



# GMIT

INSTITIÚID TEICNEOLAÍOCHTA NA GAILLIMHE-MAIGH EO  
GALWAY-MAYO INSTITUTE OF TECHNOLOGY

# Code of Student Conduct 2021-2022

As approved by the  
Governing Body on 24 June 2021

*This code may be revised from time to time by the Institute.*

*Tá leagan Gaeilge de Chód Iompraíochta na Mac Léinn le fáil ar láithreán gréasáin GMIT.*



## Table of Contents

1	Introduction .....	2
2	General Rights and Obligations .....	3
3	General Academic Regulations .....	6
4	Breaches of Discipline .....	7
5	Procedures – General .....	10
6	Procedures for Dealing with Breaches of Discipline .....	11
7	Procedures of the Disciplinary Committee .....	12
8	Appeal .....	15
9	Alcohol and Substance Abuse .....	17
10	Clean Air Campus .....	18

## 1 INTRODUCTION

**1.1** GMIT is a community of staff and students working together for the advancement of knowledge and understanding through learning, teaching and research.

The Chief Executive Officer of the Institute is the President and its chief statutory bodies are the Governing Body and the Academic Council.

It is the individual responsibility of all registered students of the Institute to read this Code and to behave in an appropriate manner.

### 1.2 MISSION

As a publicly funded higher education institution, GMIT is proud of its identity and role as an Institute of Technology. It is proud of its people and achievements and has confidence in its ability to meet the challenge of the future.

**To provide students with a transformative university experience, GMIT will:**

- Enable access and opportunity for a diverse student community.
- Attract, retain and support highly talented staff.
- Maintain our positive staff-student interactions.
- Invest in innovative research and applied teaching and learning.
- Collaborate with government agencies, enterprise and the community.
- Develop confident, professional, knowledgeable and skilled graduates, who are equipped to contribute as global citizens.

### 1.3 GOOD NAME

The maintenance of the good name of the Institute is in the interest of all its members. It is the duty of its members, at all times, to conduct themselves in such a manner as not to bring the good name of the Institute into disrepute. All staff and students of the Institute are required to accept this obligation.

## 2 GENERAL RIGHTS AND OBLIGATIONS

### 2.1 FAIR TREATMENT

**Students can expect:**

- To be treated with courtesy and respect at all times.
- To be treated fairly in an environment free from harassment and discrimination.
- To be represented on the Governing Body, Academic Council, Programme Boards and appropriate sub-committees of Academic Council. (All students are invited to bring any problems to the attention of management).
- To be offered the chance to provide feedback about the value, relevance and effectiveness of their academic programmes and related services.
- The Institute to provide a safe and secure environment.
- To have reasonable access to student support services.
- Not to be discriminated against based on gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community.

**Students will be expected:**

- To treat members of the Institute staff and other students with respect and courtesy.
- To be aware of and comply with Institute regulations including this Code of Conduct.
- To provide honest feedback on the programmes and related services.
- To conduct themselves in a professional manner while on industrial placements.
- To respect the property and facilities of the Institute.
- To behave in a responsible manner at all times.

### 2.2 LEARNING AND TEACHING

The Institute is committed to supporting high standards in learning and teaching.

**Students can expect:**

- To be provided with full information on programmes.
- To receive from the lecturer, at the beginning of the programme, an outline of the module content and details as to how and when it will be assessed.
- To be provided with access to a programme timetable.
- To be exposed to a variety of teaching and learning methodologies.
- To have reasonable access to lecturing staff for individual consultation.

**Students will be expected to:**

- Attend and fully participate in lectures, tutorials and all aspects of the learning process.
- Study the recommended programme work.
- Comply with the administrative arrangements for the programme.
- Arrive on time for classes.
- Refrain from using mobile phones, or other mobile devices, during class unless explicitly permitted to do so by the relevant lecturer.
- Contact the relevant lecturer as soon as possible if a class, tutorial, practical or laboratory session is missed.
- Inform the Programme Chair if they are absent for a period of time.

## 2.3 ASSESSMENT

**Students can expect:**

- To receive adequate notification of the date(s) of assessments.
- To receive feedback on assessments within a reasonable timeframe.

**Students will be expected:**

- To submit essays, projects and other assignments on time.
- To inform lecturers promptly if they are having difficulties which are affecting their performance.
- Not to plagiarise material.
- To fully comply with all of the examination regulations in this Code.

