

<b>PROVIDER NAME: CCT College Dublin (CCT)</b>		
<b>POLICY AREA: Standard 9: Learning Resource and Student Support</b>		
<b>Policy and Procedure Title:</b> Student Code of Conduct and Disciplinary Procedure	<b>Policy no.</b> CCTP906	<b>Version:</b> 2.2
<p><b>Policy Statement</b></p> <p>The reputation of CCT and of its graduates depends on upholding the highest standards of learning, and scholarly activity. Learners should have access to a learning environment, free from ill-discipline of fellow learners. The purpose of this policy is to allow for a consistent approach to the treatment of general learner misconduct in CCT and to promote a culture of learning which is dynamic, interactive, and positive. CCT is committed to the promotion and management of an environment for work and study which upholds the dignity and respect due to each individual. CCT supports every individual's right to work and /or study in a climate which respects their individuality and diversity and in an environment which is free from threat, harassment, intimidation, or bullying. This policy defines and outlines the various categories of general misconduct and the associated means of prevention and detection. It details the penalties associated with levels of general misconduct, and the function of the Disciplinary Committee of CCT, in dealing with alleged acts of general misconduct. This policy also presents the Student Code of General Conduct of CCT and is a related policy to the other published policies on Academic Misconduct and Plagiarism, and Mutual Respect.</p> <p>This procedure is based on a principle of natural justice. Anonymous complaints will not be acted upon. All learners subject to a disciplinary investigation are entitled to be informed of the identity of the complainant, except where it is felt this might present serious risk to the complainant or others associated with him/her. The subject of the disciplinary investigation is also entitled to receive details of the allegations made against them and afforded the right of response.</p> <p>Should the College receive an allegation of breach of conduct which it warrants sufficiently serious, it reserves the right to suspend a learner until such a time as proceedings are concluded. This is without prejudice. Investigatory proceedings will progress as a priority. The College is not liable for any delay in the completion of a programme of study, or the implications of this on entitlement to funding or visas, for any learner who is suspended pending an investigation where a reasonable and justifiable decision to suspend was acted on.</p> <p>This is an internal procedure for the purpose of managing learner conduct. Engagement with or between legal representatives will not normally form part of this process. Any party attending a meeting as part of the implementation of this policy has the right to be accompanied by a friend, family member, fellow learner or a colleague. In all instances, the accompanying party cannot be a legal advocate or representative and their role is to take notes and act as a support to the named party. Discussions are between the named parties and do not involve accompanying parties. The intention to bring an accompanying party, the identity of the accompanying party and their relationship to the named party must be communicated in writing to the meeting organiser not less than 24 hours prior to the meeting.</p> <p>A written record will be made at each stage of this procedure. In the event of a decision that no offence has occurred, all records will be destroyed.</p>		

**Staff Involved**

All full time and part time staff faculty within CCT, School Manager, Dean of School, QA Officer, Faculty Coordinators, Disciplinary Committee, Independent Appeals Panel

**Procedure Outline / Method(s) used to carry out this procedure****Responsibility of****Evidence generated by this procedure to ensure its effectiveness****1. Learner Code of General Conduct at CCT****Introduction**

- 1.1 CCT recognises the right to dignity for every individual associated with the college, and it expects that each of them will be treated with consideration, courtesy and respect, without harassment, or physical or verbal abuse. Every member shall refrain from conduct liable to infringe the rights of others. This Code does not reduce your legal rights. Its goal is to maintain a suitable academic environment for all in the College and to ensure that your rights as a student member will not be less than the rights of other members of the College community.
- 1.2 As a higher education institution CCT recognises the importance and significance of good learner conduct to ensure the environment is a safe, respectful one for all members of the College community. Registering as a learner in CCT, commits all learners to adhering to the following code of conduct.
- 1.3 Learners will conduct themselves with a high standard of behaviour at all times throughout their engagements with CCT, its staff and fellow learners, and any interactions on behalf of the College.
- 1.4 All learners are expected to conduct themselves legally, ethically and responsibly in and out of college and not to engage in any activity that may bring themselves, fellow learners and / or the College into disrepute.
- 1.5 Communications with the College and members of its community, or on behalf of the College will at all times be non-confrontational, and utilise body language, terminology and tone that is appropriate and respectful.
- 1.6 Learners are required to attend regularly and punctually and adhere to the reasonable and lawful instructions of CCT staff and faculty without causing disruption or undue difficulty to the requesting staff member.
- 1.7 It is the learner's responsibility to notify the College at the earliest opportunity of any circumstances that may impact on their attendance or performance. Failure to do so may impact on their enrolment status in the College and, where applicable, their entitlement to a visa.
- 1.8 Learners must respect the property and facilities of CCT, its staff and fellow learners.

