

Guidelines for Disciplinary Procedure

Revised September 2013

Stage 1

Should an incident / matter arise it should be first brought to the attention of the appropriate tutor. A Report Slip may be issued to the student at this Stage. This may involve referral to other appropriate College staff.

Stage 2

This incident / matter is referred to the Deputy Principal or course Co-ordinator. Following investigation and depending on the seriousness of the incident this may be referred to the Principal and may result in:

- *Oral Warning*
- *Written warning*
- *Final Written warning*
- *Suspension / Expulsion*

Oral warning

If the offence is considered to be serious or there has been further failure to conform to the required standards then the Principal will issue a formal oral warning. The Principal will advise the student of the reasons for the warning, the seriousness of the issue and the possible consequences if there is no improvement.

Written warning

If the offence is considered to be more serious or there has been further failure to conform to the required standards then the Principal will issue a formal warning. This will advise the students of the reasons for the warning, the seriousness of the issue and the possible consequences if there is no improvement.

Final written warning

If the offence is considered to be more serious or there has been further failure to conform to the required standards following earlier warning then the Principal will issue a final written warning. The final written warning will advise the student of the reasons for the warning, of the gravity of the situation and disciplinary action (suspension/ expulsion) if there is no improvement or if an offence is repeated.

Suspension / Expulsion

Suspension / expulsion is a very serious step. Gross misconduct is misconduct of such a nature that the College is justified in no longer tolerating the continued presence of the perpetrator.

Examples of gross misconduct include

- Violence or a serious threat of violence.
- Deliberate damage to property

- Unacceptable attendance level at formal classes without prior arrangement or justification.
- Repeated and unacceptable disruption in classes.
- Verbal aggression towards any staff member or student.
- Endangering the health or safety of others.
- Deliberate breach of College guidelines relating to security issues or any other criminal activities affecting the College or other students.

This list is neither exclusive nor exhaustive, and in addition there may be other offences of a similar gravity that would constitute gross misconduct.

In cases where a decision is made to suspend / expel a student, the student will be notified in writing within 5 days of the decision. The letter will state the grounds for the decision, confirm that the student has right of appeal and state how this may be exercised.

Appeal Process

A student has the right to appeal a suspension / expulsion to the Board of Management. This appeal must be put in writing no later than 5 days following the decision.