

**Learner Code of Conduct and Disciplinary Policy**

Policy  Procedure  Protocol  Guideline

**Office of the Nursing and Midwifery Services Director (ONMSD): Consortium of Centres of Nursing and Midwifery Education (CCNME)**

<b>Title of PPPG Development Group:</b>	Consortium of Centres of Nursing and Midwifery Education (CCNME)		
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## 1.0 Purpose

The purpose of this policy is to provide a consistent approach to the management of misconduct that breaches the Learner Code of Conduct.

## 2.0 Scope

This policy applies to:

Academic Council	Disciplinary Committee	Academic Integrity Committee	Programme Board	CCNME Programme Teams	Learners
✓	✓	✓	✓	✓	✓

## 3.0 Policy Statement

The Consortium of Centres of Nursing and Midwifery Education (CCNME) promote a culture of learning which advocates the values of care, compassion, commitment, trust and learning for both staff and learners. Staff and Learners are obliged to uphold these values and adhere to Learner Code of Conduct and Academic Integrity policy and procedure. This policy and related procedure outlines the steps to be taken and penalties that may be imposed in the event of a breach of these policies and procedures.

## 4.0 Roles and Responsibilities

	Academic Council	Disciplinary Committee	Academic Integrity Committee	Programme Board	CCNME Programme Teams	Learner
Responsible for Implementation	✓	✓	✓	✓	✓	
Responsible for Monitoring & Review	✓	✓	✓	✓	✓	✓

### 4.1 Academic Council

- 4.1.1 Provide oversight and monitoring of all academic matters as it relates to QQI validated programmes of education;
- 4.1.2 Convene the Disciplinary Committee following notification from the Chairperson of the Programme Board;
- 4.1.3 Receive reports from the Chairperson of the Disciplinary Committee following the Disciplinary hearing.

## **4.2 Disciplinary Committee**

- 4.2.1 Convene the members of the Disciplinary Committee to include representation from the Academic Integrity Committee, if relevant;
- 4.2.2 Provide the learner with notification of meeting date (five working days' notice);
- 4.2.3 Treat learners fairly and consistently within the CCNMEs Learner Code of Conduct and Disciplinary procedure;
- 4.2.4 Review, hear, consider and adjudicate allegations and suspected cases of misconduct, together with awarding penalties;
- 4.2.5 Provide the learner with written confirmation of the panel decision and access to Appeals policy and procedure, if requested;
- 4.2.6 Maintain a record of the process and outcome of the hearing using the appropriate form;
- 4.2.7 Maintain records of suspected, alleged or proven cases of misconduct to inform effective prevention approaches;
- 4.2.8 Submit an annual report to Academic Council on activities of the Committee.

## **4.3 Academic Integrity Committee**

- 4.3.1 Determine if academic integrity breach warrants referral to Disciplinary Committee;
- 4.3.2 Review, hear, consider, and adjudicate allegations and suspected cases of academic integrity/misconduct, together with awarding penalties, in collaboration with the Disciplinary Committee.

## **4.4 Programme Boards**

- 4.4.1 Inform the Academic Council of suspected/alleged misconduct and request referral of the alleged case to the Disciplinary Committee;
- 4.4.2 Collects data on breaches of conduct by learners and on an annual basis, submits to Academic Council to inform ongoing quality improvement.

## **4.5 CCNME Programme Teams**

- 4.5.1 Directs learners to the supports and resources available within the CCNME, e.g. academic supports, learner mental health and well-being resources;
- 4.5.2 Have a responsibility to prevent, detect and manage misconduct;
- 4.5.3 Reports any breaches of learner conduct and adheres to the procedures on managing misconduct.

## **4.6 Learner**

- 4.6.1 Access and adhere to the relevant CCNME policies and procedures;
- 4.6.2 Act responsibly, be honest, and courteous towards others;
- 4.6.3 Take personal responsibility for actions and behaviour;
- 4.6.4 Communicates with Programme Co-ordinator to seek advice and support at regular intervals;

- 4.6.5 Are aware of the supports and resources available within the CCNME, e.g. academic supports, learner mental health and well-being resources.