## 2.4 OFFICIAL LANGUAGES ACT

Faoi Acht na dTeangacha Oifigiúla 2003, tá seirbhísí trí Ghaeilge ar fáil. Tá eolas faoi na seirbhísí sin le feiceáil i Scéim na hInstitiúide atá ar fáil ar shuíomh gréasáin na hInstitiúide thíos.

<https://www.gmit.ie/about/an-ghaeilge-gmit>

Under the Official Languages Act 2003, services are available through Irish. Information on these services may be viewed on the Institute website.

## 2.5 VETTING REQUIREMENT

All students, who will have unsupervised access to children and/or vulnerable adults, must be vetted by the National Vetting Bureau. This applies to the following programmes:

- BSc (Honours) in General Nursing
- BSc (Honours) in Psychiatric Nursing\*

- BA in Applied Social Care
- BA (Honours) in Applied Social Care
- BSc (Honours) in Education (Design Graphics and Construction)
- Bachelor of Education (Honours) in Art, Design and Graphics
- BA in Outdoor Education and Leisure
- BA (Honours) in Outdoor Education
- BA in Outdoor Education and Leisure with Geography
- BA (Honours) in Early Childhood Education and Care
- BSc (Honours) in Medical Science
- BA in Early Childhood Education and Care
- BSc (Honours) in Sport and Exercise Science
- Higher Certificate in Science in Childhood Studies
- BA in Community Development and Youth Work
- BA (Honours) in Community Development and Youth Work
- Certificate in Peer Support Practice (SPA)

*\*Mayo Mental Health Services are responsible for the vetting of all students registered on the BSc (Honours) in Psychiatric Nursing. Mayo Mental Health Services Garda Vetting and Procedures will apply in relation to students registered on this programme.*

All places are offered on the above programmes subject to satisfactory Garda vetting clearance.

In addition, eligibility to undertake specific placements, on the following programmes, may require Garda vetting clearance:

- BSc in Physics and Instrumentation
- BSc (Honours) in Physics and Instrumentation
- BSc (Honours) in Public Health and Nutrition
- Higher Certificate in Information Technology Support
- BSc (Honours) in Chemical and Pharmaceutical Science
- BSc in Chemical and Pharmaceutical Science
- BSc (Honours) in Forensic Science and Analysis
- BSc in Applied Biology and Biopharmaceutical Science
- BSc (Honours) in Applied Biology and Biopharmaceutical Science

Additional programmes may be added to this list as placements become an integral part of more programmes within GMIT and as new programmes commence.

The Garda vetting policy and procedures are available on the GMIT website <https://www.gmit.ie/general/quality-assurance-framework>

## 3 GENERAL ACADEMIC REGULATIONS

**3.1** On entering the Institute, a student is obliged to observe the policies, procedures and regulations laid down by the Institute and available at student.gmit.ie. These include, *inter alia*, the following:

- Registration regulations
- Attendance at lectures and other prescribed exercises
- Library regulations
- The use of Information Technology facilities
- Examinations regulations
- Plagiarism Policy
- Bullying, Harassment and Sexual Harassment
- Safety at GMIT
- Equality Policy for Students
- Data Protection at GMIT
- Policy for the Recording of Lectures
- Policy on the Use of Dictionaries during Terminal Examinations

### **3.2** EXAMPLES OF BREACHES OF THE CODE UNDER GENERAL ACADEMIC REGULATIONS INCLUDE *INTER ALIA*:

- a) Failure to complete the registration requirements.
- b) Failure, without reasonable explanation, to carry out all or any of the following to the satisfaction of the Centre/School/Department in question and of the Academic Council: attend prescribed practical classes (including laboratories), meet learning and assessment requirements, fulfil placement requirements.
- c) Conduct likely to disrupt or interfere with lectures or other activities.
- d) Failure to observe library regulations.
- e) Failure to comply with examination regulations.
- f) Falsification or misuse of Institute records or documents.



