

*This section is presented for guidance only; the full and formal wording of regulations and policies about general*



- staff and students of institutions belonging to the Canterbury Tertiary Alliance.

(2) Applications to become "external" members of the Library, which includes the right to borrow books, may be made to the Librarian by Canterbury residents.

(3) All those admitted under (2) above shall pay an annual fee to be determined by the Librarian.

(4) All borrowers shall be entitled to use the Library subject to any special conditions which may obtain from time to time, and the Librarian may modify or withdraw permission to use the Library for disregard of the rules, or for any other cause that may appear to be sufficient.

(5) Members of the general public, unless approved under Regulation 2(2), may use the Library for reading and reference only.

### 3. Borrowing

(1) General:

(a) The Librarian may refuse to allow any particular book to be taken out of the Library except under prescribed conditions.

(b) Dictionaries, encyclopaedias, reference books, books of a particular value, periodicals and those books which have not been added to the collection for longer than a week shall not in general be borrowed from the Library.

(c) No book shall be removed from the Library until its loan has been properly recorded.

(d) Books shall not be issued except to the borrower in person, who must present their own Canterbury Card, or to someone to whom proxy status has been authorised by the borrower.

(e) Overdue materials, and fines, or other incurred charges have maximum limits as set out in the current fines schedule. When these limits are reached, borrowing privileges will be suspended until the problem has been resolved.

(2) Loan Quota:

The Library sets limits on the number of items which may be on loan at any one time to members of the various borrower categories recognised by the Library. The number of items which may be borrowed by the members of each borrower category varies. Details are to be found in the 'Guide to the Library' and are also available from all Library service points.

(3) Loan Periods:

(a) Loans to undergraduate and external borrowers, from collections other than restricted loan or special collections, are made for 14 days.

(b) Loans to staff and research students, from collections other than restricted loan or special collections, are made for 60 days but are subject to recall after 14 days if required by another borrower.

(c) Items held in restricted loan collections are issued for the loan period appropriate to each collection.

(d) Loans from any collection to any borrower are subject to recall at any time for transfer to a restricted loan

collection, or for any other reason deemed sufficient by the Librarian.

(e) Loans are renewable for the number of times appropriate for the type of material, unless the item is required by another borrower or by the Library.

(f) Loans to all borrowers, from collections other than restricted loan or special collections, will be for 7 days only when more than one person has requested the use of the item.

(4) Responsibility:

Readers and borrowers shall be held responsible for any loss or damage occurring to books in their charge, and they shall be required to pay the full cost of replacement copies. The Library will charge a minimum replacement cost of \$20.00 for any item that is invoiced.

(5) Restricted Loans:

Certain books may be held on restricted loan for use in the Library. These books may also be lent for periods such as overnight or over a weekend, and must be returned promptly on the next occasion the Library is open.

(6) Requests:

Borrowers may place requests on books which are on loan. Requested books shall, after their return, be held for not less than 24 hours.

### 4. Fines

A current schedule of Library charges is found in the Guide to the Library, and is also available from all Library service points.

The Librarian may exercise discretion in the imposition of fines.

### 5. Care of Books

(1) No reader shall deface or mark any books either by writing, turning down the leaves, or otherwise; nor shall any reader erase any mark or writing found in a book. Offences against this regulation will be referred to the Discipline Committee.

(2) Readers using rare or valuable books must abide by such conditions as are required by the Librarian.

(3) Consumption of food and drink is prohibited in the Macmillan Brown Library. Consumption of food and drink in other libraries is permitted unless, in the opinion of library staff, it poses a threat of damage to library material or it may offend other users. Smoking is prohibited in all libraries under University regulations.

### 6. Copyright

(1) Every person who uses a copying machine in the Library shall observe the limits required by the Copyright Act, 1994. Note: For the convenience of users, *Copyright*



must conform in respect of shape, size, material and colour to the standard specifications determined by Council and maintained by the Registrar.

## **S. a. a S c a. r**

### *1. University officers*

(a) The robe of the Chancellor is a Peony Red (colour: B.C.C. 37) damask gown embroidered with gold and gold lace; the trencher is Peony Red with gold lace and a gold tassel.

(b) The robe of the Pro-Chancellor is a Peony Red damask gown embroidered with gold and gold lace; the trencher is Peony Red with a gold tassel.

