

Cork Institute of Technology
Institiúid Teicneolaíochta Chorcaí

Student Regulations

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CONTENTS

INTRODUCTION	4
STUDENT DISCIPLINE	5
EXAMINATION REGULATIONS	9
HARASSMENT & DISCRIMINATION REGULATIONS	26
CANTEEN REGULATIONS	27
COMPUTING FACILITIES REGULATIONS	28
FREEDOM OF SPEECH REGULATIONS	32
LIBRARY REGULATIONS	36
SPORTING FACILITIES REGULATIONS	40
INTERNAL ROADS & PARKING REGULATIONS	41
FIRE REGULATIONS	43
PLAGIARISM AND CHEATING	45
POSTING OF NOTICES	49
APPENDIX 1 - DISCIPLINE	50
APPENDIX 2 - HARRASSMENT & DISCRIMINATION	54

INTRODUCTION

Cork Institute of Technology embraces four campuses, Bishopstown campus, Crawford Institute of Art & Design, Cork School of Music and National Maritime College of Ireland.

The Institute caters for 6,000 full-time students and 6,500 part-time students. By any measure this is a very large institution and to ensure a safe, friendly and pleasant environment consistent with what is expected in a learning institution it is imperative that all occupants behave in a responsible manner.

These student regulations are the result of an extensive process of consultation in CIT. The process involved staff, students, the Regulations Committee of the Academic Council and its working parties, the Academic Council and the Governing Body. The Regulations were ratified by the Governing Body in July 1996. Some minor alterations have been made since then. The regulations will be reviewed at regular intervals by the Governing Body.

Students should note that there are also specific regulations pertaining to a department or school and the student should be familiar with the requirements of such specific regulations.

Regulations covering the 'Student Disciplinary Procedure' are now completed and are available as Appendix 1 in this handbook.

It is important that each student is fully acquainted with their regulations and you are urged to take sufficient time to read them in detail. You will be expected to fully observe all these regulations and failure to do so may result in disciplinary sanctions being imposed on you.

REGULATIONS COMMITTEE ACADEMIC COUNCIL

STUDENT DISCIPLINE

Institute Commitment

Cork Institute of Technology is an academic institution catering at any time for large numbers who occupy the buildings and grounds. The Institute authorities are committed to providing a safe, pleasant and friendly environment for all who occupy the building or use its external environs for whatever reason. The Institute is committed to fulfilling its mission as an academic institution and complying with all its lawful obligations.

Student Responsibility

Students are expected to conduct themselves in a manner consistent with responsible behaviour towards other persons and property within and outside the Institute campuses at all times. Students are required to adopt a responsible attitude to their studies in respect of lectures, practical classes or such other academic activities for which they are timetabled. Students must not engage in any behaviour which may constitute inconvenience or nuisance to any person(s) within or outside the Institute. Students are advised that as well as observing these general Institutewide regulations they are also bound to observe specific regulations attached to particular areas, activities and departments.

Basis of Jurisdiction

All students are subject to the jurisdiction of the Institute in respect of both their studies and conduct. The Institute has power to discipline any student deemed to have been guilty of misconduct, and has power to expel a student deemed to have been guilty of grave misconduct. Under the Regional Technical College's Act the Institute may make disciplinary regulations from time to time, and members of the academic and support staff, and other persons authorised for the purpose have authority to check disorderly or improper conduct or any breach of regulations.

Conduct

The Institute requires students to conduct themselves with propriety both in and around Institute buildings and also in public places. Examples of conduct which will render a student liable to disciplinary action are:

- 4.1 any conduct which disrupts or is likely to disrupt teaching or research or the administration of the Institute;
- 4.2 intolerant or discriminatory behaviour which reflects any prejudice;
- 4.3 use or attempted use of unauthorised or unfair means in connection with examinations or other assessed work;

- 4.4 violent, reckless or negligent conduct causing, or intending to cause, damage to persons or property, or disorderly conduct;
- 4.5 falsification, misappropriation or misuse of Institute documents or records or other such materials;
- 4.6 theft, misappropriation or misapplication of, or negligence in dealing with the funds or property of others;
- 4.7 gross or repeated offensive behaviour towards any member of the Institute staff;
- 4.8 failure to comply with a request to produce student identification card or any reasonable request made by any member of the Institute staff who is authorised to make such a request;
- 4.9 refusal to leave any Institute building or the grounds when requested to do so by a member of the staff;
- 4.10 failure to comply with any of the Institute Regulations, including those concerning no-smoking rules, parking of vehicles and use of Institute thoroughfares, freedom of speech, discrimination and harassment, examinations, the use of the library, computing facilities, and such other regulations which may be issued from time to time.

Consumption of Alcohol

- 5. There are designated areas in the Institute where the consumption of alcohol is permitted. There are the Hotel and Catering Training areas and other such areas of the Institute as may be designated from time to time. The consumption of alcohol in any other area of the Institute or its grounds is not permitted and may lead to disciplinary action.

If a club or society wishes to hold an event in the Institute where alcohol will be served, permission to do so must be obtained from the President, or nominee, seven days before the event is due to take place.

Any student found to be under the influence of alcohol will not be permitted to participate in any class, workshop, laboratory or any other form of teaching activity.

Consumption of Controlled Substances

- 6. The possession, consumption or distribution of narcotics or other illicit or banned substances is illegal. Any person(s) found in possession, consuming, receiving or distributing such products or found under the influence of narcotics or other such substance within any of the buildings or any of the grounds under the jurisdiction of Cork Institute of Technology will be immediately reported to the appropriate Authorities.

Any infringement of these regulations will be considered to be a serious breach of the discipline code and will likely result in the expulsion from the Institute of the person(s) concerned.

Copyright

7. Students are advised that any unauthorised use of copyright material is prohibited. The Institute will actively discourage all breaches of copyright in respect of literary, dramatic, musical, artistic, computer software and any other works which constitute intellectual property. Infringement of copyright may lead to criminal prosecution or civil action by the copyright owner. Any student who faces legal action for infringement of copyright may also be disciplined by the Institute.

Safety

8. The Institute is committed to ensuring that all those who come onto Institute property can do so without any fear as to their personal safety. In particular the Institute is bound by the terms of the Safety, Health and Welfare at Work Act, 1989 and the Fire Services Act, 1981. Students shall not engage in any act of vandalism or other such act which would leave the Institute open to prosecution under these acts.

Attendance

9. To be allowed to sit for an examination subject, a student is required to have satisfactory attendance in the subject. Attendance requirements will be communicated to each student by the Head of Department or a member of the academic staff acting on his/her behalf. Notwithstanding the foregoing those students in receipt of European Social Fund (ESF) grants must comply with all the requirements attached to these grants. These requirements may be obtained from the Accounts Office.

Use of Mobile Phones

10. The use of mobile phones is not permitted while a class, laboratory, workshop or other teaching activity is taking place.

Mobile phone use is not permitted in any area of the Institute where a sign prohibiting use is displayed.

Personal Property

11. The Institute does not accept responsibility for the personal belongings, books and equipment of students whilst on Institute premises.

Observance of the Law

12. Students are expected at all times to obey and uphold the law while within the perimeters of Cork Institute of Technology. Breaches of the law especially those leading to criminal prosecution and conviction may lead to disciplinary proceedings being initiated against the offending student.

Summary Procedures

13. The Disciplinary Committee is responsible to the President for the establishment of operating procedures related to disciplinary matters, for adjudication on referred breaches of regulations by students, for the establishment of appropriate penalties and their imposition where appropriate. The Disciplinary Procedure is attached as Appendix 1 in this handbook.
14. The Disciplinary Committee will establish, with the approval of the President, a manual of prescribed offences together with appropriate penalties. These penalties may be directly applied to the offender by any Head of Department, a member of the academic staff or support staff subject to the approval of his/her Head of Department, or the Librarian, the Caretaker and the Canteen Manager with the approval of the Registrar.
15. Unlisted offences which are likely to be of a serious nature will be referred to the Disciplinary Committee who will undertake a full enquiry following the established student discipline procedure and may impose a penalty on the offender.
16. Apart from the rights any individual may have in relation to appealing to the statutory courts a student may exercise the option of appealing the decision of the Disciplinary Committee to the Disciplinary Appeals Committee which responds directly to the Governing Body.
17. Students should note that the non-payment of penalty fines, where imposed, constitutes a debt owing to the Institute and may render them liable to further sanctions and/or withdrawal of services.

EXAMINATION REGULATIONS

Institute Commitment

The Institute is committed to providing students with opportunities for obtaining qualifications which are of high standing and appropriate to the levels of their course. A central feature of this is a fair, properly organised and properly run system for the assessment of students. The Institute is committed to providing such a system.

1. A student will have the following rights:

- 1.1 To be made aware of the regulations governing Examinations. In the case of Institute examinations, a student shall have access to the current Examination Regulations and the course schedules governing their courses.
- 1.2 To have all examination regulations clarified and explained to him/her.
- 1.3 To be given adequate notice of the date, time, location and duration of examinations and assessments.
- 1.4 To be informed of course syllabus and assessment techniques such as the format of papers, continuous assessment, practicals and presentations as used in the examination process.
- 1.5 To be examined on material in the syllabus provided, both in regard to content and level.
- 1.6 To have a suitable environment for the conduct of the examination this to include adequate space, lighting, noise levels, temperature, ventilation and furniture.
- 1.7 To have examinations and assessment papers properly prepared and presented.
- 1.8 To have the examination process conducted efficiently and to schedule.
- 1.9 To have answer books and other examinable material kept securely pending marking and stored thereafter for an appropriate period of time to facilitate the exercise of legal rights and the operation of the appeals procedure.
- 1.10 To have all examinable material marked fairly.
- 1.11 To have suitable arrangements made so that the procedures laid down in the Examination Regulations can be correctly operated. In particular that adequate arrangements are made for the appropriate involvement of Extern examiners and the consideration of results by Examination Boards.