## 4 BREACHES OF DISCIPLINE

Any act or omission which adversely affects the rights of any other member of the academic community, which disrupts the orderly and responsible conduct of any Institute activity or which violates any Institute regulation, safety rule, or this Code shall constitute a breach of discipline. In particular, and without prejudice to the generality of the foregoing, the following are indicative examples of breaches of discipline, classified as academic and non-academic:

### (A) ACADEMIC

- Plagiarism, copying or cheating at any examination or continuous assessment, or any other action that undermines the integrity of an examination or continuous assessment.

**Note:** Plagiarism is the passing off of the work of another person as one's own. Please refer to the Institute's policy on Plagiarism:

<https://www.gmit.ie/sites/default/files/public/general/docs/3-5-plagiarism.pdf>

Plagiarism includes *inter alia*:

- The unacknowledged paraphrasing or use of other people's words or ideas as if they were one's own.
- The non-acknowledgement of sources or the falsification of citational references.
- The purchasing of, the recruiting of others to produce or source and/or the passing off as one's own of any material from electronic or other sources.
- Any of the above, in publication, prototype or public presentation.

Other examples of academic breaches of discipline include:

- Conduct (e.g. noise pollution) which may disrupt teaching, study, research or the administration of the Institute.
- Obstruction or abuse of a person in the normal pursuit of their work or study.
- Misuse of a student card, impersonation or activities involving false pretences or dishonesty.
- Acts or omissions by students, while outside the Institute and engaged in field exercises, work experience, placement or assignment (organised by the Institute) or while representing the Institute or any Club or Society, which would breach these regulations if committed within the Institute.
- Failure to comply with specific safety regulations in laboratories and workshops where the risk of injury to self or others is real.
- Failure to comply with Health and Safety regulations.
- Knowingly making false allegations about a fellow student or staff member.
- Misuse of a mobile phone or other device in a learning environment.
- Recording of lectures/tutorials without the express permission of the lecturer.

## (B) NON-ACADEMIC

- Abuse of alcohol or other substances on the campus, including contravention of the regulations which may be made from time to time relating to the consumption of alcohol on the campus.
- Conduct which is likely to interfere with any meeting, scholarly or other activity (e.g. sporting and social activities, within the Institute or organised by an Institute club or society).
- Forging of Institute documents.
- Providing false or misleading information or documentation to, or withholding relevant information from, the Institute or a third party with the intent to gain, or with the effect that a student gains, an unfair academic advantage or other benefit or service.
- Providing false academic or professional references or making false claims about academic or professional achievements to the Institute or a third party for whatever reason.
- Damaging, defacing, stealing or misappropriating any property of the Institute, of a staff or student member, of any club or society of the Institute or occupying or using such property other than in accordance with the provision made by the Institute, club or society.
- Unwarranted interference with safety equipment, fire-fighting equipment or alarm systems.
- The use of any property of the Institute, or of its clubs and societies, other than in accordance with the appropriate rules and regulations made by the authority of the Institute.
- Bullying, harassment or sexual harassment of any student of the Institute by any student.
- Bullying, harassment or sexual harassment of any staff member of the Institute by any student.
- Possession, or distribution, of illegal substances. This is a serious breach of the Institute regulations (any such alleged offence will be immediately reported to the civil authorities).
- Any violence or threats of violence or any abuse, either physical or verbal.
- Any behaviour that endangers the welfare of the individual or others.
- Possession of any weapons or implements that may be regarded as weapons.
- Abuse of the internet/social media/email in any manner.
- Misbehaviour outside the Institute which tends to damage its good name in the wider community or tends to cause it to come into disrepute.

- Acts or omissions by students outside of the Institute, which would breach these regulations if committed within the Institute.
- Refusal to produce a Student Identity Card when requested to do so by a member of staff who shall identify themselves. Students are issued with a Student Identity Card at Registration which they must carry while on GMIT premises. A student must present this card if so requested by any member of staff. Students are required to show their Student Identity Card at all examinations.
- Failure to comply with any reasonable oral or written, individual or collective instruction(s) given by any staff member or agent of GMIT in the execution of their duties.
- Failure to comply with directions of staff with regard to the Institute's Clean Air Campus policy.
- Failure to comply with Public Health measures implemented by GMIT.

