Academic Policies & Regulations
INTRODUCTION
The Institute of Technology Carlow is a community consisting of: Members of the Governing Body, Members of the Academic Council, Members of Staff, Registered Students, Graduates of the Institute and such other persons as the Governing Body may appoint to be members joined together for the common purpose of the advancement and dissemination of knowledge. Its chief officer is the President and its statutory bodies are the Governing Body and the Academic Council.

NORMS OF BEHAVIOUR
All members of the Institute are expected to behave responsibly at all times, to observe and abide by the regulations of the Institute and not to engage in any activity which might damage the good name of the Institute.

15.1 STUDENT CODE OF DISCIPLINE

Students must carry their Identity Card at all times while on the Institute Campus.

1 REGISTRATION
1.1 In order to attend academic courses and to avail themselves of Institute facilities, students must register in the manner prescribed. Such registration constitutes an undertaking to comply with the rules and regulations of the Institute.

1.2 A Student Identity Card is issued to each student on registration and it is non-transferable. If this Card is lost, stolen or destroyed, the student must report its loss, theft or destruction and obtain a duplicate from the Admissions Office on payment of the replacement fee. The card remains at all times the property of the Institute.

1.3 The Student Card must be produced on demand to any member of staff where such member requires proof of identity. The card must be surrendered on demand to a member of the Institute in return for a signed receipt. Receipts are available at Reception, School Offices, Library, Computing Services and Student Services.

1.4 Students must notify their home address and address during the academic term to the Institute on Registration. Any change of such addresses while registered as a student must be immediately notified in writing to the Admissions Office.

2 NOTIFICATION OF WITHDRAWAL FROM INSTITUTE
In order to withdraw from the Institute, students must complete the 'Withdrawal from Institute Form' available from their School/Centre/Campus office and return their Student Card.

3 STUDENT CONDUCT WITH REFERENCE TO ACADEMIC PROGRAMMES
3.1 Students are required to attend all scheduled activities of the programmes of study for which they have registered. They shall, in all laboratory activity, field exercises or research work, work placement, seminars or any other academic work, conform to the directions of the Head of Department/Campus/centre or of the staff member responsible.

3.2 In cases of absence arising from illness, or for any other reason, a student shall inform their Class Tutor/Head of Department/Centre/Campus, explaining the cause of absence and supply such evidence/certification as appropriate.

3.3 Students must provide themselves with such books, instruments, special clothing and equipment as their classes require. In particular, all students using the Science Laboratories and the Institute workshops must adhere to all Health and Safety notices including the wearing of personal protective equipment.

3.4 Where a student is responsible for any breach of the Student Code of Discipline during lectures or practical classes, or while engaged in laboratory work, research work or field exercises, placements, seminars or any other academic work or who fails to obey instructions from any member of staff, such a member of staff may require the student to withdraw from the particular lecture or class or other activity. If any breach of the Student Code of Discipline occurs, the staff member if he/she deems appropriate may bring the matter to the notice of the Head of Department/ School/ Centre/Campus for appropriate action as they think fit.

3.5 Where the Head of Department/ School/Centre/Campus has reason to believe that a breach of the Student Code of Discipline has occurred he/she will bring the matter to the notice of the Registrar for appropriate action as he/she sees fit.

4 BREACHES OF DISCIPLINE
Any act or omission, which affects adversely the rights of any other member of the Institute or which disrupts the orderly and responsible conduct of any Institute activity or which violates any Institute Regulation, shall constitute a breach of discipline. In particular and without prejudice to the generality of the foregoing, the following are examples of offences:

4.1 Conduct which is disruptive of or which may disrupt teaching or study or research.

4.2 Conduct which interferes or is likely to interfere with the administration or the good order of the Institute.

4.3 Conduct interfering with the proper conduct of examinations.

4.4 Abuse of drugs, alcohol or other substances on the campus, including contravention of the regulations which may be made from time to time relating to the consumption of alcohol on the campus.

4.5 Obstruction or harassment of any member of staff or student of the Institute in the performance of duties, work or other Institute activity.

4.6 Damaging, defacing, stealing or misappropriating any property of the Institute, or of any Club or Society of the Institute, or occupying or using such property other than in accordance with the provisions made by the Institute. Club or Society. Students are similarly required to make good any damage or loss which they cause to the personal property of any member of the Institute.

4.7 Conduct which is likely to interfere with any meeting or other activity, including sporting and social activities, within the Institute or organised by the Institute, an Institute Club or Society.

4.8 Misuse of a Student Card, or impersonation or activities involving false pretences or dishonesty.

4.9 Acts or omissions by students while outside the Institute engaged in field exercises, work experience, placement or assignment, organised by the Institute or while representing the Institute or any Institute Club or Society which would breach these Regulations if committed in the Institute.
4.10 Activity which adversely affects or is likely to adversely affect the reputation of the Institute, the students or members of staff.

4.11 Contravention of any of the Institute rules or regulations. Detailed regulations applicable to specific areas are posted in the appropriate areas.

4.12 Incitement or encouragement of any other person or persons to do any of the aforementioned things.

5 CLUBS AND SOCIETIES

5.1 All functions of Institute clubs and societies are held by permission of the President or his/her nominee under such conditions as may be prescribed.

5.2 Membership of an Institute club or society is open to students who are registered and in attendance at courses.

5.3 No clubs, societies or Students’ Union activities shall contravene the Institute Regulations.

6 COMPLAINTS PROCEDURE

Where a complaint of misconduct or alleged breach of the Student Code of Discipline by a student has been brought before the Registrar, the Registrar or his/her nominee will investigate the matter and if necessary refer it to the Disciplinary Committee. Where an examination or assessment infringement is alleged, a separate disciplinary procedure will operate as outlined in appropriate sections.

6.1 Committee Composition

The Disciplinary Committee shall comprise of:

A nominee of the President, who will act as Chair Two academic staff members of Academic Council (at least one of whom should not be of the candidate’s Department).

One student member of Academic Council.

One student member of Academic Council & Student Affairs Manager or his/her nominee.

6.2 Committee Procedure

The Chairperson of the committee may invite an observer, expert or legal adviser, to be present at the hearing. In exceptional circumstances, where the student member of Academic Council cannot sit on the committee, then a registered member of the student body may sit on the committee, nominated by the Student Union President, where possible.

A member of the administrative staff will attend as a non-voting Secretary to the Committee.

Recommendations of the Committee shall be taken by simple majority and notified to Governing Body for confirmation.

The Chairperson will have a casting vote.

The Registrar or his/her nominee shall prepare a summary containing particulars of the alleged breach of discipline and shall forward the summary to the Disciplinary Committee.

The Registrar or his/her nominee shall cause notice of the hearing to be sent by registered post to the last known address of the respondent student at least ten days before the date of the hearing or to be handed personally to the said student.

The written notice shall contain a copy of the summary compiled by the Registrar or his/her nominee and particulars of all evidence including documents, recordings, artefacts and witnesses on which the Institute proposes to rely at the hearing. In addition, the notice shall state that the student is entitled within reason to call the attendance of witnesses for the purpose of the hearing. If it is not possible to furnish evidence via the written notice, the Institute will facilitate inspection of same. The notice shall also state that the student has a right to bring representation, legal, linguistic, Student’s Union or otherwise, to the hearing; and if he/she intends to do so, must inform the Registrar or his/her nominee beforehand. The student shall be informed that written submissions may be made to the Disciplinary Committee in advance of the hearing.

The student has a right to bring representation, legal, linguistic, students’ union or otherwise, to the hearing. In addition, if the student is under the age of 18 at the date of hearing, he/she must be accompanied by a parent or a person acting in loco parentis.

7 DISCIPLINARY HEARING PROCEDURE

The following procedure shall be followed by the Disciplinary Committee:

The Registrar or his/her nominee shall present the case to the Committee. The Registrar or the Institute representative presenting the case has the right to bring legal representation to the hearing and call witnesses to attend as required.

The student shall be asked to admit or deny the alleged breach of discipline.

If the student denies the alleged breach of discipline, the subsequent procedure shall be fair and reasonable having regard to the nature of the offence and the penalties laid down in these Regulations. In particular, the following practices shall be observed:

7.1 All the evidence shall be heard in the presence of the student and the student’s representative. The student or his/her representative and the Disciplinary Committee shall be given the opportunity to cross-examine all witnesses called by the Registrar or his/her nominee;

7.2 Within reason and subject to decorum, all witnesses will be entitled to attend the hearing;

7.3 At any stage, the Committee have the right to adjourn proceedings to ensure fair procedures and application of these procedures;

7.4 In the interest of proper administration of the hearing, the Committee may at any stage during the hearing exclude any party to the hearing on the basis of misconduct or obstruction of the hearing;

7.5 All parties to the hearing must maintain confidentiality on the matters discussed except as necessary to apply sanctions;

7.6 Absence of the student from the hearing will not prejudice the capability of the Institute to conclude the hearing;

7.7 The student/his or her representative shall be given the opportunity of offering evidence and documentation and of calling witnesses. The Registrar or his/her nominee and members of the Disciplinary Committee may cross-examine any witnesses called by the student and examine any other evidence produced by him/her;
7.8 The Registrar or his/her nominee and the student or student’s representative(s) shall be given the opportunity to make submissions after evidence has been taken including representations in regard to the penalty where the Disciplinary Committee has found that the complaint has been proved against the student;

7.9 The Committee shall deliberate in the absence of complainant, respondent student and/or representatives. The Committee shall be entitled to seek legal advice on any legal matter arising in the course of the proceedings;

7.10 These procedures set forth above shall not be deemed null and void if the conduct of the student or the student’s representative or any other person or persons on the student’s behalf in the opinion of the Disciplinary Committee renders compliance with the said procedures impossible or impracticable;

7.11 The record of the hearing will be recommendations and reasons for same made by the Committee.

8 DISCIPLINARY COMMITTEE PENALTIES

Where a student is found guilty of a breach of the Student Code of Discipline, the Committee is empowered to impose any of the following penalties, either separately or in combinations:

8.1 Expulsion from the Institute;
8.2 Suspension from the Institute for a stated period, or until such time as any requirements laid down by the Committee such as payment of a fine or the restitution of damage or loss and certified evidence of rehabilitative behaviour are fulfilled;
8.3 Exclusion from specific Institute facilities or activities;
8.4 Debarring from examinations for a specified period;
8.5 A fine;
8.6 A reprimand and a note on the student’s record;
8.7 An order for the reparation of any damage or loss caused, either to the Institute or to any of its members;
8.8 Recommendation of deprivation of award, scholarship or prize.