(c) The robe for the Vice-Chancellor is a Peony Red damask gown embroidered with gold; the trencher is Peony Red with a gold tassel.

commits an offence against this statute and shall be liable to a fine.

3. Motor vehicles may only park in spaces which are specifically marked out for parking of motor vehicles and in accordance with any particular parking requirements specified for any such area. Vehicles are parked at the sole risk of the owner or driver and the University will not be liable for any loss or damage thereto. The University reserves the right to clamp or to tow away any incorrectly parked vehicles. Any vehicles clamped or towed away may be recovered after payment of any fines/costs incurred in clamping or towing away and/or storing the vehicle.

4. Motorcycles and bicycles must be parked in the areas specifically designated for them and in accordance with any particular parking requirements specified for any such area. Motorcycles and bicycles are parked at the sole risk of the owner or rider and the University will not be liable for any loss or damage thereto.

If incorrectly parked they may be removed to those areas or, at the discretion of the University, clamped or towed away. Any bicycles or motorcycles clamped or towed away may be recovered after payment of any fines/costs incurred in clamping or towing away and/or storing the same.

5.

(a) All vehicles parked on the Campus except bicycles and motorcycles must display an appropriate permit/coupon. Visitors and trade vehicles may park in those areas specifically designated for them and must display an appropriate coupon. A visitor is a person neither employed on the Campus nor enrolled as a student.

(b) Vehicles must use the correct car parks to which their permit/coupon applies during the time restrictions apply. Failure to observe this may result in their vehicles being clamped or towed away.

(c) Restrictions on parking in areas designated by appropriate signs shall apply from 8:00am to 5:00pm Monday to Friday from 1 February to 30 November each year. The restrictions in respect to parking in reserved, disabled, and visitor spaces, or in areas not otherwise marked out for parking shall apply day and night throughout the year.

6.

(a) Any person who fails to observe the requirements of this statute commits an offence against this statute.

(b) Any person who commits an offence against this statute will be liable to a fine for each offence and may be issued with an offence notice by a Parking Attendant/Security Officer.

(c) Fines payable in respect of offences committed under this statute, the time for payment thereof and the amount of reduction thereof for prompt payment, if any, shall be as determined by the Vice-Chancellor and specified in the University Calendar from time to time.

(d) The Council if so requested by a member



## Campus Alcohol Policy

This Policy has been produced by the Health and Safety Committee of the University of Canterbury, in conjunction with the University of Canterbury Students' Association.

The term "campus" includes all University of Canterbury properties, including field stations, and applies to all activities under the general control of the University of Canterbury.

It is acknowledged that the use of alcohol is an accepted part of socialising for many New Zealanders.

### Purpose

1. The University will promote a responsible attitude towards the use of alcohol among staff and students at all times.
2. The University is committed to the view that it is not acceptable to be on campus at any time while intoxicated.
3. The University will require those organising functions on campus, where alcohol is to be available, to provide alternative non-alcoholic drinks at a significantly lower price and to ensure that food is available, and that its consumption is encouraged.
4. The University requires that all servers of alcohol on campus are made aware of responsible serving practices.
5. The University will promote the well-being of its staff and students by providing educational material concerning at-risk drinking.
6. The University will make available to staff and students, at their request, information and assistance relating to treatment for personal problems concerning alcohol use. Confidentiality will be assured.
7. The University expects persons responsible for any function, where alcohol is available on campus, to act as responsible hosts.

This policy is intended to provide choices and practical suggestions on alcohol management. It recognises that some people choose not to drink alcohol and supports those who choose this option.

This policy applies to all formal and informal events organised on campus. Where employees are representing the University they are expected to promote this policy.

Any costs incurred in meeting the requirements of this policy are the responsibility of those on whose behalf the cost(s) were incurred, such as function organisers or participants.

For further details and guidelines to assist with policy compliance, see 'Campus Alcohol Policy' in the UC Policy Library, [www.canterbury.ac.nz/ucpolicy](http://www.canterbury.ac.nz/ucpolicy).

## University Field Activities Policy

### Introduction

The University Field Activities Policy has been written to provide a framework within which Departments/Schools

must develop and operate their own written field activities policies and procedures.

These must be:

1. Consistent with the University's goals and objectives as contained in the UC Charter (Section 1 Charter Goals, Section 2 Special Character) and Profile; and
2. Appropriate and relevant to the Department/School's own goals and objectives, and the educational, and health and safety needs of students and staff.

