

9.12 Code of Conduct

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| <b>Title:</b>                           | Learner Code of Conduct  |
| <b>Responsibility:</b>                  | Head of Faculty and School Operations  |
| <b>Implemented by:</b>                  | <p>Programme Coordinators</p> <p>Programme Leaders</p> <p>Academic Lecturing staff</p> <p>Head of Student Experience</p> <p>Careers and Student Services staff</p> <p>DBS Library Service Staff</p> <p>Head of Academic Programmes</p> <p>Disciplinary Committee</p> |
| <b>Updated by:</b>                      | Director of Academic Affairs   |
| <b>Circulated for consideration to:</b> | <p>Programme Leaders</p> <p>Head of Academic Affairs</p> <p>Head of School</p> <p>Schools Executive Board</p> <p>Head of Student Experience</p>  |
| <b>Version number:</b>                  | 2016/1   |
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### **9.12.1 Overview**

Each learner at DBS is required to comply with the College's Code of Conduct. The aim of the DBS Learner Code of Conduct is to ensure that an appropriate academic environment in which mutual respect for all College staff, learners, visitors and guests is promoted. The Code requires reasonable behaviour and consideration for others and is intended to assist learners in spending a fulfilling and rewarding time at the College.

The Code of Conduct is intended to set and maintain acceptable standards of behaviour within the college community, to encourage individuals to accept their obligations and to maintain the College's good standing. The code applies to all learners regardless of their study location. In the case of learners undertaking a programme that is a collaboration between DBS and others, this code shall apply except where a specific alternative is identified.

This code is not exhaustive. Other regulations concerning expected norms of behaviour and communication are documented throughout the College Quality Assurance Handbook.

The enforcement of the code is a shared responsibility. The Disciplinary Committee is called to review cases of suspected or alleged breaches of this code.

### **9.12.2 Commitment to Code of Conduct**

In registering for a programme of study at DBS all learners are accepting the Code of Conduct and agreeing to adhere to the requirements and expectations identified within it.

### **9.12.3 General Behaviour**

All learners are expected to conduct themselves in an appropriate and respectful manner throughout their interactions with and on behalf of DBS and will not engage in any activity that may negatively impact the name of the College, its staff or learners.

Learners are expected to conduct themselves legally, ethically and responsibly in all interactions and communications in all mediums, including those interactions through technology and social media, within and outside their programme of study.

All communications and interactions with the College or any of its stakeholders, and on behalf of the college as a DBS learner, are expected to be conducted in a respectful manner based upon dignity, equality and inclusion.

Any act or omission that affects adversely the rights of any other member of the College community, including partners or external stakeholders, or that disrupts the conduct of any College activity will be considered a breach of discipline and may be subject to disciplinary proceedings.

#### **9.12.4 Satisfaction of College and Programme Requirements and Regulations**

Learners take personal responsibility for their studies and their progression through their chosen programme of study and for the consequences and implications of their actions and inactions in this regard.

Learners are required to attend scheduled classes punctually and conduct themselves in an appropriate manner throughout the class.

Learners are responsible for the accurate and honest recording of their attendance. Any attempt to falsify College records will be subject to disciplinary proceedings.

Learners are required to maintain communication with DBS in all instances where they are unable to attend or engage with their studies. Failure to do so may impact on a learner's enrolment status.

It is the responsibility of each learner to familiarise themselves with the regulations, policies and procedures of DBS, including assessment regulations governing their programme, and any implications that failure to comply or adhere to specifics outlined within same may have on their enrolment status and potential entitlement to an award.

Each learner is required to produce their learner i.d. (student card) upon request by any member of DBS staff.

#### **9.12.5 In-class Conduct**

Learners are required to adhere to the reasonable and lawful instruction of DBS staff during class and whilst on DBS premises.

Where any learner is responsible for disruption or acting in a manner that fails to display dignity and respect, including failing to follow the instructions of DBS staff, the staff member is within their rights to ask the learner to withdraw from the particular activity and report them for a breach of this code.

#### **9.12.6 Use of Social Media and Technology**

DBS encourages learners to engage in groups and societies and establish informal networks, including through the use of social media and technology, to promote the development and enhancement of the learner community. Participation, whilst often informal and social in nature, must be appropriate, inoffensive and respectful at all times. Learners are required to be mindful of their terminology and images they may share.

