FIE Dublin Code of Conduct

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Summary / Purpose Statement

FIE is committed to the health, safety and well-being of our students and has policies in place to foster a safe, supportive and academic environment. This manual is intended as a reference for FIE staff, faculty and students as well as partner institutions, visiting faculty and site staff.

Any questions, concerns or suggested amendments should be directed to the Resident Director Dublin.

PART ONE: FIE Community Standards and Values

FIE is a community (consisting of staff, faculty and students) that prides itself on its diversity and inclusivity, while engendering a welcoming, supportive, fair and inclusive living, learning and working environment, in which the rights and dignity of the community are respected.

FIE expects all members of its community, its contractors and visitors to maintain polite, ethical, professional and respectful behaviour, treating each other with respect, professionalism, politeness and consideration.

Studying and living in at FIE requires all individuals to be responsible and respectful of the policies, procedures and standards that have been established to protect each student, ensure personal and FIE property is well-maintained and protected, and to maintain a reasonable sense of order and structure. The standards and values below, combined with the Residential Policies and Procedures in Part Three, assist us in providing a safe, clean and academic environment.

All FIE students are members of a larger community and are expected to conduct themselves, at all times, in a manner that represents FIE values and adheres to the Code of Conduct. The standards and values outlined below in Parts One through Five apply not only to FIE's residential areas, but to all academic and recreational areas including Foundation House, study tours, co-curricular activities/field trips, extra-curricular activities and any other FIE-sponsored activities and events. Off-campus violations of the Code of Conduct can be subject to the same disciplinary processes as on-campus/residence violations.

FIE reserves the right to update and amend the Code of Conduct; students are expected to comply with the most up-to-date Code of Conduct which can be found on the FIE website.

1.1 Community Standards

As students, staff and faculty of FIE, we strive to:

- Unite all students as a part of the FIE Community, which equally values each member regardless of class or place of residence, their sex, sexual orientation, age, marital status, colour, creed, race, ethnicity, national origin, religion and belief, gender, gender identity, or disability.
- Promote a shared responsibility for upholding the community values and standards amongst students and Residence Life staff.
- Increase communication and awareness of the community values and standards between students and staff.
- Encourage student and staff behaviours that demonstrate pride and respect for their living environments.

1.2 Community Values

As a member of this community, I will:

- Practice personal and academic integrity.
- Accept responsibility for my own actions.
- Hold others accountable for their actions.
- Be a responsible, honest, active member of my residence community.
- Respect and care for myself, my friends, other people and their property.
- Accept responsibility for the actions of the members that I bring into the community.
- Follow all Residence Life Policies and Procedures as outlined in the FIE Code of Conduct.
- Follow all policies, procedures and expectations of my home university's guidelines.
- Value diversity and inclusivity, and learn from differences in people, ideas and situations.
- Value sustainability and social justice within the FIE community and its facilities.
- Regard FIE's residences, buildings, spaces, activities and classroom facilities and those of our partners as safe spaces to live, study and work with students, faculty and staff.
- Foster a living and learning environment that is free from harassment, discrimination, victimisation and bullying.
- Ask questions and actively listen in order to understand each member as an individual and avoid stereotypes.
- Be open to new ideas and to people who disagree with me.
- Respect and cooperate with FIE staff and personnel and partner staff who work within our community.
- Comply with the law within the country of residence.
- Recognize and respect the role and authority of FIE, affiliated and partner staff and comply with reasonable requests and directives made in the performance of their duties.
- Represent FIE, my university, and my community in a respectful manner throughout my study abroad experience.
- Recognize my role and responsibility to the community outside of my university and FIE; this includes conducting myself in a manner consistent with FIE values both inside and outside of FIE and partner residences, buildings, and activities.

PART TWO: Policies and Regulations

2.1 Alcohol and Drugs Policy

Policies and procedures related to alcohol and drug possession, use and distribution are based in national and local laws as well as FIE's commitment to fostering a safe, supportive and academic environment for our students. These policies apply to all FIE spaces, including but not limited to: in and around FIE and partner residence halls; non-FIE residence halls in which FIE students reside; external academic spaces; FIE and partner sponsored activities including extra-curricular events, co-curricular events and study tours.

Students with the legal right to possess and/or consume alcohol must do so with responsibility and respect for themselves and others. FIE encourages students to promote healthy decisions and behaviours which ensure the use of alcohol does not negatively impact their academic goals and the larger FIE community.