Field activities vary in their nature and duration and are difficult to categorise; however, this policy is intended to provide compliance with the requirements of the Health and Safety in Employment Act 1992 and its amendments.

This policy is formulated around the following principles: that field activities extend and enrich classroom teaching, and are one of the distinctive characteristics of study at the University of Canterbury

that the safety of staff and students is of paramount importance

that an assessment of the risks of the proposed field activity has been undertaken

that field activities are carried out in a manner which is environmentally sustainable

that the expectations and responsibilities of staff and students are clear, and accepted by both groups.

A checklist of information for students is outlined in Appendix 1 at the end of this policy. This policy should be read in conjunction with the Field Activities General Safety Requirements for Students policy.

### Definitions

Academic visitors – visitors to the University, for example Erskine visitors, academic staff on exchange or Crown Research Institute scientists working in collaboration with University staff.

Activity leader – the person who has the authority to make decisions in relation to the activities of the field party

Campus – includes all University properties, including field stations, which are owned or controlled by the University of Canterbury.

Field activity – teaching, learning or research that takes place outside a classroom, library or laboratory. Field activities will usually be at least partially outdoors.

Field course – a university course that is primarily taught outside the classroom or laboratory.







## Field Activities: General Safety Requirements for Students

### Introduction

The following are general safety requirements for all students undertaking field activities at the University of Canterbury particularly those enrolled in field work courses or undertaking independent field work. They may be supplemented by specific rules or guidelines issued by individual departments/schools and come under the





## Human Ethics Committee

The University of Canterbury aims to promote excellent and ethical research. To this end it has established a Human Ethics Committee responsible to the Vice-Chancellor to ensure that researchers whose work involves human participants will conduct their work

- (i) making arrangements for students on tour to sit a test, at the same time as that scheduled for the test, under the supervision of the team manager or coach, or other suitable person;
  - (ii) permitting the sitting of the test or similar test prior to the departure of students provided that by so doing there is no problem over security;
- c) That where students are to be absent from tests or at times scheduled for submission of assessment and wish for special arrangements to be made, and where Departments are able to make special arrangements, students must give adequate notice of absence to the Heads of Departments so that Departments have time to organise and/or approve any such special arrangements.
- d) That Departments publicise their policies by appropriate means - through inclusion in departmental handbooks, course outlines, departmental handbooks, and on noticeboards.

5. When, on the basis of applications to enrol, class size is greater than that which can be accommodated in one stream, but no more than 20 percent greater, only a single stream is timetabled but video-recording used to manage excess numbers at the start of the semester.

6. At no time shall more students be accommodated in a lecture theatre than safety regulations permit. In cases such as 4 and 5 above seating would be allocated on a "first come" basis with those students who are not accommodated expected to access the lecture by WebCT.

7. The cost of resourcing for video-recording will be a cost against the College (which may, if it chooses, pass it on to the Department/School).

*Note: For further information about this policy please contact the Academic Policy Manager on ext. 6950.*

## Over-Flow Teaching of Large Classes Policy

### Introduction

The policy on over-flow teaching has been developed by the Teaching and Learning Committee, in consultation with the Facilities Advisory Committee, Information Technology Department and the Audio-Visual Committee. Its purpose is to provide guidance to departments with class enrolments greater than can be accommodated in two lecturing streams.

### Definitions

**Video-linking:** a class is relayed by video to an adjacent room

**Video-streaming:** the lecture is video-recorded for WebCT storage and accessed by students in their own time.

### Policy

The Academic Board does not support video-linking. Strategies to manage large classes should be such as to enhance student learning. Where over-flow teaching is necessary video-streaming is preferred to video-linking.

### Procedures

1. Large classes (300+) should be timetabled first, with priority use of large lecture theatres.
2. Where it is necessary to run two streams, and total numbers will fit within the two streams, students should be allocated to each stream, rather than have free choice of which stream to attend (subject to plea to avoid timetable clashes).
3. If a course requires two streams it is expected that these will be taught face-to-face, or in the same manner.
4. Where the class cannot be accommodated in two streams, classes might be video-recorded for replay on WebCT. Lecture theatres used must be suitable for such recording. Lecturers using this resource need to work with AV staff to determine the most appropriate presentation.