- 1.12 To have personal difficulties, such as special needs, certified illness or absence due to other legitimate and verifiable reasons, taken into consideration in determination of marks for continuous assessment, and determination of examination results.
- 1.13 To be informed expeditiously of the results of assessments and the implication thereof.
- 1.14 To have the right to appeal examination results and to have suitable appeal procedures in place, including an independent appeals board.
- 1.15 To be made aware of the appeals procedures.
- 1.16 To have the examination appeal dealt with fairly and without undue delay and where necessary by the Examination Appeals Board.

2. A student will have the following responsibilities:

- 2.1 To fully inform himself/herself of the examination regulations and procedures.
- 2.2 To observe the examination and assessment regulations.
- 2.3 To prepare properly for the examinations and assessments.
- 2.4 To present himself/herself in adequate time for examination and assessments.
- 2.5 To have due regard for the rights and responsibilities of other examination candidates, of invigilators and of others with a function in the examination and assessment process.
- 2.6 To inform examiners, in due time, of illness or other factors which may have affected examination performance, and to produce, where appropriate, verifiable evidence in support of this.

Examination Regulations

- 3. Examinations involving an external body will be conducted according to the regulations laid down by that body. In relation to Institute examinations, the regulations contained in the current version of Examination Regulations will apply. In reading the following general regulations, students should be aware that there are possible particular regulations in place in their respective departments pertaining to such issues as student work, portfolios, projects, exhibited art items, laboratory reports and so on.

4. The following general regulations will also apply:

Code of Conduct for Examination Candidates

The following rules and regulations govern all Cork Institute of Technology examinations and have been approved by the Academic Council:

1. Examination candidates should attend for each examination at least fifteen minutes before the designated starting time.
2. Instructions from the Examination Invigilator must be carried out promptly.
3. No book, bag/handbag, notes, or other unauthorised material may be brought into the Examination Hall without the prior approval of the Invigilator.
4. Candidates must ensure that there is no writing on any rulers, set-squares, calculators and other such instruments brought into the Examination Hall.
5. Communication with another candidate is not permitted. If an examination candidate requires assistance, he/she should attract the attention of the Invigilator, taking care not to disturb other candidates.
6. Any behaviour or activity which causes inconvenience or disruption to other examination candidates is not permitted. Please avail of the toilets before entering the Examination Hall.
7. **MOBILE PHONES, SMART WATCHES, FITBITS, ELECTRONIC DEVICES** *(with the exception of pocket calculators falling within the definition of 12 below)* **OR MOBILE COMMUNICATION DEVICES ARE NOT PERMITTED IN THE EXAMINATION HALLS.** Students may bring watches with no storage capacity to the examination and will be instructed to place these on the desk in front of them.
8. Candidates (i) will not be permitted to enter the Examination Hall after thirty minutes of examination time has elapsed (ii) will not be permitted to leave the Examination Hall during the last 15 minutes of the Examination and (iii) at the conclusion of their examination must remain seated until their examination material has been collected by the Invigilator.
9. A candidate must under no circumstances leave his/her seat unless permitted to do so by the Invigilator. A candidate wishing to leave his/her seat should raise his/her hand to attract the Invigilator's attention.

10. All examination material must be handed up to an Invigilator after the candidate has finished his/her examination.

11. No candidate shall take out of the Examination Hall any answer book(s) or part of an answer book, whether used or unused, or other supplied material.

12. Where a pocket calculator is used it must be silent, self-powered and non-programmable. It may not be passed from one candidate to another. Instructions for its use may not be brought into the Examination Hall.

The term 'programmable' includes any calculator that is capable of storing a sequence of keystrokes that can be retrieved after the calculator is turned off or powers itself off. Note that the capacity to recall, edit and replay previously executed calculations does not render a calculator programmable, provided that this replay memory is automatically cleared when the calculator is powered off. Also, the facility to store numbers in one or more memory locations does not render a calculator programmable.

Calculators with any of the following mathematical features are prohibited:

- Graph plotting
- Equation solving
- Symbolic algebraic manipulation
- Numerical integration
- Numerical differentiation
- Matrix calculations

Calculators with any of the following features are prohibited

- Data Banks
- Dictionaries
- Language translators

- Text retrieval
- Capability of remote communication

13. For the purposes of identification and registration at examinations, all candidates are required to present a current CIT Student Identity Card.

14. Where an open book examination is scheduled all parties must be informed, prior to the examination, of the material permissible in the Examination Hall. Any such material may be examined by the Invigilator or any such other person(s) authorised by the Examination Secretary/Office

15. Students whose first language is not English who require the use of a bilingual dictionary during examinations must present the relevant form signed by the Head of Department, at each examination. (This form may be downloaded from the CIT Examination website).

16. Any complaint concerning the examinations should be brought to the attention of the Invigilator immediately. The Invigilator will inform the Examination Secretary/Office of the complaint.

All candidates are deemed to have read and to have agreed to abide by these and other examination regulations as determined by the Institute authorities from time to time.

Any infringement of these regulations may have serious consequences and may be referred to the Examinations Infringement Board. See Student Regulations listed on the CIT website under the myCIT student portal.

It is in the interests of all examination candidates to co-operate to ensure that the examinations are conducted in a proper and orderly manner.

Candidates must make themselves available for meetings with the External Examiner(s) if so required.

EXAMINATIONS APPEALS PROCESS

1. Access by Students to information on their examination marks

Opportunities will be afforded to each student after the publication of examination results to obtain information on her/his overall and individual module results as follows:

- 1.1 Following the issuing of examination results, the Institute, where practicable, will ensure that internal examiners are available to meet students on an individual basis in relation to the marks awarded to them. This may include the viewing of scripts by students and the provision of information as appropriate on both terminal examination and continuous assessment marks.
- 1.2 After the examinations, the Institute will arrange for the examination scripts to be brought to designated locations in the Institute and to be made available for inspection by students on request. This inspection will take place under supervision on specified dates and times. Marks will be available at the viewing locations and the individual student's marks will be provided to that student on request. If a student so requests, another person of the student's choosing may accompany her/him for the purpose of viewing the examination material.
- 1.3 The responsibility for requesting an opportunity to view assessment material will lie with the student.
- 1.4 The viewing must be under the direct supervision of a member of the staff of the Institute. Examination scripts or other examination material being inspected by a student may not be copied, written on or altered in any way. The student may however make personal notes during the viewing.
- 1.5 Having viewed their assessment material, a student may request an administrative recheck of the assessment material (i.e. checking that calculations in relation to the marking of scripts are correct).
- 1.6 Administrative recheck of assessment material is not considered to be an appeal and should be addressed by the Correction of Errors and Omissions Process.
- 1.7 A student who views her/his assessment material during the specified period when it is made available will be granted an additional 10 day grace period from the date of viewing within which

an appeal may be filed. (This will be in addition to the normal 10 day period allowed for appeals following the publication of results).

- 1.8 The assessment material will be retained by the Institute for a period of six months after the ratification of results. Unless the examination result is the subject of an examination appeal or other enquiry, the material may be destroyed after that period.
- 1.9 During the six month period, the material will be available to students in accordance with the Freedom of Information Acts.
- 1.10

2. Correction of Errors and Omissions Process

If, following a Module Examination Board meeting or a Progression and Awards Board meeting, an error is discovered in the recording or calculation of a mark and/or in the recording of an overall result for a student, such errors shall be corrected according to the following process:

- 2.1 In the case of an error or omission in the recording or calculation of a mark and/or in the recording of an overall result on the part of a Module Examination Board, the correction shall be entered by the relevant Module Coordinator on the official results correction form and approved by the Chairperson of the Module Examination Board. In the case of an error or omission in the calculation or recording of an overall result on the part of a Progression and Awards Board, the correction will be entered by the relevant Head of Department on the official results correction form and approved by the Chairperson of the Progression and Awards Board.
- 2.2 The completed and signed correction form will be sent to The Examinations Office for processing and the consequential changes will be made in the student's records.
- 2.3 A note shall be made on the formal module results sheet and/or the broadsheet of any changes that have been made in accordance with this procedure.
- 2.4 The student will be issued with an updated results notification incorporating the changes.

3. Grounds for Appeals

A student who wishes to lodge an appeal may do so on a limited number of grounds as follows:

- 3.1 A student may appeal on the following grounds:
- a) Extenuating circumstances which were not known at the time of the assessment or which were submitted *sub rosa*;
 - b) Procedural or administrative errors on the part of CIT in the conduct of assessment or in the application of regulations governing assessment;
 - c) Error in the evaluation of assessment material / performance.
- 3.2 The student may appeal on any of the above grounds but each will be handled as a separate appeal and will attract a separate fee. Appeals on different grounds by the same student must be submitted on different forms.
- 3.3 CIT will provide a different examination appeal form format for each of the 3 different grounds for appeal.
- 3.4 A positive result of an appeal on one ground may be used by the chair of the appeals board to discontinue other appeals, on different grounds, by the same student.

4. Extenuating Circumstances Process

Any consideration of extenuating circumstances as part of an examination appeal must take place in the context of the following Institute policy:

- 4.1 In general, extenuating circumstances must be submitted in a timely manner such that they can form part of the deliberations of the appropriate Module Examination Board meeting or Progression and Awards Board meeting. Accordingly, evidence relating to extenuating circumstances will not normally be admitted as grounds for appeal except where provided for in paragraph 4.7 below.
- 4.2 Examination boards will consider extenuating circumstances (following published guidelines, if any) and will formally record the fact that these circumstances have been considered.
- 4.3 The responsibility for submitting evidence of extenuating circumstances lies with the student.
- 4.4 Departments must implement a system for submission of evidence relating to extenuating circumstances and must provide the student with formal receipt.

- 4.5 Submissions regarding extenuating circumstances must be made within 10 days of assessment.
- 4.6 Submissions regarding extenuating circumstances must take account of the published CIT guidelines on acceptable evidence.
- 4.7 Evidence relating to extenuating circumstances will only be admitted as grounds for an examination appeal if it was not possible to submit this evidence for consideration at the relevant Module Examination Board meeting and/or Progression and Awards Board meeting. Examples would be where the individual was unable to submit evidence due to hospitalisation, or where the circumstances were not known at the time of the assessment, for example a medical condition diagnosed after the assessment.