Communication of Decision
The determination of the Disciplinary Committee in every case brought before it shall be given in writing, and a copy thereof forwarded in due course to the student concerned or the student’s duly appointed representative. Subject to the approval of the Governing Body, a copy shall be sent for noting to the Academic Council and to the relevant Head of Department.

9 APPEALS PROCEDURE

An appeal of the decision may be made by the student to the Disciplinary Appeal Committee within two weeks from the date of notification of the decision of the Disciplinary Committee to the student. The date of notification of the said decision shall be the date on which the decision is posted by registered post to the student’s address as appears on the Institute’s register of students, or the date on which the said decision is handed to the student. The student must notify the Registrar or his/her nominee in writing that he/she wishes to appeal and must submit in writing the grounds for appeal.

9.1 Disciplinary Appeal Committee
9.1.1 The Disciplinary Appeal Committee shall be comprised of:

The President or his/her nominee, who will act as Chairperson.
Two academic staff members of Academic Council (at least one of whom should not be of the candidate’s Department).
One Student member of Academic Council.
The Head of Academic Administration & Student Affairs Manager or his/her nominee.

In exceptional circumstances, where the student member of Academic Council cannot sit on the Disciplinary Appeal Committee, then a registered member of the Student Body may sit on the Disciplinary Appeal Committee.
No member of the initial Disciplinary Committee may sit on the Disciplinary Appeal Committee.

9.1.2 Decisions of the Disciplinary Appeal Committee may be taken by a simple majority and notified to Governing Body for confirmation.

9.1.3 A record of the proceedings shall be made.

9.2 Procedures of Disciplinary Appeal Committee

9.2.1 A copy of the appellant’s grounds of appeal including the appellant’s submission, if any, shall be provided to the Committee.

9.2.2 A copy of the relevant record of the Disciplinary Committee of the Academic Council shall be obtained from the said Disciplinary Committee.

9.2.3 The appellant or appellant’s representative, and the Registrar or his/her nominee may make oral submissions to the Disciplinary Appeal Committee.

9.2.4 In exceptional cases where in the opinion of the Disciplinary Appeal Committee the requirements of justice so dictate, the Committee may consider evidence which was not tendered at the hearing before the Disciplinary Committee but provided always that the intention to adduce such fresh evidence has been notified to the student or to the Registrar or his/her nominee, as the case may be, in time sufficient to enable the student or the Registrar or his/her nominee to consider properly the said fresh evidence and to deal therewith adequately at the hearing of the appeal.

9.3 Decision of Disciplinary Appeal Committee

9.3.1 The Disciplinary Appeal Committee may:
9.3.1.1 Allow the appeal.
9.3.2.2 May reconsider the penalty imposed.
9.3.2.3 Reject the appeal.

Communication of Decision
The determination of the Disciplinary Appeal Committee shall be given in writing and a copy thereof forwarded to the student concerned by prepaid registered post to the student’s address appearing on the Institute register of students, or to the student’s representative. Subject to Governing Body approval, a copy shall be sent for noting to the Academic Council and the relevant Head of Department.
15.2 STUDENT COMPLAINTS AND APPEALS PROCEDURE

RATIONALE
To ensure a transparent, user-friendly grievance procedure is available to students of the Institute.

PROCEDURE
The procedure outlined below has been established with the aim, where possible, of resolving problems informally and through negotiation between those individuals who are immediately concerned with the matter. The Institute recognises, however, that some issues cannot be resolved by informal means alone and may require intervention by outside parties. The formal procedure is therefore available to students should the informal pursuit of a problem at School/Departmental level prove unsatisfactory.

The Institute believes that an open, fair and accessible problem-solving procedure is in everybody’s interests and its existence encourages the prompt resolution of problems at the initial stage. The Institute is confident that the overwhelming majority of its students will use the procedure in a positive manner in order to improve the quality of life and study environment at the Institute for the benefit of all members of the academic community.

In the event of identical or comparable issues being raised by a number of students, where no personal or confidential matters are involved, a Head of School/Department/Administrative Section may respond to such issues through the Staff-Student liaison committee or a similar appropriate body. Students would be advised of such a decision in writing.

In general, person(s) about whom problems/issues are being raised have a right to know what is being alleged and who is invoking the procedure.

At any stage of the procedure the student may wish to be supported by an accompanying person.

Staff involved in handling the various stages of this process are obliged to ensure that this process does not influence the assessment of the student’s academic work or the manner in which he or she is treated.

In the text below, ‘Department’ refers to any academic department, or academic and administrative support service unit. If a student is unsure at any stage of the procedure, advice can be sought from the Students’ Union.

If a student wishes to invoke the Procedure, the steps, which should be taken, are detailed in the ensuing paragraphs.

REMEDIES
The Institute will ensure as far as is reasonably practicable that where an application under this Procedure is upheld appropriate remedial action is taken.

If other students might be similarly affected by an application which is upheld for another student, the Institute will ensure that all such students are given the same remedy.

PROBLEM SOLVING PROCEDURES

1 Stage 1 - Informal Direct Application At Source

1.1 Problem should be raised immediately with the member of staff or other person responsible with the aim of resolving the problem directly and informally. It is anticipated that the vast majority of problems will be resolved in this way.

1.2 If a student wishes to raise his/her treatment by a specific member of staff, he/she should try to approach the member of staff in the first instance. If a matter of Institute policy or practice is the source of the problem, he or she should seek to identify the person with local responsibility for its implementation or operation, e.g. issues about the contents of a particular course or module, it should be addressed to the Course Leader possibly with help from the Class Leader.

1.3 In order to ensure that a problem is raised at a mutually convenient time, the student should try to arrange an appointment with the member of staff concerned. The member of staff may request the presence of a colleague and the student may wish to bring a friend to the meeting. Staff should be happy to deal with problems raised on an informal basis.

1.4 Stage 1 will normally be an oral process and a written record will not be made, but any staff involved will be encouraged to share the experience where the effectiveness of their Department or section could benefit.

1.5 If a student feels unable to approach the individual concerned directly or if he/she is still not satisfied with the response to the issue raised, he/she should use the next stage of the procedure outlined in paragraphs 1.6 to 1.12 below.

To The Heads of School/Department or Section

1.6 Where it has not been possible to resolve matters satisfactorily at source, or the student feels unable to contact the person directly, he/she should contact the Head of School/Department or Administrative Section concerned indicating what reasonable steps he/she would like to see taken to resolve the problem. The student will be requested to put the problem in writing at this stage.

A copy of the student’s statement of the problem will be furnished without delay to the member of staff concerned.

1.7 It is the Institute’s aim that most problems dealt with at this stage should be resolved within 15 working days. A student will be informed by the Head of School/Department/Administrative section if there is likely to be any delay in the process.

1.8 A meeting will be arranged between the student and the Head of School/Department/Administrative section or other appropriate authority to discuss the matter.

1.9 As part of the process of attempting to establish the facts, the Head of School/Department/Administrative section Manager will hold a separate meeting with the person(s) who is the subject of the problem raised (and who may be accompanied by a colleague), and will also interview any witnesses considered by the head to be material. A written record of the meeting shall be made by the Head/Administrative Section Manager.

1.10 Having heard the problem, the Head of School/Department or equivalent will outline how he or she intends to deal with the situation and when this is expected to be done. The investigation should be completed as swiftly as possible and certainly within 15 working days of its initial hearing. The student will be notified in the event of any delay.
1.11 When the problem has been investigated in full the Head of School/Department/Administrative Section Manager will notify any member of staff concerned and the student in writing of his/her conclusions. If this cannot be done within the 15 working days time scale, the student and any member of staff concerned will be informed.

1.12 If the student is not satisfied with the action taken at School/Department/Administrative Section manager level, or feels unable to take action at this level he/she may then choose to proceed to Stage 2 of this procedure.

2 Stage 2 - Formal Application to the Head of School/Department

2.1 Formal applications to the Head of School/Department/Administrative Section Manager should be submitted on the standard form, which is available from the Students’ Union office or from the school/departmental office. The form should be submitted, with any supporting documentation, to the Head of School/Department/Administrative Section Manager.

2.2 The Head of School/Department/Administrative Section Manager shall acknowledge receipt within five working days. A copy of the application form and any supporting documentation will be furnished by him/her to any member(s) of staff concerned without delay.

3 Stage 3 - Applications to the Registrar of the Institute

3.1 The student should submit the application form to the Registrar and send a copy to the relevant Head. The Registrar will acknowledge the application within five working days. A copy of the application form and any supplementary documentation will be furnished by him/her to any member(s) of staff concerned without delay.

3.2 Unless otherwise notified by the Registrar the student should expect that the written confirmation of the outcome of the investigation and any subsequent action which the Institute intends to take, within 15 working days of the resubmission of the complaints form.

3.3 If the student considers the problem unresolved, he/she may make an appeal to the Academic Council of the Institute. This should be done within 14 days of the receipt of the decision in the previous stage.

4 Stage 4 - Academic Council Review

4.1 Upon request from the Students’ Union for an Academic Council review the Academic Council of the Institute shall appoint a four person sub-committee, to include one student representative from Academic Council, to review the matter and advise the Governing Body through Academic Council of its recommendation.

4.2 The purpose of this review will be:
(a) to rule on whether the Institute’s internal investigation has been adequately handled and if so
(b) to judge whether the response to the problem was reasonable in all circumstances and
(c) to aim to reach a decision which is fair and just to all parties concerned

4.3 The recommendation of the sub-committee may be:
(a) to uphold the Institute’s Decision
(b) to order a further internal hearing
(c) to order the reconsideration of the findings of the investigation of a particular case
(d) to make non-binding observations relating to the substantive problem for the Institute to consider
(e) to rule that the problem was without substance or merit, or was acted upon by malice or some other improper motive and whether or not the student should be required to make a contribution to the costs incurred in the external review
(f) to consider new evidence or relevant material if appropriate
(g) to interview the student and or other appropriate person(s)
(h) to make such recommendations to the Governing Body as are appropriate and in pursuance of the power vested in them through Academic Council.

4.4 New evidence or relevant material will be considered at the discretion of the sub-committee.

4.5 The sub-committee may engage an external expert to advise it if necessary.

4.6 The report of the Academic Council review will be submitted to the Academic Council, Governing Body, Head of School/Departments, the person(s) who are the subject of the grievance raised, to the student concerned and other relevant person(s).

5 Monitoring of the Procedure

5.1 A Head of School/Department/ Administrative Section Manager shall complete a Monitoring Report Form (MRF) for every case registered under this process. The MRF shall be completed within one month of dealing with the problem and shall be made available for viewing on request by any interested party.