#### **9.12.7 Premises, Property and Staff Associated with DBS or its Programmes**

Learners are required to respect the staff, premises, property and fellow learners of DBS and any associated venue or partner, including local residents and businesses. Conduct that might be deemed in breach of this requirement will normally be considered a disciplinary matter.

Learners who undertake part of their studies in locations outside of DBS are required to familiarise themselves with any specific codes of behaviour or conduct belonging to those locations and adhere to them during their time there.

Where the College is notified of an allegation of a breach of a code of conduct belonging to another location associated with the completion of a DBS programme of study, the learner can be subject to disciplinary proceedings.

#### **9.12.8 Enforcement**

For the purpose of enforcing this code, DBS is entitled but not obliged to investigate any allegation of misconduct and following appropriate disciplinary procedures may impose a penalty where the allegation is upheld.

Any breach of this code is normally considered a breach of discipline and will be considered under the Disciplinary Procedure. A range of penalties can be applied up to and including the requirement for the learner to withdraw from the College and programme with no entitlement to a refund.

#### **9.12.9 Rights of DBS**

DBS reserves the right for any member of staff to request and, where a conduct breach is alleged, retain the student card of any individual learner.

DBS reserves the right to suspend a learner from their programme of studies and from accessing any facilities and resources of DBS pending investigation into any allegation of a breach of a code of conduct.

Where deemed appropriate, for ensuring the continued fitness for the programme of study concerned, the College reserves the right to request a learner attends an independent assessment by a relevant professional, for example, a medical or psychiatric assessment. Failure to meet with this request will result in the learner not being permitted to continue with their programme of study.

The College reserves the right to refuse to provide a reference for the purpose of professional registration, employment or further study for any learner who has breached the code of conduct.

The provisions of this Code are without prejudice to the legal rights of learners. However, where DBS deems it appropriate or necessary DBS reserves the right to notify the Gardai of any allegation of a crime having been committed or other such threat of a crime.

#### **9.12.10 Major Offences**

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

Major Offences include but are not limited to:

- Academic Impropriety, including but not limited to plagiarism.
- Furnishing false information to the College with intent to deceive.
- Forgery, alteration or misuse of College documents, records or student identity cards. This includes, but is not limited to, attendance records, reference letters, registration status letters, certificates, assessment results and transcripts.
- Physical or verbal harassment, bullying or abuse of any learner or member of staff of the College.
- Malicious destruction, damage or misuse of College property, including Library materials and computer equipment, or of private property on the campus (over €50 replacement cost).
- Unwarranted interference with College's safety equipment, fire-fighting equipment and alarm systems or failure to observe fire drill procedures.
- Use of alcohol or other substance use on the campus or the premises of any partner or organisation utilised for the completion of the programme of study.
- Forcible occupation of College buildings.

- Activities by learners outside the College while engaged in work experience, placement, co-curricular events, volunteer placement, study tours, assignments organised by the College or while representing the College, its Clubs or Societies, which would breach the regulations of the College.
- Incitement or encouragement of any other person or persons to do any of the above.

#### **9.12.10.1 Penalties for Major Offences**

Where a learner is found to have committed any of the offences outlined above, the Disciplinary Committee is permitted 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 full time fee of the course being undertaken.
- In the case of the offence of academic impropriety a range of penalties may be applied, up to and including dismissal from the College with no right of return, as outlined in the academic impropriety policy.
- An order for reparation of any damage or loss caused to the College or any of its staff or learner members or members of the public.
- Deprivation of award of degree, diploma, certificate, prize or other academic award.

#### **9.12.11 Minor Offences**

Minor Offences include but are not limited to:

- 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.

#### **9.12.11.1 Penalties for Minor Offences**

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

- A reprimand from the Head of Faculty and School Operations or other authorised College official.
- A reprimand and a note on the learner's record.
- An order for the reparation of any damage or loss caused to the College or to any members of staff or learners or members of the public.
- The imposition of a fine up to a maximum of 50% of the annual full time fee of the programme being undertaken.

#### **9.12.12 Right of Appeal**

A learner may appeal the outcome of the Disciplinary Committee and / or the penalty imposed. See DBS Learner Disciplinary Policy for full details.