## 5.0 Document Control

Document Title	<b>Learner Code of Conduct and Disciplinary Policy</b>	
Author	Consortium of Centres of Nursing and Midwifery Education (CCNME)	
Version Control	Version	Date of Approval
	V.1.0	04/11/2022
Policy Review	November 2025	
Supporting documentation	<ul style="list-style-type: none"> <li>• <i>Qualifications and Quality Assurance (Education and Training) Act 2012</i>. No. 28/2012 [online]. Available from: <a href="https://www.irishstatutebook.ie/eli/2012/act/28/enacted/en/html">https://www.irishstatutebook.ie/eli/2012/act/28/enacted/en/html</a> [accessed 31 January 2022].</li> <li>• Quality and Qualifications Ireland (QQI). (2016). <i>Core Statutory Quality Assurance Guidelines developed by QQI for use by all Providers</i> [online]. Available from: <a href="https://www.qqi.ie/sites/default/files/media/file-uploads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf">https://www.qqi.ie/sites/default/files/media/file-uploads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf</a> [accessed 30 January 2022].</li> </ul>	
Related Policy & Procedures	<ul style="list-style-type: none"> <li>• <a href="#">Policy on Assessment Appeals</a> [PDF, 8 Pages]</li> <li>• <a href="#">Procedure on Review, Recheck and Appeal of Learner Assessment Decision</a> [PDF, 6 Pages]</li> <li>• Policy on Reasonable Accommodation in Assessment</li> <li>• Procedure on Reasonable Accommodation in Assessment <a href="https://healthservice.hse.ie/filelibrary/onmsd/procedure-reasonable-accommodation-assessment.pdf">https://healthservice.hse.ie/filelibrary/onmsd/procedure-reasonable-accommodation-assessment.pdf</a></li> <li>• Policy on Promoting and Maintaining Academic Integrity <a href="https://healthservice.hse.ie/filelibrary/onmsd/policy-promoting-maintaining-academic-integrity.pdf">https://healthservice.hse.ie/filelibrary/onmsd/policy-promoting-maintaining-academic-integrity.pdf</a></li> <li>• Procedure on Promotion of Academic Integrity among Learners <a href="https://healthservice.hse.ie/filelibrary/onmsd/procedure-promotion-academic-integrity-learners.pdf">https://healthservice.hse.ie/filelibrary/onmsd/procedure-promotion-academic-integrity-learners.pdf</a></li> <li>• Policy and Procedure on Data Protection, Usage &amp; Management <a href="https://healthservice.hse.ie/filelibrary/onmsd/policy-on-data-protection-usage-and-management.pdf">https://healthservice.hse.ie/filelibrary/onmsd/policy-on-data-protection-usage-and-management.pdf</a></li> <li>• Policy on Diversity, Equality and Inclusion of Learners <a href="https://healthservice.hse.ie/filelibrary/onmsd/policy-procedure-diversity-equality-inclusion-learners.pdf">https://healthservice.hse.ie/filelibrary/onmsd/policy-procedure-diversity-equality-inclusion-learners.pdf</a></li> <li>• Policy on Learner Attendance &amp; Absenteeism <a href="https://healthservice.hse.ie/filelibrary/onmsd/policy-on-learner-attendance-and-absenteeism.pdf">https://healthservice.hse.ie/filelibrary/onmsd/policy-on-learner-attendance-and-absenteeism.pdf</a></li> </ul>	

	<ul style="list-style-type: none"><li>• Policy on Learner Mental Health &amp; Wellbeing <a href="https://healthservice.hse.ie/filelibrary/onmsd/policy-learner-mental-health-wellbeing.pdf">https://healthservice.hse.ie/filelibrary/onmsd/policy-learner-mental-health-wellbeing.pdf</a></li><li>• Policy on Supports for Learner <a href="https://healthservice.hse.ie/filelibrary/onmsd/policy-supports-learners.pdf">https://healthservice.hse.ie/filelibrary/onmsd/policy-supports-learners.pdf</a></li></ul>
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