5.2 A record of all cases pursued under stages 2, 3, 4 and 5 of these procedures shall be kept by the relevant Heads of School/Department section.

6 Approval and Review of Procedure

6.1 This procedure or any amendment to it shall not take effect until approved by the Governing Body following a recommendation by the Academic Council.
PROCEDURE FOR RAISING A PROBLEM

STAGE 1
Do you feel able to approach the individual directly responsible for the situation?

Yes

Approach the individual concerned.

No

Are you satisfied with his/her response?

No

STAGE 2
Raise your problem with the Head of School/Department concerned.

Yes

Your problem is solved.

STAGE 3
Send a completed Student Application Form to the Registrar.

Yes

Your problem is solved.

No

Are you satisfied with the outcome of his/her consideration of your problem?

STAGE 4
Make a request to the Registrar that the Academic Council of the Institute review your case.

Yes

Your problem is solved.

No

Are you satisfied with the outcome of his/her investigation?

Your problem is solved.

STAGE 4
Make a request to the Registrar that the Academic Council of the Institute review your case.

The decision of the Academic Council Review Committee is noted by the Academic Council and communicated to the Governing Body.

Institute of Technology Carlow

MONITORING AND REPORT FORM

School/Department where problem was raised:

Name of Student:

Course:

Date:

Nature of problem, please describe:

How was the problem dealt with, please describe:

Time to resolve the problem:
Student Complaints and Appeals Procedure
APPLICATION FORM

This form should be used by students who wish to pursue a problem beyond the first stage of the Institute’s Student Complaints and Appeals Procedure. Approaches should normally have been made at Departmental level and the case considered by a Head of School/Department or equivalent, prior to completion of the form.

Name
Address
Programme
Year of Study

Email:
Telephone:
ID Number:

Please outline the substance of the problem you wish to raise:
15.3 EXAMINATION AND ASSESSMENT REGULATIONS

These regulations cover all materials, written or otherwise, submitted by a student which contributes to a subject mark.

1 EXAMINATIONS AND ASSESSMENT REGULATIONS

1.1 Registration each session, including payment of all registration fees due, also constitutes entry for the relevant examinations. However, entries by candidates who have not complied with all appropriate Academic Council and Institutional requirements will be regarded as provisional (Ref: Section 6.9.4, Academic Standards and Assessment Regulations).

Repeat candidates must enter for examinations and pay the appropriate fee.

1.2 Examination candidates are required to acquaint themselves thoroughly with the Examination Regulations and Assessment Regulations in the Student Handbook which will be posted in the examination halls.

1.3 In order to qualify for admission to written and practical exams candidates are required to have covered the theory and practical course provided by the Institute.

1.4 Candidates are required to be in attendance at the examination hall at least 15 minutes before the examinations commence.

1.5 Candidates will be responsible for making their own arrangements to ensure their timely attendance at the examination hall.

1.6 A candidate will not be admitted to the examination in any paper after thirty minutes of the time for that paper has elapsed.

1.7 Examination halls will close 5 minutes before examination commencement time and candidates who arrive after this time will not be allowed into the hall until 10 minutes after examination commencement time has elapsed.

1.8 Internal Examiners will not be available in Examination Halls during examinations.

Please note: Students will be required to present their Institute Identity Card in order to gain admission to Examination Halls or other appropriate documentation as approved by the Registrar.

2 LEAVING

2.1 A candidate may not be authorised to leave the examination hall until the expiration of thirty minutes from the time at which the examination began.

2.2 A candidate who leaves the examination hall at any time during the course of an examination in a particular paper without the Invigilator’s permission may not be permitted to return during the further course of that examination. A candidate taken ill, may however, be permitted to leave the hall on handing his/her answer book to the Invigilator and may be re-admitted to the examination provided he/she has been in the care of the attendant during the entire period of his/her absence. The time lost by the candidate may be compensated for at the close of the examination period.

2.3 A person who leaves the examination hall during the course of their examination will have their examination script endorsed by the Invigilator.
2.4 A candidate who completes his/her work during the examination should remain seated until the Invigilator has collected his/her answer book(s) and should not then leave the hall until the time appointed for the conclusion of the examination, unless permitted to do so by the Invigilator.

3 PROCEDURE
3.1 Candidates are required to provide themselves with pens, pencils, rulers and similar materials as appropriate. Borrowing from other candidates is strictly forbidden.
3.2 A candidate must occupy the place first assigned to him/her by the Invigilator unless otherwise directed during the entire examination.
3.3 A candidate should raise his/her hand if he/she wishes to attract the attention of the Invigilator during the examination.
3.4 The candidate’s surname, forename, course, class group, year, ID Number, Name of Lecturer, Subject Title, Date, and candidates signature should be entered on all materials used.
3.5 Any additional answer book, squared paper, etc issued to a candidate whether used or unused, should be put inside his/her answer book before it is surrendered to the Invigilator.
3.6 Candidates must obey the direction of the examination personnel at all times. Where any violation of the regulations is observed or where any candidate’s behaviour is such as to jeopardise the successful running of the examination, the candidate concerned will be advised of the alleged violation and warned that his/her examination may be disallowed. The candidate will then be allowed to continue the examination. The candidate will be warned that any further violation during that examination will result in his/her expulsion. A candidate will be expelled from the examination centre when his/her behaviour is such as to jeopardise the successful conduct of the examination or for a second offence.

4 CONDUCT
4.1 A candidate
4.1.1 Shall not bring into the examination hall, or have in his/her possession, or under his/her control, or within his/her reach any book(s) notes or electronic storage and retrieval devices unless specified on his/her examination paper.
4.1.2 Shall not have any writing on his/her person on entering the examination hall; neither shall a candidate write upon his/her person while in the examination hall.
4.2 A candidate shall not, while in the examination hall:
4.2.1 Use, or attempt to use any book, memorandum, notes or paper save the examination paper and such answer books etc. as shall have been supplied to him/her by the Invigilator;
4.2.2 Aid or attempt to aid, another candidate;
4.2.3 Obtain, or attempt to obtain, aid from another candidate;
4.2.4 Communicate, or attempt to communicate, in any way, with another candidate.
4.3 A candidate
4.3.1 Shall not write on the examination materials supplied or any of the material brought into the examination hall other than the answer book supplied.
4.3.2 Shall not take out, or attempt to take out, of the examination hall any answer books, whether used or unused.

Note: No candidate is permitted to bring into, have in his or her possession or use a dictionary in the examination hall.

5 QUERIES
5.1 Candidates may not make any queries regarding the content of an examination paper for purposes other than elucidation, legibility or possible errors in printing.
5.2 All queries must be addressed to the Invigilator by raising your hand.

6 SPECIAL REQUIREMENTS
Students with a disability who require additional examination support should refer to the Student Disability and Learning Support Policy and must register with the Access Office.

7 EXTENUATING CIRCUMSTANCES
Students who are unable to take an examination or complete an assignment due to extenuating circumstances such as illness/bereavement should submit evidence of the circumstances to the Head of Department. Such evidence may be taken into account by the Examination Board in assessing the performance of the individual student. However, it must be pointed out that under no circumstances may a student receive marks for an examination or assignment which he/she has not taken.

8 INVALIDATION
A Chief Invigilator may, following consultation with the Examinations Officer, request a candidate to leave the examination hall and forfeit his/her answer book for a breach of any of the Examination and Assessment Regulations or for unseemly behaviour.

9 INFRINGEMENTS
9.1 All alleged examination infringements will be recorded and brought to the attention of the Academic Administration & Student Affairs Manager or his/her nominee who will adjudicate as to whether the alleged infringement may amount to a technical infringement or a more serious breach of the examination regulations.
9.2 All alleged examination infringements, other than alleged technical infringements, will be submitted to the Registrar under the Complaints Procedure (Section 11).
9.3 In a case where the Academic Administration & Student Affairs Manager or his/her nominee, following consultation as appropriate, deems the alleged examination infringement not to amount to an examination infringement or to amount to a technical infringement only then can the matter be dealt with immediately by the Academic Administration & Student Affairs Manager or his/her nominee with a direction or a caution as appropriate. A candidate may appeal such decision in writing to the Registrar.
9.4 In the case of a candidate being found to be guilty of a repeat technical infringement by the Academic Administration & Student Affairs Manager or his/her nominee then such officer is empowered to impose a fine, and will notify same in writing, in the sum of up to and including €50 on the said candidate.
A candidate may appeal such decision, in writing, to the Registrar within 7 working days.

9.5 Failure to pay the imposed fine within a period of 10 working days after the date the fine was notified to the student will result in the matter being referred to the Registrar under the Complaints Procedure (Section 11).

10 ACADEMIC INTEGRITY & ANTI-PLAGIARISM POLICY

The purpose of this policy is to foster academic integrity and good academic practice. The policy aims to prevent, detect, combat and deter plagiarism at all levels and by all members of IT Carlow.

Many students experience difficulty in using referencing appropriately and consistently, contributing in some cases to allegations of possible plagiarism. This situation is exacerbated where students are directed to a variety of requirements and styles across modules. A consistent approach and clear guidelines assist in maintaining appropriate academic standards.

Good academic practice in this context entails the provision of information about accurate citation of sources, plagiarism avoidance, and plagiarism detection where necessary. As a result, learners are able to advance their referencing skills and avoid submitting plagiarised work.

10.1 DEFINITIONS

10.1.1 Plagiarism

Plagiarism is the act of submitting for academic credit someone else’s work as one’s own, without due acknowledgement, either wholly or in part of the original source of the material through appropriate citation and referencing. Plagiarism is a form of academic dishonesty, where ideas are presented falsely, either implicitly or explicitly, as being the original thought of the author.1

10.1.2 Types of Plagiarism

The presentation of work, which contains the ideas, or work of others without appropriate attribution and citation, (other than information that can be generally accepted to be common knowledge) is an act of plagiarism.

Plagiarism is typically associated with the written text but extends to other forms of work including, but not limited to; drawings, diagrams, charts, formulae, computer codes and programmes, performance, concepts and ideas.

Cases of plagiarism may be categorised into three levels: i) poor practice, ii) minor cases and iii) major cases.

I. Poor practice is displaying lack of knowledge of referencing conventions.

II. Minor cases are those in which the suspected plagiarism is of minor academic value and/or represents poor academic practice. Such cases include, but are not limited to:

• apparently innocent misuse of materials;
• inadequate citation such as poor referencing or inappropriate paraphrasing;
• those in which the suspected plagiarism is a small proportion of the work only and/or an element in a piece of work which makes a small contribution to the mark for the module.

