UNIVERSITY OF LIMERICK
OLLSCOIL LUIMNIGH

Student Code of Conduct 2026/2027

Extracted from

Handbook of Academic Regulations and Procedures

Section 6

1. General Principles

1.1 This code of conduct shall apply to and govern the conduct of all registered students of University of Limerick (UL), whether whole-time, part-time or otherwise, who will herein be referred to as the UL Student Community. Acceptance of this code is part of UL's registration process.

UL may have agreements in place for visiting students from other institutions, and in certain situations, the discipline process from that institution may apply to those students.

1.2 UL believes that teaching, learning and research is a partnership in which the University and students have a shared responsibility. As a student of the University, you are expected to:

i. **Engage with your studies:** Attend lectures, tutorials and laboratory sessions regularly to fully benefit from the educational opportunities afforded to you. Actively participate in class discussions, group work and other academic activities. Accept full responsibility and accountability for your own learning and academic journey. You should seek out and actively engage with focused student support and related services to fulfil your academic obligations.

ii. **Uphold academic integrity:** Adhere to UL's policies on academic integrity. Observe the academic integrity values of trust, honesty, fairness, respect, courage and responsibility. Uphold academic integrity in your engagement with learning and assessment.

iii. **Seek support when needed:** Proactively seek academic support and guidance from lecturers, tutors and academic advisors. Effectively engage with the academic resources available to you, such as the library, the policies that have been created to support and guide students, student support divisions such as Student Affairs, and the two students' unions – Student Life and the Postgraduate Students' Union.

iv. **Respect diversity:** Treat all members of the UL community with respect and dignity and value the diverse backgrounds and perspectives of peers and staff. Engage with academic and social activities in ways that are inclusive of all students, and promote a sense of belonging for everyone with sensitivity to and care for visible and invisible health and mental health concerns. Use individuals' preferred mode of address when speaking to or about them.

v. **Participate actively:** Explore opportunities for participating in UL initiatives, clubs, societies and other activities for personal and professional growth. Take on leadership roles in student or other community organisations to develop skills and contribute constructively.

vi. **Represent UL positively:** Act as an ambassador for UL, both on and off campus, and ensure that your actions reflect positively on the UL community. Ensure that your behaviour has a positive impact on the reputation of the University.

vii. **Take responsibility for your wellbeing:** Proactively engage with health and wellbeing services to maintain physical and mental health. Strive to maintain a healthy balance between academic responsibilities and personal life. Report any experiences of discrimination, harassment, bullying or victimisation to the relevant support service.

viii. **Follow safety guidelines:** Adhere to health and safety guidelines and procedures to ensure a safe environment for yourself and others. Be aware of emergency procedures and know how to access support services in case of an emergency. If you observe antisocial behaviour or behaviour that otherwise breaches another person's dignity, respect, safety or wellbeing, speak out if it is safe to do so and report the incident to the appropriate support service.

ix. **Provide constructive feedback:** Participate in feedback mechanisms, such as surveys and focus groups, to help improve UL services and policies. Offer constructive suggestions for improvements to enhance student experience.

x. **Respect UL property and the natural environment:** Treat UL facilities, buildings and resources with respect and care. Report damaged or malfunctioning facilities to the appropriate UL authorities.

xi. **Use resources responsibly:** Make responsible use of the academic and support resources provided to you and ensure they are also available and functioning for others. Make responsible use of the academic and support resources provided to you and ensure they are also available and functioning for others.

1.3 As detailed in the Student Fitness to Study Policy, in the event of an action carrying with it an immediate threat to life or the safety of any person or property, the Provost & Deputy President or their nominee may exclude the person who is reasonably suspected of being responsible for such action from access to UL facilities or property pending a formal investigation of such an allegation.

1.4 Members of the UL Student Community shall abide by all relevant polices of the University. Policies may be accessed on the UL Policy Hub, some of which are further specified here. Any specific regulations governing a particular area shall be prominently displayed in that area.

1.5 This code of conduct shall also apply to a member of the UL Student Community on cooperative education placement, school placement, clinical practice placement, research placement, student exchange programme or other off-campus assignment that is part of the student's programme of study.

