



## Section 8 – Student Supports

<b>Subject:</b>		Procedures associated with Breaches of the Code of Conduct	
Date Approved by Board of Directors:			July 2019
Policy Version	1/2019	Date due for Revision	February 2024
Parent Policy	Policy for Code of Conduct		

### INTRODUCTION

All members of the College Community (students, faculty and staff members) are notified of the ICHAS Code of Conduct on commencement of their participation in the College Community and are expected to comply with ICHAS policies and expected to adhere to the engagement standards within the College Community or with those engaging with the College Community (e.g. Placement Providers).

The College will offer ongoing support through mutual engagement and reminders of expected behaviour and modelling of expected standards of behaviour. Where Breaches of the Code of Conduct occur, the College recognises that these may be unintentional and in the case of minor breaches will normally adopt a developmental approach in such situations. Where repeated or intentional breaches of the Code of Conduct occur, the College reserves the right to invoke Disciplinary Procedures which will vary depending on the nature and extent of the violation.

### RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Members of the College Community	Ensure compliance with the Code of Conduct. If or where concerns are raised, to co-operate with investigations
Registrar	Oversee the Process. Coordinate any disciplinary procedures and ensure fair process
Director of Studies	Arrange for referral of suspected breaches of the Code of Conduct to Disciplinary Committee in consultation with Registrar
Disciplinary Committee	Decides on allegations of Breaches of The Code of Conduct and actions to be taken
Vice President (Academic Affairs)	Manage any actions related to Suspension, Expulsion or Termination.

## PROCEDURES

- Where Breaches of the Code of Conduct are suspected, they should be reported to the Head of Department/Unit Head if at Departmental level. They may also be reported to the Registrar, or Vice President (Corporate Affairs) or Vice President (Academic Affairs).
- If sufficient evidence is presented to support suspicions, the subject of the suspicions or allegations have to be formally notified (with copies of relevant policies and procedures) and notification of their rights.
- For minor offences or first offences of a less serious nature, the Registrar, or Vice President (Corporate Affairs) or Vice President (Academic Affairs), following consultation may rely on informal methods of action such as face-to-face meetings or discussions with the parties concerned to mediate an appropriate resolution.
- Formal disciplinary actions will be enacted where serious offences occur or where offences are repeated following informal interventions.
- Any member of the College Community who is the subject of a disciplinary action has the right to appeal.
- Disciplinary actions may be enacted for a number of reasons and may relate to matters considered 'minor' or 'major' breaches of the Code of Conduct. Examples are indicated as follows:

### **Minor Offences:**

- Minor incidents of disorderly conduct or conduct which obstructs the activities of the college or any person carrying out their normal duties
- Smoking, eating and drinking in unauthorised areas
- Causing damage to property
- Being in unauthorised areas without permission
- Failing to identify oneself on request

### **Major Offences:**

- Furnishing false information to the college with intent to deceive and/ or forging, alteration, or misuse of college documents, records, or identification cards

- Physical abuse or assault of another person on the college campus
- Malicious destruction, damage or misuse of college property, including library materials, or of private property
- Possession and use of offensive weapons
- Possession of illegal drugs or alcohol
- Occupation of college buildings or grounds
- Interference with safety equipment, firefighting equipment

Breaches of Academic Integrity in relation to Assessments are dealt with specifically under both the Policy and Related Procedures for Academic Integrity in Section 7 of the Quality Assurance & Enhancement Manual.

### **POSSIBLE OUTCOMES FOR BREACHES OF THE CODE OF CONDUCT**

Where a member of the College Community who is the subject of a Disciplinary action is found to be in breach of the Code of Conduct, there are a number of possible outcomes, as follows;

- Verbal warning
- 1st Written Warning
- Final Written warning
- Temporary Suspension
- Termination/Expulsion

The first three potential outcomes can be enacted by the Disciplinary Committee. The Fourth option can only be enacted by the Vice President (Academic Affairs) and/or the Vice President (Corporate Affairs).

Suspension, Termination or Expulsion of students is a matter for the Vice President (Academic Affairs) whereas Suspension or Termination of Staff Members is a matter for the Vice President (Corporate Affairs).

Where a matter is considered grave enough, the relevant Vice President can begin proceedings up to and including Termination/Expulsion without recourse to any of the preceding steps.