III. Major cases are those which may include, but are not limited to:

• copying multiple paragraphs in full without acknowledgement of the source;
• taking work from the Internet without revealing the source;
• copying all or much of the work of a fellow learner with, or without, his/her knowledge or consent;
• submitting the same piece of work more than once in order to gain academic credit;
• cases involving award year learners;
• second and subsequent offence(s) where the learner/researcher has been in receipt of an earlier written warning.

10.1.3 Referencing Style

A referencing style refers to a formal recognised system for presenting sources of information presented in the body of text and listed in the bibliography of an academic document or work. The Harvard Style is the nominated referencing style for use in IT Carlow as documented in the publication “Credit where Credit is Due”.2

10.1.4 Turnitin

Turnitin is an online text-matching service for which IT Carlow has a site licence. The software makes no judgement about whether a student has plagiarised, it simply shows the percentage of the submission that matches other sources on the system’s database. In many cases the software highlights correctly cited references or ‘innocent’ matches. Therefore, examiners must carefully review originality reports to assess whether the work does contain plagiarism.

10.2 ACADEMIC INTEGRITY POLICY

10.2.1 IT Carlow upholds the principle of academic integrity, whereby acknowledgement is given to the contributions of others in any work, through appropriate internal citations and references. Learners to be made aware that good referencing is integral to the study of any subject and part of good academic practice.

10.2.2 All work submitted by learners for assessment purposes, or for written or oral publication, must be their own work. Where this is informed by the work of others, the source shall be properly attributed and referenced. The attribution of sources shall be in the form of standard and consistent referencing and bibliographic conventions.

10.2.3 Plagiarism is a serious academic issue and IT Carlow shall examine all alleged instances of plagiarism thoroughly and apply such penalties as it considers appropriate where plagiarism is confirmed to have taken place.

10.2.4 Alleged cases of plagiarism shall be examined carefully to establish the facts and relative context of the alleged offence taking into account the nature and extent of plagiarism as well as the experience and stage of the student.

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1 Dr. Jude Carroll, ‘Anti Plagiarism - Policy and Practice’ Workshop at IT Carlow, June 2012.

2 http://link2data.itcarlow.ie/library/Credit_where_Credit_is_Due.pdf.
Prior to the submission of assessments, students shall be briefed on plagiarism by academic staff and shall be provided with information about the accepted citation methods for all assessed work in their subject area.

All assignments will have a plagiarism declaration which indicates that the work presented is the student’s own work.

Each Head of Department/School/Campus/Centre shall ensure that appropriate advisory arrangements are in place to promote academic integrity in the subject area and to provide guidance on instances of plagiarism. This responsibility may be vested in a nominated individual.

Each School/Campus/Centre shall periodically evaluate its arrangements for dealing with plagiarism to ensure that where any recurrent patterns of plagiarism emerge, either in the case of individual students, or groups of students, its overall approach is appropriate and capable of ensuring that any further recurrences are addressed.

Suspected instances of plagiarism shall be assessed within the School/Campus/Centre and a determination made as to whether the matter may be resolved at a local level or whether a referral to the Registrar, or their nominee, under IT Carlow’s disciplinary procedures is required.

IT Carlow reserves the right to use electronic and other text matching mechanisms to identify instances of potential plagiarism and any work submitted for assessment may be subject to electronic e.g. Turnitin or other text matching software.

Where an examiner detects a suspected instance of plagiarism in a student’s assignment or examination, taking account of the specific context and nature of the case, any of the following courses of action may be followed:

10.3.1 Level 1 (poor practice): Discussion by the lecturer directly with the student to provide advice about correct citation and how to avoid plagiarism in the future. The student may be required to resubmit the work without any further penalty;

10.3.2 Level 2 (minor infringement): Referral of the alleged case for review according to the School/Campus/Centre’s plagiarism advisory arrangements. The student may receive a verbal or written warning, will receive advice about correct citation and may be required to resubmit the work with or without an academic penalty;

10.3.3 Level 3 (major infringement): Referral of the alleged case to the Registrar, or their nominee, for resolution via IT Carlow’s disciplinary procedures. In some contexts, a first instance may require referral directly to the Registrar or their nominee.

A small number of staff shall be identified in each School/Campus/Centre as plagiarism advisers and shall form a plagiarism panel. These advisers will be trained in deterring, detecting and dealing with plagiarism based on international best practice.

In the first year, teaching staff who encounter minor plagiarism offences shall provide advice to the learner on avoiding plagiarism and the necessity of properly acknowledging and referencing sources. They shall issue a written warning to the learner and record the incident in the departmental log. Further minor offences shall also be logged and a maximum mark of 40% shall apply for second and subsequent offences in the first year. Teaching staff may consult with the plagiarism panel at any time, should they require advice.

Where an alleged case is referred to the School/Campus/Centre or Registrar, a short report outlining the grounds of suspicion, a copy of the piece of work and any supporting evidence shall be provided to the relevant School/Campus/Centre.

Where a case of plagiarism referred to the Registrar or their nominee, has been proven, the outcome of the case shall be recorded on the student’s record by the Registrar’s Office.

Turnitin may be used:

- **formatively** as part of department-based teaching of good academic practice, by scanning work through the software early in the academic year and going through the resulting originality reports with students and addressing any issues that may arise;
- to deter potential plagiarists and to act as an incentive to following good academic practice;
to help Examiners to detect the extent and source of plagiarised material in work submitted for assessment.

10.4.2 IT Carlow acknowledges that students shall need support in interpreting and addressing feedback from Turnitin Originality Reports. Generic information shall be made available to students on Blackboard.

10.4.3 IT Carlow recognises the educational desirability that students should have the opportunity to self-submit their work to Turnitin (before submitting for assessment). IT Carlow also recognises that Turnitin Originality Reports will sometimes assist in the identification of plagiarised work submitted for assessment.

10.4.4 All Schools/Campuses/Centres that utilise Turnitin shall set up relevant assignments in revision mode to allow students to make revisions (at least once) to their assignments upon receipt of the originality report provided by Turnitin. Students shall always be allowed to receive their Originality Reports prior to the final submission of an assignment.

10.4.5 Lecturers who use Turnitin shall:

10.4.5.1 Use Turnitin as part of a holistic approach to fostering academic integrity among students.

10.4.5.2 Inform students in advance of the use of Turnitin for assignments and that assessment data may be stored on the Turnitin database.

10.4.5.3 Allow students at least one revision submission with access to their originality report before final submission.

10.4.5.4 Make the final evaluation of the assessment because the judgment as to whether work is plagiarised or not is always an academic judgment.

10.4.6 Through the act of submission to Turnitin, a student consents to the storage of their submission in the Turnitin database. Some Schools and Departments may also require work to be submitted in hard copy.

10.4.7 For the purposes of data protection, the work of students submitted to Turnitin shall not contain personal data such as names but may carry the students’ registration number (e.g. C01234567).

UNDERGRADUATE ASSESSMENT WORK DECLARATION

Work submitted for assessment which does not include this declaration will not be assessed.

• I declare that all material in this submission e.g. thesis/essay/project/assignment is entirely my/our own work except where duly acknowledged.

• I have cited the sources of all quotations, paraphrases, summaries of information, tables, diagrams or other material; including software and other electronic media in which intellectual property rights may reside.

• I have provided a complete bibliography of all works and sources used in the preparation of this submission.

• I understand that failure to comply with the Institute’s regulations governing plagiarism constitutes a serious offence.

Student Name (Printed): ________________________________

Student Number(s): ________________________________

Signature(s): ________________________________

Date: ________________________________

Please note:

a) Individual declaration is required by each student for joint projects.

b) Where projects are submitted electronically, students are required to submit their student number.

c) The Institute regulations on plagiarism are set out in Section 10 of Examination and Assessment Regulations published each year in the Student Handbook.
POSTGRADUATE ASSESSMENT THESIS DECLARATION

Work submitted for assessment which does not include this declaration will not be assessed.

- I declare that all material in this thesis submission is entirely my own work except where duly acknowledged.
- I have cited the sources of all quotations, paraphrases, summaries of information, tables, diagrams or other material, including software and other electronic media in which intellectual property rights may reside.
- I have provided a complete bibliography of all works and sources used in the preparation of this submission.
- I understand that failure to comply with the Institute’s regulations governing plagiarism constitutes a serious offence.

Student Name (Printed):

Student Number:

Student Signature:

Supervisor(s) Signature:

Date:

Please note:

The Institute regulations on plagiarism are set out in Section 10 of Examination and Assessment Regulations published each year in the Student Handbook.

11 COMPLAINTS PROCEDURE

Disciplinary Committee Examination & Assessment Infringement Committee (DCEAIC)

Where a complaint of misconduct or alleged breach of the Examination and Assessment Regulations by a student has been brought before the Registrar, the Registrar or his/her nominee will investigate the matter and if necessary refer it to the DCEAIC.

Terms of reference of the DCEAIC:

To establish the facts and circumstances of the alleged infringement of Examination and Assessment Regulations by candidates, and where the Committee decides that infringement has occurred, make appropriate recommendations under Section 13 – Examination Infringement Penalties to the Institute Board of Examiners.

Membership:

Chairperson: Head of School/Department (not of the candidate concerned)

Academic Staff Member of Academic Council

Head of School/Department of the candidate.

Student Member of the Academic Council

Academic Administration & Student Affairs Manager or his/her nominee.

The Chairperson of the committee may invite an observer, expert or legal adviser, to be present at the hearing.

In exceptional circumstances, where the student member of Academic Council cannot sit on the committee, then a registered member of the student body may sit on the committee, nominated by the Student Union President, where possible.

12 PROCEDURES OF THE EXAMINATION & ASSESSMENT INFRINGEMENTS COMMITTEE

The Registrar or his/her nominee shall prepare a summary containing the particulars of the alleged examination infringement and shall present the summary to the Examination and Assessment Infringement Committee.

The Registrar or his/her nominee shall cause notice of the hearing to be sent by registered post to the last known address of the respondent student or handed personally to the said student(s).

The candidate has a right to bring representation, legal or otherwise, to the hearing, and if he/she intends to do so, they must inform the Registrar beforehand.

The Registrar or his nominee will collate information for the hearing, inter alia, examination schedule, question paper, invigilator’s and examination officer’s reports, the candidate’s internal examiner(s) and/or Head of Department reports if required, and any other material deemed relevant.

The decision of the Committee will be conveyed in writing by the Registrar to the candidate as soon as possible after the hearing, but not later than ten working days and will include details of the students right to appeal the decision.

