



Ollscoil  
Teicneolaíochta  
an Atlantaigh

Atlantic  
Technological  
University

**Student Code**

**Version 1.0**

## Revision History:

<b>Date of this revision:</b> June 2022		<b>Date of next review:</b> June 2023	
Version Number/ Revision Number	Revision Date	Summary of Changes	Changes marked
1.0		New Policy	

## Consultation History:

Version Number/ Revision Number	Consultation Date	Names of Parties in Consultation	Summary of Changes
1.0	June 5 – 7, 2022	Nicola Anderson, Sean Duignan, Jacqueline O'Toole	Drafting of policy, document structure and template.
	June 7 – 10, 2022	Assistant Registrars, Student Services Managers, VP for Student Experience:  Carmel Brennan, Aodhmar Cadogan, Simon Stephens, Aedin oHeocha, Jacinta Ryan, Gerry Hegarty, Rory McMorrow, Debbie Molloy, Perry Share	Separation of 'policy' from 'procedure'; clarification of terminology (shared narrative across all ATU locations); edits and revisions to aspects of policy narrative.
	June 10 – 13, 2022	Registrars:  Billy Bennett, Michele Glacken, Michael Hannon	Further re-drafting / clarification of certain bulleted items; consistency in naming standards (e.g. titles of heads and managers of academic units).
	June 16, 2022	Academic Council (all University locations)	Twelve suggested changes proposed / accepted, principally in respect of document accessibility, readability and conciseness of language.
	June 22, 2022	Michael Hannon (Executive Sponsor of Project)	Minor edits; addition of footnote in respect of existing (legacy) policies.

## Approval:

This document requires the following approvals:

Version	Approved By:	Date
1.0	ATU Governing Body	July 4, 2022

## Quality Assurance:

Date Approved:  July 4, 2022	Date Policy to take effect:  September 01, 2022	Date Policy to be Reviewed:  June 2023
Written by:	Academic Quality Management & Enhancement Team (Nicola Anderson, Sean Duignan, Jacqueline O'Toole)	
Approved by:	Governing Body on the recommendation of the Academic Council	
Approving Authority:	Governing Body	
Head of Function responsible:	VP for Academic Affairs and Registrar	
Reference Documents:	X	

## Document Location:

Website – Policies and Procedures	<input checked="" type="checkbox"/>
Website – Staff Hub	<input checked="" type="checkbox"/>
Website – Student Hub	<input checked="" type="checkbox"/>
Other: - External and Internal Use	<input checked="" type="checkbox"/>

This Policy shall be reviewed and, as necessary, amended by the University annually (unless otherwise stated). All amendments shall be recorded on the revision history section above.

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## 1. Purpose

The purpose of Atlantic Technological University (ATU) Student Code is to promote responsibility and encourage honesty, trust, fairness, integrity, and respect among students of the University. The code is designed to assist in the development of a supportive and productive learning environment.

All students of ATU are expected to maintain high standards of academic honesty and personal integrity at all times. It is the responsibility of every student to be aware of the policy content contained herein (the '*Student Code*') and to abide by its provisions. These provisions outline expected behavioural standards – both academic and non-academic – required of all students.

## 2. Scope

ATU is a community of learning grounded in shared values, rights, and responsibilities. The *Student Code* applies to all students of the University. This policy is part of a suite of University policies that are relevant to students and other stakeholders. ATU respects higher level students as responsible members of the community. Accordingly, it expects that each student of ATU will behave in a mature, reasonable, and honest manner which protects the good name of ATU, meets the requirements of their programme of study, has due regard to the rights of others and does not adversely affect the conduct of ATU business. Engaging in or inciting behaviour or conduct, on and off campus and online, which damages the good name of ATU is not acceptable. The *Student Code* encourages mature and responsible behaviour. It applies to any activity or behaviour which causes ATU to come into disrepute, including, where students are engaged in work experience, placements, field exercises, assignments, conferences, or exhibitions. The remit of the *Student Code* extends to students while representing ATU as part of any club or society and also in respect of student accommodation.

