

# Policies, Procedures and Guidelines

## Carey Policy and Procedure for use of Te Reo Maori in Assessments

### INTRODUCTION

Carey Baptist College (“Carey”) recognises Māori as an official language of New Zealand and as a tāonga for all New Zealanders protected under the articles of the Treaty of Waitangi.

### APPLICATION

All Carey staff and students.

### PURPOSE

To provide and uphold the rights of students at Carey to use te reo Māori as the language of assessment in its academic programmes.

### SCOPE

This Policy covers students who wish to submit work for assessment in te reo Māori to be able to do so.

### POLICY & PROCEDURE

Carey will seek to have sufficient, suitable staff to ensure that any work submitted in te reo Māori will be assessed by a person who is qualified in subject knowledge and proficient in te reo Māori.

1. In courses, other than those taught in or requiring submissions in te reo Māori, or in which proficiency in a language other than te reo Māori is what is being assessed, students may apply to use te reo Māori as the language of assessment. That application must be made in writing to the Academic Director within two weeks of the start of the semester in which the course is offered.
2. The Academic Director will endeavour to respond in writing to the request within ten days, after consultation with te Kaiārahi Rangahau Māori and the Academic Committee.
3. Every effort will be made to have the work assessed by a person who is qualified both linguistically and in terms of subject knowledge for that task. Where this is not available, the Academic Director will set moderation procedures in place to ensure te reo Māori assessment is just and equivalent to that for

students using English for the same assessment activity. Where necessary to ensure equivalence, the Academic Director will also arrange translation services.

4. If there is no suitable marker at Carey, the Academic Director will contact the Lecturer and the Kaiarahi-Rangahau Maori to begin the process of determining a suitable marker or translator.
5. Where translation is required, the Lecturer will draft a timetable for translation, in consultation with a suitable translator. The Academic Director will communicate the timetable with the student.
6. For oral presentations, the Academic Director may organise for the interpreter to provide oral interpretation by arranging a meeting (or meetings) in place of a direct written translation.
7. With the permission of the student, oral presentations will be recorded to assist the interpreter and the Lecturer or the marker (if not the Lecturer). Recordings may be audio or video and will be used for the purposes of assessment only. Recordings may then be transcribed or the Lecturer may ask the interpreter to provide oral translation (as per 3. above).
8. Where a direct written translation is required, the assessment item will be sent to the translator who will provide a translation of the assessment in English to the Lecturer (see Guidelines for Translators).
9. The translator is not expected to mark assessment items submitted in te reo Māori. The Lecturer, may however, engage the translator as a marker for the course, with permission from the Academic Director.
10. To ensure grading consistency, the Lecturer or the marker (if not the Lecturer) may need to discuss the assessment and its translation with the translator.
11. The Lecturer, as the examiner of the course, will be responsible for the confirmation of the final grade given to that student.

## **GUIDELINES FOR TRANSLATORS OF WRITTEN ASSESSMENTS IN TE REO MAORI**

This is an assessment that, once marked, will contribute to the student's final grade. Please translate as accurately as possible

The student may be graded on their ability to express themselves clearly, so do not correct inaccuracies. However, do reflect effective and creative use of te reo in the English translation.

You are invited to make notes and additional comments that may be taken into account when grading the work. The translation and any additional notes may be made available to the student.

Carey recognises Māori as an official language of New Zealand and as a tāonga to Māori is protected under the articles of the Treaty of Waitangi to honour that tāonga.

## **GUIDELINES FOR INTERPRETERS OF ORAL ASSESSMENTS IN TE REO MAORI**

This is an assessment that, once marked, will contribute to the student's final grade. We invite you to the student's oral presentation on [DATE] at [TIME] at [LOCATION]. This will be recorded. We would like you to meet with the Lecturer (and others, at the discretion of the Lecturer and Academic Director) to orally interpret, using the recorded presentation. We anticipate this meeting taking place within a week of the student presentation and lasting for approximately [HOURS].

Your oral interpretation will also be recorded. Please interpret as accurately as possible. The student may be graded on their ability to express themselves clearly, so do not correct inaccuracies. However, do reflect effective and creative use of te reo in the English interpretation. The interpretation and any additional notes may be made available to the student.

Carey recognises Māori as an official language of New Zealand and as a tāonga for all New Zealanders is protected under the articles of the Treaty of Waitangi to honour that tāonga.

## DEFINITIONS

The following definitions apply to this policy:

**Staff** means Carey staff

**Carey** means Carey Baptist College

## KEY RELEVANT DOCUMENTS

Include the following: Assessment Regulations.