5. Sub Rosa Process

It is recognised that, in a limited number of rare and exceptional cases, evidence relating to extenuating circumstances may be considered embarrassing, sensitive or personally damaging by the student and that consequently the student may not wish to make this information known unless it is entirely necessary. In such cases the following *Sub Rosa* process may be followed:

- 5.1 If a student does not wish to submit evidence of extenuating circumstances through the normal process she/he may submit the evidence *sub rosa* (in confidence) to the chair of the examination appeals board .
- 5.2 This process should only be invoked in rare and exceptional circumstances.
- 5.3 This submission will generally be subject to the normal deadlines although these deadlines may be waived in exceptional cases.
- 5.4 Evidence will be submitted in a sealed envelope.
- 5.5 The evidence submitted will be stored securely and unopened.
- 5.6 Evidence will only be opened and read in the case of an appeal from this student.
- 5.7 Evidence will be destroyed unopened if no appeal transpires.

6. Application Procedures and Fees

A student wishing to lodge an appeal must follow the following process:

- 6.1 A fee shall be charged for lodging an appeal. The relevant fees will be decided by the Institute from time to time.
- 6.2 In the event of the appeal by the student being upheld, the fee charged shall be refunded in full.
- 6.3 A student must lodge an appeal on the official CIT examination appeals forms. Appeals in any other format will not be accepted.
- 6.4 Appeals will only be considered if they are lodged with the Registrar's Office within 10 working days of the day on which the examination results are officially released (i.e. posted on the notice boards in the Institute, made available via electronic notification, etc.) or within the time specified at paragraph 1.7 above.
- 6.5 Appeals on the standard form must be signed by the student making the appeal and will be accepted directly from the student, by post, or by fax. A scanned electronic file of the signed form may be submitted as an email attachment. The student has a responsibility to verify the receipt of fax or email submissions by contacting the Registrar's Office. Appeals made on behalf of a student by a third party will not be accepted.
- 6.6 Receipt of the appeals will be acknowledged by the Registrar's Office.
- 6.7 Students who have appealed an examination result should not assume a favourable outcome to an appeal or assume that the appeal will be decided prior to the sitting of a repeat examination or reassessment opportunity. They should register for such repeat examination or reassessment opportunity and prepare themselves to sit it. The conferring of an award may be deferred. In the event of an appeal being upheld, any examination fee paid will be reclaimable.
- 6.8 When an appeal has been received, the Registrar's Office will forward it immediately to the relevant Module Coordinator and/or Head of Department who will inform the internal examiner(s) of the appeal without delay.

7. Examination Appeals Board

At the beginning of each year the Academic Council shall meet and appoint an Examination Appeals Board as follows:

- 7.1 The Examination Appeals Board shall be a sitting board appointed for a 12 months (commencing November 1st each year) by the Academic Council.
- 7.2 When appointing members of the Board, the Academic Council should, where possible, aim for overlap between the membership of the incoming and outgoing Boards.
- 7.3 A permanent Chair will be appointed (by the Academic Council) for the full term of the Board.
- 7.4 The Chair of the Examination Appeals Board should be a senior academic with experience of the examination processes of the Institute.
- 7.5 The Academic Council shall replace the Chair if circumstances demand (e.g. due to illness etc).
- 7.6 The Examination Appeals Board will consist of a maximum of eight members.
- 7.7 The Academic Council should give due regard to balance across discipline areas when appointing the members of the board.
- 7.8 The membership of the Board shall include at least 1 sabbatical officer of the Students' Union.
- 7.9 All Board members will be entitled to sit on every appeal hearing and will be given due notice of each meeting.
- 7.10 The Chair and any 3 members shall be a necessary and sufficient quorum for an appeals hearing.
- 7.11 The Board's members have an obligation to reveal any conflict of interest in relation to a specific appeal.
- 7.12 Where there is a conflict of interest on the part of any member of the Board in relation to a specific appeal, she/he will exclude themselves from the Board for the hearing of the appeal in question.
- 7.13 If the Chair has a conflict of interest in relation to a particular appeal, she/he will exclude herself/himself from the hearing and

in such case a temporary chair will be elected from the membership of the Board for the purpose of hearing the appeal in question.

- 7.14 All Institute staff and all persons involved in the Appeals process have a duty of confidentiality. No information regarding an appeal shall be divulged or transmitted except as required by the Institute's procedures or by laws.

8. Processing of Examination Appeals

8.1 First Instance Arbitration

Each examination appeals will be subject to initial First Instance Arbitration as follows:

- 8.1.1 The Chair of the Examination Appeals Board will act as Arbiter of First Instance for all appeals.
- 8.1.2 She/He can reject appeals if they are technically incorrect (e.g. no evidence supplied, after deadline, etc) or if they are deemed to be groundless.
- 8.1.3 She/He can grant appeals where the result of the process clearly supports the granting of the appeal (e.g. Appeals where re-evaluation of assessment material is involved and where first and second examiners agree).
- 8.1.4 All appeals which are not adjudicated upon by First Instance Arbitration will be referred to the full Examination Appeals Board.
- 8.1.5 Where there is a conflict of interest the Arbiter of First Instance must refer an appeal to the full Examination Appeals Board.
- 8.1.6 The role of Arbiter of First Instance can not be assumed by any other individual other than the appointed Chair of the Appeals Board. If the appointed Chair can not perform this duty for whatever reason, the appeal must be referred to the full Examination Appeals Board.
- 8.1.7 A decision of the Arbiter of First Instance has the same standing as a decision by the full Examination Appeals Board.

- 8.1.8 The work of the Arbiter of First Instance will be carried out with oversight from the Registrar and the Academic Council. A short written explanation shall be recorded for each case arbitrated upon.

8.2 Examination Appeals Board Meeting

- 8.2.1 The Examination Appeals Board shall meet to consider an appeal.
- 8.2.2 The Registrar shall provide an administrator to act a recording secretary for the Board meeting.
- 8.2.3 In carrying out its duties, the Examination Appeals Board may request further information from the relevant academic Department, the Examinations Office, the Registrar's Office, any other relevant offices within CIT and from relevant sources outside CIT.
- 8.2.4 The Examination Appeals Board may request to meet with the Head of Department, internal examiner(s) and other officers of the Institute who may be able to provide information relevant to the appeal.
- 8.2.5 The student is normally not required or permitted to make any written or verbal submissions to the Appeals Board (other than the initial documentation lodged with official appeal form).
- 8.2.6 The Appeals will consider all the information before them and will arrive at one of the following decisions in respect of the appeal :
- a) to uphold the appeal;
 - b) to reject the appeal;
 - c) In exceptional circumstances to refer the appeal to the Registrar and/or the Academic Council.
- 8.2.7 In the case of a successful appeal, the Examination Appeals Board must also decide on appropriate action to be taken. In deciding the action to be taken the Examination Appeals Board must be guided by the actions available to the original Module Examination Board and/or Progression and Award Board that presided over the item under appeal. The Examination Appeals Board must ensure that the implications of any action taken are reflected across all aspects of the

student's record (i.e. module result, overall result, progression status, award level, etc).

8.2.8 If an appeal is upheld, consideration shall be given as to whether or not the results of other students should be reconsidered.

8.2.9 The Examination Appeals Board should seek in all cases to reach a consensus decision, however if necessary a vote may be taken. Where a vote is necessary a simple majority is required to arrive at a decision. The Chair of the Board shall have a deliberative vote and, in the event of an equality of votes, shall have a second or casting vote.

8.3 Appeals on the grounds of Extenuating Circumstances not known at the time of the Assessment or submitted *Sub Rosa*

8.3.1 Where an examination appeal is based on grounds of illness or of other personal circumstances that might have affected the performance of the student in the examination, the Examination Appeals Board should be guided by the points set out in Section 4 of this document.

8.3.2 Where an appeal is made on the basis of such personal circumstances, the Examination Appeals Board shall have due regard to the confidentiality of the information provided by or on behalf of the student.

8.3.3 A copy of the Appeal will be provided to the Chair of the relevant Module Examination Board and/or Progression and Awards Board and to the relevant Module Coordinator and/or Head of Department. If deemed necessary the latter will provide a copy of the Appeal to the relevant internal examiner(s). Comments in relation to the appeal should be provided by the internal examiner(s) to the Module Coordinator and/or Head of Department. Such comments together with those of the Head and Chair of the Module Examination Board and/or Progression and Awards Board should be given to the Registrar for transmission to the Examination Appeals Board.

8.4 Appeals on the grounds of procedural or administrative errors on the part of CIT in the conduct of assessment or in the application of regulations governing assessment

- 8.4.1 If procedural or administrative error(s) on the part of CIT is known prior to the convening of the relevant Module Examination Board meeting and/or Progression and Awards Board meeting, the Board(s) should be informed of the error(s) and these should be addressed where practicable by the Board meeting.
- 8.4.2 Where the error on the part of CIT has been addressed by a Module Examination Board meeting and/or Progression and Awards Board meeting they will not be allowed as grounds for an appeal.
- 8.4.3 The appellant must specify clearly the grounds on which the appeal is being made. Grounds for such appeals might include one or more of the following:
 - (a) The examination was significantly at variance with the directed course of study;
 - (b) There were circumstances in the conduct of the examination which had a significant adverse affect on the candidate's performance;
 - (c) The candidate was seriously misdirected on the format of the examination;
 - (d) Examination regulations were not properly applied by the Examination Board;
 - (e) The Examination Board was inconsistent in applying Examination Regulations;
 - (f) Irregularities in the conduct of the examination were not taken into account by the Examination Board.
- 8.4.4 If deemed necessary, a copy of the Appeal will be provided to the Module Coordinator and/or Head of Department and to such other persons as the Examination Appeals Board may decide, to obtain comments in relation to the appeal and these will be considered by the Examinations Appeals Board. If deemed necessary the Module Coordinator and/or Head of Department shall provide a copy of the appeal to the relevant internal examiner(s). Comments in relation to the appeal should be provided by the internal examiner(s) to the Module Coordinator and/or Head of Department. Such comments, together with those of any

others to whom the appeal has been referred, should be given to the Registrar for transmission to the Examination Appeals Board.