## **5 PROCEDURES – GENERAL**

- 5.1** If a member of staff or member of the Governing Body or other authorised person is of the opinion that a student member is in breach of this Code of Conduct or of Institute regulations, they shall identify the person's name by means of the student's identity card (which must be produced on demand), inform the student of the alleged offence and notify the Registrar.
- 5.2** If a student member, having been told of their alleged offence, refuses to identify themselves, this shall be added to the charge laid against the student who shall be notified at the earliest practicable opportunity.
- 5.3** A person who fails to comply with a penalty or sanction, within one month of receiving notice of the imposition of a penalty or sanction, shall be guilty of a further offence which may be dealt with by further sanction or penalty.

## 6 PROCEDURES FOR DEALING WITH BREACHES OF DISCIPLINE

**6.1** Allegations of plagiarism will be dealt with under the Institute's Plagiarism Policy<sup>1</sup>. All other alleged breaches of this disciplinary code should be brought to the attention of the Institute's Registrar. The Registrar may make any of the following decisions:

- a) To consider an alternative to referring the case to Disciplinary Committee e.g. issue a letter of reprimand or warning.
- b) Plagiarism cases referred to the Registrar under the Plagiarism Policy will be referred to the Disciplinary Committee.
- c) Request full compensation where damage is done to Institute or private property.
- d) Refer the matter to the Disciplinary Committee. Where the seriousness of the matter warrants it, the Registrar may impose a temporary suspension of the student from the Institute and/or of the award to the student of a degree, certificate, scholarship, prize or other academic award and shall in such a case ensure that the Disciplinary Committee is convened without delay. All serious alleged breaches must be considered by the Disciplinary Committee.
- e) Suspected criminal offences shall be referred to the civil authorities and may also be dealt with under this Code.
- f) Where appropriate, any report arising from a matter investigated under sexual harassment, bullying or harassment shall be referred directly to the Disciplinary Committee.

### 6.2 DISCIPLINARY COMMITTEE

- a) The Chair of the Disciplinary Committee shall be appointed by the President from among the Academic Council membership, having regard to conflict of interest or any previous involvement.
- b) Three members, nominated by the President, from among the Academic Council membership, having regard to conflict of interest or any previous involvement.
- c) A suitably qualified independent person, nominated by the President, as required for particular circumstances including legal advice.
- d) Decisions of the Committee shall be by simple majority, with the chairperson having a casting vote in the event of a tie.
- e) A written record of the proceedings shall be kept.
- f) A quorum shall be three, which must include the Chair.

The Vice President for Academic Affairs & Registrar will not be a member of the Disciplinary Committee.

The Registrar's nominee may attend the Disciplinary Committee meeting as Note-Taker.

1. GMTI Plagiarism Policy available at: <https://www.gmit.ie/sites/default/files/public/general/docs/3-5-plagiarism.pdf>

## 7 PROCEDURES OF THE DISCIPLINARY COMMITTEE

### 7.1 PRE-HEARING

- a) The Registrar shall forward details of the alleged offence to the Disciplinary Committee.
- b) In the case of an allegation of plagiarism, the relevant Head of Department should provide the Registrar's Office with details of the points assigned as per the Plagiarism Penalty Grid. This information will be provided to the Disciplinary Committee.
- c) Notice of the hearing is to be sent, by email to the student, at least three clear days before the date of the hearing or handed personally to the said student at least three full days in advance of the hearing.

The written notice referred to in paragraph (b) shall contain a copy of any documents on which the Institute proposes to rely at the hearing. In addition, the notice shall state that the respondent student is entitled, within reason, to call the attendance of witnesses for the purpose of the hearing, to inspect all relevant documents and to obtain copies of any documents listed in the notice upon which the Institute intends to rely. The notice shall also state that the student may be accompanied at the hearing by a person of the student's choice, such as the President of the Students' Union, a college chaplain, student counsellor or a parent. The student shall be informed that written submissions may be made to the Disciplinary Committee in advance of the hearing. Where a dispute involves two students, both should be asked to make written submissions to the committee.

- d) The Registrar shall call witnesses as appropriate and as deemed necessary.

### 7.2 DISCIPLINARY COMMITTEE PROCEDURE

The Disciplinary Committee shall conduct its activities using fair and reasonable procedures.