## 3. Definition

The maintenance of the good name of ATU is in the interest of all its members and stakeholders. All students of the University are required to honour this obligation. The Student Code details the responsibilities and rights of students as members of the University community. The Student Code is underpinned by a set of principles, behavioural norms, rules, and regulations applicable to all students.

## 4. Policy

This Student Code describes rights and responsibilities relating to both academic and non-academic activity whilst a member of the ATU student community and is underpinned by three principles: Fair Treatment; Honesty and Transparency; Personal Responsibility.

### 4.1 Principle of Fair Treatment

*As a student of Atlantic Technological University, you can expect*

- 1) to be treated equally and with dignity, courtesy, and respect at all times.
- 2) to be treated fairly in an environment free from harassment and discrimination based on gender, civil status, family status, sexual orientation, religion, age, disability, race, or membership of the Traveller community.
- 3) to be able to bring any concerns you encounter to the attention of University management. This can occur through your Student Union; Lecturer; Year Tutor; Programme Board; Head of Department / School / Faculty; Student Services.
- 4) fair and just procedures, including open and transparent appeals procedures in all matters.
- 5) to be represented on appropriate University fora including the *Governing Body*, *Academic Council*, and appropriate *Sub-Committees of Academic Council*.
- 6) to be represented on Programme Boards
- 7) to be offered the chance to provide feedback through a number of key mechanisms

- (including national and local surveys) about the value, relevance, and effectiveness of academic programmes and related services.
- 8) the University to provide a safe and secure university environment.
  - 9) to have reasonable access to appropriate student support services.

*As a student of Atlantic Technological University, you will be expected:*

- 1) to treat members of University staff, other students, visitors to ATU and members of the local communities with equality, dignity, respect and courtesy. This includes interactions across all social media platforms.
- 2) to be aware of and comply with University regulations including this *Student Code*.
- 3) to provide honest feedback on programmes of study and related services.
- 4) to conduct yourself in a professional manner, *inter alia*: while on field trips, work / industry placements, when and whilst engaged in other activity (on-campus and / or off-campus and / or online) including activity associated with University clubs and societies.
- 5) to respect the property and facilities of the University.
- 6) to behave in a responsible manner at all times.
- 7) to comply with lawful instructions of ATU staff
- 8) to contribute to a university environment that is free from bullying, harassment, sexual violence, and discrimination against others based on gender, civil status, family status, sexual orientation, religion, age, disability, race, or membership of the Traveller community, and related grounds.
- 9) to complete registration and pay all fees required by ATU as they become due.

#### 4.2 Principle of Honesty and Transparency

The University is committed to supporting and maintaining high standards in **teaching, learning and research**.

*As a student of Atlantic Technological University, you can expect*

- 1) to be provided with appropriate information on your programmes.
- 2) to receive at the beginning of the year, an outline of the module content and details as to how and when it will be assessed.
- 3) to be provided with access to a programme timetable.
- 4) to experience a variety of teaching and learning methodologies.
- 5) to have reasonable access to lecturing staff for individual consultation
- 6) to be supported in seeking to address issues that are affecting your attendance and / or performance.

*As a student of Atlantic Technological University, you will be expected*

- 1) to approach your academic endeavours with honesty and integrity
- 2) to attend scheduled learning activities and to arrive in time for same.
- 3) to fully participate in all aspects of the learning process, including, but not limited to, lectures, practical's, tutorials, meetings with research supervisors, conferences, seminars.
- 4) to study your chosen programme of study.
- 5) to comply with the administrative arrangements for your programme.
- 6) to refrain from using mobile phones, or other electronic mobile devices, during class unless explicitly permitted to do so.
- 7) to inform relevant staff if you are going to be absent for a period of time.

The University is committed to high standards in **student assessment**.

*As a student of Atlantic Technological University, you can expect*

- 1) to receive adequate notification of the date(s) of assessments, including guidelines and any other support material or information relevant to the mode of assessment.
- 2) to be provided with assessment that is appropriate, fair, and valid.
- 3) to receive feedback on assessment within a reasonable timeframe.

