

Accounting Technicians Ireland

Student Code of Conduct **Academic Year 2021/2022**



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ATI Student Code of Conduct

Accounting Technicians Ireland is the leading professional body for Accounting Technicians across the island of Ireland. We provide an internationally recognised business qualification and continuous professional support to our 10,000 students and members. Our emphasis on quality is critical to all we do. As well as our providing our exemplary online offering, we rely on the strengths of 70 partner education providers across Ireland to deliver our programmes on the ground.

Our community of colleges, faculty, staff and students work together to advance the Profession of Accounting Technicians. Becoming a member of this community means that you have joined a diverse and vibrant environment, and you have accepted ATI's rules and the responsibilities associated with being a student here. It is important that you are respectful in your interactions with others and that you uphold the high standards of personal responsibility and integrity that is expected of everyone at ATI.

The Code of Conduct sets out the standards of behaviour that ATI expects of you. You should familiarise yourself with these expectations as understanding your responsibilities will help you to make the most of your experience and to contribute to a positive learning and living environment for others.

The vast majority of students successfully uphold the Institute's expectations regarding good conduct through their time with Accounting Technicians Ireland. Where breaches of the Student Code of Conduct are reported to ATI, the [ATI Disciplinary Procedures](#) will be followed.

1. Standards of Good Conduct

The Student Code of Conduct is established on three principles: respect, responsibility and academic integrity.

Respect

Accounting Technicians Ireland promotes a culture which protects the dignity and respect of everyone and which supports your right to study in an environment which is free from discrimination, bullying, harassment and sexual harassment. All members of the ATI community are expected to respect each other and contribute to the creation of a positive environment. (See: [Equal Opportunities Policy](#))

Under this Code you are expected to

- Conduct yourself in a manner that demonstrates respect for your fellow students and staff members.

- Communicate with your fellow students and staff members in a respectful and courteous manner. This includes formal communications with ATI such as feedback mechanisms and surveys, in addition to ATI's social media channels.

Responsibility

You are expected to act in a responsible way and take responsibility for your conduct. You should familiarise yourself with the standards of behaviour that ATI expects and ensure that you are aware of your responsibilities as an ATI student.

You are expected to

- Abide by ATI's academic and student regulations, policies and procedures including the Student Code of Conduct.
- Acknowledge and respect the authority of staff of ATI in the performance of their duties and co-operate with them accordingly.
- Take responsibility for your behaviour, in and outside of class, and ensure that your actions don't have a negative impact on yourself, others or ATI.
- Uphold the same high standards of good conduct while undertaking work-based placements.
- Be responsible for your student ID ensuring it is not used by others. Student ID must be presented to ATI staff/Remote Invigilators on request during examinations.
- Ensure that you understand and adhere to your responsibilities and obligations under any regulations or codes required by ATI Approved Partner Colleges.

Academic Integrity

Academic integrity is a fundamental principle that should underpin all academic activity. You should value honesty in your scholarship. Working independently, expressing original ideas, and appropriately acknowledging ideas of others are important skills that will benefit you beyond your time at ATI. Those engaging in academic misconduct negatively impact other students and diminish their own learning experience.

You are expected to

- Attend lectures and engage in all other learning activities of your programme; learn the core values and skills required to appreciate your disciplinary tradition and value the need for integrity and honesty.
- Abide by the Examination Regulations, the ATI [Maladministration and Malpractice Policy](#) and any other academic conduct policies that ATI may establish to ensure a fair and equitable assessment system for all students.

- Ensure that the work you present for assessment is your own work and that the use of work and/or ideas of others are acknowledged using a recognised referencing system.

2. Academic Misconduct

Academic misconduct includes any action or attempted action that may result in creating an unfair academic advantage; this includes plagiarism, copying, possession of unauthorised materials during an assessment and collusion (unauthorised or unattributed collaboration with others in a piece of assessment work). The following is a broad but not exhaustive list of examples of academic misconduct:

- Breaches of the Examination Regulations
- Failure to present your ID to invigilators.
- Copying or cheating at any examination or other assessments.
- Sitting/attempting to sit an examination under another student's identity at any examination or in-semester test.
- Arranging for someone else to sit an examination under your name / on your behalf.
- Brining unauthorised notes or other materials in to an examination or test.
- Use, or attempted use, of a mobile phone or any other unauthorised electronic device during an examination or test.
- Contacting, communicating, talking to, or copying from any other candidate/source during the examination or allowing work to be copied.
- Leaving the examination room without the express permission of the Remote Invigilator.
- Behaviour that is considered inappropriate or disruptive by the Remote Invigilator in an examination room.
- Any person taking or submitting an assessment on another person's behalf.
- Any other breach of the examination regulations or any action that may jeopardise the integrity of an assessment.
- Misuse of mobile phone or other device in a learning environment.
- Recording of lectures/tutorials without the express permission of the lecturer.