Learners  
Staff and Faculty

<p>1.9 Learners must adhere to the behavioural codes of any organisation or institution in which the learner is based as part of the programme of study. In the absence of such codes, the learner is reasonably expected to maintain the standard of conduct expected by the CCT Learner code.</p> <p>1.10 It is the responsibility of the learner to familiarise themselves with the policies, procedures and academic regulations which govern their programme of study and understand their obligations in relation to same.</p> <p>1.11 Where the College considers it appropriate and necessary, the College may request the learner undergoes an independent professional evaluation. Where a learner refuses to comply with such a request, they will not be permitted to continue their studies with CCT.</p> <p>1.12 The College reserves the right to refuse to provide a reference for the purpose of professional registration, employment or further study for any student who has breached the code of conduct.</p> <p>1.13 Any termination of registration resulting from a breach of the code of conduct will not entitle the learner to a full or partial refund.</p> <p>1.14 A Disciplinary Committee appointed by the Dean of School will oversee all matters of learner discipline. Staff members are bound by the Staff Code of Conduct. As a learner, learners must observe the Learner Code of General Conduct. Learners need to inform themselves about the regulations that concern the use of particular College facilities, laboratories, procedures (including those relating to examinations and assessment), equipment, and evacuation procedures and drills. Authorised members of CCT can enforce these regulations under this Code.</p>	<p>Dean of School</p>	
<p><b>General Principles</b></p>		
<p>1.15 All members and committees of CCT shall observe natural justice and fair procedures in respect of this Code of Conduct, and CCT's Policy on Academic Misconduct &amp; Plagiarism.</p>	<p>CCT Committees</p>	
<p>1.16 Learners should act in accordance with this Code of General Conduct and with any other published regulations of the College and should maintain acceptable standards of behaviour and act in a law-abiding, mature and honest fashion.</p>	<p>Learners</p>	
<p>1.17 Learners should treat others with respect for their person and their rights, whether in CCT or elsewhere, and avoid conduct which infringes upon the rights or lawful activities of others, or which brings the College into disrepute. Learners should treat CCT property and/or facilities with respect and not use them when they are not authorised to do so. This includes all property and/or facilities being used by or under the control of the College.</p>		
<p>1.18 When learners report for a class, laboratory, workshop session or if they seek to use any other CCT facility,</p>		











