

Learner Responsibilities and Rights

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Review Cycle:	5 years		
Applies From:	Immediately		

Major changes/additions since the last version was approved are indicated by a vertical line in the left-hand margin.

1 Introduction

1.1 Purpose

All learners enrolled at or attending/using services of Ara Institute of Canterbury Ltd¹ are expected to accept certain responsibilities, respect the rights of others, and behave in an acceptable manner. Ara undertakes to uphold these responsibilities and rights for all learners, including adherence to the principles of academic freedom (Education and Training Act 2020) and other relevant legislation. The specific responsibilities and rights have been defined in consultation with learner representatives and reflect the educational purpose, values, and goals as set out in the Ara Strategic Plan/Kaupapa.

1.2 Scope and Application

This policy applies to all learners enrolled at or attending classes/using services of Ara.

1.3 Formal Delegations

There are no formal delegations associated with this policy.

1.4 Definitions

Natural Justice: In English law, natural justice is technical terminology for the rule against bias and the right to a fair hearing. While the term natural justice is often retained as a general concept, it has largely been replaced and extended by the general "duty to act fairly".

¹ From herein referred to as Ara

<p>Related Ara Procedures and Forms</p> <ul style="list-style-type: none"> • APP301a Learner Responsibilities and Rights • APP301b Flowchart • CPP120d Academic Delegations Register 	<p>Related Ara Policies</p> <ul style="list-style-type: none"> • APP304 Academic Misconduct (including Plagiarism & Cheating) • APP504 Regulations Governing Admission and Enrolment • APP506 Probation • APP514 Withdrawals, Refunds and Compassionate Consideration • CPP105 Acceptable Use and Conduct for ICT Users • CPP109 Disclosing Personal Information about Students and Staff • CPP117 Raising Problems or Complaints • CPP208 Resolving Staff Performance or Conduct Issues • CPP209 Harassment Prevention • CPP211 Code of Professional Practice
<p>Related Legislation or Other Documentation</p> <ul style="list-style-type: none"> • Education and Training Act 2020 • Privacy Act 1993 • Health and Safety in Employment Act 1992 • Official Information Act 1982 • Immigration Act 2009 	<p>Good Practice Guidelines</p>
<p>References</p>	
<p>Notes:</p> <p><i>March 2012:</i></p> <ul style="list-style-type: none"> • <i>Ara Policy and Procedures were updated to reflect the changes in structure, committees, roles and delegations as a result of the Ara Management Restructure.</i> • <i>Student Rights and Responsibilities attachment to this Policy updated to reflect an emphasis on responsibilities of students and standards of acceptable behaviour.</i> <p><i>2014:</i></p> <ul style="list-style-type: none"> • <i>Policy reviewed in conjunction with APP304 Academic Misconduct and APP506 Probation Policies.</i> • <i>References to the Christchurch Polytechnic Students' Association (CPSA) have been removed. CPSA were involved in the consultation of earlier versions of the Policy and Procedure.</i> <p><i>2016:</i></p> <ul style="list-style-type: none"> • <i>New branding.</i> <p><i>2018:</i></p> <ul style="list-style-type: none"> • <i>Restructure of Te Kāhui Manukura.</i> <p><i>2020:</i></p> <ul style="list-style-type: none"> • <i>Moved Responsibilities ahead of Rights. Added a definition of 'natural justice'. Organisation name changed to Ara Institute of Canterbury Ltd.</i> • <i>NZIST changes – Academic Board becomes Ara Academic Committee; Ara Council becomes Ara Board. Changing 'student' to 'learner'.</i> • <i>Change of Education Act 1989 to Education and Training Act 2020.</i> 	

2 Principles

- 2.1 Ara learners are expected to accept certain responsibilities, respect the rights of others, and behave in an acceptable manner.
- 2.2 Ara is committed to 'delivering what is promised to a recognised standard' (our definition of quality).
- 2.3 Staff are responsible for ensuring that learners are aware of the implications of their responsibilities and rights in the particular learning environment.
- 2.4 Every person affected by this policy has the right to a copy of this policy and to further information as is needed to clarify any point or process.

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- 2.5 Every person has the right to representation, advice, advocacy, and support at all stages of any of the processes relevant to this or other relevant policies.