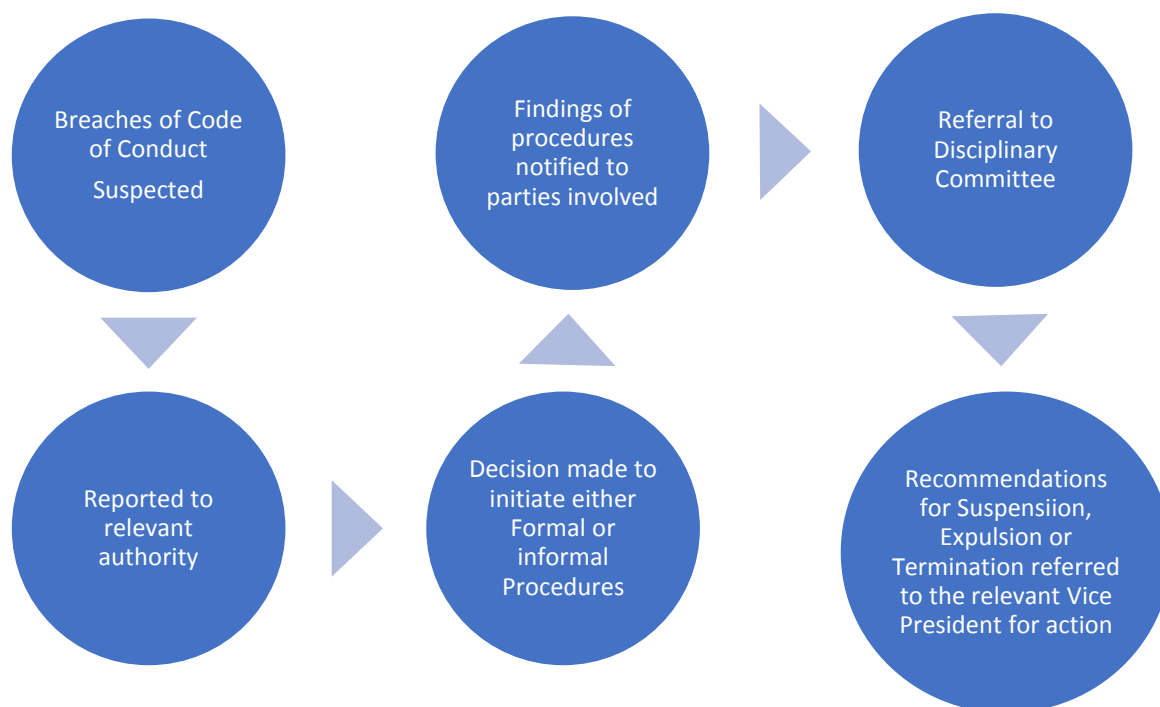
Where the College has a statutory requirement to report an incident to an appropriate authority it has to do so with all due haste.

## **PROCEDURES ASSOCIATED WITH FORMAL MEETINGS OF THE DISCIPLINARY COMMITTEE IN RELATION TO BREACHES OF THE CODE OF CONDUCT**

The Disciplinary Committee is tasked with consideration of the nature of alleged misconduct or impropriety and make appropriate recommendations. It restricts its deliberations to more serious allegations or suspicions and act as per the Terms of Reference for the Disciplinary Committee as set out in Section 2 of the QAE Manual.

- All disciplinary proceedings and outcomes have to be noted in writing.
- All warnings have to be signed and dated and filed appropriately.
- A member of the College Community who is the subject of a Disciplinary action has to be given a copy of any warning or outcomes of the deliberations of the Disciplinary Committee under cover of secure and traceable means of delivery and a copy of the receipt therein added to their file.
- A member of the College Community who is the subject of a Disciplinary action has to also be advised of their right to appeal, informed of the procedures associated with appeals and given a copy of the appeals form.
- Appeal decisions have to be forwarded to the member of the College Community who is the subject of a disciplinary action in writing and by secure means of delivery within 7 working days of the appeal being heard.
- Where a member of the College Community who is the subject of a disciplinary action is unhappy with the final decision of the Appeals Committee and wishes to appeal to the judicial system, the decision of the Appeals Committee is not binding until the decision of the judicial process is made known.
- Where the judicial process overturns or nullifies the decision of the Appeals Committee this decision is deemed to be binding.

## GRAPHICAL PRESENTATION OF PROCEDURE



### Linked Policies or Procedures

Linked Policies	Policy on Code of Conduct Policy on Academic Integrity Policy on Complaints Policy on Fitness to Practice
Linked Procedures	Procedure associated with Breaches of the Code of Conduct Procedure associated with Breaches of Academic Integrity Procedures associated with Complaints Procedures associated with Fitness to Practice Terms of Reference for Disciplinary Committee