## DOCUMENT MANAGEMENT AND CONTROL

**Content manager:** Academic Director

**Owned by:** Executive Director

**Approved by:** Management Team

**Date approved:** November 2016

**Review Date:** November 2020

# Carey Gender-Neutral Language in Academic Writing Policy

## INTRODUCTION

It is expected that all student work submitted for assessment at Carey Baptist College, “Carey” will pay attention to the need for gender-neutral language, and avoid terms and pronouns that are non-inclusive, unless the context so requires.

## APPLICATION

All Carey staff and students.

## PURPOSE

Language constantly changes over time and one of the changes that academic (and also non-academic) English has gone through in recent years is a shift to the use of ‘gender-neutral’ language. Today writers make an effort to be gender-neutral, non-sexist and thereby inclusive in their writing.

## POLICY & PROCEDURE

As careful writers, at Carey we avoid language that would universalise one part of humanity to the exclusion of others: for example, avoiding the use of “man” or “men” when we mean “human being(s),” “humankind,” or “people”. In all such cases, as a matter of courtesy, we will search for alternative words that are inclusive or gender neutral. There are no simple formulae for inclusive language, but a basic ‘rule of thumb’ suggests that it is wise to avoid distracting our readers with either a gender specific term that may be offensive or an awkward inclusive phrase such as “him or her” or “she/he”.

We recognize that some Bible translations, such as the NASB, ESV, for example, follow more closely the source languages (Hebrew, Aramaic, Greek) and therefore do not reflect gender-neutral language as we expect it today. Nevertheless, these translations are valuable for close textual study and are acceptable to use and cite in academic writing.

However, when students use their own words explaining the biblical text in academic writing, we expect gender inclusive language to be used when the context implies the inclusion of both men and women. For example, unless directly citing the translation, students are expected to use “humankind” or similar even if the translation specifies “mankind.” (This does not mean that we expect changes to be made when a “man” or “woman”, “husband” or “wife” is actually specified in the text.) With reference to God, the language of “Father” and “Son” is acceptable and so are personal pronouns “he,” “him,” and “his.”

Use of non-inclusive language in any assessment item will be highlighted and taken into account in the allocation of marks for presentation and style. In instances of serious and frequent use of non-inclusive language, the assessment item will be returned to the student for the language to be addressed and then re-submitted for marking.

## GENERAL EXAMPLES

Avoiding the use of “he or she” or “s/he”

Use 'they' instead of 'he' or 'she' (if the use of the plural would work in the context), eg "Each student was asked whether s/he would take part in the survey." This could be rephrased as: "Students were asked whether they would take part in the survey."

Change the sentence around to avoid the need to state a gender, eg "Each student should be given an opportunity to decide for him/herself". This could be rewritten as: "Opportunity should be given to each student to make that decision."

Where it becomes complicated or artificial to do this, it is acceptable to alternate the use of genders, for example throughout a list, or chapter by chapter.

### Gendered Nouns

Gender is implicit in many nouns – for example "mankind", "chairman". There are always alternative words or expressions that can be used. Some simple examples are given below. More extensive lists of suggestions are available.

Examples:

man in the street	people in general, people
manpower	workforce, labour force, employees
cameraman	camera operator
forefathers	ancestors
man-made	artificial, synthetic

## DEFINITIONS

The following definitions apply to this policy:

**Staff** means Carey staff

**Student** means Carey students

**Carey** means Carey Baptist College

## KEY RELEVANT DOCUMENTS

Include the following: UNESCO Guidelines on Gender-Neutral Language, Third Edition 1999 (pages 7–15).

## DOCUMENT MANAGEMENT AND CONTROL

**Content manager:** Academic Director

**Owned by:** Principal

**Approved by:** Academic Committee

**Date approved:** February 2019

**Review Date:** February 2024

# Carey Library Copyright Policy

## INTRODUCTION

Carey Baptist College, (Carey) Library provides users with digital, online and hard copy access to a vast repertoire of works which come under the Copyright Act 1994.

## APPLICATION

All Carey staff and students

## PURPOSE

The purpose of this Policy is to inform on copyright issues relating to library materials and users.

