Student Code of Conduct 2024/25

UCD Student Code of Conduct

The University is a community of faculty staff and students joined together for the common purpose of the advancement and dissemination of knowledge. Becoming a member of this community means that you have joined a diverse and vibrant environment, and you have accepted the University'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 UCD.

This Code of Conduct sets out the standards of behaviour the University 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 UCD Strategy highlights the University's values and aspirations and the Student Charter establishes the roles and responsibilities of all members of the University community.

The vast majority of students successfully uphold the University's expectations regarding good conduct throughout their time at UCD. Where breaches of the Student Code of Conduct are reported to the University the Student Discipline Procedure will be followed.

1. Standards of Good Conduct

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

Respect

The University 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 University community are expected to respect each other and to contribute to the creation of a positive environment. See the UCD Dignity and Respect Bullying and Harassment Policy and the Dignity and Respect Sexual Misconduct Policy for more information.

Under this Code you are expected to
- Conduct yourself in a manner that demonstrates respect for your fellow students, staff members and the University's facilities and property.
- Respect those living around you and members of the local community. Behaviour that adversely impacts on others may impact the University's reputation. If you are living in University Residences, you must abide by the requirements of the License to Reside.
- Communicate with your fellow students and staff members in a respectful and courteous manner. This includes formal communications with the University such as feedback mechanisms and surveys.

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 the University expects and ensure that you are aware of your responsibilities as a UCD student.

You are expected to
- Abide by the University's academic and student regulations, policies and procedures including this Student Code of Conduct.
- Acknowledge and respect the authority of staff of the University in the performance of their duties and co-operate with them accordingly.
- Take responsibility for your behaviour, on and off campus, and ensure that your actions don't have a negative impact on yourself, others or the University.
- Uphold the same high standards of good conduct while undertaking internships or work experience placements.
- Be responsible for your student ID ensuring it is not used by others. ID cards must be presented to university staff on request.
- Ensure that you understand and adhere to your responsibilities and obligations under any regulations or codes required by placement providers or host institutions. Students registered to programmes with student fitness to practise requirements should consult their Student Fitness to Practise Programme Statements.

Academic Integrity

Academic integrity requires every member of the academic community at UCD to act ethically, honestly and fairly. A lack of academic integrity in any sphere of university activity undermines the credibility and value of all that UCD does

and of the awards that it makes to students. Every member of the UCD community shares responsibility for upholding the academic integrity values that underpin our scholarly practice in teaching, research, and student learning; activities that underpin the foundations of our intellectual community at University College Dublin.

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 the ideas of others are important skills that will benefit you beyond your time at UCD. 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 Academic Integrity Policy and any other academic conduct policies that the University may establish to ensure a fair and equitable assessment system for all students.
- Ensure that the work that 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. For information on referencing, citation and how to avoid plagiarism see UCD Library guidelines.

2. Academic Misconduct

Academic misconduct (also known as academic dishonesty or academic malpractice) is any attempt by someone to seek unfair advantage in relation to [an] academic activity or which facilitates others to gain an unfair advantage, or to profit from the sharing or selling of your own or others' work without permission. Examples of academic misconduct include, but are not limited to the following practices.

The Academic Integrity Policy provides the following categories of academic misconduct and includes definitions[1] and relevant examples for each.

2.1 Plagiarism: Presenting work / ideas taken from other sources without proper acknowledgement. Plagiarism is a failure to cite or otherwise acknowledge ideas or phrases used in any paper, exercise, assessment or project submitted in a course but gained from another source, such as a published text, another person's work, or materials on the internet.

Plagiarism includes presenting work for assessment, publication, or otherwise, that:
- uses phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the internet) without appropriate acknowledgement of the source.
- presents direct extracts without quotation marks or other appropriate indication. Note: It is not sufficient simply to acknowledge the source.
- copies the same or a very similar idea from a published or unpublished work without appropriate acknowledgement.
- changes the order of words taken from source material but retains the original idea or concept without appropriate acknowledgement.
- copies or uses, without appropriate acknowledgement, any material from non-written work including, but not limited to, visual and digital media, images, computer code, musical notation, recording or composition, performance or oral presentations; or
- uses the work of another student without appropriate acknowledgement in a way that exceeds the bounds of legitimate cooperation.

Plagiarism is unacceptable in academic work, even where it arises as a result of:
- poor referencing;
- error;
- inability to paraphrase; or
- inhibition about writing in the student's own words.

2.2. Self-Plagiarism: Reusing one's own work without citing or acknowledging its original use. This could mean submitting one piece of work in more than one course.

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[1] Definitions are reflective of those identified by the National Academic Integrity Network in its Lexicon of Common Terms.

