

UCD ELA STUDENT DISCIPLINARY POLICY & PROCEDURE

Introduction

UCD ELA is committed to providing a learning and teaching environment in which all students can achieve their full potential and in which they can study safely and without being adversely affected by the conduct of other students or staff.

General Behavioural

Students are liable for any fees incurred to make good damage caused by themselves. Students agree that they are subject to the [UCD ELA Student Charter](#) and to abide by the principles of good behaviour including respecting UCD ELA staff, teachers and the University/UCD ELA community in general.

UCD ELA reserves the right to take action (up to and including expulsion of students) in circumstances of breach of UCD ELA behavioural standards. In such circumstances, it will be considered on an individual, case by case basis whether students are eligible for refunds or not.

General Descriptors of Non-academic misconduct

UCD ELA is committed to providing a positive environment in which all students can achieve their full potential and in which they can study and engage with the UCD ELA community safely and without being adversely affected by the inappropriate conduct of other students. It is an expectation therefore that students will comply with all the Academy's policies and regulations, and maintain a level of appropriate conduct that demonstrates not only respect for themselves, but also the broader community of students and staff.

Non-academic misconduct that could potentially constitute a disciplinary offence, and may attract disciplinary action from the UCD ELA, can be broadly described by the below categories:

1. Criminal offences that may impact the safety, wellbeing, and reputation of the UCD ELA and its members. Disciplinary action in connection to a criminal offence committed by a student may be taken where these criminal offences were found to have been committed within the UCD ELA environment or directly against its members. Disciplinary action however may also be taken where a criminal offence occurring and affecting individuals outside the UCD ELA community could be considered as a disciplinary offence owing to its potential impact on the UCD ELA or the University itself, its community, and/or its reputation.
2. Matters which endanger, or may endanger the health, safety, and wellbeing of others, and consequently could cause actual or potential undue distress or harm to others.
3. Behaviour that is insulting or disrespectful to staff, students, or visitors at the UCD ELA.
4. Matters which cause or may cause reputational damage to the UCD ELA.
5. Matters which (may) prevent or disrupt the normal functioning and effective operation of the UCD ELA.
6. Behaviour(s) which (may) impede(s) or interfere(s) with the work/study/day-to-day activity of UCD ELA members.

UCD ELA STUDENT DISCIPLINARY POLICY & PROCEDURE

Disciplinary Procedure for Students

1. If there is cause for concern relating to your behaviour, a member of staff will speak to you. This is called a **FIRST WARNING**. We will make a note of this in your student record.
2. If your behaviour does not improve, a member of staff will speak to you again. This is called a **SECOND WARNING**. We will also make a note of this in your student record.
3. If problem behaviour(s) are not addressed, a member of the Operations team will speak to you and you may be asked to leave the Academy. This is called a **THIRD WARNING**. We will also make a note of this in your student record as well as discuss the situation with your agent (if relevant).

Examples of problem behaviours for warnings 1-3 might include:

- Being rude, dismissive or using bad language
- Being unkind to other students
- Failure to follow your teacher's or your social organiser's instructions

In cases of serious behavioural breaches, we can go directly to step 3.

Examples where we may go immediately to point 3 are:

- Drinking of alcohol in or before class
- Fighting
- Bullying and verbal assault
- Illegal activities

Warnings will always be given in the presence of another UCD ELA staff member.

ABSENTEEISM AND EXPULSION POLICY

1. Students who are absent for two consecutive days (48 hours) without prior arrangement or without having provided a medical certificate to explain their absence will be contacted by email, notifying them of their overall attendance and the UCD ELA and GNIB attendance policies. The student will be reminded of their obligations under the terms of their visa to attend a minimum of 85% of their course. The student will be asked to send any documents justifying their absence and will be offered the opportunity to talk with a member of the Operations team to discuss if they need extra support.
2. A **First Warning Letter** will be issued by email when the student's projected attendance reaches 85%. The student will be asked to attend a meeting with the Operations team where they will be advised that they are at serious risk of being reported to GNIB and that they need to attend the remainder of their course in

full.



UCD ELA STUDENT DISCIPLINARY POLICY & PROCEDURE

3. A **Second Warning** will be issued if there is no improvement in attendance rate two weeks post the first warning or if it decreases.
4. At this stage the student in question will be invited to a meeting with a Senior Operations member to discuss their options and ways in which the school can assist the student in improving their attendance.
5. A **Third Warning** letter will be issued if nothing changes or the said student's attendance rate decreases further after three weeks post the receipt of the second warning and the meeting with a Senior Operations team member.
6. A **final warning meeting** will take place at this stage to discuss the student's options.
7. Once the student has reached the point in their course where it is impossible for them to attain 85% attendance, they will receive an **Expulsion Letter** from UCD ELA informing them that they are being immediately removed from the school register and that the GNIB are being notified.
8. The GNIB will then be notified. UCD ELA will log all calls and emails/letters to the student along with their attendance record should they wish to appeal the decision to expel them from the school .