1.6 The University Advocate (section 3), the Academic Integrity Unit (section 5) and the Discipline Committee (section 6) will enforce this code of conduct and any related rules.

1.7 The standard of proof in respect of any matter shall be on the balance of probabilities.

1.8 A copy of the Student Code of Conduct shall be included in the UL Handbook of Academic Regulations and Procedures, which is available on the Policy Hub.

1.9 The Complaints, Discipline & Vetting Unit within the Office of the Provost & Deputy President shall deal with all queries, requests and correspondence relating to discipline cases. An allegation of a breach of the Student Code of Conduct will first be submitted using the forms available on the Office of the University Advocates website.

1.10 UL may, in certain circumstances and without the consent of any person, including the complainant, refer to the appropriate authorities a matter brought to its attention that may give rise to the commission of a criminal offence or may constitute a criminal offence. UL's investigation of an allegation, and any ensuing processes, will be paused until such a criminal investigation is completed.

1.11 A summary report of the activities of the University Advocates, Academic Integrity Unit, Discipline Committee and Discipline Appeals Committee, outlining the investigations conducted, conclusions reached and findings and penalties imposed, shall be submitted annually by the Office of the Provost & Deputy President to the Academic Council.

2. Types of Offence

2.1 It shall be deemed to be an offence for any member of the Student Community to engage in any form of bullying, harassment or sexual harassment or assault, as specified in the following policies:

a) Bully, harass, victimise or discriminate any member of the UL community, as outlined in the Dignity and Respect Policy and Procedures for Students and Employees.

b) Sexually harass or assault any member of the UL community as defined in the Sexual Violence and Harassment (SVH) Policy for Students and Staff.

2.2 Academic misconduct is defined in the Academic Integrity Policy as: Morally culpable behaviours perpetrated by individuals or institutions that transgress ethical standards held in common between

other individuals and/or groups in institutions of education, research, or scholarship. Academic misconduct is a spectrum of activities, which are categorised into three levels:

(i) Level One: Poor Academic Practice: These are instances of academic misconduct that constitute a basic violation of academic integrity.
(ii) Level Two: Academic Misconduct: These are more serious breaches of academic integrity than Level One: Poor Academic Practice.
(iii) Level Three: Academic Misconduct: These are the most serious types of academic misconduct.

Residing within the Office of the Provost & Deputy President, the Academic Integrity Unit is responsible for determining whether a specific activity aligns with Level Two or Level Three academic misconduct. The Procedures for Managing Allegations of Academic Misconduct outlines the processes for managing all aspects of the above levels and determining when the offence will be referred to the Discipline Committee. Breaches of general examination regulations are a type of academic misconduct and are also managed in accordance with the Procedures for Managing Allegations of Academic Misconduct.

2.3 It is expected that UL students will not engage in any conduct or activity, likely or calculated, to infringe the rights or lawful activities of others on the UL campus or to bring the University into disrepute, whether on UL property or otherwise. It is an offense to do any of the following (this is not an exhaustive list):

a) Engage in conduct likely to bring the University into disrepute
b) Engage in disorderly conduct on or off campus
c) Engage in conduct that may be harmful to others while on campus or cooperative education placement, school placement, clinical practice placement, research placement, student exchange programme or other off-campus assignment that is part of the programme of study
d) Furnish during one's programme of study any false or misleading information calculated to deceive or mislead the University or any other person or organisation to whom they are accountable while on cooperative education placement, school placement, clinical practice placement, research placement, student exchange programme or other off-campus assignment that is part of the programme of study
e) Engage in any form of industrial espionage or improperly publish, use or misuse any University information, facility or system
f) Forge, alter or misuse any University document, record, stamp, identification mark, seal or identification card (including documents/records stored on electronic media)
g) Use or possess any offensive weapon
h) Drive or park any vehicle in or on the UL campus in a manner that constitutes a danger to others. Likewise engage in driving on campus property in breach of regulations and posted signs, including, but not limited to, speed limits, zebra crossings, road markings, etc.
i) Interfere with or attempt to exert improper influence at any stage of the disciplinary process or request a member of staff or others to do so
j) Incite, aid, abet or encourage any person to commit an offence as defined under this Code
k) Unauthorised recording/filming of any meeting/event/individual without their express consent
l) Generate false images or audio or visual or other files based on recordings of any UL staff or students
m) Breach intellectual property rights
n) Use or be in possession of a substance prohibited by law or deal in any substance
o) Consume alcohol at any time in any area of the UL campus other than licensed premises or student accommodation, except for special circumstances approved in advance by the UL President or their nominee

