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Bord Oideachais agus
Oiliúna Chorcaí
*Cork Education and
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CODE OF BEHAVIOUR FOR COLLEGE ADULT LEARNERS

This Code of Behaviour sets out the expectations of how learners participating in course(s) delivered through Colleges providing Further Education interact with the College and with each other.

Learners are actively and positively encouraged to participate fully in College life and to do so in an atmosphere that supports the learner. Consequently, Learners are expected to conduct themselves as responsible members of the College Community.

This document should be read in conjunction with the following associated documents;

- Learner Complaints Procedure
- Learner Disciplinary Procedure
- College Information and Communication Policy
- College Social Media Policy
- Cork ETB Assessment Handbook for Learners

While the code of behaviour and associated procedures are infrequently invoked, it is important that Learners understand what is expected in terms of conduct and also the procedures in respect of any concerns or issues that may arise in respect of conduct.

College Commitment

Colleges of Further Education are academic institutions under Cork Education and Training Board (Cork ETB) catering at any time for large numbers who occupy the buildings and grounds. College Management are committed to providing a safe, supportive, pleasant and friendly environment for all who occupy the building(s) or use its external environs for whatever reason. The College is committed to fulfilling its mission as a provider of Further Education and complying with all its lawful obligations.

Learner Responsibility

Learners are expected to conduct themselves in a manner consistent with responsible behaviour towards other persons and property within and outside the College at all times. Learners are required to adopt a responsible attitude to their studies in respect of classes, attendance or such other academic activities for which they are timetabled.

Learners must not engage in any behaviour, which may constitute inconvenience or nuisance to any person(s). Learners are advised that as well as observing these general regulations they are also bound to observe specific requirements attached to particular areas, activities and departments.

Learners are also expected to act in a reasonable and responsible manner when engaged in College activities and events taking place outside the College, or when they are acting as, and can be clearly identified as representing the College.

General Conduct

The College requires Learners to conduct themselves with consideration for others in and around College buildings and in public places. Inappropriate behaviour, which will render a Learner liable to disciplinary action would include (but is not limited to):

- Any conduct which disrupts or is likely to disrupt teaching or the administration of the College
- Intolerant or discriminatory behaviour, which reflects any prejudice
- Use or attempted use of unauthorised or unfair means in connection with examinations or other assessed work
- Violent, reckless or negligent conduct causing, or intending to cause, damage to persons or property, or disorderly conduct
- Falsification, misappropriation or misuse of Institute documents or records or other such materials
- Theft, misappropriation or misapplication of, or negligence in dealing with the funds or property of others
- Gross or repeated offensive behaviour towards person(s)
- Refusal to leave any Institute building or the grounds when requested to do so by a member of the Institute staff
- Failure to comply with any of the College Regulations

Consumption of Alcohol

The consumption of alcohol in the College or its grounds is not permitted. Any Learner(s) found or believed to be under the influence of alcohol within any of the buildings or any of the grounds will be immediately reported a member of College Management. Such an occurrence may be considered a serious breach of conduct and may lead to disciplinary action.

Consumption of Controlled Substances

The possession, consumption or distribution of illicit or banned substances is illegal. Any Learner(s) found in possession, consuming, receiving or distributing such products or found under the influence of narcotics or other such substance within any of the College buildings or grounds (or while involved in any college activities e.g. field trips, exhibitions etc) will be immediately reported to the appropriate Authorities.

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

Smoking Area

The College is a smoke free College. A designated smoking area is provided for Learners. This is the only area for smoking and students are expected to behave in accordance with the code of conduct. Any infringement of these regulations may be considered a serious breach of conduct and may lead to disciplinary action.

The use of eCigarettes (“vaping”) is considered to be smoking under this policy and the same requirements and restrictions apply in respect of the use of all such products and appliances.

Copyright

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

Guidelines on the acceptable usage of copyright material for academic purposes are available in the Cork ETB Assessment Handbook for Learners.

Safety

The College is committed to ensuring that all those who come onto College property can do so without any fear as to their personal safety. The College is required to comply with the terms of the Safety, Health and Welfare at Work Act(s) and any other legislative requirements to ensure a safe working environment.

Learners shall not engage in any act of vandalism or other such act which would leave the College open to prosecution. Such an occurrence may be considered a serious breach of conduct and may lead to disciplinary action.

Attendance

Learners are to fully participate and attend scheduled classes / course work. The following attendance requirements are essential;

- 100% attendance and participation are expected from every student. Attendance will be recorded in accordance with course requirements.
- Learners are required to be punctual for every class.
- If a Learner is absent for any reason they must contact the Course Director immediately by email or telephone.
- In the event of illness (3 consecutive days or more), Learners must bring a medical certificate and present it to the designated person.

- If a Learners attendance and participation are deemed unsatisfactory, they may be subject to disciplinary action, which may include not being allowed to continue on the course.

Use of Mobile Phones

The use of mobile phones is not permitted while a class, laboratory, workshop or other teaching activity is taking place. Use is defined to mean the operation of a mobile phone for any purpose including texting, web surfing, media streaming, etc. Mobile phones should be placed on silent and not be visible within a classroom, workshop or laboratory environment while classes are in progress, unless with the express permission of the person delivering the class.

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

Mobile devices or similar electronic devices are **not permitted** inside an area where assessments are being conducted. Please refer to the College Examination Regulations for additional details.

Personal Property

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

Observance of the Law

Learners are expected at all times to obey and uphold the law while within the perimeters of the College, or while a student is engaged in college related activities where the Learner can be clearly identified as representing the college. Breaches of the law especially those leading to criminal prosecution and conviction may lead to disciplinary proceedings being initiated against the offending student.

The College reserves the right to make a formal complaint to the relevant authorities in any instance where, in their opinion, the law has been broken.

Third Party Complaints Procedure

Where a parent(s)/guardian(s) of a student(s) or adult learner(s) currently enrolled in an ETB school/centre makes a complaint about an ETB staff member which relates to the staff member's work in the ETB learning/working environment or in work-related approved activities, the national agreed third party complaints procedure shall apply. This procedure is known as "*Code of Practice for Dealing with Complaints made by Parent/s, Guardian/s of Student or by an Adult Learner (s) currently enrolled in a school / centre, against a Staff Member employed by Cork ETB*", and is available on Cork ETB website or on request from the College.

Learner Complaints Procedure

A Learners Complaints Procedure is in place to provide a system which allows for Learners to raise concerns or grievances against a fellow student, while recognising that as adult learners, it is in the interest of the College to resolve any such issues and restore as far as practicable the relationships of the parties involved.

Learner Disciplinary Procedure

A Learners disciplinary procedure is necessary to ensure that fair discipline is maintained in the College and that where such procedures are invoked that measures can be applied in a fair and consistent manner.

Having a disciplinary procedure serves a dual purpose in that it provides a framework which enables College Management to maintain satisfactory standards and students have access to a procedure whereby alleged failure(s) to comply with standards may be fairly and sensitively addressed.