8.5 Error in the evaluation of assessment material/performance

- 8.5.1 This category covers appeals which require a re-evaluation of assessment material or performance. A recheck of assessment marks may not be processed as an appeal under these grounds. A recheck consists of a numerical check of the accuracy of the addition of marks and calculation of the final mark, including the transposition of marks. Rechecks must be processed via the Errors and Omissions process outlined in Section 2 of this document.
- 8.5.2 A re-evaluation appeal may result in marks being increased, marks being decreased or marks remaining unchanged. In the event of marks being changed, there may be a consequential change in the overall result.
- 8.5.3 The re-evaluation will normally be carried out by the internal examiner and a second examiner. The second examiner will usually be another member of the staff of the Institute who is suitably qualified and experienced in the field of study of the examination being appealed and will be appointed by the Module Coordinator for that purpose. In exceptional circumstances, the Module Coordinator may appoint a suitably qualified person from outside the Institute as the second examiner.
- 8.5.4 In the event of the two examiners agreeing that the result should either be altered or should remain the same, this shall be recorded as the recommendation and shall be conveyed to the Module Coordinator.
- 8.5.5 In the event of the two examiners not agreeing, the Module Coordinator shall act as an arbiter and, in consultation with the two examiners, shall decide on the recommendation to be made in relation to the appeal.
- 8.5.6 The Module Coordinator shall inform the Registrar's Office in writing of the recommendation in relation to the appeal and shall also inform the two examiners in writing. The Registrar shall forward the recommendation to the Examination Appeals Board for decision.

- 8.5.7 The appellant shall be informed by the Registrar's Office of the outcome of the appeal and shall be further informed:
- (a) of the process which has taken place;
 - (b) that the full documentation in relation to the examination and the appeal will be available to the student on request..

9. Appeal to the President

A student may challenge the findings of the Examination Appeals Board by initiating an Appeal to the President as follows:

- 9.1 To initiate an Appeal to the President, a student must show substantial grounds for disputing the findings of the Examination Appeals Board, e.g. evidence of faulty procedure on the part of the Examination Appeals Board, clear conflict of interest on the part of a member (or members) of the Appeals Board or new evidence which was not available to or considered by the Appeals Board.
- 9.2 An Appeal to the President is a very serious undertaking and should only be entered into if the student believes that the Examination Appeals board did not discharge its duty properly.
- 9.3 An Appeal to the President should not be initiated solely on the grounds that a student does not agree with the decision of the Examination Appeals Board.
- 9.4 The President will convene a President's Appeal Board chaired by a member of the Institute's Executive Board (other than the President or the Registrar) and also including the President's nominee and the Registrar or nominee.
- 9.5 The Chair of the Examination Appeals Board and the student will make submissions to the President's Appeal Board.
- 9.6 The President's Appeal Board shall decide between the two following courses of action:
 - a) Reject the appeal;
 - b) Ask the Examination Appeals Board to review its decision (citing reasons why they think this is necessary).
- 9.7 To initiate an Appeal to the President, a student must complete the appropriate appeal form and submit this with any supporting documentation to the Registrar's Office.

9.8 The appeal fee is €100.

10. Communication of decisions of Examinations Appeals Board and consequential actions

The following communication should follow the processing of each examination appeal:

- 10.1 The Registrar shall inform the student of the outcome of the appeal. In the event of an appeal being upheld, the Examinations Office shall be informed and the broadsheet of examination results and the student's record shall be changed.
- 10.2 The Registrar shall also inform the Head of Department in writing of the decision of the Appeals Board who, in turn, shall also provide a copy of this communication to the internal examiner(s). In the event of an appeal being upheld, the basis of the decision shall also be given. If the internal examiner wishes to obtain further information in relation to the appeal, this shall be obtained through the Head of Department. Such information shall be conveyed by the Registrar to the Head of Department on request.
- 10.3 In exceptional circumstances, in order to preserve the confidentiality of personal information submitted by the appellant, it may be necessary that the conveying of information in accordance with the terms of 10.2 above be restricted.

11. Annual Report

The Registrar shall prepare a report before November 1st each year covering examination appeals, their processing and outcomes. This report should be presented at a plenary meeting of the Academic Council.

This report shall list:

- a) The number of appeals made under each of the grounds listed in section 3 of this document;
- b) The general basis on which each appeal was upheld (without mentioning the appellant, department or examiner);
- c) Recommendations of the Examination Appeals Board.

In light of this annual report, the Academic Council shall consider whether the Appeals Procedure needs to be amended in any way.

HARASSMENT AND DISCRIMINATION REGULATIONS

Institute Commitment

1. The Institute is committed to the maintenance of a social environment in which all students irrespective of gender, religion, colour or ethnic origin can undertake their studies and engage in all Institute activities free from any form of harassment or discrimination of any nature whatsoever.

Student Responsibility

2. All students are obliged to respect the rights of others and to uphold the Institute's commitment on harassment and discrimination at all times and to take cognisance of the regulations outlined hereafter.

Student Regulations

3. Students shall not infringe the rights of others by engaging in any conduct which causes harassment or discrimination.
(See Appendix 2 for definition of harassment and discrimination and related matters).

CANTEEN REGULATIONS

Institute Commitment

1. The Institute Authorities are committed to providing and maintaining a safe, comfortable and hygienic environment for all those using the canteen services within the Institute. These services will be provided in an efficient and courteous manner with emphasis on value for money.

Student Responsibility

2. All students are expected to observe these regulations to ensure that all individuals using the facilities may do so without undue inconvenience and unnecessary disturbance caused to others.

General Regulations

3. All food purchased in the canteen must be consumed within the adjacent atrium and under no circumstances shall food be brought to and consumed in classrooms or such other areas of the Institute.
4. Workshop overalls and laboratory coats must be removed before entering either the food distribution or consumption areas.
5. Canteen users will be expected to deposit their cutlery, crockery and trays in the appointed locations.
6. All superfluous rubbish must be deposited in the bins provided.
7. No games played for monetary gain shall be played in the canteen unless prior authorisation has been obtained from the appropriate authorities.
8. The pilfering of canteen property will be regarded as a breach of these regulations and is likely to result in an appropriate penalty.
9. Students are not to use tables or chairs as foot rests.
10. Students are required, at all times, to behave in a mannerly way and to desist from engaging in any behaviour which may constitute an inconvenience or disturbance to other users.

COMPUTING FACILITIES REGULATIONS

Institute Commitment

1. The Institute will endeavour to make available computer facilities in an efficient and fair way for the periods and at the times required by the student population. However, the provision of facilities will be contingent upon incoming financial resources in terms of purchasing new equipment and the replacement of existing equipment and such expenditure will be subject to the prioritisation of overall Institute expenditure.

Student Responsibility

2. Students will at all times refrain from causing nuisance or disturbance to other users and will not interfere or damage any equipment. Students will be expected to observe all timetabling arrangements and promptly leave the facilities when their access time is complete.

The following regulations have been made for the use of the Institute's computing services.

3. No person or persons shall use the computing facilities of the Institute without due authorisation given on behalf of the Institute by the Head of the Department or by the Computer Centre when its facilities are being used.
4. Every allocation of computing resources shall be made on the understanding that it is to be used only for the purpose for which it was requested and only by the person or persons by whom or on whose behalf the request was made. Computing resources will normally only be made available to support activities relating to academic studies and/or research, and any unauthorised use for other purposes may be treated as a disciplinary offence. Use shall not be made of computing resources allocated to another person or group of persons unless such use has been specifically authorised.
5. No person or persons shall by any willful or deliberate act jeopardise the integrity of the computing equipment, its systems programmes, the work of other users or other stored information.
6. Those persons authorised to use the computing resources shall be expected to treat as privileged any information not provided or generated by themselves which may become available to them through their use of computing resources; they shall not copy, modify, disseminate, or use any part of it without permission of the appropriate person or body. Furthermore,

they must observe any special restrictions placed on the use of specified software or data and stated in any documentation relating to its use.

7. Unless advised to the contrary, students must assume that all software is subject to the provisions of copyright law.
8. Arrangements for the back-up copying and distribution of software and documentation, which are subject to the conditions of the licences for their use will be made by the Institute: individual users of software will not be permitted to copy or to pass on (even to other students of the Institute) copies of the software.
9. In the case of any information which is designated in a notice issued by the Institute as proprietary or confidential, every person using the facilities shall be required:
 - 9.1 To observe the instructions that may be issued by the Institute specifying ways in which the information may be used; to ensure that the requirements of the agreements, contracts or licences under which the software is made available to the Institute will be maintained in all respects.
 - 9.2 Not to copy, modify, disseminate, or make use of it in any way not specified in those instructions, without first obtaining written permission from the Institute.
 - 9.3 To ensure that, where legitimate copies are made, such copies carry an appropriate copyright statement either as provided by the manufacturer or in suitable alternative form.
 - 9.4 No person or persons shall obtain or distribute software by illegal means nor run any illegally-obtained software on Institute equipment.
10. Users will return all copies of the software at the end of their course year/research project or when requested to do so. They will also assist the Institute in the event of the termination of a licence for the use of some software product, to remove all copies of that software and to make arrangements for the safeguarding of the authorised archival copy.
11. The Data Protection Act, 1988 and the relevant statutory instruments regulates the use of such information. As an organisation which controls the contents and use of collections of personal data processed automatically and as one which may allow other data users to access personal data on this equipment, the Institute is required to comply with the Act.

In accordance with the Institute's responsibilities in this regard, no person or persons shall use the facilities of the Institute to hold or process personal data except in accordance with the provisions of the Act. Any person wishing to use the facilities for such a purpose shall be required to inform the Institute in advance and to comply with any restrictions that may be imposed concerning

the manner in which the data may be held, or the processing carried out.