p) Abuse the use of alcohol to the extent of being incapable of exercising reasonable control over their behaviour

q) Litter the UL environment

r) Eat or drink in areas of the UL campus where eating or drinking is specifically prohibited

2.4 UL students are expected to treat all property off or on the UL campus with respect and shall not cause any damage to any such property. For the purposes of this code of conduct, UL and the UL campus shall be deemed to mean all property occupied or under the control of UL, including, but not limited to, student villages. It is an offense to do any of the following (this is not an exhaustive list):

a) Engage during one's programme of study in the misuse of UL property, the property of any other member of the UL Student Community or the property of any other person or organisation to whom they are accountable while on cooperative education placement, school placement, clinical practice placement, research placement, student exchange programme or other off-campus assignment that is part of the programme of study

b) Enter any property or facilities on the UL campus where entry to such property or facilities is not authorised or is prohibited

c) Steal or remove or use without authority any item of property (including computer software/hardware)

d) Cause damage to any property

e) Fail to vacate any area or fail to go to any area when lawfully requested so to do in circumstances that endanger life or property

2.5 UL students must comply with the following information technology policies, and any contravention of these will be deemed an offence:

a) Acceptable Usage Policy

b) IT Security Policy

2.6 UL students must comply with the following policies and other related policies under the auspices of the Provost & Deputy President, and any contravention of these will be deemed an offence:

a) Student Vetting Policy

b) Student Fitness to Practise Policy

c) Student Fitness to Study Policy

2.7 For the purposes of this code of conduct, any UL staff member or authorised person, subject to identifying themselves, where they have reasonable grounds for believing that a breach or an offence under this Code has been committed, shall be entitled to ask any member of the UL Student Community to show their ID card and identify themselves. It shall be an offence to fail or refuse to furnish such identification.

2.8 It will be deemed an offence to fail to abide by the terms of an agreement entered into with the University Advocate or to fail to comply with the sanctions handed down by the Academic Integrity Unit or Discipline Committee.

3. The University Advocate

3.1 The President shall appoint a person or persons who shall be known as the University Advocate(s).

3.2 Excepting academic misconduct, which is managed by the Academic Integrity Unit, allegations of a breach of the code of conduct shall, in the first instance, be referred to a University Advocate, who shall:

a) Consider an allegation and decide if there is a case to answer

b) Investigate the allegation to determine if there has been a breach of the Code

c) Enter into a voluntary agreement with the student concerned, where appropriate
d) Refer an offence to the Discipline Committee, where appropriate
e) Present all cases in the disciplinary process

3.3 As part of the initial investigation of an alleged offence, the University Advocate may meet with the student(s) concerned. Attendance by the student(s) at the meeting with the University Advocate is voluntary but where a student agrees to attend a meeting, they must sign and return a Caution Notice prior to the meeting. Prior to deciding whether to attend this meeting, students should familiarise themselves with the process followed by the University Advocate and the possible outcomes. This information is available on the Office of the University Advocates website.

3.4 For the avoidance of doubt, nothing in these provisions shall prevent the University Advocate from initiating an investigation and pursuing the disciplinary process as a result of information that has come to their attention but has not been the subject of a direct formal allegation.

4. Voluntary Agreement

4.1 Where the University Advocate is of the view that the Student Code of Conduct has been breached and the student admits to the breach, the University Advocate may enter into a voluntary agreement with the consent of the student.

4.2 The student shall receive a copy of the voluntary agreement by email to the student's UL email account.

4.3 The voluntary agreement may include a sanction that must not exceed those penalties specified in section 8 below.

4.4 Where a voluntary agreement is not reached, the University Advocate will refer the offence to the Discipline Committee.