2.3 Recycling: The practice of data fragmentation or salami slicing where the author(s) separate aspects of a study or their work. Writers should recycle their own material carefully and sparingly.

2.4 Misrepresentation of authorship: The submission of someone else's work (or part thereof) as one's own, when the work (all or in part) has been produced by, or purchased from, another person or party.

2.5 Contract cheating: a form of academic misconduct where a person uses an undeclared and/or unauthorised third party, online or directly, to assist them to produce work for academic credit or progression, whether or not payment or other favour is involved.

The NAIN Lexicon of Common Terms provides the following examples of contract cheating:
- Buying a completed assignment from a tutoring or ghost-writing company (purchasing from online essay mill websites);
- Asking a partner, friend or family member to write part or all of an assignment for you;
- Paying a private tutoring company to coach you on how to complete an assignment;
- Submitting 'model' assignment answers provided by a private tutor or tutoring company;
- Getting someone else to sit an exam for you;
- Sitting an exam for someone else;
- Buying, selling or swapping assignments or assignment answers via 'sharing' websites or social media platforms. E.g., Facebook, TikTok etc. Six types of prohibited services that students can use to have work produced for them include available to students are:
  - i. essay writing services;
  - ii. friends, family and other students;
  - iii. private tutors;
  - iv. copyediting services;
  - v. agency websites;
  - vi. reverse classifieds.

2.6 Collusion or violating the limits of acceptable collaboration in coursework set by a faculty member or School, through undisclosed collaboration of two or more people on an assignment or task, which is supposed to be completed individually. Examples of collusion include, but are not limited to:
- Using another student's work and submitting it for assessment as your own.
- Giving your work to another student to submit as part of their own assessment.
- Co-writing work, without acknowledgment, that will be submitted for assessment.
- Working with other students without permission to produce material that will be assessed or to produce responses to assessment questions.
- Using social media / chat rooms message groups to collude during the completion of online assessments.
- Inappropriately assisting another student with the production of an assessment task, including sharing answers or providing drafts or completed copies of an assessment task.
- If a student makes an inequitable contribution to a group assignment and claims credit for the work of others, this is collusion and may be considered as academic misconduct.

2.7 Fabricating or falsifying data, information or sources of information in coursework or lab work, or forms submitted to the School/Module Coordinator/Instructor. This includes forging educational, research or scholarship content, images, data, equipment or processes in a way that they are inaccurately represented and / or making up data and presenting that data as genuine. Fabrication or falsification of data or information includes, but is not limited to:
- Selectively excluding data from analysis;
- Misinterpreting data to obtain desired results (including the inappropriate use of statistical methods);
- Producing false data or results under pressure from a sponsor.
- Data-related misconduct, for example includes:
  - i. Not preserving primary data where appropriate;
  - ii. Withholding data from the scientific community;
  - iii. Managing and/ or storing data badly. N.B.: the above applies to physical research materials as well.
  - iv. Selective citing to enhance importance of findings;
  - v. Establishing or supporting journals that undermine the quality control of research ('predatory journals');
  - vi. Grossly exaggerating the importance and practical applicability of findings.

2.8 Facilitating academic dishonesty by assisting another student to obtain an academic advantage by dishonest or unfair means.

2.9 Fabrication of credentials in materials submitted to the University as part of an admissions application or in materials submitted to the University for administrative or academic review.

2.10 Inappropriately using digital or information technology to complete an assessment task; i.e., using such technology without explicit permission from relevant academic staff and / or not acknowledging use of such technology when its use is permitted. Examples including, but are not limited to:

    i. unauthorised and / or unacknowledged use of artificial intelligence tools to generate content for assessment purposes;
    or
    ii. unauthorised and / or unacknowledged use of paraphrasing or translation software to, for example, disguise plagiarism, collusion, contract cheating or other academic integrity breach.

2.11 Inappropriately publishing or uploading or sharing an assessment, or part of an assessment, including responses to university assessment questions, to a website, or a filesharing site or other online platform. To publish, upload or share such material without explicit permission from the owner of the material and / or the module coordinator may also be a breach of copyright laws.

2.12 Inappropriately publishing or uploading University teaching or course material to a website, or a file-sharing site or other online platform. To publish, upload or share such material without explicit permission from the owner of the material and / or the module coordinator may also be a breach of copyright laws.

2.13 Impersonation by undertaking in whole or in part any work required as part of a programme in the place of an enrolled student, without permission, sitting an exam, or having someone else sit an exam in place of an enrolled student.