<p>considers appropriate. Having considered the circumstances, the ombudsman will decide the outcome of the appeal.</p> <p>The College President reserves the right to engage the services of any appropriate professionals deemed necessary.</p> <p>5.4 The complainant will be informed via the Dean of Academic Affairs, in writing (letter / email) of the outcome of the ombudsman's review. Where appropriate, the Dean of Academic Affairs shall notify QQI of the outcome of the appeal.</p> <p>There is no further right of appeal. Should the complainant not be satisfied with the final outcome, he / she can exercise their rights external to the College policies and procedures.</p> <p><b>6. Application of Penalties</b></p> <p>The penalty applicable to confirmed cases of general misconduct is determined by whether or not the incident constitutes a first or subsequent case of minor or major misconduct. The following graduation of penalties aims to ensure that a consistent approach is adopted across all learners. However, the Disciplinary Committee may judge that a single incident could constitute a major or gross misconduct, depending on the severity of the breach of discipline concerned.</p> <p><b>6.1 Penalty for Minor Misconduct, first incident</b> The learner is given a first written warning from CCT to refrain from further general misconduct, outlining the reasons why the incident / case is awarded this grade, and reminding the learner of the general regulations outlined in the CCT Student Handbook. A record of the offence will be held internally.</p> <p><b>6.2 Penalty for Minor Misconduct, second incident</b> The learner is given a second written warning from CCT to refrain from further general misconduct, outlining the reasons why the incident / case is awarded this grade, and reminding the learner of the general regulations outlined in the CCT Student Handbook. This letter to the learner will also specify that any further incident of general misconduct will be penalised by way of temporary suspension from their learning at the College. A record of the offence will be held on the learner record and may inform references provided by the College.</p> <p><b>6.3 Penalty for Major General Misconduct, first incident</b> The learner is suspended from the programme for a minimum of one week, or until the next semester (depending on the severity of the incident) in which there is an opportunity to retake all modules for that semester. A permanent record of the offence is placed on the learner's file, and the student is placed on a probationary review period for one semester. Additionally, a fine set by the College of €500 will apply to the learner(s).</p>	<p>Ombudsman Dean of Academic Affairs</p>	
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#### 6.4 **Penalty for Major General Misconduct, second incident**

The learner is suspended from the programme for a period adjudged to be conducive to the severity of the incident. A permanent record of the offence is placed on the learner's file, and the student is placed on a probationary review period for one semester. Alternatively, and depending on the severity of the incident, the learner is expelled from the College and shall not be permitted to re-enrol for a three-year period (pending outcome of a re-entry admissions meeting between the learner, the School Manager, and Head of Admissions). A permanent record of the offence is placed on the learner's file. Additionally, a fine set by the College of €750 will apply to the learner(s).

#### 6.5 **Penalty for Gross Misconduct**

The learner is expelled from the College and shall not be permitted to re-enrol for a minimum period of five year (pending outcome of a re-entry admissions meeting between the learner, School Manager, and Head of Admissions). A permanent record of the offence is placed on the learner's file. Additionally, a fine set by the College of €750 will apply to the learner(s). CCT reserves the right to refuse re-enrolment indefinitely.

#### **Definitions and Principles**

In general terms, General Misconduct is an act of improper behaviour contrary to the College's general regulations, which, will not be tolerated by the institution. The reputation of CCT and of its graduates depends on upholding the highest standards of learning and research. Learners should have access to a learning environment, free from ill-discipline of fellow learners, which may adversely affect the learning experience.

The College recognises that there is a distinction between the degrees of severity of minor general misconduct, and, major or gross general misconduct as illustrated by examples below. Please note that breaches of academic regulations, and low class attendance rates, along with alleged incidents of Bullying or Harassment are monitored and dealt with under separate CCT Policies (Policy CCTP905), Academic Misconduct (Policy: CCTP514), and Mutual Respect (Policy: CCTP807).

Examples of General misconduct include, but are not limited to the following:

Examples of Minor General Misconduct - not an exhaustive list (each case / incident is unique, and is dealt with on its merit in terms of severity):

- Eating, chewing gum, and drinking in non-designated areas within the College
- Littering
- Using disruptive behaviour and disruption of the learning experience of other learners
- Use of abusive language
- Minor breaches of College Code of Conduct, Health and Safety Procedures
- Breach of any general class regulation as introduced and presented by faculty staff within CCT
- Minor violation of College regulations
- Disorderly conduct, including being unfit for admission to class, tutorial, assessment, laboratory or other College facility
- Being in unauthorised areas without permission
- Causing minor damage to College property
- Failing to identify oneself to a CCT staff member, on request

Examples of Major and Gross General Misconduct - not an exhaustive list (each case / incident is unique, and is dealt with on its merit in terms of severity)

- Major breaches of College Code of Conduct, Health and Safety Procedures
- Smoking on the College property
- Any act deemed in breach of the mutual respect policy, not considered gross misconduct.