3 Associated procedures for Ara Academic Policy on: Learner Responsibilities and Rights

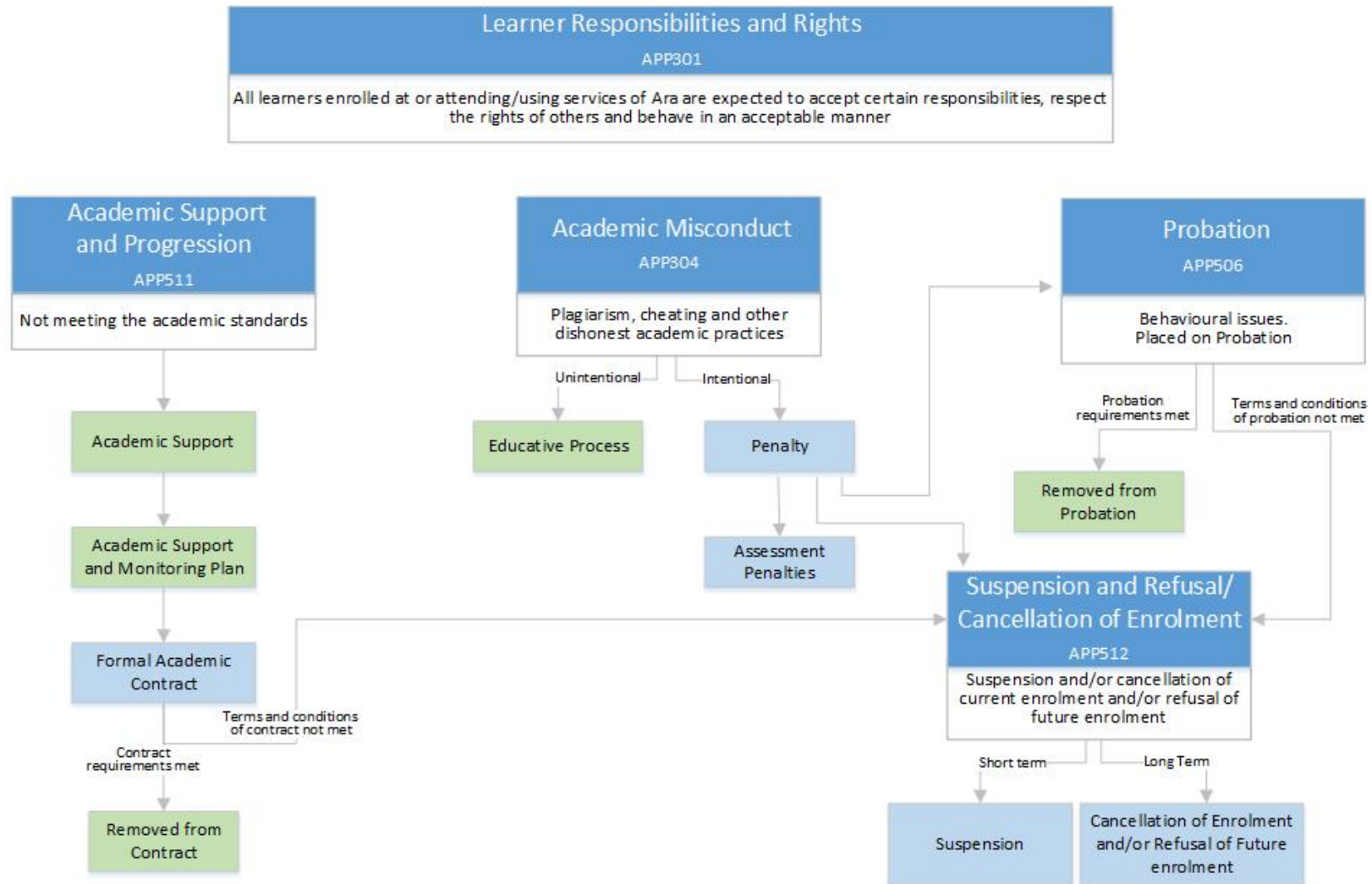
Contents: 3.1 Learner Responsibilities and Rights Sheet

3.1 Learner Responsibilities and Rights Sheet

- a The sheet *APP301a Learner Responsibilities and Rights* was produced jointly by the Ara Academic Committee, Te Kāhui Manukura and representatives of the student body. Its purpose is to acknowledge the specific responsibilities and rights of every learner, to help create and maintain the best possible teaching and learning environment for all learners.
- b The sheet will be distributed to all learners via handbooks and Ara websites. Departments are encouraged to discuss the contents during information or orientation programmes. The final version is authorised by the Ara Academic Committee.

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Flowchart for Learner Responsibilities and Rights and Associated Policies



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