Plagiarism

Plagiarism is the inclusion, in any form of assessment, of material without due acknowledgement of its original source. Plagiarism is a form of academic dishonesty and may include, but is not limited to, the following:

- Presenting in your own name, work authored by a third party, such as other students, friends or family (with or without their permission), or work purchased through any source or given to you by a third party. The original source may be in written form or in any other media (for example audio or video).
- Presenting ideas, theories, concepts, methodologies or data from the work of another without due acknowledgment.
- Paraphrasing (i.e. putting a passage or idea from another source in to your own words) without due acknowledgment of the source.

Other

Use of fraudulent or falsified ATI documents, e.g. transcripts or examination results.

Submission of fraudulent or falsified data or content in work submitted for assessment.

3. General Misconduct

This section provides a broad, but not exhaustive list of examples of breaches that ATI considers to be 'general misconduct'. This includes any activities or behaviours that adversely impacts ATI or members of the ATI community, or which disrupts the orderly and responsible conduct of any ATI activity, or which breaches any rules of ATI.

Failure to comply with ATI regulations, policies, codes and procedures, and any relevant legislation including, but not limited to:

- Behaviour that contravenes any ATI regulations or policies.
- Refusal to engage with or comply with Student Discipline Procedures or other processes initiated by ATI.
- Refusal or failure to comply with a student discipline decision or penalty (subject to the right of appeal) imposed at any stage of the student discipline procedure.
- Obstructive, disruptive or reckless behaviour
- Activities or behaviour that obstructs or disrupts, or is likely to obstruct or disrupt ATI staff from performing their duties or work or another student's right to study, learn or complete an academic activity, such as the disruption of lectures, classes, or administrative activities or processes.
- Actions or behaviours that interfere, or is likely to interfere, with ATI related activities.
- Activities or behaviours causing health and safety risks to yourself and others.
- Violent, abusive, threatening or offensive behaviour, including bullying, harassment and sexual harassment.

- Any form of violent (including assault), indecent, abusive, threatening or offensive behaviour is not acceptable. This includes behaviour and actions that take place face-to-face, online or through messaging platforms.

Harassment

Harassment is any form of unwanted conduct related to any of the discriminatory¹ grounds under the Equal Status Act which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment can be a once-off incident. Examples of harassment include but are not limited to: verbal harassment – jokes, comments, ridicule or songs; written harassment – including text messages, social media, including group messages, emails, physical harassment – jostling, shoving or any form of assault, intimidatory harassment – gestures, posturing or threatening poses.

Sexual Harassment

Sexual harassment is any form of unwanted verbal, non-verbal or physical conduct of a sexual nature which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for that person. Sexual harassment can be a once-off incident.

The following are examples of sexual harassment:

- Physical contact such as unnecessary touching, patting or pinching or brushing against another body, assault or coercive sexual intercourse.
- Sexual advances, propositions or pressure for sexual activity, continued suggestions for social activity after it has been made clear that such suggestions are unwelcome, unwanted or offensive flirtations, suggestive remarks, innuendos or lewd comments.
- The display or communication of pornographic or sexually suggestive pictures, objects, written materials including posters, emails, text-messages, social media messaging.
- Leering, whistling or making sexually suggestive gestures.
- Conduct that denigrates or ridicules or is intimidatory or physically abusive of a person because of their sex.

Bullying

Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical, online or otherwise, conducted by one or more persons against another or others, at the place of work/study and/or in the course of employment/study which could reasonably be regarded as

¹ Discriminatory grounds: gender (including gender identity), civil status, family status, socio-economic status, sexual orientation, religion, age, disability, race, membership of the Traveller community.

undermining the individual's right to dignity at the place of work/study. An isolated incident is not considered to be bullying. Examples of inappropriate behaviour include but are not limited to verbal abuse (insults), physical abuse, aggression, intimidation, intrusion – pestering, spying, stalking, humiliation.

Cyber Bullying

Cyberbullying is bullying that takes place over digital devices such as phones, computers, and tablets. It can also occur through SMS, Text, and apps, or online in social media and forums. Cyberbullying includes sending, posting, or sharing (even once) an offensive or hurtful message, image, statement on a social network or another public forum where that message, image or statement can be viewed and / or repeated by other people.

Theft, fraudulent and dishonest behaviour

Acts including but not limited to:

- Submitting fraudulent or falsified documents to support claims of extenuating or mitigating factors.
- The unauthorised amendment or alternation of ATI documentation.
- Production of fraudulent ATI documentation or attempted use of fraudulent ATI documentation.
- Misuse of student identification or impersonation of a student, including misuse of a student ID card.
- Theft from an ATI approved partner college.
- Making false, frivolous or vexatious complaints.

Alcohol and drug and controlled substance abuse

Misuse of alcohol, or other controlled substances on the approved partner college campus, including contravention of any relevant regulations or policies which may be made relating to the consumption of alcohol on the campus.

Illegal possession, use, consumption, manufacture, sale or distribution of drugs and/or drugs paraphernalia on approved partner college campus.

Reputational Damage

Activities or behaviours that may negatively impact the reputation of ATI or its members, including misconduct on approved partner college campus.

Incitement

Incitement or encouragement of others to do any of the things that are breaches of the Student Code of Conduct.