The following procedures shall be followed by the Disciplinary Committee:

- a) The Registrar, or their nominee, shall present the allegation to the Committee in the presence of the student.
- b) If the student is not present, the hearing continues in their absence.
- c) The student, if present, shall be asked to admit or deny the alleged offence.
- d) If the student admits the substance of the charge or complaint to be true it shall not be necessary for the Registrar or nominee to offer evidence, although both parties may make such submissions, or addresses, as they wish in relation to the penalty.
- e) If the student denies the alleged charge, the subsequent procedure shall be fair and reasonable having regard to the nature of the offence and the penalties laid down in these Regulations.
- f) Recording the proceedings of the Disciplinary Committee meeting using electronic means is not permitted.

In particular, the following practices shall be observed:

- i) All of the evidence shall be heard in the presence of the student and those accompanying them.
- ii) The student shall be given the opportunity of offering evidence and presenting witnesses and documentation relevant to the issues.
- iii) All members of the committee are entitled to question the Registrar, or nominee, the respondent student(s) and/or any witnesses.
- iv) The relevant lecturer, Head of Department or Head of School may be invited to attend or to make a submission.
- v) The Registrar or nominee and the student shall be given the opportunity to make submissions, after evidence has been taken, including representations with regard to the penalty.
- vi) The Committee shall deliberate in the absence of the complainant, Registrar or nominee, and respondent student but shall be entitled to seek legal advice on any matter arising in the course of the proceedings if deemed necessary. The Committee may also seek further information before arriving at a decision.
- vii) The Disciplinary Committee may come to a decision based on a balance of probabilities.
- viii) In the event that the Committee is required to re-convene at a future date, membership of the Committee shall remain the same as for the original hearing in so far as is possible.
- ix) No forms of electronic recording will be used in any hearing without the express knowledge and full consent of all parties involved.

### 7.3 DISCIPLINARY COMMITTEE PENALTIES

The Disciplinary Committee has discretion as to the appropriate penalty having regard to all the circumstances of the case.

Where a student is found guilty of the offence or offences charged, the Committee is empowered to impose a penalty or a combination of penalties. The list of penalties listed is indicative and not absolute. The Disciplinary Committee has discretion to impose penalties other than those listed, as may be deemed appropriate.

#### (a) Academic Penalties

- A reprimand.
- To decide that no mark shall be awarded for the module in question and, if deemed appropriate, for all of the examinations at that session. The Committee can decide that any repeat mark for the module, or module component, is capped at 40% and, at its discretion, that any repeat be treated as a second attempt. The Committee can also decide that the student would not be allowed re-sit for twelve months.
- Exclusion from examinations for a specified period.

- Deprivation of award of degree, certificate, scholarship, prize or other academic award in exceptional cases.
- Suspension from the Institute for a stated period, or until such time as any requirements laid down by the Committee are honoured.
- Expulsion from the Institute in exceptional circumstances where no other penalty is deemed appropriate, having regard to the gravity of the offence.

### **(b) Non-Academic Penalties**

- A fine not exceeding €500.
- An order for the reparation of any damage or loss caused either to the Institute, or to any of its members or members of the public.
- Exclusion from specific Institute facilities.
- Suspension from the Institute for a stated period or until such time as any requirements laid down by the Committee, such as the restitution of damage or loss, are fulfilled or a specific requirement undertaken.
- Expulsion from the Institute in exceptional circumstances where no other penalty is deemed appropriate, having regard to the gravity of the offence.

### **Suggested Criteria for Imposition of Penalty for Academic Offences:**

At all stages of the Disciplinary Process, in so far as it affects academic offences, it is suggested that the following criteria be taken into account in deciding the level of penalty to be imposed or other action to be taken:

1. The extent of the academic offence.
2. The degree of intent.
3. The level of study and previous educational background of the student.
4. Any previous history of academic offences.
5. The extent of the student's knowledge and understanding of the concept of academic misconduct and of the correct procedures for referencing in the particular discipline.
6. The impact of the penalty on the student's progress or award.

The Committee may, having regard to all the circumstances of the case, decide not to impose any penalty.

#### **Note:**

- a) Any monetary penalty shall be paid to the Vice-President for Finance & Corporate Services and duly receipted.
- b) Any sanction should be proportionate to the offence which has been committed.

## **7.4 COMMUNICATION OF DECISION**

The decision of the Disciplinary Committee, in every case brought before it, shall be given in writing, and communicated by email, in due course to the student concerned. The decision of the Disciplinary Committee will be communicated to the student by the Registrar's Office.