4.5 Failure to abide by the terms of a voluntary agreement entered into with the University Advocate is deemed to be an offence.

5. Academic Integrity Unit

5.1 The Academic Integrity Unit is responsible for overseeing the implementation of the Academic Integrity Policy and the Procedures for Managing Allegations of Academic Misconduct. The role and responsibilities of the Academic Integrity Unit are outlined in the Academic Integrity Policy.

5.2 The Procedures for Managing Allegations of Academic Misconduct outline the manner in which academic misconduct investigations should be conducted.

5.3 Failure to abide by the sanctions handed down by the Academic Integrity Unit is deemed to be an offence.

6. The Discipline Committee

6.1 The Discipline Committee shall deal with all breaches of discipline other than those where, pursuant to this Code, the University Advocate has entered into a voluntary agreement with a student.

6.2 The Discipline Committee shall comprise:

a) A nominee of the UL President, who will chair the committee
b) One UL academic staff member to be nominated by the Academic Council
c) The President of UL Student Life or their nominee
d) A nominee of UL Student Life

6.3 An alternate member will be chosen for each nominee to the Discipline Committee.

6.4 The administrative support for the work of the Discipline Committee will be provided from the Complaints, Discipline & Vetting Unit.

6.5 The chairperson of the Discipline Committee shall, in the event of a tied vote in respect of a decision, have a casting vote.

6.6 The chairperson of the Discipline Committee shall have a good working knowledge of all UL regulations and this code of conduct.

6.7 The Discipline Committee shall be deemed quorate if there are three members present.

6.8 No member of the Discipline Committee may sit as a member of the Discipline Committee investigating a particular case (the "Case") if they are:

a) The complainant

b) A person who has consented to testify in the Case

c) A member of the Discipline Committee who, for any other reason, considers that they should not take part in the investigation of and decision on the Case. In this instance, the person who considers themselves disqualified shall so notify the chairperson of their decision.

d) A person considered by the Discipline Committee, for some reason relevant to the Case, to be disqualified. If disputed, the decision on this matter shall be made by a majority of the Discipline Committee excluding the person whose disqualification is under consideration.

6.9 In the event that a member of the Discipline Committee withdraws during the course of a hearing, the Discipline Committee shall be entitled in its discretion to continue with the hearing or to convene a rehearing.

6.10 In the event that any of the persons or bodies referred to under 6.2 shall fail, refuse or be unwilling or unable to nominate members, that function shall be exercised by the UL President.

6.11 On initial consideration of an allegation complaint, if it is decided by the University Advocate or the Academic Integrity Unit that there is a case to answer, the person who is the subject of the alleged breach of the Student Code of Conduct, herein referred to as the respondent, shall be notified of such by email to their UL student email account and by registered post sent to the address notified to UL or by personal delivery by any employee or agent of the University. The notification will specify each charge and require the respondent, on at least 10 working days' notice, to appear before the Discipline Committee. The notification shall be accompanied by a copy of the Student Code of Conduct and shall draw particular attention to the right of the respondent to representation, their right to submit written evidence and their right to call such witnesses in defence as they may think fit. The notification will also include the following:

a) A statement of the charges against the respondent

b) A list of witnesses whom the University Advocate or the Academic Integrity Unit proposes to call

c) A list of relevant material (if any)

Relevant material for the purposes of this code of conduct means any material that may go before the Discipline Committee and any material in the possession of the University Advocate or the Academic Integrity Unit that may assist the defence of the respondent.

6.12 At least five working days prior to the date of the Discipline Committee meeting referred to in 6.11, the respondent may request and the chairperson of the Discipline Committee may grant a further period of time, not exceeding seven working days, to prepare their case.

6.13 The respondent shall have the right to inspect all relevant material, which will normally be available from the Complaints, Discipline & Vetting Unit.