All students will be held accountable for their actions and decisions made under the influence of alcohol and/or other drugs.

General Regulations: Alcohol

- Alcohol beverages may not be consumed and/or in the possession of any individual under the national legal drinking age; in the United Kingdom and Republic of Ireland this is 18.
- Students of legal age may not distribute alcohol to any individual under the legal drinking age.
- Students of legal age who use or possess alcohol must do so in a manner which does not compromise the health, safety, well-being or respect for/of themselves or their community.
- Alcohol is prohibited in all residential and academic common areas unless explicitly said so by a member of staff.
- Alcohol consumption and the possession of open containers is prohibited on the front steps and pavements of FIE and partner residence halls
- Common source alcohol containers (e.g. kegs) are prohibited.
- FIE staff and partner staff reserve the right to request students (including those of legal age) to dispose of alcohol in order to address disruptive behaviours and/or groups.
- Possession of empty alcohol containers, including for decorative purposes, is prohibited. Empty alcohol containers may be removed and disposed of by FIE or partner staff.

Local and National Regulations

- Local police have the right to confiscate alcohol (open and unopened) from people behaving in an antisocial manner in public; this includes on the streets and pavements as well as in the parks.
- Students are expected to abide by all local, city and federal laws and regulations regarding alcohol when traveling outside their FIE city of study. FIE encourages students to be proactive in becoming knowledgeable of regulations and laws prior to their travel and to be mindful and respectful of not only local laws but also customs and cultural expectations and practices.

General Regulations: Drugs

- FIE prohibits the illicit use, consumption, sale, distribution, possession and cultivation of illegal drugs.
- Drug related paraphernalia is prohibited; this includes but is not limited to bongs, grinders, etc.
- Illicit possession and recreational misuse of controlled substances is prohibited; this includes using prescribed medication for other than its intended use, students using prescribed medication that is not prescribed to them, and "poppers" and other inhalants.
- Possession for illicit materials found in common and shared spaces will initially fall to residents responsible for that space (i.e. all members of an apartment for materials found in the apartment kitchen).
- Confiscated items found in violation of local laws and/or FIE policies will not be returned to students.

2.2 Balconies, Patios, Roofs and Windows

General Regulations: Balconies, Patios and Roofs

- No resident is permitted access to balconies, outside ledges, patios or roofs. If a window restrictor is broken, removed, or manipulated, there will be a charge for damages and associated work.
- Tampering with or deactivating locks or alarms is prohibited.

General Regulations: Windows

- Window restrictors must remain locked except in the case of an emergency. Tampering with or removing a window restrictor is prohibited and students are liable for any costs associated with repairing or replacing restrictors.
- Windows are not to be used as entrances or exits from any residence
- Students may not throw items (e.g. plates, glass bottles, clothing etc.) or pour anything (e.g. water, ice etc.) out of the windows.
- Students may not hang items such as sheets or banners out of the windows.
- Radios and speakers may not be placed in windows.

2.3 Bodily Harm

Inflicting bodily harm on another is strictly prohibited; this includes the threat of bodily harm, intentional bodily harm, unintentional bodily harm resulting from reckless or inappropriate behaviour, and harassment, relationship violence and sexual misconduct.

Any act of bodily harm, intentional or unintentional, that violates additional FIE policies are subject to those further repercussions as well as any applicable national law.

2.4 Disorderly Conduct

All members of the FIE community are expected to respect others, therefore lewd or indecent behaviour and/or behaviour that is disruptive to community living is prohibited. This includes, but is not limited to, excessive noise; urination and/or defecation outside of designated bathrooms/toilets; exposure of genitals; littering or improper disposal of rubbish or unwanted items; and throwing items out windows/in hallways.

2.5 Failure to Comply

As stated in *Part 1.2: "Community Values"*, members of the FIE community are expected to recognize and respect the role and authority of FIE staff and affiliated staff and comply with reasonable requests made in the performance of their duties. Failure to do so is therefore a violation of FIE policy. This can include but is not limited to: refusing to adhere to a stated or written FIE policy or procedure; failure to leave or evacuate a building when instructed to do so (including a fire alarm); refusing to present an ID upon request; failure to attend a requested, scheduled, and/or mandated meeting with FIE staff or affiliated staff; hiding from FIE staff or affiliated staff; and failure to complete a sanction or pay restitution as stipulated by FIE staff or affiliated staff.

