

**Code:** Appendix in support of QA616

**Title: NUI Galway Student Code of Conduct – APPENDIX 1**

**Version:** 1.96

**Date approved:** 15 February 2018 with additional amendments approved 25 October 2018 *(form revised 7 February 2019)*

**Date for review:** Approval plus 24 months

**Approval Body:** Academic Council

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| Appendix 1Submission of an allegation related to a breach of the NUI Galway Student Code of Conduct |
| The NUI Galway Student Code of Conduct should be read in full prior to completing this form.Please complete Part 1 and Part 2 of this form.The form (Part 1 and Part 2) should be completed electronically or in writing in BLOCK LETTERS.The completed form should be submitted to the Disciplinary Officer, NUI Galway (disciplinary.officer@nuigalway.ie). |

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| Part 1 *(for administrative purposes only)*Name(s) and contact details of the Complainant(s) (add additional lines/additional page if there is more than one complainant) |
| First name |  |
| Surname |  |
| Telephone number |  |
| Email address |  |
| Postal address for correspondence related to complaint |  |
| Staff/student ID (if relevant) |  |

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| Part 2Name(s) of the Complainant(s) (add additional lines/additional page if necessary if there is more than one complainant) |
| First name |  |
| Surname |  |
| Staff/student/other (if other, please specify) |  |

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| Details of the Allegation |
| Name(s) of students against whom this complaint is being made |  |
| Date(s) on which alleged breach of the code of conduct was observed |  |
| Location(s) of alleged breach of the code of conduct |  |
| Name(s) of other witnesses, if any, and if known |  |
| Have you already raised a concern informally in the first instance (Yes/No)? |  |
| If Yes, please state name(s) of staff member(s) dealt with and date(s). |  |
| If applicable, list any additional documents attached. |  |
| State the nature of the allegation including description of what has happened to give rise to the allegation and any other relevant details (attach additional sheet if necessary) |
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| Summary Details of the Allegation |
| Allegation against (Name of College, School, Service, Unit or Individual): |  |
| Broad indication of the type of alleged breach of conduct (tick as appropriate)\*Conduct relating to academic courses (including failure to attend without reasonable explanation, obstruction of performance of duties, obstruction of pursuit of academic affairs, cheating, plagiarism, providing false/misleading information/references) [ ]  Behaviour that endangers the welfare of an individual(s) [ ] Fraud/falsification/misrepresentation/personation of others/derogatory remarks [ ]  Anti-social behaviour [ ] Failure to abide by regulations governing the use of University facilities [ ] Refusal to produce a Student Identity Card when requested to do so by a University staff member who shall identify themselves [ ] Violence/threats of violence [ ] Damage, defacement, theft [ ] Abuse of alcohol or other substances on the campus [ ] Bullying/harassment [ ] Failure to adhere to the directions of staff with regard to the University’s tobacco harm reduction initiatives, or the requirements of the Public Health Tobacco Act [ ] Interference with the University’s safety/fire-fighting/security equipment or systems [ ] Bringing the University into disrepute [ ] Other (please specify) \*Please note that it is a matter for the Disciplinary Officer/Discipline Committee to determine which type of the breach of Code is relevant to the alleged conduct |

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| Declaration of Complainant(s) and Signature (add additional lines/additional page as required if there is more than one complainant) |
| I declare that to the best of my knowledge, the information presented herein and the statements made, are true. |
| Signature(s) of complainant(s) |  |
| Date on which complaint submitted |  |

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| Declaration of Disciplinary Officer and Signature (for completion by the Disciplinary Officer or his/her Designated Authority ONLY) |
| Name (Disciplinary Officer/Designated Authority) |  |
| I confirm that I have conducted an initial assessment of the alleged offence |[ ]
| I confirm that upon Initial Assessment, I (please tick as appropriate):1. Refer the matter to another body or officer to be dealt with under such other policies and procedures as may be applicable
2. Deem the matter to be entirely without merit, or otherwise vexatious or frivolous
3. Deem the matter to be relevant to be dealt with under the procedures set out in the NUI Galway Code of Conduct
 | [ ] [ ] [ ]  |
| *To be completed if (c) the matter is deemed relevant to be dealt with under the procedures set out in the NUI Galway Code of Conduct.*I confirm that I have met formally with the respondentI confirm that arising from the initial meeting with the respondent, I (please tick as appropriate):1. Dismiss the complaint with no further action
2. Require further evidence for a decision to be made, and upon receipt of this evidence, I have held a subsequent formal meeting with the respondent
3. Uphold the allegation and issue the following sanction(s) (tick as appropriate):
4. Issue a verbal warning (non-conditional)
5. Issue a verbal warning (conditional)

If a conditional verbal warning is issued, please indicate the condition here \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. Issue a formal caution
2. Impose a fine

If a fine is imposed, please indicate amount of fine1. Refer the matter to the University Discipline Committee

I confirm that I have informed the student in writing of the outcome of the Formal meeting | [ ] [ ] [ ] [ ] [ ] [ ] [ ] €[ ] [ ]  |
| Signature of Disciplinary Officer/Designated Authority |  |
| Date |  |