12. If at any time students are allocated computing resources for private purposes, including consultancy or any other work outside the scope of their official duties or functions, they shall be personally responsible for reimbursing the Institute by a specified date, at a rate determined from time to time, for the cost of the resources used.
13. If any students use computing resources for private purposes without specific authorisation to do so, they shall be charged with the cost of such use in accordance with paragraph 9, and action may also be taken under paragraph
14. Any students who have been charged with the cost of computing resources who fail to make reimbursement within the stipulated time shall be suspended from use of computing resources until they make such reimbursement. Non reimbursement will constitute a debt owing to the Institute and the student is reminded that the conferring of an award may be postponed until the debt has been satisfactorily resolved.
15. The staff of the Institute will at all times have authority to maintain good order in the use of the Institute's computing facilities and may suspend or exclude from their use any person who breaks these Regulations. They may report to the relevant Head of Department any person responsible for serious or persistent misuse of computing facilities which breach these or any other Regulations.
16. Computer programmes developed on facilities provided by the Institute cannot be sold without the prior written agreement of the Institute. Students are responsible for reporting to the Institute, immediately it comes to their notice, any reasonable probability of financial or commercial advantage arising out of their use of the resources, whenever this advantage would accrue and whomsoever would benefit. Students may not attempt to incorporate any proprietary software or any modified version of the software into any programme written by them, without the written permission of the Institute.
17. The Institute expects students, when applying for research contracts and other outside monies, to take into account all costs including computing and data preparation costs. Where there is outside financial support, or when such support becomes available, to cover the computing elements of a project, this must immediately be declared in writing to the Institute. All such chargeable work must be run under the username specifically allocated for that purpose.
18. Students are representative of the Institute when using the INTERNET. Their behaviour on the Internet will reflect directly on the Institute. Students who present the Institute in an unfavourable light through their actions on the Internet when using Electronic Mail, Newsgroups, On-line Chat, Bulletin

Boards or any other form of communication on the Internet will be held personally accountable for their actions.

19. The intentional/unintentional introduction of computer viruses to computer systems in the Institute is an offence. Students are responsible for ensuring their computer software and diskettes are free from Computer Viruses. Failure to report the detection of computer viruses is also deemed unsatisfactory behaviour in the use of the Institute computing facilities.
20. Students should not attempt to access restricted portions of the operating system, security software, or administrative software unless authorised by appropriate Institute administrators.
21. Users will be held responsible for any misuse attributed to their network username. This includes misuse by other people, unless it can be shown that reasonable steps have been taken (by proper password management) to prevent such a misuse.
22. The Institute accepts no responsibility for problems caused by loss of service or for the correctness of data and no liability for any direct or consequential loss or damage.
23. Students must not produce or display computer output of a type and in a way that could give offence to a reasonably minded person. This applies both to text based and graphical output.
24. Additional regulations specific to individual facilities may be added from time to time.

FREEDOM OF SPEECH REGULATIONS

Institute Commitment

1. The Institute regards it as a fundamental principle of its existence as an independent academic institution to uphold freedom of speech within the law on its premises and **in** all its activities. No individual or body of persons shall be prevented from studying, or participating **in** any academic activity, or being invited to deliver a lecture, or delivering a lecture solely on account of their political, religious or other opinions and beliefs.

Student Responsibility

2. It shall be incumbent upon those organising any lecture, meeting, publication or any other such medium of communication to properly and timely inform the institute authorities of the nature, time and predicted audience and to ensure that all associated activities are conducted **in an** orderly, safe and respectful manner.

Basis of Jurisdiction

3. These regulations are approved by the Governing Body, **in** accordance with its authority under the Regional Technical Colleges Act.

Scope of Authority

4. In interpreting these regulations the publication of any documentation or the production of any other communications material **in** whatever medium shall be subject to the provisions outlined hereafter.
5. The provisions of these Regulations, and of any procedures duly instituted **in** accordance with them, shall apply **in** full to all students, honorary and visiting guests and any other members of the Institute within the meaning of the Regional Technical Colleges Act, and to all persons and associations occupying property of the Institute other than by leasehold.
6. All persons to whom the Regulations apply are under an obligation to take no action which would hinder freedom of speech within the law, or which would prevent the Institute, President or any of its Officers from discharging their duty to ensure freedom of speech so far as is reasonably practicable
7. Members of the academic staff, senior administrative officers, and other persons authorised for the purpose shall have authority, and it shall be their duty to check disorderly or improper conduct or any breach of regulations occurring in any of the Institute buildings or their precincts or in public buildings or places.

8. These Regulations apply to informal or social activities as well as to any more formal meeting or lecture as may be subject to the specific and detailed special arrangements set out below.
9. In the exercise of its duties under these Regulations, the Institute and its Officers will also take account of other obligations under the law which may require it to have regard to what is said on its premises. In particular, the rights conferred by these Regulations do not extend to any body or speaker who acts unlawfully by, for example, using threatening, abusive or insulting words or behaviour so as to run the risk of inciting violence or racial hatred; or whose activities, even if directed to lawful purposes, cease to be lawful when, for example, they break conditions imposed by the gardai or cause serious public disorder.

Procedures

10. The President shall be responsible for the operation and enforcement of these Regulations. The authority for their administration may be delegated to the Registrar, who may further delegate authority in general or particular instances to other Officers of the Institute.
11. The Registrar shall be authorised to compile such additional Administrative Procedures as he thinks necessary for the effective implementation of these Regulations, and such procedures shall have effect as if they formed part of these Regulations, and shall be interpreted in such a manner as not to conflict with these Regulations.
12. These administrative Procedures may include, inter alia:
 - details of the arrangements required for booking rooms or arranging other activities on Institute premises;
 - appointment of Officers responsible for the receipt of bookings; - -
 - explanation and elaboration of the categories of visiting speaker, and of subject matter for a meeting, and of other characteristics of an activity which at any given time is likely to be "designated" under the terms defined below.
 - scrutiny of communication material planned to be published in whatever medium.
13. Such Administrative Procedures shall be published by the Registrar, and, as far as is reasonably practicable, shall be circulated to all persons or organisations within the Institute concerned in the organisation of activities covered by these Regulations, provided that failure to receive such Administrative Procedures shall not exempt the organiser of any activity from liability to conform with the said procedures.

General Requirements

14. Any meeting or activity taking place on the premises of the Institute, shall, whether it has been "designated" or not, comply with these Regulations.
15. Organisers of any meeting or activity have a duty to see that nothing **in** the preparations for or conduct of that meeting or activity infringes the law, for example, by conduct likely to cause a breach of the peace or incitement to illegal acts.
16. The organiser or chair of the meeting has a duty so far as is possible to ensure that both the audience and the speaker act **in** accordance with the law during the meeting. In case of conduct which is or appears to be unlawful or in breach of these Regulations, the chair is required to give appropriate warning and, if necessary, to require the withdrawal or removal of persons concerned.
17. No article or objects capable of causing damage or injury may be taken inside a building where a meeting is taking place, or taken or used elsewhere on Institute premises, in circumstances likely to lead to damage or injury.
18. Premises used for meetings or activities must be left in a clean and tidy condition, in default of which the organisers may be charged for any additional cleaning and repairs that are subsequently required.

Designated Events

19. Any meeting or other activity where there is a real likelihood that the speaker or participants may not be able to enter or leave the building safely and/or deliver his or her speech will be classified by the Registrar as a Designated Event.
20. The fact that a meeting or activity has for any reason not been defined as a Designated Event shall **in** no way exempt the organisers or participants from their general responsibilities under these Regulations.
21. The organisers of such a Designated Event shall ensure that a single person is appointed as principal organiser of the event.
22. The principal organiser of such a Designated Event, or of any event likely to be so designated, shall ensure that at least three weeks before the date proposed for the event notice of the proposal is given to the Registrar or his appointed officer. Such notice shall contain a written statement of the name of the speaker, the subject of the address and the precise times of the arrival and departure of the speaker.
23. Within three working days of receiving such notice the Registrar shall issue a statement which shall either grant or withhold permission for the use of Institute premises for the event.

24. Permission so granted may be granted subject to such conditions as the Registrar considers reasonably necessary to secure fulfillment of the Institute's responsibilities concerning the protection of free speech.
25. The principal organiser and every other person concerned with the organisation of an event for which permission has been granted shall be required to comply with any and every condition laid down by the Registrar. Such conditions may include a requirement that tickets must be issued for public meetings and that an adequate number of named stewards should be available, as to whose suitability the Registrar must be satisfied, in addition to any security staff that the Registrar may feel should be present to maintain order.
26. The conditions prescribed by the Registrar may include conditions concerning admission or exclusion of press, television or broadcasting personnel.
27. In addition to any conditions referred to above the Registrar has discretion to lay down further conditions, if appropriate, after consultation with the Gardai and if not satisfied that adequate arrangements can be made to maintain good order he may refuse or withdraw permission for the meeting or activity.
28. Appeals against the rulings of the Registrar may be made to the President whose decision shall be normally final but appeal is allowed to the Governing Body.

Enforcement

29. Any infringement of these Regulations shall be subject to the established disciplinary procedures of the Institute appropriate to the person or persons concerned.
30. If any actions involve breaches of the law, the Institute will assist the prosecuting authorities to implement the process of law, and, will suspend disciplinary proceedings pending the outcome of any such process.

LIBRARY REGULATIONS

Institute Commitment

1. The principal objective of the Institute Libraries is to deliver an appropriate range of library and information services to the staff and students of the Cork Institute of Technology. The libraries will endeavour to deliver an efficient service in a friendly, helpful and courteous way and will ensure that all activities taking place within the libraries are undertaken such that these activities do not constitute a nuisance or cause undue disturbance to library readers. These regulations have been made by the Institute in support of this objective; co-operation of all readers in observance of the regulations for the common good is essential. Ignorance of these regulations cannot be accepted as an excuse for non-observance.

Student Responsibility

2. It is the student's responsibility to ensure that s/he is fully familiar with these regulations and to comply in every way with the spirit of them, thus contributing to an environment in which all library users can use the facilities in a way free from unnecessary inconvenience and disturbance.