13 EXAMINATION INFRINGEMENT PENALTIES

Where a student is found guilty of the offence or offences charged, the Committee is empowered to recommend to the Institute Board of Examiners, the imposition of any of the following penalties, either separately or in combinations.

In the case of an offence of plagiarism or of copying, cheating or other offence in connection with an examination:
13.1 Exclusion from the examination in question in part or in total.
13.2 Exclusion from the academic course being followed by the student or any part thereof.
13.3 Payment of a fine (maximum up to €1000).
13.4 Debarring from Institute examinations for a specified period.
13.5 Disqualification of the student by withholding results in accordance with Ref Section: 6.9.5 of the Academic Standards and Assessment Regulations.
13.6 A record and a note on the student’s academic record.
13.7 Deprivation of award of degree, diploma, certificate, scholarship prize or other academic award.

14 EXAMINATION INFRINGEMENT APPEAL

The Candidate may appeal the decision, and must do so in writing, stating the grounds, of the appeal, within ten working days after the decision is conveyed to them. Where no appeal is lodged, the Registrar or his/her nominee will present in writing the decisions of the Committee to the Institute Board of Examiners.

15 EXAMINATION RESULTS

Official examination results will be published on the Institute Website (www.itcarlow.ie) as soon as practical after the Examination Board Meeting. Academic Staff will be available for consultation on that day.

16 VIEWING EXAMINATION SCRIPTS

The Institute of Technology Carlow will provide a facility for examination candidates to view their examination scripts on an appointment basis. In order to avail of this facility examination candidates are asked to complete the ‘Request to view Examination Scripts Form’ within five working days of the issue of their examination results. An examination script may only be viewed following ratification of the examination result by the Academic Council of the Institute.

16.1 Viewing of scripts is by appointment only and will be supervised.

16.2 Candidates will be informed of the viewing time allocated to them to view their scripts and they will be permitted to have one person to accompany them. Each candidate will be allocated a maximum period of five working days.

16.3 During the viewing of scripts candidates will not be permitted to have in their possession any materials likely to damage the integrity of the examination or any materials likely to cause a disturbance in the viewing area.

16.4 Examination scripts are provided for viewing in order to facilitate candidates in deciding whether or not to appeal a result. Accordingly candidates will be given access to:
   (a) Their examination script(s)
   (b) The relevant model answers
   (c) The relevant marking scheme(s).

16.5 When there appears to be an obvious discrepancy between a mark awarded and the marks on the candidates script, the candidate should complete a Recheck/Review Form. Candidates also have the option of completing a Recheck/Review Form if they have observations regarding the marking of their script.

17 EXAMINATION RECHECK/REVIEW

Re-check means the administrative operation of checking the recording and the addition of marks for one or more subjects as requested. A recheck is carried out by the Internal Examiner(s)/Head of School/Head of Centre/Head of Department for the subject(s).

Where a recheck indicates that a result is changed, the Examination Board will reconsider the full set of results.

Review means the reconsideration in detail of all or part of the existing examination material, where feasible, by the Internal Examiner(s) and a second Internal/External Examiner. The Examination Board will then reconsider the full set of results.

Where a review indicates that a result is changed, the Examination Board will reconsider the full set of results.

Examination Recheck Procedures

1. Recheck application to be received by the Examination Officer within ten working days after publication on the Institute website of the candidate’s provisional examination results.

2. Application for a Recheck must be made on the appropriate form, be signed by the applicant, include the fee and be submitted to the Examination Office. Forms are available from the Office. Forms are available from the
Examination Office and the School Administration Offices.

3. Recheck will be carried out by the Internal Examiner(s)/Head of School/Head of Centre/Head of Department for the subject/s.

4. One recheck report form to be completed by each examiner in respect of each subject rechecked.

5. Recheck results will be entered on the appropriate form and returned to the Examination Office.

6. The official result of the Recheck will be communicated in writing to the student at his/her registered address.

**Examination Review Procedures**

1. Review application to be received by the Examination Officer within ten working days after publication on the Institute website of the candidate’s provisional examination results.

2. Application for a Review must be made on the appropriate form, signed by the applicant, include the fee and be submitted to the Examination Office. Forms are available from the Examination Office and the School Administration Offices.

3. The review will be carried out by the Internal Examiner and a second Internal/External Examiner.

4. One review report form to be completed by each examiner in respect of each subject reviewed.

5. Decisions in relation to the Review will be entered on the appropriate form and returned to the Examination Office.

6. The official result of the Review will be communicated in writing to the student at his/her registered address.

**18 REPEAT EXAMINATIONS**

**Entry to Repeat Examinations**

Students enter and pay the appropriate entry fee to the Institute of Technology, Carlow, Kilkenny Road, Carlow by the specified closing date.

Timetables are published on www.itcarlow.ie. Transcript of results achieved can be printed electronically to those students in good standing with the Institute.

**19 REPEATING COURSE ELEMENTS**

Students who fail a continuous assessment component of a subject must apply for readmission to attend the relevant class subject.

The student will be liable for appropriate fees.

**20 STUDENT ACCESS TO EXAMINATION SCRIPTS**

Examination scripts are available to candidates outside the Freedom of Information Act. Details are available from the relevant Head of Department.

**21 EMBEDDED LEARNER EXIT PATHWAY**

Students who choose not to progress to the subsequent year of an academic programme and who formally exit from the programme of study and from the Institution, may apply for an Exit Award where eligible and where this Exit Award exists.

Completed Exit/Withdrawal forms should be submitted to the Examination Office by the 20th September. (Available from the Admissions or School Office)

Students who apply for and are approved for an Exit Award may be conferred at the next Institute graduation ceremony.

These graduates may apply for re-entry to the subsequent year/s of their original programme subject to continuation of the programme in later academic sessions.
15.4 RESEARCH CODE OF PRACTICE

HONESTY
At the core of all research endeavour, regardless of discipline or institution, is the need for researchers to be honest in respect of their own actions in research and in their responses to the actions of other researchers. This applies to the whole range of research, including experimental design, generating and analysing data, applying for research funding, publishing results and acknowledging the direct and indirect contributions of formal collaborators and other researchers. All individuals in the Institute’s employment must refrain from plagiarism, deception or the fabrication or falsification of results and committing any of these actions is regarded as a serious disciplinary offence. Researchers are required to declare on the Institute Postgraduate application forms and Postgraduate Progress Reports conflicts of interest.

OPENNESS
Whilst recognising the need for researchers to protect their own research interests in the process of planning their research and obtaining their results, the Institute encourages researchers to be as open as possible in discussing their work with other researchers and the public. Once results have been published, the Institute expects researchers to make available relevant data and materials to others, on request (provided that this is consistent with any ethics approvals and consents which cover the data and materials and any intellectual property rights in them).

LEADERSHIP AND CO-OPERATION
The culture and tone of procedures within any organisation must be set by those in authority. Within the Institute it is the responsibility of the President and Institute Officers, Heads of Schools, Heads of Departments, senior staff and principal investigators to ensure that a research climate of mutual co-operation is created which allows research to be conducted in accordance with good research practice.

Within a research group, responsibility lies with the group leader. These individuals should create a research environment in which all members of a research team are encouraged to develop their skills and in which the open exchange of ideas is fostered. They must also ensure that appropriate direction of research and supervision of researchers and research students are provided.

Research misconduct is least likely to arise in an environment where good research practice (e.g. documentation of results, peer review, regular discussion and seminars) is encouraged and where there is adequate supervision at all relevant levels. It is the responsibility of Heads of Departments to clearly convey the standards and protocols for Research in their Departments (e.g. supervisors’ responsibilities including frequency of contact, scrutiny of primary data, development needs of research trainees) and to ensure that adherence to these standards is integral to the life of the Department.

DOCUMENTING RESULTS AND STORING PRIMARY DATA
Throughout their work, researchers are required to keep clear and accurate records of the research procedures followed, approvals granted and of interim and final results. This is necessary not only as a means of demonstrating proper research practice, but also in case questions are subsequently asked about either the conduct of the research or the results obtained. Data generated in the course of research must be held securely in paper or electronic format. The Institute requires such data in areas which it will define or which the funding agency defines, to be securely held for a period of two years after the completion of a research project (or as required by the funding agency).

PUBLICATION
It is normally a condition of research funding that the results are published in an appropriate form, usually as papers in referred journals. This has long been widely accepted as the best system for research results to be reviewed (through the refereeing process) and made available to the wider research community. The Institute requires, as a minimum, that anyone listed as an author on a paper should accept responsibility for ensuring that she/he is familiar with the contents and can identify their contribution to it. The practice of honorary authorship is unacceptable.

Acknowledging the role of collaborators and other participants

In research, the contributions of formal collaborators and other researchers who contribute to the research must be properly acknowledged.

TRAINING
It is the responsibility of the Heads of Departments and research group leaders to ensure that all researchers have the opportunity to receive appropriate research training including attendance as necessary on relevant courses and guidance from professional bodies. As part of this responsibility, the Institute will make available appropriate training courses. In this regard, the needs of new researchers are of paramount importance. Responsibility for ensuring that new researchers and students understand and adopt best research practice as quickly as possible rests with all members of the research community, but particularly with Heads of Departments and group leaders.

INTEGRITY IN SUBMITTING RESEARCH PROPOSALS AND MANAGING RESEARCH PROJECTS
Principal Investigators must take all reasonable measures to ensure the accuracy and completeness of information contained in applications for funding and in managing research projects, to ensure compliance with all sponsor, institutional, legal, ethical and moral obligations.

CONFLICT OF INTEREST
It is the responsibility of researchers, group leaders, senior staff and Heads of Departments to identify and declare any potential or actual conflicts of interest, whether financial, personal, ethical, legal, or other, so that this does not become a complicating or actionable issue, and to comply with the Institute’s policies on intellectual property, conflict of interest and consultancy and external work.

ETHICAL PRACTICE
All research Involving Human Participants (or Human Biological Samples) requires approval of an appropriate Ethics Committee.

Ethical approval is required from the appropriate Institute, University and/or Hospital Research Ethics Committees and from other regulatory bodies as relevant. Researchers should also ensure the informed consent and confidentiality of personal information relating to the participants in research and that the research fulfils any legal requirements such as those of the Data Protection Act and the Freedom of Information Act.

