



CODE OF DISCIPLINE & SAFETY

General:

Discipline in general reflects practices pertaining to the world of work in terms of punctuality, attitude, achievements, completion of tasks, etc. Our staffs spare no effort in pursuit of excellence. A reciprocal work input is demanded from all students in their own interests. Each is required to comply with the College's Code of Discipline.

Attendance:

Regular and punctual attendance is essential to successful academic achievement. Each student is responsible for all work from the first day of class and must make satisfactory arrangements with lecturers regarding any anticipated absences. Attendance records are kept for all classes. When absence from assessment or examinations is caused by illness or other special circumstances the Registrar's Office should be informed in writing and documentary evidence (e.g. a medical certificate) should be provided. Time limits for presentation of medical certificates apply.

Code of Discipline:

Introduction

This section contains general Code of Discipline and many of the College's regulations. It is not, however, intended to be exhaustive. For example, regulations concerning examinations, the library and use of the Computer Rooms are contained elsewhere on the Student intranet and on notices in the relevant locations.

It is of particular importance to you that you read and understand the Assessment Regulations pertaining to your course of study. The aim of these regulations, taken together, is to ensure that an appropriate academic environment is maintained in the College. They require reasonable behaviour and consideration for others and are intended to assist students in spending a fulfilling and rewarding time at the College.

Discipline Committee

The Discipline Committee oversees and rules on serious breaches of College regulations. The Committee comprises the Registrar (or his/her nominee), Examinations Officer, four representatives of College staff and two representatives nominated by Student Services. Four members shall constitute a quorum. The Committee shall appoint its own chairperson from among its number.

Rights of Students

All of the students of the College shall refrain from conduct liable to infringe the rights of others. The provisions of this Code are without prejudice to the legal rights of students. In the context of this Code, no person may be charged twice with the same offence in relation to the same incident.

No sanction shall be imposed on a student by, or in name of, the College except in accordance with this Code, or in accordance with the Guidelines for the conduct of Examinations. At hearings of the Discipline Committee from which disciplinary actions could result, an accused person has the right to speak in his or her own defence and to call witnesses, including character witnesses.

Persons reporting incidents may also call witnesses. Witnesses may be questioned by members of the Committee, and accused persons as well as persons reporting incidents may submit questions to be put by the chair. An accused person may also have representation of his or her choice at any hearing. The extent of this representation shall be subject to limitation as to numbers by the committee.

Enforcement and Related Duties

All students of the College are expected to ensure that those on campus whom they may suspect of having infringed the Code of Discipline are identified and dealt with according to the regulations of the College.

All students shall have both a right and a duty to demand identification where they feel, with good cause, that a breach of the Code has taken place.

Offences

Criminal Offences - (including theft) shall be referred to the civil authorities.

Major Offences - the following are defined as major offences:

- Plagiarism (as defined in the Assessment Regulations) or the use of unauthorized material during an examination, or in connection with assessment/project work, or other breaches of the Examination regulations.
- Furnishing false information to the College with intent to deceive.
- Forgery, alteration or misuse of College documents, records or identity cards.
- Physical or verbal harassment or abuse of any student or member of staff of the College. Particular attention will be paid to racist or sexist abuse.
- Malicious destruction, damage or misuse of College property, including Library materials and computer equipment, or of private property on the campus (over €60 replacement cost).
- Unwarranted interference with College's safety equipment, fire-fighting equipment and alarm systems or failure to observe fire drill procedures.
- Abuse of alcohol or other substance abuse on the campus.
- Forcible occupation of College buildings.
- Activities by students outside the College while engaged in work experience, placement or assignment organized by the College or while representing the College, its Clubs or Societies, which would breach their regulations of committees in the College.
- Incitement or encouragement of any other person or persons to do any of the above.

