



ACADEMIC SECRETARIAT UCD REGISTRY

UCD STUDENT CODE 2011/2012

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1. Introduction

- 1.1. University College Dublin is a community of staff, students and graduates joined together for the common purpose of the advancement and dissemination of knowledge. Its chief officer is the President and its chief statutory bodies are the Governing Authority and the Academic Council.
- 1.2. The President, the Governing Authority and the Academic Council have statutory responsibility, under national legislation and the Charter and Statutes of University College Dublin, in matters concerning the conduct and duties of the staff and students of the University. In practice, this responsibility is often exercised through the Officers, College Principals, Deans, Directors of Institutes, Professors, Heads of School, lecturers or other academic or non-academic staff, as appropriate in the daily life of the University.
- 1.3. The Statutes of the University impose a duty on the Academic Council "to regulate the discipline of the students of the University and to impose penalties for breaches of discipline, subject to the right of a student to appeal any penalty to the Governing Authority". This code sets out these Disciplinary Regulations. It is available, free of charge, from the Registrar of the University, and it is published annually.

2. Norms of Behaviour

- 2.1. The University sustains commitment to quality in teaching, learning, scholarship and research; emphasises the value of honesty, integrity, commitment, engagement and achievement; and emphasises commitment to equality, and to dignity and respect for all members of the University community. As a consequence all members of the University community are expected to act responsibly at all times, to observe and abide by the Regulations of the University, and not to engage in any activity which might bring the good name of the University into disrepute.

3. Student Conduct with Reference to Academic Courses

- 3.1. Students are required to attend regularly and punctually the lectures and classes of the courses of study for which they have registered and to which they have been assigned, and they shall, in all laboratory activity, field exercises or research work, seminars or any other academic work, conform to the directions of the Head of School or of the staff member responsible.
- 3.2. Students may experience a range of serious and unanticipated difficulties, which adversely affect their ability to study, complete assessments or attend their required lectures and other learning activities. Normally such circumstances will include serious illness, hospitalisation, accident, family bereavement or other serious personal or emotional circumstances. The University has a policy and procedure to consider such extenuating circumstances and is available at http://www.ucd.ie/registry/academicsecretariat/pol_ext_circum.pdf. Students can obtain the Extenuating Circumstances Guide for Students and Application Form from their respective Programme Office, Student Support Professional (a designated College Student Support Professional; a member of the Access / New ERA or Disability Support Service staff; an official UCD student counsellor, UCD Chaplain or the UCD Student Union Education Officer and Welfare Officer) and Health Centre.
- 3.3. Should any student, during lectures and classes, or while engaged in laboratory work, research work or field exercises, seminars or any other academic work, be responsible for any breach of good conduct or discipline, or fail to obey instructions from any member of staff, or breach any regulations, such a member of staff may require the student to withdraw from the particular lecture or class or other academic activity; the staff member, if they shall think fit, may bring the matter to the notice of the Registrar or his/her nominee for appropriate action to be taken.



4. Student Conduct on Work Placements

Where students, as part of their academic programmes, obtain professional instruction or are placed for training, professional experience or work experience at a school, hospital, farm, company, professional practice or other workplace (referred to below as "the host institution"), they should observe the following code of conduct:

- 4.1 Students should conduct themselves in such a way as to reflect credit on the University and its students and not to bring the University or the host institution into disrepute.
- 4.2 Students should conduct themselves in such a way as not to bring the University into disrepute with the host institution.
- 4.3 Students should respect the staff, the property and the activities of the host institution as they would the staff, the property and the activities of the University; conduct which would constitute a breach of this code if directed towards the staff, property or activities of the University shall be considered a breach of the code if directed towards the staff, property or activities of the host institution, and section 5 of this code shall apply in relation to damage to the host institution's property as if it were the University's property.
- 4.4 Students should acquaint themselves with any traditions, codes of conduct or internal regulations of the host institution and should comply with such traditions, regulations or codes of conduct.
- 4.5 Students should, if eligible, apply for membership of any professional body relating to the profession for which they are studying, and should conduct themselves within the general ethics of the profession and comply with any professional guidelines in so far as they are applicable to students.
- 4.6 Students should comply with the reasonable and lawful instruction of their supervisors.
- 4.7 Students should comply with any disciplinary procedures or processes of the host institution or of the profession for which they are studying and shall be liable to any penalty which may be imposed following due process.
- 4.8 For the purpose of enforcing this code, the University shall be entitled, but shall not be obliged, to investigate any complaint against a student arising from any alleged misconduct while on placement or any alleged failure to comply with a host institution's traditions, regulations or codes of conduct and, following the appropriate disciplinary procedures, the University may impose a penalty in respect of such misconduct or failure to comply with a host institution's traditions, regulations or code of conduct as a breach of the Student Code.

