


Student Charter		
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Student Charter

Revision History

Revision	Date	Revision Description DCRT#	Originator
01	21 August 03	Conversion of OP102	Lisa Whelan
02	30 December 2003	Inclusion of reference to apprentice learners	Diarmuid O'Callaghan

1. Purpose

The Institute is committed, through a partnership of management, staff and students, to ensuring that its activities are conducted in a fair and equitable manner which is conducive to good working relations on campus and an efficient and effective academic environment. This Student Charter, which sets out the rights and obligations of students, has been prepared and will be implemented in that spirit.

2. Scope

The Charter applies to all registered students, whether registered for whole-time or part-time courses and to full-time officers of the Student Union or other student representative body recognised by the Institute for that purpose. The Charter also applies to registered students of the Institute while participating in work experience programmes outside the Institute when such experience is documented as a required part of the course. It applies to apprentice learners.

3. Rights of Students

Students have the following rights:

- 1.1 The right to expect from the Institute, tuition of professional standard on the course for which they are registered and reasonable educational and support facilities consistent with the resources available to the Institute.
- 1.2 A statutory right to two representatives, one male and one female, on the Governing Body of the Institute.
- 1.3 A statutory right to one representative on the Academic Council of the Institute.
- 1.4 The right to be treated equally irrespective of gender, nationality or religion.
- 1.5 The right to study in an atmosphere free of harassment and intimidation that promotes personal integrity and dignity.
- 1.6 The right to fair and just procedures, including appropriate appeals procedures, in all matters involving breaches of the code of conduct.
- 1.7 The right to be treated as responsible adult members of a third-level institution, to be able to represent personal views in a reasonable manner and to be treated with normal standards of courtesy by all other members of the Institute.

As members of an institution created by the Regional Technical Colleges Acts 1992 to 1999, to be recognised by the Institute authorities in a partnership approach to the administration of the Institute through open and constructive consultation with students and their representatives.

4. Code of Conduct

The Institute recognises the respect due to third-level students as responsible adults. Accordingly, it expects that each student of the Institute will behave on campus, or on activities off-campus under the aegis of the Institute, in a mature, reasonable and honest manner which protects the good name of the Institute, meets the requirements of their course of study, has due regard to the rights of others and does not adversely affect the conduct of Institute business.

While self-discipline will be expected and encouraged, failure to meet the standards expected may result in sanctions up to and including suspension and exclusion. The following specific provisions shall apply.

1. Only students who are validly registered may be admitted to classes. Registration is valid up to the expiry date on the student's registration card. This is normally for a maximum of one year at a time in the case of full-time students and for one semester at a time in the case of part-time students.
2. Students shall at all times obey the lawful instructions of Institute staff.
3. Students shall carry at all times while on Institute property the student card that is issued to each student at the time of registration. The Institute reserves the right to charge for the replacement of lost cards.
4. Student cards must be produced when requested by any members of Institute staff or security personnel on campus.
5. Persons unable to show evidence of registration may be required to leave the Institute grounds.
6. Students shall refrain from conduct liable to infringe the rights or the health and safety of others.
7. Students shall respect Institute property at all times. Students may be held liable for the cost of repair or replacement of Institute property damaged by them.
8. Students shall respect the property and persons of all members of the campus community.
9. Unauthorised use or entry to the Institute or its facilities is prohibited.
10. Consumption of alcohol by students on Institute property is strictly prohibited without prior written permission from the Registrar.
11. Students shall not participate in any activity which contravenes the laws of Ireland while on Institute property.
12. Students must pay the appropriate Institute fees and charges prescribed for each year in advance of registration or must satisfy the Institute that the appropriate payments will be made on their behalf within such a period as the Institute may allow. Fees are non-refundable unless otherwise specifically provided.
13. Students must keep the Student Services Office informed of their current address while registered as a student with the Institute.

14. Students must comply with the academic discipline laid down for their course including the requirements of attendance, assessments and examinations as laid down by the School or Department. The right to continue a course of study depends upon satisfactory enrolment, the maintenance of satisfactory attendance, academic performance and satisfactory conduct.
15. Absences from scheduled classes shall be explained to the satisfaction of the Institute authorities.
16. Students must comply with the examination regulations of the Institute.
17. Students shall comply with all safety regulations which may be in force at the time, including those laid down at School/Department level and those governing the buildings and facilities such as laboratories and workshops.
18. The Institute is a No Smoking Area. Smoking is not permitted within the Institute buildings, in the interests of health and safety and to avoid general discomfort to all inhabitants.
19. The display of posters is subject to the approval of the Student Services Office. Posters and notices concerning student social activities may be displayed only on the appropriate notice boards, and all posters and notices must have a date for removal clearly shown.
20. Vehicles and bicycles may be parked only in designated areas and are parked at owner's risk.
21. The Institute does not accept responsibility for any loss of personal property, whether or not such property was left in lockers or cupboards. Students should report any such loss immediately to the security office adjacent to the main entrance of the building.

5. Disciplinary Procedure

The Charter assumes that students will comply with the requirements of the code of conduct on a voluntary basis through the exercise of mature self-discipline. Should it become necessary to invoke disciplinary procedures, and it is hoped that this will rarely occur, the following procedures will apply.

1. All charges or allegations of breaches of the Charter will be dealt with in accordance with procedures approved by the Institute, which satisfy the requirements of natural justice.
2. No sanction or disciplinary action will be imposed on a student except in accordance with the Charter.
3. Allegations of breaches of this Charter may be laid by any member of the Institute's staff.
4. Allegations of breaches of the Charter will be dealt with through the School and Department structure.

5. A recognised Student Representative Body may make representations on behalf of students against whom disciplinary procedures are invoked.
6. Provision will be made for appeal against any sanction imposed.

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