## 8 APPEAL

**8.1** An appeal may be made to the Governing Body within seven days from the date of issue of the decision of the Disciplinary Committee and the appellant shall submit in writing the grounds for appeal. The Registrar and/or the student are the most likely appellants. The date of issue of the said decision shall be the date on which the decision is posted to the student's address, as recorded on the Institute's register of students, or the date on which the said decision is handed or emailed to the student. The appeal should be addressed to the Secretary/Financial Controller of the Institute who will consider whether to refer the appeal to the Governing Body Appeals Committee based on meeting one or more of the grounds for appeal as set out below.

### 8.1.1 Grounds of Appeal

1. New evidence has become available which could not have been provided for consideration at the original hearing.
2. The finding of culpability was based upon an error in the interpretation of the procedures for dealing with academic offences.
3. There was a procedural irregularity in the conduct of the Disciplinary Hearing.
4. The decision was against the weight of evidence.

The Registrar should continue to prosecute the appeal on behalf of the Institute to the Governing Body Appeals Committee. The appeal is not a re-hearing of the original complaint.

## 8.2 GOVERNING BODY APPEALS COMMITTEE

- a) The Governing Body shall establish an Appeals Committee to hear appeals from decisions of the Disciplinary Committee of the Academic Council. It shall be called the Governing Body Appeals Committee. The Governing Body Appeals Committee shall be composed of three members of the Governing Body, the President of the Students' Union or their nominee and one neutral Head of Centre/School or Head of Department, with gender balance. A member of the administrative staff may be appointed as a non-voting secretary to the Governing Body Appeals Committee. The chairperson shall be a member of the Governing Body, other than a staff member or student of the Institute and one of three nominated by it for that role. Members of the Governing Body Appeals Committee shall be appointed by the chair of the Governing Body. No member of the appeals Committee should have been involved in the case previously.
- b) Decisions of the Governing Body Appeals Committee shall be taken by a simple majority, with the chairperson having a casting vote in the event of a tie.
- c) A written record of the proceedings shall be made.

### 8.3 PROCEDURES OF GOVERNING BODY APPEALS COMMITTEE

- a) A copy of the appellant's grounds of appeal including their submission, if any, shall be provided to the Committee.
- b) A copy of the relevant record, of the Disciplinary Committee of the Academic Council, shall be provided.
- c) The appellant, the Registrar, their nominee or other Institute representative shall continue to prosecute as appropriate and/or make oral submissions to the Governing Body Appeals Committee.
- d) In exceptional cases where, in the opinion of the Governing Body Appeals Committee, the requirements of justice so dictate, the Committee may consider evidence which was not tendered at the hearing before the Disciplinary Committee. This is provided always that the intention to adduce such fresh evidence has been notified to the student and to the Registrar or other Institute representative, as the case may be, in sufficient time to enable the student or the Registrar or other Institute representative to consider properly the said fresh evidence and to deal therewith adequately at the hearing of the appeal.
- e) The Chair of the Disciplinary Committee or their nominee shall be available to attend the appeal hearing in order to explain the Committee's decision.
- f) The Appeals Committee may question the Chair/nominee of the Disciplinary Committee and the student (appellant).
- g) The Committee will deliberate and make its decision in the absence of the Chair/nominee and the appellant.
- h) The Governing Body Appeals Committee may:
  - i. Allow the appeal.
  - ii. Decrease or increase the penalty or vary the nature of the penalty.
  - iii. Reject the appeal.

The determination of the Governing Body Appeals Committee shall be given in writing and a copy thereof handed to the student concerned or forwarded by registered post to the appellant's address as recorded on the Institute records.

Where the student fails to attend the meeting without good cause, the Governing Body Appeals Committee may consider the case in the absence of the student and without further notice. It is the responsibility of the student to establish good cause to the satisfaction of the Committee.

### 8.4 EXTERNAL APPEAL

If any party to a dispute is dissatisfied with any decision of the Governing Body Appeals Committee, they shall have the right to an external appeal to such independent person or persons as the President of the Institute shall nominate to hear the concerns. The nominee ideally should be acceptable to both parties. Alternatively, or subsequently to the above, either party shall have the right to appeal to the Ombudsman, as per the Ombudsman (Amendment) Act 2012, within 12 months of the action occurring.