Penalties – Where a student is found guilty of the offence or offences charges, the Discipline Committee is empowered to impose any of the following penalties, either separately or in combination:

- Expulsion from the College

- Suspension from the College for a stated period, or until such time as any requirements laid down by the Committee, such as payment of a fine or the restitution of damage or loss, are fulfilled.
- Exclusion from specific College facilities.
- Disbarment from examinations for a specific period.
- A fine not exceeding 50% of the annual fee of the course being followed.
- In the case of the offence of plagiarism (see Assessment Regulations) or of copying, cheating or other offence in connection with an examination (including assessment/project work), exclusion from the examination in question in part or in total and/or exclusion from the academic course being followed by the student, or any part of it.
- An order for reparation of any damage or loss caused to the College or any of its staff or student members or members of the public.
- Deprivation of award of degree, diploma, certificate, prize or other academic award.

Minor Offences – the following are defined as examples of minor offences:

- Littering
- Disorderly Conduct
- Causing minor damage to College property or private property on the campus (involving up to £50 replacement cost).
- Being in unauthorized areas without permission
- Failing to establish identity on request.
- Conduct, which disrupts or is likely to disrupt lectures, research, study, examinations, use of College facilities or the administration of the College.
- Conduct which obstructs or is likely to obstruct a member of staff of the College, or a person authorized by the College to carry out specific tasks, in the performance of his or her duties.

Penalties – where a student is found guilty of the offence charged, the Discipline Committee is empowered to impose any of the following penalties, either separately or in combination:

- A reprimand from the Registrar, relevant Head of Department or other authorized College official.
- A reprimand and a note on the student's record
- An order for the reparation of any damage or loss caused to the College or to any members of staff or students or members of the public.
- The imposition of a fine.
- A suspended sentence.

Offences related to examinations/assessment:

When an allegation of infringement of examination regulations is made, the Registrar's Office shall report the matter to the Academic Impropriety Committee in advance of the relevant Examination Board meeting and the Committee shall place a report on the matter before that Board.

Full details of the above are contained in the College Assessment Regulations (a copy of which is available in the library).

Procedures

If an officer of the College or other authorized person is of the opinion that a student is in breach of the Code of Discipline or of College regulations, he or she shall identify the student concerned by

means of the student's identity card (which must be produced on demand), inform him or her of the alleged offence, and give the student's name and number to the Registrar's Office with a request to initiate the appropriate procedure in accordance with the Code of Discipline.

If a student, having been advised of his or her alleged offence, refuses to identify him or herself, this shall be added to the charge laid against the student, who shall be so notified at the earliest opportunity.

Any person charged with an offence which is referred or appealed to the Discipline Committee shall either be given in person, or sent by registered post to his/her residence address, a written copy of each charge and the name of the person who made it at least three days before the initial hearing. He/she shall also be informed in writing of the time and venue of the hearing.

Any charge which is not proceeded with within 25 academic working days of notice being given shall lapse and shall not be prosecuted further. During any work experience programme the normal regulations of the employing company/organisation will apply to students taken on by the company/organisation concerned. Breaches of these regulations, which are communicated to the college, shall be considered to be breaches of the College's Code of discipline, whose provisions shall apply.

When a student is outside the campus on an academic exercise, or representing the College, the provisions of this Code shall apply. In cases where a student has been found guilty in the courts of a criminal offence, the College reserves the right to deal with the student in accordance with this Code. Once a student has been found guilty of such an offence, the Discipline Committee may act as if the case had been referred to it on the day the verdict was delivered, and the provisions of the Code in regard to identification and warning will be considered to have been complied with.

Detailed regulations

Detailed regulations consistent with this Code may be made in particular areas (such as the Library, the Computer Rooms and the Canteens). The Discipline Committee shall be advised of the making of these regulations.

Detailed regulations governing a particular area shall be displayed in the area concerned.

Safety

Fire Drill

Fire and emergency drills will be held in the College so that students and staff will be familiar with procedures in the event of an emergency.

When these are arranged all students must leave the buildings at the time of the drill and co-operate with instructions received from College staff.

Non-observance of drill warnings and instructions is a serious disciplinary matter, as failure to practice the evacuations of buildings could lead to loss of life in a real fire. It is also important to go to your assembly point and not to stand close to the buildings.

The following instructions should be observed in the event of a fire alarm:

- (i) Report fire immediately to reception or the Finance Director.
- (ii) Evacuate the building.
- (iii) Do not attempt to fight the fire yourself.