## POLICY

1. The Library strongly supports the principles of copyright and the rights of copyright owners, and therefore takes all appropriate actions to ensure that copyright is not breached within the Library, either by staff or by users.
2. Library staff have a responsibility to investigate and stop any apparent breaches of copyright which they observe taking place on Library-supplied photocopiers, scanners, audio, video and DVD players, computers and other equipment.
3. The Library has a responsibility to educate its staff and its users on copyright issues affecting them, including issues relating to copyright and the Internet.
4. The Library treats its staff and its users with respect, observes and preserves their privacy, and considers them to be innocent unless evidence proves otherwise.
5. The Library has an obligation to investigate and respond in a timely manner to charges of alleged copyright infringement sent to it by IPAPs (Internet protocol address providers) or copyright owners.
6. The Library has the right to challenge and dispute such charges.
7. The Library advises IPAPs or copyright owners if its systems do not enable it to identify individuals who have used Library computers on dates and times at which breaches of copyright have been alleged.
8. Restriction of access to the Internet or equipment within the Library is always seen as a last resort.

## LIBRARY STAFF

1. All Library staff receive instruction on copyright issues relating to libraries, based on publications listed on the LIANZA copyright website at <http://www.lianza.org.nz/resources/copyright>, and in particular LIANZA's The Copyright Act 1994 and Amendments: Guidelines for Librarians.
2. Queries regarding copyright which are not able to be answered by front-line staff are referred to a senior Library manager who has been designated with a special responsibility for copyright matters.

3. Library staff who observe an apparent breach of copyright in the Library either deal with it themselves in accordance with this Policy, or refer it to a senior Library Manager.

## **LIBRARY USERS**

1. Education on copyright issues relating to library users is provided as appropriate.
2. The Library posts warning notices about illegal copying, and the provisions of the Copyright Act relating to fair dealing, adjacent to its photocopiers, scanners and other Library-supplied equipment.
3. Where possible, the Library blocks access to Internet sites the sole purpose of which is known to be to facilitate the illegal downloading of materials from the Internet.

## **ALLEGATIONS OF BREACHES OF COPYRIGHT**

- 1.9 If the Library receives notification from an IPAP or copyright owner that there has been an apparent breach of copyright on a library-owned computer, the Library investigates and takes appropriate action, as detailed below.

## **STAFF COMPUTERS**

1. If the alleged breach is identified as having taken place on a Library staff computer, and if the individual staff member can be identified, the facts of the case are ascertained. If the alleged breach is substantiated, the staff member is given additional instruction on copyright law in general and the current incident in particular, and warned that a repetition may result in disciplinary action being taken under the Library's employment contract with that staff member.
2. If the alleged incident is not substantiated, or if the individual staff member cannot be identified, this is reported back to the IPAP or copyright owner.
3. At the same time, all Library staff are reminded of their obligation to comply with copyright law.

## **PUBLIC-ACCESS COMPUTERS**

1. If the alleged breach is identified as having taken place on a Library-owned public-access computer, the Library attempts to identify the name and contact details of the person using the computer on the specified date and time.
2. If the person can be identified, the facts of the case are ascertained. If the alleged breach is substantiated, the person is given information on copyright law as this affects library users, and is warned that a repetition may result in the person being banned from using public-access Internet computers in the Library. If notification is received of a second apparent breach of copyright by the same person, and if that breach is substantiated, the person is given a second warning. If notification is received of a third apparent breach of copyright by the same person, and if that breach is substantiated, the person is told that she/he may not use Library-supplied public-access Internet computers in the Library, other than to access the Library Catalogue or Library-subscribed electronic resources, for a period of six months. If the person is a member of the Library, this information is noted on the person's Library record.

3. If it is not possible for the Library to identify the person using the public-access computer on the specified date and time, either because the Library does not require users to authenticate, or because records of use are kept for only a very short period or not at all, the Library reports back to the IPAP or copyright owner that the alleged breach has been investigated but that the alleged infringement cannot be substantiated or infringer identified.

## RESPONSE TO IPAP OR COPYRIGHT OWNER

1. The Library always responds within 14 days to a detection notice, warning notice or enforcement notice received from an IPAP, giving details of the investigations undertaken and any actions taken. Copies of correspondence are kept for one year.
2. A copy of this Policy is provided on request as evidence that the Library is taking all actions within its power to comply with copyright law, and to attempt to ensure that breaches of copyright by either Library staff or Library users within the Library are minimised.

## DEFINITIONS

The following definitions apply to this policy:

**Staff** means Carey staff

**Carey** means Carey Baptist College

## KEY RELEVANT DOCUMENTS

Include the following: The Copyright Act 1994, Student Conduct Policy & Procedure

## DOCUMENT MANAGEMENT AND CONTROL

**Content manager:** Librarian

**Owned by:** Executive Director

**Approved by:** Management Team

**Date approved:** November 2016

**Review Date:** November 2020

# Carey Privacy and Records Policy and Procedure

## INTRODUCTION

In signing the enrolment form students authorise Carey Baptist College “Carey” to collect, hold, and disclose personal information which relates to their studies at Carey.

