Tikanga (Code of Conduct)

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Purpose

Our Tikanga, informed by academyEX's teaching and learning strategy (Te Ara Kōtihi), functions as a Code of Conduct for all staff, students and contractors of academyEX[1] and underpins how we all approach our shared, collective purpose of creating impactful futures. AcademyEX seeks to promote lifelong learning of all individuals and groups in all industries and sectors as they navigate the certainty of change that is reflected in the world we live in. We continually seek to encourage professionals, leaders and employees to thrive in and embrace a world being redefined by technology.

Nā tō rourou, nā taku rourou ka ora ai te iwi.

With a collective purpose we shall thrive.



Our kaupapa Māori values and principles

Positive relationships are at the centre of our philosophy and values for teaching and learning. It is important that we all understand this Tikanga and enact its principles in our everyday work and study. No matter what role we are working in, or what programme we are studying in, we are all expected to model our values and standards. This Code of Conduct is informed by the following principles and values of academyEX's Te Ara Kōtihi.

[1]Reference to academyEX includes, academyEX Education Limited Partnership (from 1st January 2023) (including The Mind Lab, Tech Futures Lab and Earth Futures Lab faculties) and The Mind Lab Education Limited Partnership from September 2018-December 2022.

Manaaki

- We nurture and care for staff and learners in our various activities and learning spaces (including virtual spaces and online platforms, both verbally and written ones) through our conversations, knowledge sharing, and supporting the wellbeing of all.
- As staff we put students at the heart of everything we do, and encourage regular interaction and collaboration between students and all staff.
- As students we support and collaborate with each other for the success of all.
- We embrace difference and respect everyone's values and include everyone, no matter their gender, ethnicity, sexual orientation, age, religious beliefs, disability, political opinion or employment status, in all the places and spaces we interact in.

Rangatiratanga

- We respect diverse talents and ways of learning; we will support all students to express their learning in ways that are diverse and sustaining to their culture.
- We communicate high expectations - higher education should be higher and we will challenge all staff and learners to become the best they can. We acknowledge our cultural heritage and explicitly support Māori and Pacific staff and learners to achieve at the highest levels.

Ako

- We believe effective, reciprocal teaching interactions and strong positive relationships are fostered through knowledge exchange.
- We understand the importance of educators seeing themselves as learners too, not just as experts, fostering collaborative and effective teaching and learning environments.
- We appreciate how digital technologies support learning across spaces, places, and people. We seek to use online and physical spaces in ways that develop positive and supportive learning relationships.
- We own teaching and learning outcomes together.

Pono

- We are all accountable and responsible for our actions - there is transparency, truth, integrity and honesty in everything that we do.
- We maintain high academic standards for all staff and students, giving credit to and acknowledging the work of others (see Academic and Professional Integrity description below).
- We are transparent about the way we make decisions, carefully consider those who might be affected by these decisions, and the impact of these decisions on others.

Academic and Professional Integrity

Academic and professional integrity relates to meeting moral and ethical principles in educational and professional settings. At academyEX, we are committed to maintaining and promoting the highest standards of respect, integrity and personal and professional conduct. We hold all students to the same high standards.

AcademyEX

1. Requires all staff and students to conduct their work with academic and professional integrity,
2. Requires all staff to declare any conflicts of interest, and, in those instances, abstain from voting in:
    a. Award of Qualifications
    b. Academic Conduct
    c. Student Support
    d. Assessment Related Decisions
    e. Scholarships and Awards
3. Will develop strategies to promote academic and professional integrity, and reduce potential opportunities for Academic or Professional Dishonesty
4. Will take equitable action to deal with any incidents of academic dishonesty by students by
    a. Communicating to students that any piece of work submitted for assessment can be checked for authenticity at any time by academyEX.
    b. Implementing a disciplinary process across academyEX through the Student Disciplinary Policy and Procedures, and communicating the associated disciplinary appeal process
    c. Establishing and applying appropriate, consistent procedures for detecting and investigating alleged academic dishonesty
5. Will take equitable action to deal with any incidents of academic or professional Dishonesty by staff.

Definitions

Terms	Means
Academic and professional integrity	Means intellectual honesty with regard to the use of information. This includes but is not limited to; 1. Proper acknowledgment of other people's (academics, professionals, peers, relatives, ancestors) work. Acknowledgement of those who have gone before. This is also important for those who come after (readers, peers, assessors) to be able to follow and even build on your work.

	a. Use a consistent and clear approach to citations and referencing b. Recognise that other people's work is not limited to directly cited text but also includes their ideas, findings and conclusions, which must be formally acknowledged. c. Where you wish to reproduce work (e.g. a figure from another publication) ensure that any necessary permissions have been obtained. 2. Ensuring that your submissions, presentations and assessments are your work. a. You may have employed or commissioned an editor or proof reader. If you have, make this clear and acknowledge them with their permission. b. Others may have contributed to your submission and these contributors also need acknowledgment e.g. a programme coder, a colleague or collaborator. c. If you are in doubt, get advice from Programme staff.
Academic and professional dishonesty	Means any behaviours, including cheating in assessment and plagiarism and any other academic or professional misconduct
Plagiarism	Plagiarism is an attempt to represent someone else's work as your own. This includes but is not limited to writing. Language, thoughts, ideas and expressions also need to be appropriately acknowledged.

Reference Documents

AcademyEX Privacy Policy
AcademyEX Student Complaints and Appeals Policy and Procedures
AcademyEX Student Disciplinary Policy and Procedures

Version Control Information

Version No	Date Approved	Changes
1.0	28 November 2018	Approved by The Mind Lab Academic Board.
2.0	1 May 2019	Updates to Academic & Professional Integrity.
2.1	11 November 2019	Branding updates.
2.2	21 February 2020	Specified the contexts for professional communication.
3.0	24 September 2020	Full rewriting of Code of Conduct to reflect Te Ara Kōtihi.
3.1	19 December 2022	Branding updated.

Next Review Date: 1st July 2026