5. Damage to Property

- 5.1. Students are required to make good to the satisfaction of the University any damage or loss which they intentionally cause to any property of the University or for any such loss or damage which arises as a result of their being reckless or negligent. Students are similarly required to make good any damage or loss which they cause to the personal property of any other student or member of staff.

6. Breaches of Discipline

Any act or omission, which affects adversely the rights of any other member of the academic community, or which disrupts the orderly and responsible conduct of any University activity, or which violates any University Regulation, shall constitute a breach of discipline.

In particular, and without prejudice to the generality of the foregoing, the following are examples of offences:

- 6.1 Copying or cheating at any examination or test, bringing notes or other unauthorised materials (including unauthorised electronic communication devices) into an examination hall, removing scripts or other stationery from an examination hall, any other breach of the examination regulations or any offence involving the integrity of an examination.



- 6.2** Plagiarism, that is the copying of another person's writings or works or ideas in any thesis, essay, project, laboratory report, oral, poster or slide presentation or other exercise, which forms part of the assessment requirement for a module or programme of study without due acknowledgement either wholly or in part of the original source of the material through appropriate citation. For further details on Plagiarism, please see UCD's *Plagiarism Statement, Plagiarism Policy and Procedures* (http://www.ucd.ie/registry/academicsecretariat/plag_pol_proc.pdf) and any other such policies or regulations as approved by Academic Council governing the academic operation of programmes.
- 6.3** Failure to conduct research ethically, lawfully or in compliance with the UCD *Code of Good Practice in Research*: http://www.ucd.ie/researchethics/pdf/ucd_code_of_good_practice_in_research_oct_2010.pdf
- 6.4** Conduct which is disruptive of or which may disrupt teaching, study or research.
- 6.5** Abuse of alcohol or other substances on the campus, including contravention of the regulations, which may be made from time to time relating to the consumption of alcohol on the campus.
- 6.6** Conduct interfering with the proper conduct of examinations.
- 6.7** Conduct which is likely to interfere with any meeting or other activity, including sporting and social activities, within the University or organised by the University, a University Club or Society.
- 6.8** Conduct that interferes, or is likely to interfere, with the administration or the good order of the University.
- 6.9** Obstruction or harassment, including bullying, of any student, member of staff or persons carrying out activities on behalf of the University in the performance of duties, work or other University activity.
- 6.10** Damaging, defacing, stealing or misappropriating any property of the University, or of any Club or Society of the University, or occupying or using such property other than in accordance with the provisions made by the University, Club or Society.
- 6.11** Misuse of a Student Card, or personation or activities involving false pretences or dishonesty.
- 6.12** Sexual harassment of any student or member of the staff of the University.
- 6.13** Smoking in University buildings in contravention of the Public Health Tobacco Act 2002, Section 47 (as amended) and the Tobacco Smoking (Prohibition) Regulations 2003. Under the provisions of that legislation a fine of €3,000 may be imposed on a student found in breach of its provisions.
- 6.14** Contravention of any of the University Rules or Regulations. Detailed Regulations applicable to specific areas may be made by the appropriate authority. Where such Regulations are made, information as to their content shall be publicised and made available to the student body by posting in appropriate areas, by written communication or otherwise. It is incumbent on students to ensure they are familiar with the regulations applicable for the time being.
- 6.15** Acts or omissions by students while outside University engaged in field exercises, work experience, placement or assignment, organised by the University, or while representing the University or any University Club or Society which would breach these Regulations if committed in the University.
- 6.16** Activity, which adversely affects, or is likely to adversely affect, the reputation of the University, its students or members of staff.
- 6.17** Refusal or failure to pay a fine or comply with any penalty (subject to the right of appeal applicable) imposed for offences.
- 6.18** Incitement or encouragement of any other person or persons to do any of the aforementioned things.