## 9 ALCOHOL AND SUBSTANCE ABUSE

Alcohol and substance abuse in the workplace/institution can be a major factor in accidents, absenteeism and reduced concentration/productivity and can have damaging effects (personal, financial and social), on the user/individual, their family and colleagues.

‘Drug misuse’ refers to the use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents. Drug misuse can harm the user both physically and mentally and, through the user’s actions, other people and the environment.

Simultaneous use of drugs and alcohol is particularly dangerous (From Health and Safety Executive Guide ‘Drug misuse at work’).

GMIT contends that Alcohol and Substance Misuse exists when a student’s use of either or both results in impaired performance and presents a potential risk to themselves and/or colleagues/employees of the Institute.

All GMIT premises are alcohol and drug free.

Students shall be alcohol and drug free while attending the Institute.

If a member of staff or member of the Governing Body or other authorised person is of the opinion that a student member is under the influence of alcohol or substance abuse, the student may be requested to undergo a medical assessment. This request will be communicated to the student by the Vice President for Corporate Affairs and Finance.

Failure to comply will be deemed a breach of the Code of Student Conduct.

### Controlling Drink Promotions and Sponsorship

- The appointment of on-campus representatives by drink companies is not allowed at GMIT.
- All promotion of alcoholic drink is prohibited in the Institute.
- No alcohol will be accepted as awards, prizes or rewards for individuals and groups.
- Advertising on campus of social events should not portray drinking as a solution to personal or academic problems.

Social media should not be used by clubs or societies to promote irresponsible or binge drinking.

The GMIT logo and Institute name should not be used by any internal or external group or organisation in the promotion of drinking. Any such promotion will be followed up on by the Institute management.

## **10 CLEAN AIR CAMPUS**

GMIT is a Clean Air Campus where smoking and vaping are not permitted inside Institute buildings, on GMIT grounds, in vehicles travelling on Institute business, in any learning environment (including field trips etc.)

Students found to be in breach of this policy may be subject to disciplinary proceedings.





# GMIT

INSTITIÚID TEICNEOLAÍOCHTA NA GAILLIMHE-MAIGH EO  
GALWAY-MAYO INSTITUTE OF TECHNOLOGY



An Roinn Oideachais  
agus Scileanna  
Department of  
Education and Skills



EUROPEAN UNION  
Investing in your future  
European Social Fund



Ireland's European Structural and  
Investment Funds Programmes  
2014-2020  
Co-funded by the Irish Government  
and the European Union

## Administrative Headquarters

Dublin Road, Galway, Ireland.  
Tel: +353 91 753161  
Fax: +353 91 751107  
Email: [academic.affairs@gmit.ie](mailto:academic.affairs@gmit.ie)  
Website: <https://www.gmit.ie>

## Mayo Campus

Westport Road, Castlebar,  
Co. Mayo, Ireland.  
Tel: +353 94 9025700  
Fax: +353 94 9025757

## National Centre for Excellence in Furniture Design & Technology

Letterfrack, Co. Galway, Ireland.  
Tel: +353 91 742653 / 742650  
Fax: +353 95 41112

## Centre for the Creative Arts & Media

Cluain Mhuire, Monivea Road,  
Galway, Ireland.  
Tel: +353 91 770661  
Fax: +353 91 770740

## Príomhionad Riaracháin

Bóthar Bhaile Átha Cliath, Gaillimh, Éire.  
Teil: +353 91 753161  
Faics: +353 91 751107  
R-phost: [academic.affairs@gmit.ie](mailto:academic.affairs@gmit.ie)  
Láithreán Gréasáin: <https://www.gmit.ie>

## Campas Mhaigh Eo

Bóthar Chathair na Mart, Caisleán an Bharraigh,  
Co. Mhaigh Eo, Éire.  
Teil: +353 94 9025700  
Faics: +353 94 9025757

## Lárionad Náisiúnta um Barr Feabhais i nDearadh & Teicneolaíocht

Leitir Fraic, Co na Gaillimhe, Éire.  
Teil: +353 91 742653 / 742650  
Faics: +353 95 41112

## Lárionad do na hEalaíona Cruthaitheacha & na Meáin

Cluain Mhuire, Bóthar Mhuine Mheá,  
Gaillimh, Éire.  
Teil: +353 91 770661  
Faics: +353 91 770740