6.14 At any time, the University Advocate or the Academic Integrity Unit may, with the agreement of the chairperson of the Discipline Committee, cause to be served on the respondent and furnished to the Discipline Committee further evidence or the names of additional witnesses whose names have not already been supplied to the respondent. The chairperson shall grant such permission unless satisfied that it would be unfair to the respondent to accede to the University Advocate's request.

6.15 The respondent shall, at least three working days in advance of the hearing, notify the Complaints, Discipline & Vetting Unit in writing of the name(s) and address(es) of the witness(es) they propose to call and shall supply to the Complaints, Discipline & Vetting Unit a copy of any document(s) and a list of any exhibit(s) that they propose to submit at the hearing.

6.16 The evidence to be offered on behalf of the University at a hearing of the Discipline Committee shall be presented by the University Advocate or the Academic Integrity Unit. Evidence of the witnesses will be presented at the hearing in accordance with the terms of this code of conduct.

6.17 The Discipline Committee shall be entitled to have a legal adviser present at any of its meetings.

6.18 A respondent shall be entitled to be accompanied by a person of their choosing and/or to have a legal adviser present.

6.19 If a complainant decides not to pursue an allegation, the University Advocate may nevertheless pursue that allegation to conclusion.

6.20 If the respondent fails to appear before the Discipline Committee on the appointed day without making a valid excuse, the Discipline Committee, if satisfied that the respondent has had due notice of the hearing of their case, may proceed to deal with the case in their absence. No inference of culpability shall be drawn from the respondent's non-appearance at the hearing of their case.

6.21 The Discipline Committee shall conduct all hearings with respect to the principles of natural justice and fair procedures. A respondent may be accompanied by the representative(s) of their choice. At the opening of the proceedings, if the complaint is denied in whole or in part by the respondent, the University Advocate shall present the case against the respondent first. The respondent may raise questions to any witness, which will be raised through the chairperson. The respondent may then present the defending case and may call any witness(es) or produce any document(s) they consider necessary to their case. The University Advocate may question witnesses called by the respondent. Members of the Discipline Committee may question the respondent and any witnesses called by either party.

6.22 The respondent cannot be compelled to give evidence or to answer any questions. If the Discipline Committee considers that the evidence given for the complainant would, in the absence of explanation by the respondent, establish the culpability of the respondent, the Discipline Committee may so inform the respondent and thereafter, the Discipline Committee may draw such inference as it considers reasonable from the absence of any such explanation by the respondent.

6.23 At any hearing, on the finding that the facts of the allegation have been proved, the respondent shall have the right to address the Discipline Committee to set out any mitigating factors before a penalty of any kind is imposed.

6.24 In the case of each investigation made by the Discipline Committee, the following shall be sent within five working days of the hearing by email to the respondent's UL email account and by registered post sent to the address notified to UL or by personal delivery by any employee or agent of the University:

a) A copy of the Discipline Committee's decision
b) The reason(s) for its decision in such form and content as is determined appropriate by the Discipline Committee in the circumstances

c) Details of any penalty, if determined, together with the reason(s) for the penalty in such form and content as is determined appropriate by the Discipline Committee in the circumstances

6.25 The complainant(s) will be notified of the outcome of the hearing.

7. The Appeals Process

7.1 Decisions of the Discipline Committee may be appealed by a person deemed culpable of an offence (herein referred to as the appellant) to the Discipline Appeals Committee.

7.2 The Discipline Appeals Committee shall comprise:

a) A nominee of the UL President, who will chair the committee
b) Two members nominated by the Academic Council
c) The President of UL Postgraduate Students' Union or their nominee

In the event that any of the persons or bodies referred to shall fail, refuse or be unable to nominate members, the UL President will nominate members to the committee.

7.3 An alternate member will be chosen for each nominee to the Discipline Appeals Committee.

7.4 Nominees shall not be members of the Discipline Committee.

7.5 The chairperson of the Discipline Appeals Committee shall, in the event of a tied vote in respect of a decision, have a casting vote.

7.6 The chairperson of the Discipline Appeals Committee shall have a good working knowledge of all UL regulations and this code of conduct.