7. Complaints and Summary Procedure

- 7.1. Where a complaint of misconduct or alleged breach of the Disciplinary Regulations by a student has been brought before the Registrar or his/her nominee, the Registrar or his/her nominee will take steps as soon as is practicable to arrange a meeting with the student and will provide in advance details of the alleged offence.
- 7.2. Where it proves impracticable, in exceptional circumstances, for the Registrar or his/her nominee to arrange a meeting with the student, the Registrar or nominee may communicate with the student by telephone, email or by registered letter.
- 7.3. The student may, prior to or during the meeting with the Registrar or his/her nominee, request that the matter be referred to a Disciplinary Committee for adjudication. Where it is impracticable to arrange such a meeting, the student may request that the matter be so referred at any time following receipt of communication from the Registrar or his/her nominee.
- 7.4. Any student who is resident outside of Ireland may request the Registrar or his/her nominee to arrange a non-oral hearing of the Disciplinary Committee if the student wishes to circumvent the necessity of travelling to Dublin to attend an oral hearing. Where the Registrar or his/her nominee decides to grant such a request, a Disciplinary Committee will be convened to consider the allegation(s) against the student on the basis of written submissions from the Registrar or his/her nominee, the complainant, the student and other relevant parties. The student and the complainant will be given an opportunity to respond to the other's submission before the Committee meets.
- 7.5. Where an alleged breach of discipline appears to involve two or more students, such students may be jointly charged and heard together.
- 7.6. Where a complaint of harassment, including bullying (a breach of discipline under 6.9), or of sexual harassment (a breach of discipline under 6.12) is made against a student, the procedures set out under the Complaints Procedures in the Policy on Dignity and Respect will be followed (http://www.ucd.ie/equality/policieslegislation/dignity_respect_policy.pdf). Where there is evidence, suggesting harassment, including bullying, or sexual harassment by a student, the Registrar or his/her nominee will institute the appropriate disciplinary procedures as set out in this code.

8. Procedure of the Preliminary Hearing

8.1 *Pre-hearing*

- 8.1.1 The Registrar or his/her nominee shall notify the student, in writing, of the allegation that has been made against them. The student shall be invited by the Registrar or his/her nominee to attend a preliminary hearing to address the allegation. Notification shall be sent by registered post to the last known address of the student.
- 8.1.2 The student must respond to the notification and make an appointment with the Registrar or his/her nominee as soon as is practicable. Failure to respond to the Registrar or his/her nominee's request to make an appointment will constitute a disciplinary offence, and may result in the matter being referred directly to a Disciplinary Committee for adjudication.

8.2 *Preliminary Hearing Procedure*

- 8.2.1 The function of a preliminary hearing is to permit the Registrar or his/her nominee to consider the case, interact with the student and form an opinion on the seriousness of the case. The process is student-centred and based on natural justice.
- 8.2.2 Before commencement of the preliminary hearing, the Registrar or his/her nominee shall notify the student that they are being interviewed under the conditions laid out in the UCD Student Code. The Registrar or his/her nominee shall also explain that it is the student's right to refer the matter directly to a Disciplinary Committee for adjudication at any stage during the interview. The Registrar or his/her nominee must confirm that the student understands the process and is willing to continue.



- 8.2.3** The Registrar or his/her nominee will outline the allegation made against the student and ask them to accept or reject the accusation and offer to consider whatever submission they see fit to make in regard to the charge.
- 8.2.4** The Registrar or his/her nominee may, following this meeting or communication:
- (i) Dismiss the complaint with no further action.
 - (ii) Impose a fine not exceeding 5% of the annual fee for Stage 1 Arts at the time the fine is imposed. The Registrar or his/her nominee may also require a contribution by the student towards the cost of remedying, in whole or in part, any damage or loss caused.
 - (iii) Refer the matter to the Disciplinary Committee, without making any decision as to guilt, where the Registrar or his/her nominee considers that course of action appropriate having regard to the gravity or nature of the charge or on account of the complexities of the issues. Where the gravity of the matter warrants it, the Registrar or his/her nominee may impose a temporary suspension of the student from the University and/or may postpone the award to the student of a degree, diploma, certificate, scholarship, prize or other academic award and shall in such a case ensure that the Disciplinary Committee is convened without delay.
- 8.2.5** The Registrar or his/her nominee may defer the communication of the outcome to the student where a submission made by the student requires further investigation.
- 8.2.6** The outcome of the preliminary hearing shall be given in writing to the student. The student shall be informed of their right to appeal a decision to a Disciplinary Committee, the procedure for lodging an appeal and the time limit for lodging an appeal.

