcohol at EIT except after approval from the Head of School (HoS). The HoS may approve alcohol for a specific occasion at a specific place, according to the law at the time.
  - Wear or possess gang colours, patches, insignia and/ or any other items considered to be gang affiliated.
  - Bring to class any other person, including a child, who is not enrolled in the programme without permission.
  - Bring on campus any animals other than guide dogs, except where animals are to be used in formal class activities. Any use of animals in teaching will be subject to supervision and regulation by the Animal Ethics Standing Committee.

If a student is removed from class, the person in charge of that class will give a written report to the Dean/Manager of the Faculty within 24 hours.

If students lose, deface or damage any EIT property as a result of carelessness or misuse, they will be responsible for the cost of replacement or repairs.

## **Health, Safety and Wellbeing**

- Take reasonable care of your own health and safety.
- Take reasonable care that your acts do not adversely affect the health and safety of others.
- Report any incident, risk or hazard as soon as possible to your tutor and via the online reporting forms.
- Co-operate with notified policies and procedures given by the Institute and any other organisation you are visiting.
- Inform others on any known risks or hazards.

## **Fees**

These are listed and explained in the full handbook

## **When Students Leave**

In full handbook

## **Withdrawal From Courses**

In full handbook

## **GENERAL POLICIES**

### **Student Evaluations**

In full handbook

### **Student Concerns and Formal Complaints**

In full handbook

### **Appeals**

In full handbook

## **EMERGENCY PROCEDURES**

In full handbook