## APPLICATION

All Carey staff and students

## PURPOSE

To clarify and address governing the release of information as set out in the Privacy Act 1993 and the Post-Compulsory Unique Identifier Code of Practice.

## SCOPE

This Policy covers the collection, disclosure and storage of personal information relating to students at Carey.

## POLICY

In signing the application form students authorise Carey Baptist College “Carey” to collect, hold, and disclose personal information which relates to their studies at Carey.

In return Carey, will observe the conditions governing the release of information as set out in the Privacy Act 1993 and the Post-Compulsory Unique Identifier Code of Practice. Carey will also take all reasonable steps to ensure that information is stored safely and that there are guards in place to prevent any loss or misuse of information.

Students may at any time request to see any information held, and amend any errors in that information; to do so please contact the Academic Registrar.

## REASONS FOR DATA COLLECTION

Under the Privacy Act 1993 all information collected must be for a particular purpose that is directly related to a function or activity of Carey and that the collection must be considered reasonable and necessary in order to achieve that purpose.

Further the use and disclosure of information must be directly related to the purpose for which the information was obtained.

Please note that if a student takes part in the Psychological Assessment by Personnel Profiles as a part of their enrolment to ministry training that some of the information provided is in breach of Principle 1 of the Privacy Act. However, in order to rectify this breach once information has been passed on to Carey Personnel Profiles destroy all their copies of information gathered and Carey keeps all information strictly confidential and will not disclose any information contained within with a third party. By taking part in the Psychological

Assessment students accept and understand the breach and the steps which have been taken in response to this.

Carey may also collect information in order to assist with, the administration of the New Zealand Tertiary Education System, the National Student Index, the New Zealand Birth Register, and with Statistics New Zealand. Any organisation or agency who receives information from Carey is also required to comply with the provisions of the Privacy Act 1993.

If a Psychological Assessment by Personnel Profiles was undertaken as a part of a student's enrolment to ministry training they may not be permitted to review information collected, this is on account of the contract held between Personnel Profiles and Carey which restricts the sharing of the data collected from the Psychological Assessment.

## **PERSONNEL PROFILES**

Personnel Profiles is an organisation that works alongside Carey by undertaking a Psychological Assessment of each prospective student enrolled in ministry training. Personnel Profiles collects personal information on behalf of the college and the assessment involves providing personal information by way of an online questionnaire, notes taken during an interview, and a written report which is completed by Personnel Profile. This information is then provided to Carey.

By taking part in the Psychological Assessment students have authorised Personnel Profile and Carey to collect and hold this personal information however, some of the information provided is in breach of Principle 1 of the Privacy Act; in order to rectify this breach once information has been passed on to Carey Personnel Profiles destroy all their copies of information gathered and Carey keeps all information strictly confidential and will not disclose any information contained within with a third party.

Please note that if a student chooses not to take part in Psychological Assessment their application for ministry training may be declined.

## **DATA DISCLOSURE**

Carey may be required to disclose information organisations or agencies, the reasons for which are listed below.

## **AGENCIES OFFERING SCHOLARSHIPS AND FUNDS**

Information will be disclosed to both internal and external agencies if a student should apply to receive a scholarship or funds. The purpose is to assist in the selection of students.

## **TERTIARY EDUCATION SYSTEM**

Carey collects information to assist with the Tertiary Education System.

In doing so Carey will disclose information to the following organisations, for the following purposes:

- The Ministry of Education, with regards to student statistical returns.
- The New Zealand Qualifications Authority, with regards to Record of Learning registration and Unit Standard outcomes.
- The Tertiary Education Commission, with regards to funding returns.
- The Industry Training Organisations, with regards to funding and academic outcomes
- The Ministry of Social Development, with regards to confirmation of enrolment and academic outcomes.

## **NATIONAL STUDENT INDEX & NEW ZEALAND BIRTH REGISTER**

Personal information including, name, date of birth, and residency status, which was disclosed in the Enrolment Form, will be included in the National Student Index and may be used in an authorized information matching programme within the New Zealand Birth Register.