9. Disciplinary Committee

- 9.1.** The Disciplinary Committee shall be appointed by the Registrar or his/her nominee and composed of a Chair and two further members (these two members shall be either Senior Lecturers or Professors). Each Committee of Discipline shall have at least one male and one female member. The following are eligible to Chair Committees of Discipline: Vice-Presidents, Principals, Vice-Principals, Deputy Registrars, Deans with university-wide responsibilities, Programme Deans, Chairs of Programme Boards, Directors of Graduate Schools, Heads of Schools and any members of a Panel nominated by Academic Council. A member of the administrative staff shall be appointed as a non-voting secretary of the Committee.
- 9.2.** Decisions of the Committee shall be taken by a simple majority.
- 9.3.** A record, written or otherwise, of the proceedings shall be made.

10. Procedures of the Disciplinary Committee

- 10.1** *Pre-hearing*
- 10.1.1** The Registrar or his/her nominee shall prepare a summary containing particulars of the alleged offence and shall forward the summary to the Disciplinary Committee.
- 10.1.2** The Committee shall cause notice of the hearing to be sent by registered post to the last known address of the respondent student at least ten days before the date of the hearing or to be handed personally to the said student.
- 10.2** The written notice referred to in paragraph 10.1.2 shall contain a copy of the summary compiled by the Registrar or his/her nominee and a note of any documents on which the University proposes to rely at the hearing. In addition, the notice shall state that the respondent student is entitled within reason to call the attendance of witnesses for the purpose of the hearing, to inspect all relevant documents and to obtain copies of any documents listed in the notice upon which the University intends to rely. The notice shall also state that the student may be represented at the hearing by a person of the student's choice, such as the President of the Students' Union, a Chaplain, a Student Adviser, parent(s) or, if wished, a practising lawyer. The student shall be informed that written submissions may be made to the Disciplinary Committee in advance of the hearing.



10.3 *Disciplinary Committee Procedure*

The following procedure shall be followed by the Disciplinary Committee:

- 10.3.1** The Registrar or other University representative appointed by the Registrar or his/her nominee shall present the case to the Committee.
- 10.3.2** The student shall be asked to admit or deny the alleged offence.
- 10.3.3** If the student admits the substance of the charge or complaint to be true, it shall not be necessary for the Registrar or Registrar's representative to offer evidence, although both parties may make such submissions or addresses as they wish in relation to the penalty.
- 10.3.4** If the student denies the alleged charge, the subsequent procedure shall be fair and reasonable having regard to the nature of the offence and the penalties laid down in these Regulations. In particular the following practices shall be observed:
- (a) all the evidence shall be heard in the presence of the student and of the student's representative and they shall be given the opportunity to cross-examine all witnesses called by the Registrar or Registrar's representative who likewise may cross examine witnesses called by the student;
 - (b) the student shall be given the opportunity of offering evidence themselves and witnesses and documentation relevant to the issues;
 - (c) the Registrar or Registrar's representative and the student or student's representative(s) shall be given the opportunity to make submissions after evidence has been taken including representations in regard to the penalty where the Disciplinary Committee has found that the charge has been proved against the student.
 - (d) the Committee shall deliberate in the absence of the complainant, respondent student and/or representatives but shall be entitled to seek legal advice on any legal matter arising in the course of the proceedings.
 - (e) these procedures set forth above shall be deemed vitiated if the conduct of the student or the student's representative or any other person or persons on the student's behalf, in the opinion of the Disciplinary Committee, renders compliance with the said procedures impossible or impracticable.
- 10.3.5** Where a student fails to attend a Disciplinary Committee hearing and the University has made reasonable attempts to accommodate the student, the Committee may decide to adjudicate on the matter in the student's absence, relying on the documentation furnished to the student and to the Discipline Committee according to Section 10.1.3 of these Disciplinary Procedures.