General

3. For the purpose of these regulations "the Library" means any branch or section of the libraries located on the Bishopstown Campus, the Crawford College of Art & Design and the Cork School of Music. The term "book(s)" refers to any form of Library material.
4. Students should note that entry to some or all of the libraries can only be gained by use of an identity card in the swipe facility located at the entrance to the library. The Librarian shall at all times have authority to maintain good order in the Library and may exclude from it or suspend from its use, subject to appeal, any reader who breaks library regulations. The Librarian may report to the Registrar any person(s) responsible for serious or persistent breach of such regulations: such conduct by any student will be considered a breach of these regulations.
5. Libraries shall be open during such periods of the year and during such hours as the Institute may from time to time prescribe.
6. Students are reminded that any debts owing to the Institute may render them liable to further sanctions and/or the withdrawal of services. The nonreturn of library material is deemed to constitute a debt to the Institute.

Registering with the Library

7. The following persons may borrow library materials, for the purpose of these regulations such persons shall be hereafter referred to as readers.
 - 7.1 All members of the Governing Body, all members of the academic and administrative staff, and any other full-time employees of Cork Institute of Technology.
 - 7.2 Registered students who have paid their membership fees.
 - 7.3 External readers having genuine study/information needs which can be met without detriment to other users of the library. Deposits or annual fees may be levied on external users.
8. Fees or deposit may be waived where a reader wishes to use the library solely for consultation.
9. Members of the Institute entitled to join the Library must first produce valid CIT identification.
10. Membership of the Libraries involves a commitment to observe Library Regulations.
11. All students admitted to membership must notify the Library immediately of any change of address.
12. Visitors may be permitted to use the Libraries for reference purposes at the discretion of the Librarian.
13. A Librarian reserves the right to see valid Cork Institute of Technology identification at any time.

Borrowing Library Materials

14. Where a library operates an electronic access and logging system, each library member is issued with an individual bar coded and magnetic strip card bearing identification details of the owner, including a photograph. Access to such a library and the borrowing of library materials can only be made using this card. The loaning of this card to any other person(s) is not permitted and constitutes a breach of library regulations. If this card is lost a replacement may be obtained on the payment of a fee.
15. Library cards and items on loan are not transferable. Responsibility for the safe return of all materials issued on a library card, including materials for use in the library only, lies with the reader whose name is on the card. It is advisable that books are not left unattended, whether in the library or elsewhere.
16. All items to be borrowed must be taken to the Control Desk, together with the

library card, for issuing.

17. Students or external readers may normally borrow up to two items at a time, generally for a period of two weeks. Certain categories of material are for use in the library only, others are available for a restricted loan period, depending on demand and time of year (e.g. past exam papers).
18. Items may be renewed only if another reader has not reserved them.
19. Journals may not be borrowed.
20. All items on loan are subject to recall by the librarian at any time.
21. A notice from the Librarian requiring the return of books in heavy demand shall be complied with within 24 hours.
22. Items will not normally be issued during the final 30 minutes before closing time.

Returning Library Materials

23. All items borrowed must be returned to the library on or before the due date.
24. Failure to return items promptly may result in the automatic suspension of borrowing and reservation privileges.
25. A fine will be charged on each volume overdue.
26. Student readers must return all items borrowed at the end of their course. Attention is again drawn to the fact that failure to return library material constitutes the owing of a debt to the Institute.

27. Damage, Theft and Loss

A reader damaging or losing a library book shall replace it by another copy of the same edition in good condition, or pay a sum of money equal to the cost of the book plus £3 to enable the library to purchase and process a replacement copy.

28. Loss of a library card should be reported to library staff at once otherwise the owner will be responsible for any books borrowed using the lost card. The charge for a replacement card is currently €6.
29. Where a security system is in operation in the library any reader activating this system is liable to have his/her belongings checked by library staff. Any attempt to remove materials without first having them issued at the Control Desk may result in disciplinary proceedings. Imposition of a fine and/or suspension from the library may result from such proceedings. However, more serious sanctions may be imposed by the Institute authorities.

Behaviour in the Library

30. A library is to be used solely for study, reference and research purposes.
31. Eating and drinking are not allowed in the Library.
32. The playing of computer games on the library's personal computers, or engaging in other pursuits not related to bona fide academic activities, is not allowed.
33. Readers will not cause any disturbance or engage in any other inappropriate behaviour in the library.
34. Readers are discouraged from reserving a study place by leaving belongings or books on the seat or desk. Any place left unattended for longer than 15 minutes may be used by another reader.
35. Library materials, fittings, furniture, or equipment must not be marked or defaced in any way by readers. Any reader causing willful damage to library property will be subject to disciplinary action.
36. All litter is to be placed in the bins provided.
37. Bags, briefcases or such other items may not be brought into the library. They should be left in your locker or in the allocated shelved area in the library foyer.
38. Readers are responsible for the safety of any personal property left in the library foyer and are strongly advised to keep valuable items with them at all times.
39. Facilities and services are offered at the discretion of the Librarian and may be limited or withdrawn if regulations are not observed. The Librarian may, for good cause, withdraw borrowing privileges and/or suspend any person from use of the library. Any such decisions will be subject, at all times, to the right of appeal.
40. The use of 'Walkman' units or any such other device is not permitted in the Library unless such use is, in the case of each individual, permitted in writing by the library staff.
41. The use of mobile phones is not permitted in the general areas of the library.
42. Readers will comply with any instructions or directions issued by the library staff.

SPORTING FACILITIES REGULATIONS

Institute Commitment

1. Cork Institute of Technology is committed to providing and maintaining a wide range of sporting facilities consistent with the constraints of its overall finance budget. The provision of such services will be in accordance with the acceptable standards in relation to availability, quality and safety.

Student Responsibility

2. Students will be expected to respect the safety of other users and to refrain from any dangerous activity or behaviour while using the sporting facilities. Students will be required to treat all equipment and property with care and to comply with the following regulations which are in place to ensure that the sporting facilities are used in a safe and efficient way for the benefit of all users.

Sports Facilities

3. Sporting activities may only be undertaken on those areas and within the buildings designated for such purposes. Any students engaging in sporting activities in non-designated areas may face disciplinary action. Those using sporting facilities provided by the Institute must observe the following specific regulations:
 - 3.1 Only those properly attired may participate in any sports activities;
 - 3.2 The sports hall must be vacated by all user groups five minutes before the end of the allocated time slot;
 - 3.3 Only plastic, paper or polystyrene drinking containers are allowed **in** the sports areas;
 - 3.4 Only groups who have reserved the sports hall and pitches may use them during the reserved period;
 - 3.5 Smoking is not allowed in the sports hall building;
 - 3.6 No outdoor footwear such as football boots or spikes may be used in the indoor facilities;
 - 3.7 Spectators may not view official classes from the balcony;
 - 3.8 Sporting equipment borrowed must be returned immediately after use;
 - 3.9 Sporting equipment hired out or borrowed shall not be removed from the Institute campus without permission.

INTERNAL ROADS AND PARKING REGULATIONS

Institute Commitment

1. The Institute Authorities are committed to providing and maintaining a safe environment for all vehicle users, bicycle and motor cycle users and pedestrians throughout the Institute campuses.

Student Responsibility

2. All students are expected to observe these regulations to ensure that all persons using the campus facilities may do so in a safe and efficient manner.

Regulations

3. Students of the Crawford College of Art & Design should note that parking of motor vehicles is not permitted on the Crawford College of Art & Design grounds.

CAMPUS PARKING - Terms and Conditions

4. All drivers of vehicles entering any Campus of the Institute are deemed to consent to the following terms and conditions of parking as laid down by Governing Body. Staff, students and visitors who do not accept these terms and conditions must not bring vehicles into a campus.
 - (i) Parking is only permitted in designated parking areas.
 - (ii) Parking on roadways, reserved areas, or in such a manner as to cause damage, or obstruction or jeopardise emergency vehicle access, is strictly forbidden.
 - (iii) Drivers are responsible for any damage they may cause to grounds.
 - (iv) Vehicles parked outside designated parking areas may be removed off-Campus and impounded, or clamped. The driver/owner of the will be responsible for the full removal and clamping costs, or such fees as the Governing Body may set from time to time. The fee must be paid in advance of recovery/de-clamping to the service provider contracted to the Institute.
 - (v) Repeat offenders may be injunctioned from parking in any Campus.
 - (vi) Applied clamps may not be interfered with.

- (vi) Vehicles remaining within any Campus after gate closing time will be detained within the Campus until normal opening hours.
- (viii) Vehicles are parked at the sole risk of the driver/owner. The Institute accepts no liability for loss or damage to vehicles or their contents while parked or detained within any Campus.

Note: Driving in breach of the speed limits, careless driving or driving in a way that may endanger other persons on a Campus, are a serious breach of the Institute's regulations and may lead to a fine, suspension or other censure. Vehicles must yield to pedestrians crossing at pedestrian crossings and obey the rules of the road, speed limits, signs and directions. Bicycles and motorcycles are regarded as vehicles for the purpose of these regulations.

5. General Regulations

- (i) Parking of vehicles in a position which may cause undue inconvenience or constitute a safety risk to other persons will be considered to be a serious breach of these regulations.
- (ii) The spaces reserved for disabled drivers are to be used specifically by disabled drivers only. Unauthorised parking in these spaces will be considered a serious breach of these regulations.
- (iii) All persons using a mechanically propelled vehicle on the internal roads system of the campus must be in possession of an appropriate current driving licence and must be covered by adequate motor insurance.
- (iv) The parking of vehicles (other than emergency vehicles in emergency situations) on yellow lines is strictly prohibited.
- (v) Drivers of vehicles must drive carefully at all times and fully observe the requirements of any road signs and markings in existence at any given time.
- (vi) Speed limits must be strictly observed.
- (vii) The owner of a vehicle must clearly display any parking notice or permit which the Governing Body may require the owner to do so.

Failure to comply with any of the foregoing will be deemed to be a serious breach of the Student Regulations and may lead to disciplinary action being taken against the offender.

FIRE REGULATIONS

Institute Commitment

1. The Institute recognises its responsibilities as required under the Fire Services Act, 1981, and has taken all appropriate measures to ensure the safety of all those occupying the buildings. The Institute has appointed a Fire Marshall who has overall responsibility for supervising the evacuation of the building. There is an extensive posting of signs throughout the Institute Buildings containing information on emergency evacuation procedures and assembly points. First aid fire fighting equipment in the form of appropriate type extinguishers, fire blankets and hose reels are located in all strategic locations for use in emergency situations.

