

Learner Responsibilities and Rights

Ara Institute of Canterbury Ltd¹ is committed to the wellbeing and achievement of **ALL** learners. To create and maintain the best possible teaching and learning environment, all learners enrolled at or attending/using services at Ara agree to accept certain responsibilities, respect the rights of others and behave in an acceptable manner.

Your Responsibilities as a Learner

As a learner at Ara you are expected to:

Behave safely

- Take care when using equipment and facilities.
- Wear suitable clothing.
- Comply with health and safety guidelines and instructions.
- Take precautions so as not to endanger yourself or others.
- Comply with visa requirements.
- Follow relevant professional guidelines.
- Ensure you are not intoxicated or under the influence of drugs when at Ara or involved in Ara related activities e.g. field trips.

Respect others

- Be sensitive to personal, social and cultural differences.
- Respect the needs, rights, and freedoms of others.
- Help to uphold the integrity of Ara qualifications by discouraging/reporting dishonest practices.

Observe Ara rules

- Familiarise yourself with what Ara expects of you as a tertiary learner.
- Behave appropriately for a tertiary education environment.
- Endeavour to meet all course requirements including financial obligations.
- Be honest when completing assignments/other assessments.
- Comply with requirements of programme handbooks.
- Follow Ara policies and regulations (refer: <https://www.ara.ac.nz/about-us/policies>).

Your Rights as a Learner

As a learner at Ara you have the right to:

Fairness

- Open and accurate information.
- Fair evaluation and assessment, and timely feedback.
- Problems handled as quickly as practicable and consistent with 'natural justice'.
- Personal privacy.
- Support, representation, and advocacy from the Student Advocate if requested.

Respect

- Academic freedom, defined in the Education Act as 'freedom, within the law, to question and test received wisdom, put forward new ideas and state controversial or unpopular opinions.'
- Freedom from any form of harassment or unjust discrimination.
- Respect for personal, social, and cultural differences.

¹ From herein referred to as Ara

- Representation in the development, implementation, and review of policies through learner representation.

Standards

- Programmes that meet internal and external standards for approval and registration.
- Competent and effective teaching.
- Appropriate support services delivered in a professional manner.
- Facilities and resources that meet or exceed Health & Safety legislation.

Your rights will be upheld by Ara management. If you think they have been infringed, please contact your Head of Department/Programme Manager, Student Advocate, Customer Experience and Engagement Managers, Registry Manager or People and Culture.

Unacceptable Behaviour for Learners, Staff or Visitors at Ara

*Your responsibilities as a learner include behaving in an acceptable manner. The following are **not** acceptable behaviours for anyone (staff, learners, or visitors) at Ara or involved in Ara related activities:*

- Breaking any NZ law (e.g. assault, theft).
- Any form of cheating (including plagiarism and other dishonest practices).
- Misuse of technology, software, hardware, or communication systems provided by Ara (refer Code of Conduct for Computer Users in particular).
- Any form of harassment, bullying, or discrimination including social media.
- Unacceptable sexual behaviour (e.g. sexual harassment, accessing pornography/other restricted material).
- Substance misuse including drugs and alcohol affecting behaviour, health, or safety.
- Smoking in all Ara buildings, in Ara vehicles or on all Ara land and perimeters including all car parks, green spaces, and external eating areas.
- Violence or threats of violence.
- Vandalism or other abuse of facilities and buildings.
- Disruptive behaviour in class and or designated learning areas (e.g. arriving late, unauthorised use of technology, interfering with the learning of other individuals).

Academic staff have the responsibility to maintain a safe and effective learning environment. They may ask you to leave the class if your behaviour indicates limited ability to be safe, disturbance to others learning, or put others at risk.

Ara takes this statement of responsibilities and rights seriously. Your marks, reports, and references may include an assessment of your behaviour, as well as your educational achievement. Infringement may lead to probation or exclusion may lead to cancellation of a current enrolment and/or refusal of a future enrolment (see relevant policies).

Further Information

This sheet is supported by a formal policy available electronically, via the Ara website. You are also invited to contact Head of Department/Programme Manager, Student Advocate, Customer Experience and Engagement Managers, Registry Manager or People and Culture if you need further information or help in interpreting your rights or responsibilities.

First distributed in 1990 and updated several times since then. This version was last updated in June 2020 and is authorised by the Ara Academic Committee.