2.14 Ghost writing or authorship by use of a non-named (merited, but not listed) author to write or prepare a text for publication. Examples of ghost writing include, but are not limited to:
- Writing for or in the name of someone else.
- Assisting in the production of work resulting in unfair advantage to someone else.

2.15 Copying or cheating at formal examination: to give or receive assistance in order to gain an academic advantage. Such assistance may include written material, another person or their work, or any other source during an examination or test; or to hire or attempt to hire someone to take your exam for you.

    2.15.1 Failure to be in possession of your university ID card.
    2.15.2 Copying or cheating at any examination or other assessments, such as an in-semester test. This includes colluding with others during an online examination. This means seeking the assistance of others, or offering to assist others, during a period in which the examination is taking place.
    2.15.3 Sitting/attempting to sit an examination under another student's identity at any examination or in-semester test.
    2.15.4 Arranging for someone else to sit an examination under your name / on your behalf.
    2.15.5 Bringing unauthorised notes or other materials into an examination or test.
    2.15.6 Use, or attempted use, of a mobile phone or any other unauthorised electronic device during an examination or test.
    2.15.7 Removing examination scripts, question papers or other stationery from an examination.
    2.15.8 Any other breach of the examination regulations or any action that may jeopardise the integrity of an assessment.

Other

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

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

2.18 Failure to conduct research ethically, lawfully or in compliance with the UCD Code of Good Practice in Research, Research Integrity Policy.

3. General Misconduct

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

3.1 Failure to comply with University rules
Failure to comply with any University regulations, policies, codes and procedures, and any relevant legislation, including but not limited to:
- Behaviour that contravenes any University regulations or policies including those of the UCD Library, UCD Residences (License to Reside), IT Services (Acceptable Use Policy) and Ucard Terms and Conditions of Use.
- Behaviour that contravenes the University's regulations or policies regarding smoking or alcohol consumption.
- Refusal to engage with or comply with the Student Discipline Procedure or other processes initiated by the University.
- 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.

3.2 Obstructive, disruptive or reckless behaviour
- Activities or behaviour that obstructs or disrupts, or is likely to obstruct or disrupt members of the University 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, tutorials, field work, or administrative activities or processes.
- Actions or behaviour that interferes, or is likely to interfere, with university-related activities, including sporting and social activities, either within the University or organised by the University, a University Club or Society.
- Activities or behaviour causing health and safety risks to yourself or others.

3.3 Violent, abusive, threatening, offensive or unacceptable behaviour, including bullying, harassment sexual misconduct 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.

Complaints of bullying, harassment and sexual misconduct may be made under the procedures of the UCD Dignity and Respect Bullying and Harassment Policy and Sexual Misconduct Policy. Definitions and examples of behaviour[2] associated with bullying, harassment and sexual misconduct are drawn from these policies.

3.3.1 Bullying
In accordance with the Code of Practice on Bullying 2021 bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical 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 undermining the individual's right to dignity at the place of work/study. An isolated incident of the behaviour described in this definition may be an affront to dignity at work or study but, as a once off incident, is not considered to be bullying.
The University will apply the following criteria set out by the Code of Practice on Bullying 2021:
- an ongoing series of accumulation of seriously negative targeted behaviours against a person or persons to undermine their esteem and standing in a harmful, sustained way.
- behaviour is offensive, on-going, targeted and outside the reasonable "norm."
- a pattern and trend are involved so that a reasonable person would regard such behaviour as clearly wrong, undermining and humiliating.
- involves repeated incidents or pattern of behaviour that is usually intended to intimidate, offend, degrade or humiliate a particular person or group of people – but the intention is not important in the identification process.

Examples of bullying behaviour include but are not limited to

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[2] The UCD Dignity and Respect Bullying and Harassment Policy and the Dignity and Respect Sexual Misconduct Policy applies to both students and University employees. The policies set out in full the definitions and examples of behaviour that also relates to employees and the workplace.

- Verbal abuse /insults
- Physical abuse
- Intrusion – pestering, spying or stalking
- Unjustifiable exclusion e.g. withholding information, isolation or non-co-operation, non-response or repeated unavailability, exclusion from classroom and social activities.
- Menacing behaviour
- Offensive, intimidating, malicious or insulting behaviour, open aggression, threats, shouting.
- Undermining behaviour
- Controlling, coercive and threatening behaviour
- Humiliation
- Gossip
- Blame for things beyond the person's control
- Misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.
- Bullying and Harassment on Social Media whether conducted on a personal device or University equipment.

3.3.2 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 or statement on a social network or another public forum where that message, image or statement can be viewed and or repeated by other people.

3.3.3 Harassment
Harassment is any form of unwanted conduct related to any of the discriminatory grounds[3] 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 one-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.