Student Responsibility

2. Students are expected to fully observe all instructions pertaining to emergency evacuation procedures in an orderly and speedy manner. No equipment associated with the fire alarm and detection system or the first aid fire fighting equipment is to be misused or abused in any way whatsoever.

Fire Evacuation Drill

3. When Fire Alarm Sounds:
 - 3.1 Switch off gas taps and electrical equipment if safe to do so.
 - 3.2 Leave the building immediately via the nearest fire exit.
 - 3.3 Do not take any personal belongings with you.
 - 3.4 Do not use lift.
 - 3.5 Walk swiftly - do not run.
 - 3.6 Obey Fire Marshall's instructions and directions.
 - 3.7 Do not shout or behave in any way likely to cause panic.
 - 3.8 Assemble at the assembly point (located external to the building) to which you are assigned.
 - 3.9 Do not re-enter the building until instructed to do so.
 - 3.10 Report any suspected missing persons to the Fire Marshall.
 - 3.11 Your co-operation is necessary to enable the safe and speedy evacuation of the building.

THE LIFE YOU SAVE MAY BE YOUR OWN

4. Fire Emergency

- 4.1 Should fire occur in your area warn those in the vicinity and without any delay. Operate the nearest fire alarm break-glass unit.
- 4.2 Shut off switches, valves or taps from source of fire if possible.
- 4.3 Leave room closing door as you leave. Do not re-enter. Go to your designated assembly area, do not run.
- 4.4 On hearing the fire alarm bell, or vocal warning, all persons must evacuate the building and assemble at assembly point.
- 4.5 Senior official present will ensure complete evacuation of the area.

5. Make Yourself Aware of:

- 5.1 The location of the nearest fire exit;
- 5.2 Where the nearest fire alarm point is situated;
- 5.3 Where the nearest telephone is located;
- 5.4 Where all fire appliances in your own and adjoining rooms are erected.

6. Remember

- 6.1 Never use a lift in an emergency.
- 6.2 Do not misuse fire fighting equipment - to do so may result in serious injury or death in a fire situation.
- 6.3 If you have knowledge of empty fire extinguishers report same to your Head of Department or to the Caretaker staff without delay.
- 6.4 Do not obstruct first aid fire fighting equipment, or use them as clothes hangers.
- 6.5 Do not park over or adjacent to fire hydrants.

PLAGIARISM AND CHEATING

Institute Commitment

1. Cork Institute of Technology is committed to maintaining a fair and just environment for all its students who participate in the writing of examinations, engage in continuous assessment, prepare project work or portfolios, or any other means used to assess the student. The Institute has therefore put the following regulations in place to address any attempt to gain unfair advantage in assessment through cheating or plagiarism. The Registrar will, as necessary, make available to undergraduate students, postgraduate students and staff engaged in research guidelines on avoiding practices that may infringe Plagiarism and Cheating regulations in their respective areas.

Student Responsibility

2. Students are entitled to draw on other people's ideas. Students will use books and journals in the library, some assignments will involve working collaboratively with others, and in some cases you may have access to other people's work on computer disk or over a computer network. When undertaking a major assignment, you may sometimes legitimately make reference to similar projects undertaken by others. However, other people's work must be used in a principled way, with due acknowledgement of authorship. Recognised standards of acknowledging the work of others will be discussed during your course, and it is important to retain guidelines which you may be given, and observe them. In particular, you should take care in accurate use of quotation marks and in providing references and bibliography.

General Regulations

3. Cheating is any attempt to gain unfair advantage, whether in course work or examinations.

Examples may include breaching examination regulations, computer or calculator fraud, bribery, and impersonation.

4. Plagiarism is:-
 - quoting verbatim or almost verbatim from a source (such as copyrighted material, notes, letters, business entries) without proper acknowledgement;
 - taking over someone else's line of thought, argument, arrangement, and supporting evidence (for example, statistics, bibliographies) without indicating such dependence;

- submitting someone else's work, in whatever form (film, workbook, artwork) without complete and accurate acknowledgement;
- intentional distortion of citations including re-publication of an entire previously published document presented as new material;
- incorrect identification of inventorship.

Procedure when cheating is suspected in an examination

5. If an invigilator suspects a candidate of infringing examination rules he/she shall:
 - confiscate any unauthorised material in the possession of the candidate;
 - endorse the candidate's script on the front cover with a note of the time when the alleged infringement was discovered. In the case of suspected collusion the scripts of all candidates will be endorsed.
 - allow the candidate(s) in question to continue with the examination;
 - inform the candidates(s) in question at the end of the examination, that a written report of the incident will be submitted to the Examination Secretary for transmission to the Registrar.
6. The Examination Secretary will prepare within two working days a written report on the alleged incident and send it with the scripts and any confiscated materials and their source(s) to the Registrar.

Procedure when cheating or plagiarism is suspected in coursework

7. Where an internal or external examiner suspects a candidate of attempting to cheat or otherwise gain unfair advantage in coursework and other forms of assessment s/he shall:
 - Endorse the candidate's work on the front cover with a note detailing the location of any plagiarised passages and identify as much collaborative evidence as possible and inform the Registrar of the action taken.
 - Prepare a written report on the allegation and send it with copies of any plagiarised passages and their source(s) where appropriate to the Registrar and any other examiners involved in assessing the work in question.

Procedure for investigating alleged offences

8. The Registrar will convene a Examinations Infringements Board for the purpose of investigating the allegation. The Examinations Infringements Board will be composed of:

- (a) A Co-ordinator of Faculty/Head of College,
- (b) A Head of School,
- (c) A Head of Department,
- (d) 3 members of academic staff,
- (e) A sabbatical officer of the Students' Union.

- 9. The student will be informed in writing by the Registrar that cheating, plagiarism, or attempting to gain unfair advantage over other candidates is suspected. The student may respond in writing within five days of receiving the written notification.
- 10. If the student chooses not to question or deny the allegations the reports from the Registrar will be passed on to the Examinations Infringements Board for a final decision. The student may provide a written statement to the Examinations Infringements Board.
- 11. If the student denies the allegations, or if there is any doubt in establishing the facts, the Registrar will write to the student warning him or her of the allegations made and requesting attendance at an interview.
- 12. If the student does not reply within five working days of the date on which the letter is sent, or if the student replies accepting the allegation, the Board of Enquiry will prepare a report for the Registrar with a recommendation for an appropriate penalty.
- 13. If the student replies within the time limit and denies the allegation, the Registrar will convene as soon as possible a meeting of the Examinations Infringements Board. The student will be invited to attend this meeting and shall have the right to be accompanied by a maximum of three persons and to submit oral or written evidence to the meeting. The meeting will be chaired by the Registrar or such other person he may appoint to chair the meeting. All proceedings and papers shall be confidential to those attending.
- 14. Following the meeting, the Examinations Infringements Board will prepare a report outlining the circumstances of the case and where appropriate recommend an appropriate penalty. This report will be available to the student but shall be treated as confidential.

Decision of the Examinations Infringements Board

- 15. If the Examinations Infringements Board judges that the allegations of cheating, plagiarism or attempting to gain unfair advantage are not sustained,

the Examinations Infringements Board may recommend that internal/external examiners will reassess the work on its merits.

16. If the allegation is sustained, either by the admission of the student or following investigation, the Examinations Infringements Board will:
 - decide on the degree of unfair advantage gained, on the basis of the information available;
 - decide the appropriate penalty.
17. To assist in establishing the facts, the Examinations Infringements Board may request a viva voce examination which should involve at least one internal and one external examiner. If the student objects to the viva voce examination he/she may request a written examination.

Appeal

18. A student may appeal against a decision of the Examinations Infringements Board to impose a penalty. Such an appeal will be made to the Examination Infringements Appeals Board.

Possible Penalties

19. Penalties in serious cases may include failure of the subject, without right to be reassessed, failure in year or assessments, restriction of final classification, or termination of studies. Gross plagiarism, use of unauthorised materials in examinations, and all second offences will be considered serious offences.

THE POSTING OF NOTICES

Institute Commitment

1. The Institute is committed to providing an adequate number of suitable notice boards throughout the campus buildings to facilitate the display of relative information for the benefit of the student population.

Student Responsibility

2. Students will be expected to observe all regulations which may exist from time to time regarding the posting of notices.

Regulations

3. Students planning to post notices or distribute loose flyers must seek permission to do so from the Students' Union or the Institute's Societies Officer, Sports Officer or Arts Officer as appropriate. The application for the permission must be sought prior to the planned date of posting and/or distribution.
4. The contents of all notices posted or loose flyers distributed should be legal, decent, honest and truthful, and will not conflict with any of the regulations covering such issues as harassment and discrimination, or freedom of speech, included in the Student Regulations.
5. All notices posted must be attached to the notice boards provided for the purpose unless a special exemption is sought from the Registrar.
6. The posting of notices in places not designated for the purpose will be a breach of these regulations and the Institute Authorities will have the right to remove and destroy these notices. Those responsible for displaying such notices may be charged with any costs associated with their removal and disposal at the discretion of the Institute.
7. Within the constraints of available space the Students' Union either on their own behalf or on behalf of individual clubs and societies may apply to the Registrar's Office for permission to erect notice boards in suitable locations. Such notice boards must comply with the Institute's specification for notice boards.
8. It will be the responsibility of the individual(s) or society who display a notice to remove such notices which have outlived their interest date.
9. The display of notices within campus buildings other than in the way described above or failure to comply with any of the above regulations will be deemed to be a breach of Student Regulations.

APPENDIX 1

Student Discipline Procedure

Rules Governing the Student Disciplinary Committee and Student Disciplinary Procedure

The Students' Disciplinary Committee is established by and responsible to, the President to manage, supervise and operate the Student Disciplinary Procedure in the Institute.