This Code of Good Practice closely follows the Statement on Safeguarding Good Scientific Practice issued by the Biotechnology and Biological Sciences Research Council (UK) [BBSRC] (1998) and the UCD Code of Good Research Practice.
15.5 MISCONDUCT IN RESEARCH

‘Research Misconduct’ is defined as:
“The fabrication, falsification, plagiarism or deception in proposing, carrying out or reporting results or research or deliberate, dangerous, or negligent deviations from accepted practices in carrying out research. It includes failure to follow established protocols if this failure results in unreasonable risk or harm to humans, other vertebrates or the environment and facilitating misconduct in research by collusion, in or concealment of, such actions by others. It also includes intentional, unauthorised use, disclosure or removal of, or damage to, research-related property of another, including apparatus, materials, writings, data, hardware or software or any other substances or devices used in or produced by the conduct of research.”

It does not include honest error or differences in the design, execution, interpretation or judgment in evaluating research methods or results or misconduct unrelated to the research process. Similarly it does not include poor research unless this encompasses the intention to deceive. These guidelines do not oppose the right to free expression save where that expression is illegal.

No claims of misconduct against other people should be made that are frivolous and based on hearsay rather than fact. Management practices through the Departments and Schools should be in place to process and respond to reports of improper conduct. Positive efforts should be made to restore the reputation of anyone alleged to have engaged in improper conduct of research when such allegations cannot be sustained.

It should be noted that Institute Academic Regulations apply to the conduct of research and these procedures do not seek to contradict or alter these except where explicitly stated.

PROCEDURES FOR DEALING WITH ALLEGATIONS OF MISCONDUCT IN RESEARCH

The Code of Conduct for Good Research Practice aims to ensure a research environment that minimises the incidence of misconduct in research. School Research Programme Boards should monitor research and ensure that the code is adhered to. However, should there be any allegations of misconduct these should be treated very seriously and the procedure below should be followed.

Misconduct in research includes:
(a) The fabrication of data: claiming results where none has been obtained.
(b) The falsification of data including changing records.
(c) Plagiarism including the direct copying of textual material, the use of other people’s data without acknowledgement and the use of ideas from other people without adequate attribution.
(d) Misleading ascription of authorship including the listing of authors without their permission, attributing work to others who have not in fact contributed to the research, and the lack of appropriate acknowledgment of work primarily produced by a research student/trainee or associate.
(e) Intentional, unauthorised use, disclosure or removal of, or damage to, research-related property of another, including apparatus, materials, writings, data, hardware or software or any other substances or devices used in or produced by the conduct of research which lie within the control of the Institute. Such use may also not be in the best interest of the Institute.
(f) Other practices that deviate significantly from those that are commonly agreed upon by the academic community for conducting, reporting, or proposing research.
(g) Intentional infringements of the institute’s published Code of Conduct for Good Research Practice.

The list above is not all-inclusive.

PROTECTION OF INTERESTED PARTIES

Allegations of research misconduct require very careful handling. When an allegation is made, the protection of all interested parties is essential.

Interested parties may include:
• The person bringing the allegation.
• The staff member or research student against whom a complaint is made.
• Other research students/trainees and staff working with the staff member or research student concerned.
• Journals, conferences and symposia in which allegedly fraudulent papers and/or findings have been or are about to be published or presented.
• Funding bodies that have contributed to the research.
• In some cases the public – for example if a drug is involved.
• Adequate protection of the complainant and the accused demands absolute confidentiality and reasonable speed in the early stages of investigation. On the other hand, the protection of other parties may involve some disclosure. Such judgment should be made by the President.

THE RECEIPT AND PROCESSING OF COMPLAINTS

Breaches of the Code of Conduct for Good Research Practice should be brought to the attention of the Head of the School in which the researcher is registered or employed who will then notify the Registrar.
15.6 ETHICS IN RESEARCH

RESEARCH ETHICS COMMITTEE: CONTEXTS AND FUNCTION

IT Carlow recognises that research ethics, ethical research design and a commitment to research integrity are fundamental to research activity. This policy, procedures and associated documentation are intended to provide an appropriate governance and management structure to:

- Ensure a robust ethical framework for all research led activity;
- Foster an appropriate research culture within the institution;
- Align internal procedures with the proposed National Research Ethics Approval Framework that will be supervised by HIQA.

The drafting and formulation of this policy and procedures has been informed by the following documents:

- The European Code of Research Integrity;
- The Singapore Statement on Research Integrity;
- The National Policy Statement on Ensuring Research Integrity in Ireland;
- OECD Best Practice Guidelines for Ensuring Scientific Integrity and Preventing Misconduct.

The IT Carlow Research Ethics Committee (REC) is the body tasked by the President of IT Carlow with responsibility for the oversight and supervision of the ethical review of all proposals for research activity carried out on institute premises or under its auspices.

This means that the REC has responsibility for the independent, ethical review of all research proposals and activity to be carried out by all learners, staff, collaborative and industry partners who are engaged in research activity, at whatever level.

As supervised learner research activity is conducted primarily for the purpose of educating learners in research techniques and methodologies, the REC shall carry out reviews of research protocols with the principal objective of contributing to the learner’s education concerning the scientific and ethical principles governing research.

The procedures relating to ethical review of a research proposal shall determine whether a proposal:

- Is eligible for exemption from review and approval;
- Requires re-submission to apply for ethical approval;
- Is granted ethical approval;
- Requires redesign and resubmission in order to qualify for approval;
- Is denied approval.

Submissions of research proposals shall be made on the appropriate application forms set out in the procedures annexed to this policy statement.

The Ethics Committee shall have discretion on behalf of IT Carlow and taking account of relevant ethical considerations, to decline to approve any research proposal or to require such modifications as it may deem necessary. The REC shall advise the President on research projects having important ethical implications for IT Carlow.

In making a determination on a research proposal, the REC shall operate on a consensus basis. In the event that no consensus is reached a simple majority of those present and voting at a valid, quorate meeting of the REC shall determine the outcome.

RESEARCH ETHICS COMMITTEE: COMPOSITION

The Research Ethics Committee shall comprise eleven members. The membership of the Committee shall reflect a range of core skills and expertise. Members shall have knowledge and experience of research methods and practice relevant to the strategic research priorities of IT Carlow. Specific skills represented across the membership shall include:

- Knowledge of and current experience in the sciences, biological and environmental science, health and social care, counselling or treatment of people;
- Knowledge of and training in ethical issues;
- Expertise in specific skill areas of statistics and data management.

It is necessary that the committee shall have the appropriate expertise, knowledge, experience and perspective to enable them to give adequate consideration to applications made and to address changes in legislation, compliance and standards as such arise. Therefore the committee may co-opt additional individuals with specific expertise to address such needs.

There shall be at least two members of the Research Ethics Committee drawn from outside of the Higher Education Sector.

In arriving at final membership of the committee, gender balance shall be considered as shall relevant and appropriate disciplinary spread and campus representation.

There shall be no substitution or delegation of membership on the committee.

RESEARCH ETHICS COMMITTEE: APPOINTMENT AND TERM OF OFFICE

The President of IT Carlow shall appoint the Chair of the REC. Other committee members drawn from staff of IT Carlow shall be appointed by a process of nomination as follows:

(a) Representative members
Nominations from the following constituent groups shall be made by the relevant Postgraduate Programme Stream Boards. The names of nominees shall then be conveyed to the chair for final approval and ratification.

- School of Science 2
- School of Business and Humanities 2
- School of Engineering and Built Environment 2
- Wexford Campus 1
- Lifelong Learning 1
- Externals 3

(b) Ex-officio members
- Chair of Research and Development Committee 1
- Head of Postgraduate Studies 1
- Registrar (or nominee) 1

(c) Presidential appointment
- Chair 1

Representative Committee members shall be appointed for an initial term of two years. Members are eligible for re-appointment at the end of the first term. In circumstances where it would be beneficial to the work of the committee (and agreeable to the individual) a representative member may serve for a third (final) consecutive term.

1 This policy and related procedures are designed to govern the management of ethical issues arising in research practice. For completeness this policy should be read in conjunction with the following IT Carlow policies and procedures:
- IT Carlow Policy and Procedures for Postgraduate Awards
- IT Carlow Policy and Procedure on Data Protection
- IT Carlow Policy and Procedure on Academic Integrity and Anti-Plagiarism
Members are required to attend a minimum of two meetings in any one academic session. In circumstances where members are consistently unable to attend the Chair may exercise the right to request an alternative nomination from the relevant representative group.

**RESEARCH ETHICS COMMITTEE: SCHEDULE AND REMIT**

The Research Ethics Committee shall meet on a minimum of four occasions during an academic session (and more frequently if deemed necessary by the committee).

The quorum for a committee meeting shall be seven members. A valid quorate meeting must include the chairperson (or vice-chairperson) and an external member.

The business of the research committee shall be:

- The review and approval of applications for research from learners undertaking programmes of research leading to awards at NFQ Level 9 (by Research and Dissertation) and NFQ Level 10 programmes;
- The review and approval of research proposals from staff, post-doctoral researchers and from researchers associated with industry partners where the research is carried out under the aegis of IT Carlow or on its premises;
- The exercise of oversight of the Declaration of Ethical Consideration Process for research projects carried out across programmes at NFQ Level 6, NFQ Level 7, NFQ Level 8 and NFQ Level 9 (Taught);
- The review of oversight of the Declaration of Ethical Consideration Process for research projects carried out across programmes at NFQ Level 6, NFQ Level 7, NFQ Level 8 and NFQ Level 9 (Taught);
- Research proposals shall be submitted for review according to a published schedule of meetings. It is recommended that Principal Investigators/ Research Supervisors shall be available at scheduled meetings of the committee to answer technical queries associated with any applications submitted under their name or with their approval.

**RESEARCH ETHICS COMMITTEE: DECLARATION OF ETHICAL CONSIDERATION (L6-9T)**

Documentation and guidelines for projects using this route are set out at Appendices I and II. In each case, completed forms shall be submitted by the learner to the supervisor for review and approval. The supervisor shall retain the forms until the research project is submitted for examination. At that stage the declaration forms shall be attached to the project as an integral part of the work for assessment. Forms shall be available for inspection by the REC and may be requested at any stage in the research process. The REC shall exercise its oversight function by:

- Formal documentation, noting and recording of projects under Declaration of Ethical Consideration.
- Review and audit of projects under Declaration of Ethical Consideration. Working groups/ standing sub-committees of the REC shall carry out this function. It is anticipated that the review of project documentation shall be:
  - A desk based review of copies of declarations
  - A random “depth test” or verification based on representative sampling (10%)  
  - Detailed terms of reference shall be issued by the REC to the sub-committee(s).
- The REC shall exercise an appeals function by:
  - Reviewing cases referred by supervisors
  - Reviewing decisions appealed by applicants

**RESEARCH ETHICS COMMITTEE: APPEALS (L9R/L10)**

When the decision of the REC results in approval for a research proposal being declined or requiring specified modification, any person or persons with a material interest in that proposal (for example a supervisor or primary researcher) may appeal the decision to the President of IT Carlow. Such appeal shall be in writing and shall set out the basis of the appeal. The Appeal shall be received within one calendar month of the date that the original decision was communicated to the applicant.