3.3.4 Sexual Misconduct and Sexual Harassment[4]
Sexual misconduct covers a broad range of inappropriate and unwanted behaviours of a sexual nature including sexual harassment and sexual violence. Sexual misconduct can be committed by a person of any gender and it can occur between people of the same or different genders. It is often gender targeted and perpetrated to demean, diminish and intimidate. Sexual misconduct may occur between strangers or acquaintances, including people involved, or formally involved, in an intimate or sexual relationship.

The following are examples of behaviours associated with sexual misconduct (non-exhaustive list)
- Grooming, psychological abuse and coercive contact.
- Controlling, coercive and threatening behaviour include all or some forms of domestic (emotional, physical, financial, sexual including threats) by a partner or ex-partner.
- Making unwanted remarks of a sexual nature, either directly or via text or social media apps.
- Sharing private sexual materials of another person without consent.
- Any behaviour of a sexual nature that is committed without consent.
- Kissing without consent.
- Touching inappropriately through clothes without consent.
- Non-consensual taking or sharing of intimate images.
- Sexual harassment/sexual misconduct on social media.
- Verbal or physical harassment in a sexual context.
- Inappropriately showing sexual organs to another person.
- Creating, accessing, viewing or distributing child pornography material online or offline.
- Stalking behaviours whether online or offline.
- All forms of sexual violence including attempting to engage in sexual intercourse or engaging in a sexual act without consent.

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

[4] Safe, Respectful, Supportive and Positive: Ending Sexual Violence and Harassment in Irish Higher Education Institutions, 2019. Definition of Sexual Misconduct.

- Misuse of power, by academic or professional staff towards students or more junior levels of employee or misuse of power in a relationship between students or employees who have unequal institutional power.

This definition of Sexual Misconduct also embraces Sexual Harassment (as defined below).

Sexual Harassment

Sexual Harassment is defined under the Employment Equality Acts 1998 – 2015. It includes any act of physical intimacy, request for sexual favours, other act or conduct including spoken words, gestures or the production, display or circulation of written words, picture or other material that is unwelcome and could reasonably be regarded as sexually offensive, humiliating or intimidating.

The following are examples of behaviours associated with sexual harassment: (non-exhaustive list)

- Physical contact such as unnecessary touching, patting or pinching or brushing against another body, assault, coercive sexual intercourse or rape.
- 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 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.

Consent

Consent in the context of sexual misconduct is defined as the freely given verbal or non-verbal communication of a feeling of willingness to engage in sexual activity. A person consents to a sexual act if they freely and voluntarily agree to engage in that act. There is no consent if the victim is asleep or unconscious; force or the threat of force is used; they cannot consent because of the effect of alcohol/other drug; they cannot communicate consent because of a physical and mental disability; they are mistaken about the act or about the identity of the other person; the only indication of consent came from a third person, or if they are being unlawfully detained at the time of the act. This is not an exhaustive list and are illustrative only. Consent can be withdrawn at any time, and just because someone has previously given consent, does not preclude that person from withdrawing consent. Non-consensual sexual activity may amount to a prosecutable criminal offence. This definition is consistent with the definition of consent in the Criminal Law (Sexual Offences) Act 2017.

3.3.5 Other Misconduct

Other behaviour deemed unacceptable including a single incident of misconduct may be reported and addressed under the Student Discipline Procedure.

3.4 Misuse of IT Services

The University provides information technology services to students and staff. All users of the services must adhere to the IT Services Acceptable Use Policy. A student's failure to comply with the policy may be considered a breach of the Student Code of Conduct.

The following are examples of unacceptable use:

- Transmitting viruses or other malicious computer code to other users.
- Viewing, downloading, storing or dissemination of any offensive messages or images, indecent images or other material via UCD email or online platforms.
- Undertaking or facilitating any activity that could jeopardise the integrity, reliability and performance of UCD IT resources, or compromise their utility or availability to other UCD users.

3.5 Damage to, or misuse of, property

- Occupying or using University property without permission.
- Damaging or defacing any property of the University, or property of members of the University community.

3.6 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 alteration of University documentation.
- Production of fraudulent University documentation or attempted use of fraudulent University documentation.
- Misuse of student identification or personation of a student, including the misuse of a student ID card.

- Misappropriation of property or funds of the University, or any associated club, society or a host institution.
- Theft from a retail premises located on campus.
- Making false, frivolous or vexatious complaints.

3.7 Alcohol and drug and controlled substance abuse
- Misuse of alcohol, or other controlled substances on the 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 drug paraphernalia on campus.

3.8 Reputational Damage
Activities or behaviour that may negatively impact the reputation of the University or its members, including misconduct that takes place on or off campus.

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