

WATERFORD INSTITUTE OF TECHNOLOGY

STUDENT CODE OF CONDUCT

1. Introduction

The Code of Conduct is intended to set and maintain acceptable standards of behaviour within the student community, to encourage individuals to accept their obligations to the community, and to help to maintain the Institute's good name and standing.

2. The code

- 2.1 The essence of misconduct under this Code is improper interference, in the broadest sense, with the proper functioning or activities of the Institute, or those who work or study in the Institute; or action which otherwise damages the Institute or any member of its staff or any student or brings the Institute or any member of its staff or any student into disrepute. Breach of or non-compliance with any Institute regulation, policy, procedure or rule would also constitute misconduct.
- 2.2 Where any Institute regulation, policy, procedure or rule provides for a procedure for dealing with infringement of same, that other procedure will apply rather than the disciplinary procedures provided for in this Code of Conduct.
- 2.3 The Institute's jurisdiction under this Code is not limited to its own property.

3. General approach

- 3.1 A complaint of misconduct shall normally be made to the Head of Department concerned. If considered appropriate, the Head of Department may deal with the matter without invoking the Code of Conduct.
- 3.2 Where a complainant is dissatisfied with a decision, the complainant may refer the matter to the Disciplinary Committee.
- 3.3 All those involved in the disciplinary procedures are required to respect the integrity of the process and the confidentiality of information arising from it.
- 3.4 The Code of Conduct is intended to ensure a speedy and efficient resolution of issues.

4. Membership of the disciplinary committee

- 4.1 The Disciplinary Committee shall consist of a Chairperson nominated by the Director of the Institute and such other members of the Institute as may from time to time be determined by the Director.
- 4.2 The Committee shall be appointed by the Director and shall hold office for a period of two years.
- 4.3 The membership of the committee dealing with alleged breaches of the Code shall be constituted as follows.
 - the chairperson;
 - one academic head of department;
 - one member of support staff;
 - two members of academic staff;
 - two officers of the students' union.
- 4.4 At all meetings of the Disciplinary Committee four members shall constitute a quorum. No member of the Disciplinary Committee who is involved in a complaint whether as complainant, witness or offended party will participate in the Disciplinary Committee dealing with the complaint.

5. Disciplinary procedures

- 5.1 Where a complaint of misconduct has been made (usually in writing to the Chair of the Committee), the Disciplinary Committee may rule that the complaint should not be the subject of further action under this Code.
- 5.2 If the Disciplinary Committee considers that action under this Code is necessary, it shall, within 10 working days after receipt of the complaint, investigate the matter. Where the Disciplinary Committee decides that intervention is warranted, measures such as counselling or mediation might be used at the discretion of the Disciplinary Committee to achieve the objectives of this Code.
- 5.3 The Disciplinary Committee will notify the individual formally of:
- the details of the allegations against him/her
 - the composition of the Disciplinary Committee
- 5.4 If the Disciplinary Committee decides that there is a prima facie case to answer the individual will be interviewed by the Disciplinary Committee and will be given at least five working days' written notice. The individual may bring a representative to the interview should he/she so wish.
- 5.5 The Disciplinary Committee shall deal with the case by using one of the following or any combination thereof:
- dismissal of the complaint;
 - conditional dismissal of the complaint - no further action would then be taken against the individual provided that he/she fulfils the conditions laid down by the Committee (e.g. writing a letter of apology to the complainant etc.)
 - written admonishment or reprimand of the individual;
 - fining of the individual - the individual may be fined a sum not more than €100 which shall be paid to the Institute Student Aid and Financial Emergency (SAFE) Fund.
 - imposition of obligation to make financial reimbursement in respect of any loss or damage that resulted directly from the misconduct;
 - exclusion for a specified period from the use of certain specified facilities or the withdrawal of access rights to parts of the Institute (such as the Library or Computing facilities) if misconduct occurred in relation to these facilities or areas.
 - suspension from the Institute for a specified period of time;
 - expulsion from the Institute.
- 5.6 The Disciplinary Committee shall make their decision (with reasons) known to the individual in writing, as soon as practicable after completion of the investigation. The individuals' right to appeal a decision shall also be stated in the communication. Notification of the result of the investigation shall be sent to the complainant after the appeal period has expired.
- 5.7 An individual shall have the right to appeal against any decision of the Disciplinary Committee to the Registrar of the Institute within 10 working days.
- 5.8 The Registrar will assemble an Appeals Board.