- Fighting with students or other persons, disruptive and/or hostile behaviour
- Theft of College or personal property
- Failure to obey the instructions of CCT Staff /fire marshals during a Fire Drill, Health and Safety Drill, or during an Emergency
- Fraudulent behaviour (including falsification of any College documentation or College attendance register)
- Unauthorised use of College property of any kind
- Possession, supply, or use of illicit drugs
- Being in an intoxicated state while on the College premises
- Making false allegations of personal injury / accidents on campus
- Giving false or misleading information to CCT calculated to mislead and deceive
- Bullying
- Repeated or aggravated incidents of minor offences
- Unwanted interference with CCT's safety equipment, alarms, fire-fighting equipment, or failure to comply with reasonable request(s) from CCT staff with regard to situations which endanger life, health, or property

Examples of Gross Misconduct - not an exhaustive list (each case / incident is unique, and is dealt with on its merit in terms of severity)

- Breaches of College Code of Conduct, Health and Safety Procedures
- Any act that intimidates, threatens, disgraces, or degrades any staff member, visitor, or student, communicated verbally, non-verbally including by gesturing or deemed in breach of the mutual respect policy.
- Assault on college employees
- Repeated instances of theft
- Extortion, use of intimidation, coercion or force
- Malicious damage or destruction of school or personal property
- Possession, supply, or use of illicit drugs
- Gross indecent or immoral behaviour
- Forgery, alteration or misuse of any College document, record stamp, or identity card, or staff identity
- Sexual Harassment
- Repeated or aggravated incidents of major offences

All alleged cases of general misconduct must be thoroughly investigated by CCT, discrimination must be avoided, and procedure should be adhered to including carrying out disciplinary meetings.

Students are advised that CCT College Dublin will report unlawful behaviour to the Gardai. In such cases, the student may be liable for civil and legal sanctions.

**Monitoring**

<b>Monitor (Job Title)</b>	<b>Frequency</b>	<b>Monitoring Method(s)</b>
Dean of School	Annually – August 2018	Incident Reports & correspondence Minutes from Committees – Discipline & Appeals Panel

## POLICY CONTROL SHEET

<b>Policy Title</b>	General Misconduct Policy and Student Code of General Conduct
<b>Responsible Officer(s)</b>	Dean of School, Heads of Faculty
<b>Issuance Date</b>	Sept 2017
<b>Effective Date</b>	Sept 2017
<b>Last Review Date</b>	July 2019
<b>Supersedes</b>	Version 2.1
<b>Next Review Date</b>	August 2024
<b>Designated Reviewer(s)</b>	Dean of School
<b>Scope</b>	Internal staff (full and part time); Learners; Appeals Board

### Revision History

Revision	Approval Date	Revision Description	Originator	Approved By
New Policy	Sept 2015	New QA system	Senior Management Team	Head of Academics, College Registrar
Version 2.0	September 2017	Updating to reflect organisation roles and responsibilities. Addition of extended code of conduct. Addition of CCT's right to suspend a learner pending investigation and clarification regarding representation and absence of legal representatives from this internal process.	Senior Management Team	QA Committee
Version 2.1	March 2018	Renaming to Learner Code of Conduct and Disciplinary Procedure. Amendments to the disciplinary procedures to more accurately reflect the investigatory stage of the process. Separation of major and gross misconduct	Dean of Academic Affairs	Academic Council.
Version 2.2	Sept 2019	Edits to reflect changes to organisational structure and roles. Renumbering of sections.	SMT	Academic Council

### References upon which the Policy section is based

<b>CCT Policy area</b>	Learning Resources & Student Support
<b>Statutory &amp; System Wide Basis</b>	The Irish Qualifications and Quality Act (Education and Training), 2012; European Standards and Guidelines for QA in the European Higher Education Area, Relevant QQI Standards and Guidelines
<b>Related CCT Policies / Forms</b>	CCTP905 – Class Attendance & Punctuality Policy CCTP514 – Academic Misconduct & Plagiarism Policy CCTP807 – Mutual Respect Policy