



Student Code Policy

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Table of Contents

1.	Purpose	3
2.	Scope	3
3.	External Reference Documents	4
4.	Policy	4
4.1	Definitions	4
4.1.1	Student Code	4
4.1.2	Student.....	4
4.1.3	Programme of study	4
4.2	Student Code.....	4
4.2.1	Principle of Fair Treatment	4
4.2.2	Principle of Honesty and Transparency	5
4.3	Principle of Personal Responsibility.....	7
4.4	Breaches of the Student Code.....	8
5.	Associated Documents Generated by this Policy	8
6.	Revision History	8

1. Purpose

The purpose of Atlantic Technological University's (ATU) Student Code is to promote responsibility and to encourage honesty, trust, fairness, integrity, safety 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 personal integrity and academic honesty 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. This Student Code recognises this and applies to all students of the University. The Student Code is part of a suite of university policies that are relevant to students and other stakeholders.

The University's *AQAE023 Equality, Diversity and Inclusion Policy* sets out our commitment to promoting equality in all aspects of our activities and to create an environment and culture where all students, staff and others are mutually treated with dignity and respect. This Student Code is underpinned by these values.

ATU respects higher education 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.

The Student Code encourages mature and responsible behaviour and applies to any activity or behaviour which negatively/adversely impacts any member of the ATU community and causes ATU to come into disrepute, including, where students are engaged in work experience, placements, field exercises, assignments, conferences, or exhibitions, or while representing ATU as part of any club or society and in respect of student accommodation. Engaging or inciting behaviour or conduct, on and off campus and online, which damages the good name of ATU is not acceptable.

ATU provides many programmes of study which are accredited by professional, statutory and regulatory bodies (PSRBs). To be compliant with the requirements of such PSRBs, students are responsible for familiarising themselves with relevant professional codes of conduct/behaviour and abiding by their provisions, in addition to this policy.

3. External Reference Documents

- *Technological Universities Act 2018*

4. Policy

4.1 Definitions

4.1.1 Student Code

The dignity, safety and welfare of all members of the ATU community, and maintenance of the good name of ATU is in the interest of all its members. 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.

4.1.2 Student

As provided for in the Technological Universities Act, 2018, a “student” is:

- (a) a person registered as a student at ATU, or
- (b) a full-time officer of the student union who was first elected to their office while they were registered as a student of ATU.

4.1.3 Programme of study

The term programme of study refers to any academic undertaking by a student at ATU, including research degrees, taught programmes and modules, and micro-credentials.

4.2 Student Code

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.

4.2.1 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, discrimination and victimisation based on gender, civil status, family status, sexual orientation, religion, age, disability, race, or membership of the Traveller community.
3. 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 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 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 policies, procedures, and 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 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.

4.2.2 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 clear and comprehensive information on programmes of study.
2. To receive, at the beginning of the programme, 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, underpinned by the principles of Universal Design for Learning (UDL).
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 all 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, practicals, tutorials, field trips, practice/work placement, meetings with research supervisors, conferences, seminars.
4. To engage fully with 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. Not to photograph and/or record staff and other students on electronic devices without their expressed consent, including the recording of lectures either online or in-person.
8. 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 coursework (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 (AQAE022)*.
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 regulations¹ set out in ATU policies and procedures, which are available through the *ATU Student Hubs*.

1. Only students who are validly registered at the University may be admitted to classes, regardless of whether such classes are conducted in-person 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, and those provided for recreation, clubs and societies.
3. Students shall at all times carry their University Student Identification Card, which is issued to each student upon registration.
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.
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. Inappropriate behaviour, including online (please see *ATU Acceptable Usage 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 are prohibited on any ATU campus which has been designated a *Clean Air Campus*. For all other ATU campuses, smoking and vaping is not permitted within ATU buildings and officially designated smoking areas should be used, where available.
10. Students shall refrain from conduct liable to infringe the rights of others.
11. Students shall not engage in any form of bullying, harassment, abuse, discrimination, or violence, including all forms of gender-based violence, towards any student or

¹ Legacy policies and procedures apply until new ATU policies and procedures are developed and approved.

member of staff of ATU. This also includes any and all forms of online bullying and online harassment. Students shall comply with the *ATU Preventing and Responding to Gender-based Violence Policy*.

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, among others, meeting the required academic standards, satisfactory enrolment / registration, the maintenance of a satisfactory attendance record, academic performance, and satisfactory personal conduct.

4.4 Breaches of the Student Code

Alleged breaches of this Student Code will be investigated and pursued in accordance with the procedures detailed in related ATU procedural documents.

5. Associated Documents Generated by this Policy

Procedures (under development)

6. Revision History

Revision No	Description of Change	Approval Date
Ver 1.0	New Policy	04/07/2022
002	Changed to new policy template. Update cross-referenced documents. Minor amendments to text to improve readability. Section 2 Scope: includes statement in relation to PSRB codes of conduct/behaviour. Section 4.1 included definitions of Student & Programme of Study	Academic Council 17/06/2024

	<p>Section 4.2.2 included statement related to: principles of UDL, expressed permission required for recording and/or photographing staff and students, and removed references to plagiarism and contract cheating and emphasised abiding by the Academic Integrity Policy statement.</p> <p>Section 4.3 Amendment to statement regarding smoking/vaping to reflect Clean Air Campus.</p>	
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