*As a student of Atlantic Technological University, you will be expected*

- 1) to submit assessable artefacts (essays, projects, and other assignments) on time.
- 2) to complete and submit / present your **own work** in respect of all assignments, projects, and examinations.
- 3) to adhere at all times to the ATU Academic Integrity Policy (currently under development), and to not plagiarise<sup>1</sup> material or to engage in any form of contract cheating<sup>2</sup> (regardless of whether it is paid or unpaid).
- 4) to take reasonable care of your own work / assessable material, to minimise the potential for it to be compromised or copied, and in the case of individual assessment, to not share work you have completed, in whole or in part, with others.
- 5) to inform lecturers promptly if you are having difficulties which are affecting your performance.
- 6) to fully comply with all the assessment regulations in this code and related policy and procedure documents

### 4.3 Principle of Personal Responsibility

By completing *registration* at ATU, students agree to comply with all policies, regulations, and disciplinary procedures of the University and affirm that they have read and agree to be bound by all ATU Regulations<sup>3</sup> including:

- Policies in respect of social media and its usage;
  - Use of computing facilities (including acceptable usage);
  - Use of University Library facilities, on-campus and online;
  - The University policy on Academic Integrity;
  - The University policy on Fitness to Practice;
  - Exam Regulations in respect of assessment and examination.
- 1) Only students who are validly registered at the University may be admitted to classes, regardless of whether such classes are conducted on campus or online.
  - 2) Students shall comply with all health and safety regulations in place (and which may be subject to change from time to time), including those prescribed at Faculty / School / Department / Academic Unit level, and those governing buildings and facilities including laboratories, workshops, and libraries.
  - 3) Students shall at all times carry their University Student Identification Card, which is issued to each student upon registration.

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<sup>1</sup> **Plagiarism** is the act of copying, including, or directly quoting from the work of another (whether published or not) without adequate acknowledgement, in order to obtain benefit, credit or gain.

<sup>2</sup> **Contract cheating** involves the outsourcing of student work, in whole or in part, to third parties (including family and friends).

<sup>3</sup> Current policies apply until new policies are developed and approved.

- 4) Student identification cards must be produced upon request by any member of ATU staff. Persons unable to show evidence of registration may be required to leave ATU grounds and/or be subject to disciplinary procedures.
- 5) ATU acknowledges that social activity is an important part of student life. Notwithstanding, self-discipline is expected at all times. Students shall acknowledge and respect that they are members of a wider community. Breaches of the social media policy may result in sanctions under the University disciplinary procedures.
- 6) The display of posters is subject to the approval of the Student Services Manager and / or The Students' Union Office. Posters and notices concerning student social activities may only be displayed on appropriately designated notice boards.
- 7) Alcohol and substance use (that is, use of illegal drugs and the misuse of prescribed drugs and substances) is prohibited on campus.
- 8) The advertisement of alcohol is prohibited on campus and alcohol cannot be given as a prize for fundraising events
- 9) Smoking and Vaping is not permitted within ATU buildings or on campus grounds (except in officially designated smoking areas, where such facilities exist).
- 10) Students shall refrain from conduct liable to infringe the rights of others.
- 11) Students shall not engage in any form of bullying or harassment, including sexual harassment of any student or member of staff of ATU and shall comply with the ATU Sexual Violence and Harassment Procedure. This includes any and all forms of online bullying and online harassment.
- 12) Students shall respect ATU property. Students may be held liable for the cost of repair or replacement of ATU property damaged by them.
- 13) Unauthorised entry to ATU or to a restricted area within ATU or the use of facilities or equipment to which restrictions apply is prohibited.
- 14) Students shall keep the *Admissions Office* of the University informed of their current postal address.
- 15) Students shall comply with all requirements detailed for their programme of study, including requirements in respect of attendance, assessment, examination, and Garda vetting.
- 16) The right to continue a programme of study depends on several factors including, *inter alia*, meeting the required academic standards, satisfactory enrolment / registration, the maintenance of a satisfactory attendance record, academic performance, and satisfactory personal conduct.

## 5. Breaches of the Student Code

Alleged breaches of this Student Code will be investigated and pursued in accordance with the procedures detailed in ATU procedural document '*Procedure for Dealing with Breaches of the Student Code*', currently under development.