## **STATISTICS NEW ZEALAND**

Personal information will be shared with Statistics New Zealand for the purposes of integrating data with data collected by other government agencies in accordance with the provisions of Statistics Act 1975. Integrated data is used for the production of official statistics, which is used for research purpose and to inform governmental policies.

## **OTHER GOVERNMENTAL ORGANISATIONS**

Information may also be disclosed to the following organisations in order to comply with New Zealand legislation.

- The Inland Revenue Department, with regards to student loans, student allowances, and interest rebate.
- The Department of Immigration, regarding students who are not New Zealand citizens or permanent residents.
- The New Zealand Police.
- The Department of Justice.
- The Accident Compensation Corporation (ACC).

## **OTHER EDUCATIONAL ORGANISATIONS**

Information may also be supplied to and/or sought from other educational organisations for the purpose of verifying academic records.

## EXCEPTIONS TO PRIVACY

Only in exceptional circumstances is the privacy of students imposed upon. However, for security reasons Carey monitors or may monitor the following:

### COMMUNICATION MONITORING

Carey routinely gathers logs and monitors communications; such as telephone numbers dialled, including the length of the call and the time it was made, and sites accessed, including the period of time spent on the site and the frequency to which it is visited.

This information is collected for the following purposes:

- Cost analysis.
- Resource allocation.
- Optimum technical management of information resources.
- And to detect patterns of use that indicate a violation of conduct regulations and/or illegal activity.

Please note that Carey reserves that right, at its discretion, to review communication files in order to ensure compliance with New Zealand law and Carey regulations and policies.

### INTERNET MONITORING

Carey may, for security and business related reasons, monitor all use of its computer and internet facilities, which are provided for study related purposes.

Please note that Carey may also use software to track the usage of individuals who are viewing pornographic and other unethical material. Any abuse of this nature will result in disciplinary measures.

On account of the need to monitor usage, users should not have any expectation of privacy when they use this equipment.

### STUDENT EMAIL ADDRESSES

Carey IT staff may be required to access a student's email address if;

- The email address is no longer accepted by a [studentID@lcstudent.ac.nz](mailto:studentID@lcstudent.ac.nz) account.
- There are email related technical issues which need to be resolved.
- Carey has reason to suspect inappropriate use of the students email address.
- Or Carey is required to gain access by law for law enforcement purposes.

### DATA COLLECTION & STORAGE

The Privacy Act 1993 requires Carey to collect, hold, handle, use, and disclose personal information in accordance with the twelve information privacy principles contained within the Act.

For further information: [www.privacy.org.nz/privacy-act](http://www.privacy.org.nz/privacy-act).

## APPLICATION FORM DATA

For internal purposes information collected on the Application Form is used to:

- Select suitable programmes of study.
- Manage internal reporting and administrative processes.
- Assist in the selection of scholarship and prize winners.

## ACADEMIC RECORDS

Enrolment and Academic Records are kept for students currently enrolled in a qualification, audit students past and present, and all graduates in accordance with the PTE Enrolment and Academic Rules 2012 <http://www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html> and outlined in the Table in Appendix A.

For ministry training students, a file will be kept in the office of the Director of Ministry Training for duration of their study, normally 5 years. After Pastoral Leadership training is completed the file will be transferred to the New Zealand Baptist Archive in accordance with the consent granted during application and enrolment. Prior to being transferred the information collected from the Psychological Assessment with Personnel Profiles will be removed and destroyed by Carey.

If Carey Baptist College closes, the establishment must, in respect of each student, forward his or her records kept under this section to the student's new education provider, or to the student if there is no new education provider.

## PRIVACY PROVISIONS FOR PSEUDONYMOUS STATUS

Where for reasons of sensitivity a student needs to have a level of anonymity in relation to the public dissemination of their Thesis or research essay, a formal application should be made in writing to the Academic Director for Pseudonymous Status prior to the submission of the Thesis or research essay.

If status is granted, then normally:

- The Thesis or research essay will be submitted for examination under the student's enrolled name.
- The Thesis or research essay will, after examination, be lodged in the J. Ayson Clifford Library, and any other academic database or library, under an appropriate pseudonym in order to protect the student's identity.

## DEFINITIONS

The following definitions apply to this policy:

**Staff** means Carey staff and contractors

**Carey** means Carey Baptist College

## KEY RELEVANT DOCUMENTS

Student Conduct Policy

Student Disciplinary Policy and Procedure

## DOCUMENT MANAGEMENT AND CONTROL

**Content manager:** Academic Director

**Owned by:** Principal

**Approved by:** Academic Committee

**Date approved:** September 2017

**Review Date:** September 2020