10.4 *Disciplinary Committee Penalties*

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

- (a) expulsion from the University;
- (b) suspension from the University 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;
- (c) exclusion from specific University facilities;
- (d) debarring from examinations for a specified period;
- (e) a fine not exceeding 50% of the annual fee for Stage 1 Arts at the time the fine is imposed;
- (f) a reprimand and a note on the student's record;
- (g) in the case of an offence of plagiarism or of copying, cheating or other offence in connection with an examination, exclusion from the examination in question and deprivation from any benefits connected therewith, in part or in toto, and/or from the academic course being followed by the student or any part of it;
- (h) an order for the reparation of any damage or loss caused, either to the University or to any of its members of staff or students or members of the public;
- (i) deprivation of award of degree, diploma, certificate, scholarship, prize or other academic award;
- (j) a suspended sentence.



The Committee may in exceptional cases, having regard to all the circumstances of the case, decide not to impose any penalty.

10.5 *Communication of Decision*

10.5.1 The determination of the Disciplinary Committee in every case brought before it, shall be given in writing, and a copy thereof forwarded in due course to the student concerned or the student's duly appointed representative. The student should be informed of the right to appeal to the Governing Authority, the procedure for lodging an appeal and the time limit for lodging an appeal. A copy shall be sent for noting to the Academic Council and Governing Authority; a determination involving deprivation of a scholarship or other prize shall be referred to the decision of the Governing Authority.

11. Appeal

11.1 An appeal may be made to the Governing Authority within two weeks from the date of issue of the decision of the Disciplinary Committee and the appellant shall submit in writing the grounds for appeal. The date of issue of the said decision shall be the date on which the decision is posted by registered post to the student's address as appears on the University's register of students, or the date on which the said decision is handed to the student.

An appeal against the finding of a Disciplinary Committee should adduce new evidence not available to the Disciplinary Committee; an appeal against the penalty imposed may be made on the grounds of extenuating circumstances.

11.2 *Disciplinary Appeal Committee*

(a) The Governing Authority delegates to the Disciplinary Appeal Committee of the Governing Authority the power to hear appeals from decisions of the Disciplinary Committee of the Academic Council. The Disciplinary Appeal Committee shall be composed of an uneven number of members of the Governing Authority.

A member of the administrative staff may be appointed as a non-voting secretary to the Disciplinary Appeal Committee.

No member of the Disciplinary Committee or person providing administrative support) who had adjudicated on the original complaint may serve on the Disciplinary Appeal Committee.

(b) Decisions of the Disciplinary Appeal Committee shall be taken by a simple majority.

(c) A record, written or otherwise, of the proceedings shall be made.

11.3 *Procedures of Disciplinary Appeal Committee*

(a) A copy of the appellant's grounds of appeal including the appellant's submission, if any, shall be provided to the Committee.

(b) A copy of the relevant record of the Disciplinary Committee of the Academic Council shall be obtained from the said Disciplinary Committee.

(c) The appellant or appellant's representative, and the Registrar or other University representative may make oral submissions to the Disciplinary Appeal Committee.

(d) Where in the opinion of the Disciplinary Appeal Committee the requirements of justice so dictate, the Committee may consider evidence which was not tendered at the hearing before the Disciplinary Committee but provided always that the intention to adduce such fresh evidence has been notified to the student or to the Registrar or other University representative, as the case may be, in time sufficient to enable the student or the Registrar or other University representative to consider properly the said fresh evidence and to deal therewith adequately at the hearing of the appeal.

(e) The Disciplinary Appeal Committee may:

(i) allow the appeal;

(ii) decrease or increase the penalty, or vary the nature of the penalty;

(iii) reject the appeal.

11.4 *Communication of Decision*

The determination of the Disciplinary Appeal Committee shall be given in writing and a copy thereof forwarded to the student concerned by prepaid registered post to the student's address appearing on the University register of students, or to the student's representative. A copy shall be sent for noting to the Governing Authority and to the Academic Council.