On receipt of an appeal the President shall have discretion to proceed either by:

- Referring the appeal back to the REC for review and recommendation, or
- Empaneling a special review group of no less than three individuals to conduct a review and to make a recommendation. This review group shall include at least one external member. No member of a review group shall have had any involvement with either the original proposal or with the decision under review.

The President shall consider the recommendation of the review and shall either:

- Confirm the original REC decision, or
- Substitute a new decision with or without conditions attached.

That decision is final.

**RESEARCH ETHICS COMMITTEE: POLICY REVIEW**

The REC is responsible for the development and recommendation of policies and procedures in relation to ethics in research, which may from time to time become necessary.

In order to ensure that the Research Ethics Policy is up to date and fit for purpose this policy shall be subject to review in line with IT Carlow Policies and Procedures approved and adopted by Academic Council.
15.7 LEARNING RESOURCE CENTRE (LRC) REGULATIONS

1 INTRODUCTION

The Learning Resource Centre is an academic environment in which various resources have been provided for students and staff use to support the normal activities of the Institute, in particular for educational, research and administrative purposes. The overall ethos of the Learning Resource Centre is to facilitate students to learn using the most effective and flexible techniques. Users will therefore find individual reader spaces, group work areas, print-based library materials and open access information technology facilities. The building also contains lecture halls, seminar rooms, a conference suite and multimedia laboratory facilities.

The Learning Resource Centre is not a social or recreational space and the regulations below attempt to create an environment within which the differing learning styles of different individuals can be accommodated. Your co-operation with the implementation of these regulations will ensure that all users derive the maximum benefit from the resources provided.

These regulations cover all users of the Learning Resource Centre.

2 GENERAL PRINCIPLES

2.1 It is the responsibility of individual users to be aware of the regulations. Ignorance of the regulations is not acceptable as an excuse or defence.

2.2 Anyone acting in contravention of the regulations set out hereunder may be subject to the Institute’s disciplinary procedures and/or criminal prosecution.

2.3 These regulations are applicable to all users of the LRC – staff, students, external members and visitors. In addition, use of Internet/intranet facilities is also subject to the HEAnet Acceptable Usage Policy, details of which are available at www.HEANET.ie/

2.4 Users are prohibited from engaging in any activity that is likely to:

2.4.1 cause disruption to the academic work of other users;

2.4.2 disrupt the intended use of the resources;

2.4.3 waste resources (people, equipment, consumables);

2.4.4 infringe the legal rights of others.

2.5 All users are bound to observe the Copyright and Related Acts 2000 (Ref. http://www.irlgov.ie/bills/28/acts/2000/a2800.pdf) and the Criminal Damage Act 1991 (Ref. http://193.120.124.98/front.html).

2.6 Users found to be in breach of the regulations set out below will incur sanctions/penalties as detailed in Section 8.

2.7 The Institute reserves the right to amend or update the regulations from time to time as it sees fit.

3 COMPUTING FACILITIES LOCATED ELSEWHERE ON THE CAMPUS

Computing facilities not in the LRC located elsewhere on the Campus are subject to the relevant regulations contained in the LRC Regulations.

4 REACHOUT CENTRE(S)

Library/Computing facilities in the Reachout Centre(s) are also subject to the relevant regulations contained in the LRC Regulations.

5 GENERAL REGULATIONS OF THE LEARNING RESOURCE CENTRE

The following persons may avail of the facilities of the Learning Resource Centre:

5.1 Registered students of the Institute

5.2 Members of the Governing Body, Academic Council and all Institute staff.

5.3 Graduates of the Institute of Technology Carlow and External Members having genuine scholarly needs, which can be met without detriment to other users of the LRC.

5.4 External Membership

5.4.1 External Reader Category.

5.4.1.1 An External Reader can access the Library’s reference facilities (that is consulting any of the non-computer-based resources in the Library).

5.4.1.2 An External Reader can access the Library’s enquiry facilities (that is consulting staff in the Library).

5.4.1.3 An External Reader can access the Library’s study facilities (that is the use of the desks in the open access areas or in the silent study area);

5.4.1.4 An External Reader can access the Library’s self-service photocopying facilities on the purchase of a photocopy card;

5.4.1.5 An External Reader does not have access to borrowing facilities, inter-library loan facilities or computing facilities. (except for the Online Public Access Catalogue – OPAC).

5.4.1.6 There is no charge for External Reader Membership.

5.4.2 External Borrower Category

5.4.2.1 In addition to the services available at (5.4.1) above, an External Borrower can access the Library’s borrowing facilities. This enables an individual to borrow up to two items from the General Lending Collection at any one time. The period of loan is one week and overdue items are subject to fines as displayed on notices in the Library.

5.4.2.2 An External Borrower does not have borrowing rights to material from the Short Loan Collection, the Reference Collection, the Journals Collection or material designated ‘Long Loan’.

5.4.2.3 An External Borrower does not have access to inter-library loan facilities or to computing facilities. (except for the Online Public Access Catalogue – OPAC).

5.4.2.4 An annual membership fee is payable by External Borrowers.

5.4.3 Corporate Membership Category

5.4.3.1 Local or regional Corporate bodies or organisations may apply for External Membership. In this case, any member of an institution or company may use the corporate membership card to borrow items although it is a requirement that the principal/head of the organisation personally completes the registration card and is ultimately responsible for the return of all items borrowed.

5.4.3.2 In addition to the services available at (5.4.1) and (5.4.2) above any member of an institution, company or organisation may borrow items from the General Lending Collection (subject to a
5.6.2 The use of Mobile Phones to make
and/or receive voice calls is only permitted in the enclosed stairwell areas. (Official meetings, booked through the Institute’s Development Office, and held in designated Meeting Rooms are exempted).

5.6.3 The use of Mobile Phones is not permitted in any areas designated as quiet areas.

5.7 Study places may not be reserved in the LRC. Any place left unattended for longer than fifteen minutes may be cleared for use by another user, if so required.

5.8 Bags and other personal belongings may be brought into the LRC. These should be kept in a tidy manner so as not to constitute a trip hazard. The Institute will not be responsible for any personal property left unattended in the LRC.

5.9 Users must not write on, mark or otherwise deface any manuscript, book, map, print, item of equipment or furniture in the LRC. This includes the placing of feet on chairs and desks. Users must not damage, destroy or remove any of the equipment or furnishings of the LRC.

5.10 Certain areas of the LRC have been fitted out with tables for group working. In these areas and in the stairwell, and subject to minimal inconvenience to other users conversation is permitted. Such permission may be withdrawn at any time by LRC staff.

5.11 The LRC is protected by an electronic security system. Users must use the entry and exit barriers provided.

5.12 The emergency exits are for use in cases of emergency evacuation / fire drills only. These exits must not be used at any other time.

5.13 The use of matches or open lights in any part of the LRC is strictly prohibited. Smoking is forbidden.

5.14 The consumption of food, drinks (water excluded) or snack items is strictly prohibited. (Official meetings, booked through the Institute’s Development Office, and held in designated Meeting Rooms are exempted.)

6 AREAS DESIGNATED ‘QUIET AREAS’

6.1 Certain areas of the LRC are designated as ‘Quiet Areas.’ The following regulations apply to these areas:

6.1.1 Silence must be observed in these areas at all times. Conversation is not permitted.

6.1.2 These areas are reserved for individual study/work. Group working is not permitted.

6.1.3 The use of palmtop, laptop or personal computers is not permitted.

6.1.4 The use of personal audio equipment is not permitted.

6.1.5 Mobile phones must be powered off at all times.

6.1.6 Study spaces may not be reserved. Any place left unattended for longer than fifteen minutes may be cleared for use by another user, if so required.

7 LIBRARY REGULATIONS OF THE LEARNING RESOURCE CENTRE

7.1 Borrowing materials from the LRC

7.1.1 Every loan transaction must be recorded at the main issue desk.

7.1.2 The Institute regards the unauthorised removal of items from the LRC as a serious offence.

7.1.3 The borrower shall be responsible for the safe keeping of any library material until it has been returned. Material should be returned to the main issue desk or deposited in a specially designated returns bin when such a receptacle is provided.

7.2 Loan Periods and Borrowing Restrictions

7.2.1 The loan periods for different categories of material are set out hereunder. Users are expected to ensure that each item is returned by the due date.

7.2.2 Material borrowed from the General Collection by registered students of the Institute may be kept for seven days. Up to three items may be taken on loan at any one time.

7.2.3 Material borrowed from the Short Loan Collection by registered students of the Institute is due for return two days later (weekends excepted). Two items only may be taken out on loan at any one time.

7.2.4 Material borrowed from the General Collection by members of the Governing Body or Institute Staff may be kept for one term or subject to recall by the Librarian. A combined total of ten items may be taken on loan at any one time from the General Collection or from the Short Loan Collection.
7.2.5 Material borrowed from the Short Loan Collection by members of the Governing Body or Institute staff is due for return two days later (weekends excepted). A combined total of ten items may be taken on loan at any one time from the General Collection or from the Short Loan Collection.

7.2.6 Material designated ‘Long Loan’ and borrowed by registered students of the Institute may be kept for one term or subject to recall by the Librarian. A combined total of three items may be taken on loan at any one time from the General Collection or from material designated as ‘Long Loan’.

7.2.7 Material designated ‘Long Loan’ and borrowed by members of the Governing Body or Institute Staff may be kept for one term or subject to recall by the Librarian. A combined total of ten items may be taken on loan at any one time from the General Collection, from the Short Loan Collection or from material designated as ‘Long Loan’.

7.2.8 Material borrowed from the General Collection by external members may be kept for seven days or, subject to recall by the Librarian, for a longer pre-defined period during Christmas and Summer vacations.

7.2.9 Material borrowed from the General Collection by students enrolled on postgraduate programmes of the Institute may be kept for four weeks or subject to recall by the Librarian. A combined total of six items may be on loan at any one time from the General Collection or from the Short Loan Collection.

7.2.10 Material borrowed from the Short Loan Collection by students enrolled on postgraduate programmes of the Institute is due for return two days later (weekends excepted). A combined total of six items may be on loan at any one time from the General Collection or from the Short Loan Collection.

7.3 Restricted material

7.3.1 Certain categories of material, placed on restricted loan, will be subject to special regulations posted within the Library.