7.7 The Discipline Appeals Committee shall be deemed quorate if there are three members present.

7.8 Appeals may be made only on the grounds of one or more of the following:

a) That the conclusions reached by the Discipline Committee were not reasonable or were not supported by the evidence
b) That the penalty imposed was excessive
c) That the Discipline Committee misinterpreted or misconstrued a provision of the Student Code of Conduct

7.9 Appeals must be lodged with the Complaints, Discipline & Vetting Unit within seven working days from the date of issue of notification by the Discipline Committee of its decision. Appeals must specify the reasons for appeal in accordance with 7.8.

7.10 The Discipline Appeals Committee shall, as soon as possible after receiving the note of appeal, be furnished with a written report incorporating the facts of the case and the reasons for the decision together with any relevant material that was presented.

7.11 A copy of the report shall be furnished to the appellant at least three working days before the appeal hearing.

7.12 The appellant shall be given at least seven working days' written notice of the date and place of the hearing. They shall at the same time be furnished with a copy of this code of conduct and be informed of their right to representation. At least five working days prior to the date of the Discipline Appeals Committee hearing, the appellant may request and the chairperson of the Discipline Appeals Committee may grant a further period of time, not exceeding seven working days, to prepare their case.

7.13 The appellant shall, at least three working days in advance of the hearing, notify the Complaints, Discipline & Vetting Unit in writing of the name(s) and address(es) of the witness(es) they propose to

call and supply to the Complaints, Discipline & Vetting Unit a copy of any document(s) and a list of any exhibit(s) that they propose to submit at the hearing.

7.14 In an appeal hearing, the appellant shall be first to present their case, after which the University Advocate shall be entitled to present their case. The appellant shall be entitled to be heard in reply.

7.15 The Discipline Appeals Committee shall be entitled to examine such evidence as, in its discretion, it deems fit, including calling the complainant(s) to be in attendance. Members of the Discipline Appeals Committee shall be entitled to question the complainant(s).

7.16 The Discipline Appeals Committees shall be entitled to have a legal adviser present at any of its meetings.

7.17 The appellant shall be entitled to be accompanied by a person of their choosing or to have a legal adviser present.

7.18 At the conclusion of the appeal hearing, the Discipline Appeals Committee shall retire to consider its decision.

7.19 In the case of an appeal against the penalty, the Discipline Appeals Committee may uphold, set aside or vary the original penalty.

7.20 In the case of an appeal on the grounds specified in 7.8 a) or c), the Discipline Appeals Committee shall pronounce its decision and proceed as it deems appropriate and may, if it considers it appropriate to do so, direct a rehearing of the charge. If the decision of the Discipline Committee is affirmed, then it shall stand.

7.21 The reasoned decision of the Discipline Appeals Committee shall be announced by the chairperson in the presence of the parties.

7.22 The Office of the Provost & Deputy President will confirm in writing the reasoned decision of the Discipline Appeals Committee within five working days of the hearing. A copy will be sent to the appellant(s).

7.23 The complainant(s) will be notified of the outcome of the hearing.

8. Penalties

8.1 If, after investigation, the University Advocate or the Discipline Committee is satisfied that the allegation is well founded, they shall impose an appropriate penalty. Such penalty may be monetary, academic or otherwise. Monetary fines are paid to the Student Assistance Fund to help other students.

8.2 If a respondent is already under academic probation, the University Advocate or the Discipline Committee will be made aware of the terms of this.

8.3 The Discipline Committee shall be entitled to impose penalties including suspension or expulsion where, in its view, the gravity of the allegation or offence or the University disciplinary record of the offender shall so warrant.

8.4 It shall be an offence for any person to fail to comply with a penalty imposed by the University Advocate or Discipline Committee, as the case may be, within one month of notification of such penalty or such longer time as the notification may specify.

8.5 The Complaints, Discipline & Vetting Unit is responsible for the administration of penalties. Persons found to have been in breach of the Student Code of Conduct are required to contact this office to receive instructions relating to the discharge of their penalties.

8.6 A student may not graduate from UL until they have fully complied with the terms of a sanction imposed by the Discipline Committee or Discipline Appeals Committee or under a voluntary agreement with the University Advocate.