1. The Students' Disciplinary Committee

1.1 Terms of Reference

- (i) To establish operating procedures.
- (ii) To hear cases referred to it, which are alleged to be a breach of Institute discipline and regulations.
- (iii) To determine what measures should be taken against a student who has transgressed the bounds of acceptable behaviour.
- (iv) To dismiss a case where allegation of a breach of the Student Regulations is not upheld .
- (v) To consider such other matters as may be referred to it by the Academic Council.

1.2 Composition of the Committee.

The composition of the Committee shall be as follows:-

to The President shall select nine members of the Academic Staff, subject to the approval of the Academic Council, to include one each from the College of Art and Design and the School of Music.

Three members of the Student Body appointed by the Students' Union.

At the first meeting of a Disciplinary Committee a Chairperson and Secretary shall be elected from the membership of the Committee to carry out such duties which are necessary to ensure the effective conduct of the Committee's business.

1.3 Quorum

A quorum shall be four members of the Committee, one at least shall be a student member.

1.4 Tenure of the Committee

The tenure of a Committee shall be three calendar years for staff members and one year for student members after which times the President shall appoint new committee members. Outgoing members of the Committee may be selected to serve a further term at the discretion of the Academic Council.

2. Student Discipline Procedure

2.1 General

This procedure has been drawn up in order to safeguard the proper conduct of the Institute's activities.

Students are advised to consult the Student Discipline section of this Handbook, which contains pertinent issues relating to discipline.

This procedure will be used when a student's alleged behaviour is regarded as unacceptable to a degree, which makes informal measures inappropriate. The decisions reached will not be pronouncements on guilt or innocence in a legal sense. They will rather seek:-

- (i) to establish whether a particular incident or incidents took place;
- (ii) to consider whether the incident(s) represent a breach of discipline which is unacceptable to the Institute;
- (iii) to determine what measures should be taken against a student who has transgressed the bounds of acceptable behaviour.

2.2 Breach of Discipline

A breach of Discipline will be deemed to have occurred if a student fails to comply with any of the requirements outlined in the Student Regulations Handbook.

2.3 Procedure for student discipline

- 2.3.1 If a member of staff or a student, hereafter referred to as the complainant, is of the opinion that a student has been in breach of the Student Regulations, a complaint may be made to a Head of Department or to a member of the Student Disciplinary Committee. An attempt will be made where possible to resolve the matter informally. Where in the view of the Head of Department or the Student Disciplinary Committee member this is not possible, or the gravity of the breach makes it inappropriate, the following procedures shall be followed.

- 2.3.2 The complainant concerned shall immediately bring the alleged breach of discipline to the attention of the Registrar in writing.
- 2.3.3 The Registrar will call a meeting of the Disciplinary Committee within five working days of receiving a written complaint against a student and the Committee will take a decision to carry out an inquiry or otherwise into the alleged breach of discipline.
- 2.3.4 If the Committee decides to undertake an inquiry into the allegations the student shall immediately be informed, in writing, of the complaint filed and be provided with a copy of the rules and regulations governing the Institute's disciplinary procedures.
- 2.3.5 Written records of all proceedings shall be kept along with all documents presented. The Registrar will appoint a member of his office to undertake such duties to include notifying the student of the allegations to be considered by the Committee and for the circulation of documents, written submissions, etc. The person appointed will not be a member of the Committee.
- 2.3.6 The student shall have a right to submit a statement, supported as appropriate by statements from witnesses, a right to be heard in person, and to be accompanied by a friend/representative of their choice. The friend/representative may speak on the student's behalf before any meeting of the Committee.
- 2.3.7 The Committee shall have the power to call for documents, call and examine witnesses and conduct such other enquiries as it shall in its absolute discretion decide. The student against whom the case has been brought shall have the right to see the written evidence against him or her, except in exceptional circumstances where the Chairperson of the Committee is of the opinion that such disclosure may compromise witnesses, their statements may be anonymised or paraphrased.
- 2.3.8 The student and his/her friend/representative shall be entitled to be present and to ask questions of witnesses who are called by the Committee to present evidence.
- 2.3.9 The Committee shall have discretion to regulate its own procedures, subject to the agreement of the President, but keeping within the spirit of this document.
- 2.3.10 The Committee shall have the power to dismiss the case or to recommend to the President the following sanctions:-
- (i) to reprimand the student by means of a written warning;
 - (ii) where specific Institute facilities have been misused or

damaged in the course of the breach of discipline, to debar the student from the use of those facilities for a period of up to one year and/or requiring that any damage be made good at the student's expense;

- (iii) to impose a fine as determined by the Committee up to 253.95;
- (iv) to suspend the student for a period as determined by the Committee and if necessary bar him or her from the Institute's property;
- (v) to expel the student from the institute.

2.3.11 If in the Committee's opinion the continued presence of a student disciplined under clauses (i) to (iii) above would be a serious threat to staff, students or property, the Committee will recommend to the President the student shall be barred from the Institute's premises;

2.3.12 The decision of the President shall be reported to the complainant and, at the same time, arrangements will be made for the postal delivery of the President's decision, by registered post, to the registered postal address of the student.

3. Records

Where a case has been dismissed the Committee shall make provision for the immediate destruction of all records associated with the case subject to written approval from the student concerned to do so.

Where a case has been proven and disciplinary action been taken, all records associated with the case shall be filed and held for a period of 5 years. In the event of a student seeking a reference from the Institute such records may be consulted when preparing the reference.

4. Appeals

A student may appeal the decision of the Disciplinary Committee to the Disciplinary Appeals Committee subject to a written request being made to the Registrar within seven calendar days of receiving the written decision of the Disciplinary Committee.

APPENDIX 2

Statement concerning Harassment and Discrimination

The following statement is intended to provide an overview of the Institute's procedures with regard to all forms of harassment and discrimination.

1. Although most complaints will be dealt with satisfactorily through the Institute's own internal procedures, individuals are at liberty to seek legal advice about any incident which - appears to, contravene the provisions of any legislation relating to harassment or discrimination. It is strongly recommended, however, that advice is taken from an appropriate Institute official before resorting to the external legal system.
2. The following definitions are only intended to provide broad guidelines:

Harassment occurs when an individual or group of individuals is subject to repeated, unwanted and/or unprovoked attention. Harassment can include vexatious or offensive verbal or written comments and can extend to physical abuse.

Discrimination occurs when an action is taken which inappropriately differentiates between individuals or groups of individuals on the grounds of race, nationality, gender, sexual orientation, religion, disability, age or class.

Complaints

3. *Complaints procedures*

Note: A formal complaint can be made without prior recourse to the informal procedures.

Informal procedures

- 3.1 If possible, the offender should be asked to discontinue the activity which has caused distress;
- 3.2 If a direct approach is not possible, or has had no effect, the offence may be referred to one or more of the following:
 - the Institute's Chaplaincy staff;
 - the relevant Officer(s) of the Students' Union;
 - the Institute's Medical Centre staff.
- 3.3 The following senior officials may also be consulted on an informal basis:
 - Heads of Faculty, College or Schools;
 - Heads of Departments;
 - Academic members of staff.

Formal Procedures

- 3.4 A formal complaint in writing can be made to the Registrar (this can be done with the assistance of any of the advisors or officials listed above). For a complaint against a student member of the Institute, the Student Discipline Procedure will be invoked. Complaints against members of staff will be referred to the President.

Guidelines for Students on Racial Harassment

What is Harassment?

4. It is any behaviour, deliberate or otherwise, directed at an individual or racial group, that is found to be offensive or objectionable to the recipients, and which creates an intimidation, hostile or offensive environment.
5. Whatever the intent, harassment has a direct and disturbing effect on the person being harassed.

Racial Harassment

6. Exists in many forms ranging from violent physical abuse to much more subtle ways of creating uneasiness and discomfort. It may be:
 - racial abuse;
 - racially explicit derogatory statements, racist jokes;
 - ridicule of an individual or group for cultural differences;
 - display of offensive or dismissive manner;
 - irrelevant connections between racial traits and human frailties.
7. There are other forms of behaviour which may give rise to feelings of harassment on the grounds of an individual's race:
 - misinterpretation of social signals and non-verbal behaviour especially for those who may have recently joined the Institute from a different cultural background, e.g. staff students from overseas;
 - generalised comments about racial groups which reinforce damaging and false stereotypes;
 - behaviour which may be interpreted as patronising;
 - patterns of behaviour which are "custom and practice" between people in one area may not be acceptable or appropriate to others;
 - those who condone, encourage or collude with racist behaviour - being silent when abuse is occurring may be seen as acceptance;
 - words or conduct between two or more people may be considered to be racial harassment if they cause offence to others who hear or see them;

- a third party may feel offended by the harassment of another person.

Please remember that:

- most people who have experienced harassment simply wish to make sure that it does not happen again;
- the effects of racial harassment can be isolation of the individual from the rest of the group, feelings of lack of personal worth, loss of dignity and powerlessness;
- someone who has complained will probably be distressed and should be listened to and treated sympathetically;
- it is unlawful to victimise individuals who have made allegations or complaints about discrimination, direct or indirect; you must avoid comments like "you're being over sensitive/touchy", "I'm sure they were only joking", or "where is your sense of ?";
- a difference in authority between individuals or a situation where one person is outnumbered by a group of another race can make it much harder for an individual to deal effectively with the experience of racial harassment.

Guidelines for Students on Sexual Harassment.

What is Sexual Harassment?

8. The expression sexual harassment covers a wide range of different situations, both heterosexual and homosexual; it can be a pattern of actions and words which results in an upsetting or hostile atmosphere or it can be a single explicit incident which causes distress.
9. Sexual harassment is unwelcome, unwanted conduct which has sexual implications such as:
 - staring, patting, touching, kissing and display of sexually explicit printed material;
 - verbal abuse, embarrassing sexual comments, persistent demeaning or offensive jokes, regular sexual innuendo, interrogation about sexual activities, compromising invitations and suggestive comments about appearance;
 - demands or requests for sexual contact, whether or not it is implied that work or study may be affected in some way.

What is not Harassment?

10. It is not harassment to develop friendships, sexual or otherwise, where

both people freely consent. The Institute would normally have no concern with the private lives of its staff or students.