7.3.2 Material from the Short Loan Collection or material designated ‘Long Loan’ is not available for borrowing by External Members.

7.3.3 Materials from the Journals Collection and the Reference Collection may not be borrowed. (Special provisions are in place for academic staff preparing class notes or programme submissions.)

7.3.4 Items in special collections shall be consulted only under the direction of the Librarian and shall not be removed from the Library except on such conditions as the Librarian may determine.

7.3.5 The period of loan of material from the General Collection may be extended (subject to recall of the book by the Librarian) if application is made on or before the date on which the book is due for return. Users may also avail of the library online facility to extend such loan period(s).

7.3.6 A notice from the Librarian requiring the return of material in demand shall be complied with within the period specified in such notice.

7.3.7 No borrower shall transfer material to another person whether or not that person is registered as an LRC user.

7.3.8 The Librarian has discretion to limit the number of items issued to any borrower.

7.3.9 All items shall be returned when notice of a general inspection has been given. During the period of the general inspection, access to the Collections may be restricted or closed.

7.3.10 All material on loan must be returned at the end of the borrowing period or the end of the academic year whichever is the earlier.

7.4 Fines

Fines, at rates posted within the Library are payable on each overdue item.

8 COMPUTER REGULATIONS IN THE LEARNING RESOURCE CENTRE

8.1 Users have a personal computer “ID” and password. Each user must keep his/her ID and password to himself. If a user forgets his/her password or suspects it may be in use by another person he/she must inform the Computing Services Helpdesk immediately. An ID is not transferable.

8.2 Each user is responsible for all activities logged against his/her account and also for all files stored in his/her allocated network disk space.

8.3 Accessing another computer user’s account is strictly forbidden.

8.4 No software (i.e. computer programs) other than those provided by the Institute may be operated on an Institute’s computer.

8.5 Where a computer user encounters a problem or potential virus the user must report the matter immediately to a member of the Computing Services Helpdesk.

8.6 The use of the Institute’s open access computers for playing games is strictly prohibited - Computer Gaming students are expected to use labs specially designated for this purpose.

8.7 Wilful damage to computer facilities will not be tolerated. This for example includes interfering with hardware settings, connections, power cables, network cables, mice, keyboards.

8.8 A user may not, under any circumstances disconnect or interfere with cabling to Institute computers. Power points are provided throughout the LRC that can be used for portable computing equipment.

8.9 Software, Hardware and other accessories provided by the Institute for student use belongs to the Institute and under no circumstance can it be considered student property. The Institute is licensed to use software on its computers and it is illegal for a user to copy it for use elsewhere. Irish Copyright law strictly prohibits a person from copying software which he/she does not own.

8.10 Each user is responsible for clearing up any unwanted printouts he/she generates. Waste-bins are provided beside each print station and should be used for this purpose.

8.11 Food or drink is strictly prohibited in the LRC.

8.12 Use of the e-mail system is for Institute and academic related activities only.
8.13 A user must “log-out” of a computer when he/she is not using it. Under no circumstances can a user remain logged on when he/she leaves a computer laboratory or open access computer area. This applies to any user absence.

8.14 The use or storage on an Institute computer of unlawful material or material likely to be offensive is prohibited.

8.15 The use of any utility that generates network broadcast messages is strictly forbidden.

8.16 Computer hacking, attempted computer hacking, downloading, storing or distributing information relating to Computer hacking is strictly forbidden.

9 SANCTIONS/PENALTIES

There are four categories of sanction/penalty which may be applied to users found to be in breach of the regulations:

9.1 Suspension of Users Network Account and/or Library Loan facilities for one week.

Regulation breaches incurring the above penalty:

9.1.1 Installing/running software not supplied by IT Carlow (Regulations Ref. No. 8.4).

9.1.2 Non-payment of fines (Regulations Ref. No. 6.4.1).

9.1.3 Playing games on Institute Computers (Regulations Ref. No. 7.7).

9.1.4 Altering or attempting to alter Windows Desktop settings on Institute Computers (Regulations Ref. No. 8.9).

9.1.5 Copying software from Institutes computers or network servers (Regulations Ref. No. 8.10).

9.1.6 Leaving unattended P.C. logged on to user account (Regulations Ref. No. 8.14).

9.1.7 Sending broadcast messages across network (Regulations Ref. No. 8.17).

9.1.8 Reserving study places / leaving unattended P.C. logged on to user account (Regulations Ref. Nos. 5.7 and 8.14).

9.1.9 Disruption of designated ‘quiet areas’ (Regulations Ref. No. 5.10).

9.1.10 Bypassing the exit barrier (Regulations Ref. No. 5.12).

9.1.11 Using matches or open lights (Regulations Ref. No. 5.13).

9.1.12 Removing ‘Special Collection’ material from the LRC (Regulations Ref. No. 7.1.3).

9.1.13 Transfer of borrowed material to another person (Regulations Ref. No. 7.3.7).

9.1.14 Procedure

Upon witnessing or being informed of the offence, the staff member requests the offending user to produce his/her ID Card. The users Login ID is noted and the user is informed of the breach of regulations and advised that his/her account will be suspended as a result (An automated email is sent to the relevant Head of Department informing him/her of the incident, the penalty imposed and the date from which it has been imposed). The user will also be informed of his/her right to appeal the penalty in writing or by email to his/her Head of Department. The staff member then passes the account details to a member of the Computing Services staff who will enter the account ID into the network administration application. The account will be automatically suspended, after a three day holding period, for one week. Brief details of the offence are noted in the database. The user account is automatically re-enabled one week after the date of it being disabled.

Repeat offenders will incur double penalties.

9.1.15 Appeal Mechanism

The user can appeal the decision by writing to his/her Head of Department –informing them of the basis of the appeal. Pending the outcome of such an appeal, the sanction/penalty will not be enforced. On receipt of an appeal the Head of Department will arrange a hearing with the Computing Services Manager and/or Librarian and the relevant user. A decision on the success or otherwise of the appeal will be made as a result of this meeting. The user will be notified in writing of the decision. Staff can make an appeal to their Head of Department/Function. Other users can appeal to the Registrar of the Institute in writing.

9.2 Suspension of Users Network Account and/or Library Loan facility indefinitely pending disciplinary hearing.

Regulation breaches incurring the above penalty.

9.2.1 Possession or distribution of illegal software files such as child pornography (Regulations Ref. No. 8.15).

9.2.2 Viewing, storing or distributing pornographic or other offensive material on an Institute computer (Regulations Ref. No. 8.15).

9.2.3 Attempting to hack or storing of utilities, software, or information which could assist hacking on an Institute Computer (Regulations Ref. No. 8.18).

9.2.4 Hacking into other computer systems either internally or externally, causing actual systems failures, deleting or modifying files such as to cause abnormal operation of the system (Regulations Ref. No. 8.18).

9.2.5 Physically damaging or abusing computers or peripherals belonging to the Institute (Regulations Ref. No. 8.8).

9.2.6 Sending abusive or offensive emails to anyone either internally or externally (Regulations Ref. No. 8.12).

9.2.7 Harassment or bullying of staff or other students by use of Institutes Computers using email or broadcast messages or for the production or storage of such malicious material on Web Servers either internal or external to the Institute. (Regulations Ref. No. 8.12, 8.15 and 8.17).

9.2.8 Marking, defacing, damaging, removing LRC property (Regulations Ref. No. 5.9).

9.2.9 Using emergency exits unnecessarily (Regulations Ref. No. 5.13).

9.2.10 Failing to check-out material at main issue desk (Regulations Ref. No. 6.1.3).

9.2.11 Procedure

Upon witnessing or being informed of the offence, the staff member requests the offending user to produce their ID Card. The users Login ID is noted, the user is informed of the breach of regulations and advised that his/her account will be suspended as a result. The user is asked to log out and vacate the computer workstation immediately. The staff member passes the account detail to Computing Services staff who will enter the account ID into the network administration application.

The user account is automatically suspended. (An automated e-mail is sent to the relevant Head of Department informing him/her of the incident). A backup copy of all data in
the account at time of suspension is made and given to the Computer Services Manager.

The complainant must compile a detailed report of the offence. The Computer Services Manager passes this report to the Registrar who will decide if a disciplinary hearing is necessary. The users network account is disabled pending a decision from the Registrar.

9.2.12 Appeal Mechanism against decisions of the Disciplinary Committee

An appeal may be made to the Disciplinary Appeals Committee within two weeks from the date of issue of the decision of the Disciplinary Committee and the appellant shall submit in writing the grounds for the appeal. The date of issue of the said decision shall be the date on which the decision is posted by registered post to the student’s address as appears on the Institute’s register of students, or the date on which the said decision is handed to the student.

9.3 Charging of fines, damage costs, postage costs etc.

Regulation breaches incurring the above penalty:

9.3.1 Damage to or loss of library materials issued on loan (Regulations Ref. No. 7.1.3).

9.3.2 Non-return of items issued on loan within specified loan period (Regulations Ref. No. 7.2.1).

9.3.3 Non-return of items specifically recalled by the Librarian (Regulations Ref. No. 6.7.6).

9.3.4 Procedure

Upon witnessing or being informed of the offence, the staff member requests the offending user to produce his/her ID Card or obtains the users details from the Library computer system. The users Login ID is noted, the user is informed of the breach of regulations and advised that his/her account will be suspended as a result. If logged onto the network, the user is asked to log out and vacate the computer workstation immediately. The staff member passes the account detail to Computing Services staff who will enter the account ID into the network administration application. The users account is automatically suspended. (An automated e-mail is sent to the relevant Head of Department informing him/her of the incident, the penalty imposed and the date from which it has been imposed). A backup copy of all data in the account at the time of suspension is made and given to the Computer Services Manager. The complainant must compile a detailed report of the offence. The Librarian passes this report to the Registrar who will decide if a disciplinary hearing is necessary. The users network account is disabled and the library loan facility withdrawn pending a decision from the Registrar.

9.4 Miscellaneous Sanctions/Penalties

Regulation breaches incurring the above penalty:

9.4.1 Non-production of ID Card will result in admission to the LRC being refused (Regulations Ref. No. 5.5).

9.4.2 Consumption of food, drinks or snack items will result in suspension of Users Network Account and Library Loan facilities for 1 week and confiscation of food, drink and snack item(s) (Regulations Ref. No. 5.15).

9.4.3 Non-return of loaned items at end of Academic year may result in the withholding of examination results (Regulations Ref. No. 7.3.10).

9.4.4 Appeal Mechanism

The user can appeal the decision in writing to the Registrar. After consultation with the complainant and the Librarian and/or the Computing Services Manager the Registrar will decide on the next course of action.