2.6 Fire Alarms and Fire Safety

Residents in violation of FIE's fire safety policies may receive additional charge for damages and associated works or prosecution in accordance with Irish health and safety laws.

General Regulations: Fire Alarms

- Evacuation for fire alarms is required of all occupants of FIE and partner buildings whenever an alarm is sounded; failure to evacuate is a serious violation of city ordinances.
- Initiating a fire alarm is prohibited.

General Regulations: Fire Safety

- Tampering with fire safety and general safety equipment is prohibited; this includes unnecessarily discharging fire extinguishers, covering or removing heat/smoke detectors, hanging anything from heat/smoke alarms or sprinklers, and exiting through alarmed fire exits.
- Fire doors must be kept closed at all times.
- Exits and hallways must be kept clear and free of potential obstructions and rubbish.

- Electrical outlets and power strips should not be overloaded and appropriate transformers (voltage convertors) must be used for the Irish voltage of 230v.

2.7 Fire Arms and Weapons

In accordance with Irish regulations, violators of firearms and weapons laws face criminal prosecution in addition to FIE and university sanctions.

Any threat of violence, including reference to use and/or possession of firearms or ammunition, will be treated as a serious and potentially life-threatening situation. Members of the FIE community are therefore expected to temper their language appropriately and report any concerning behaviour or language to FIE immediately.

General Regulations: Fire Arms and Weapons

- FIE prohibits the possession and/or use of weapons of any type in and around their facilities. This includes but is not limited to firearms, knives (excluding appropriate kitchen cutlery), and weapons used in hand-to-hand combat. *Students who pursue personal interests that include materials prohibited by this policy (e.g. martial arts, fencing) must speak with the Resident Director Dublin **prior to** bringing equipment in to FIE facilities.*
- Possession of firearms, including pepper spray/mace, is illegal in the United Kingdom and Republic of Ireland and therefore prohibited in all FIE facilities.
- Ammunition is not permitted in or around FIE facilities.

2.8 Flammables and Fireworks

General Regulations:

- The use and/or possession of fireworks (including sparklers), flammable liquids, and hazardous materials within FIE facilities is not permitted.
- The burning of candles, incense, and flammable liquids is prohibited. *Students who may have religious observance needs in contradiction to this policy should contact the Resident Director Dublin*
- The use of flammable materials (e.g. paper, fabric and tinsel) for decorative purposes must be limited and is at the discretion of FIE and partner staff.
- Halogen lights/lamps within residences are prohibited.
- Barbeques (BBQs) are prohibited in and around FIE and partner facilities

2.9 Food and Drink

All members of the FIE community are encouraged to consider the impact of their dietary decisions with regards to sustainability and the environment.

General Regulations:

- No eating or drinking (excluding water) is permitted in classrooms. Students with medical needs in contradiction to this policy should speak with academic institution staff
- Alcohol is not permitted in classrooms.
- Students are responsible for disposing of their rubbish from the common areas of all FIE and partner common spaces.

2.10 Guests

All FIE students, staff and faculty have the right to be comfortable and respected in their community and environment; a guest whose behaviour or language contradicts this expectation or any of the following regulations may be asked to leave any FIE or partner facility at any time.

Visiting students from other FIE programmes (including London and Amman) are considered guests and as such the same regulations apply.

Guest policies and regulations may and can be amended in the interests of public health and safety; this includes but is not limited to the revocation of guest policies and host privileges (i.e. guests are not permitted).

General Regulations:

- Overnight guests must be signed in at reception with their host as well as photographic ID. Guest policies may be amended in interest of public health.
- Hosts are responsible for the guests (including visiting students/friends from other FIE programmes) at all times and it is their responsibility to ensure guests are aware of and abide by FIE and partner policies, procedures and expectations.
- Hosts are expected to be with their guests at all times; at no time should guests be permitted to walk through the facilities unattended.
- Under no circumstances are guests permitted to be in possession of a resident's keys or the access codes to any facilities.
- Under no circumstances are students permitted to sublet their apartment/bedroom or receive payment from guests; this includes, though is not limited to, subletting via AirBnB.

2.11 Harassment, Bullying, Victimisation, and Discrimination

As stated in the 'Dignity and Fairness at FIE' policy, FIE is committed in fostering a positive environment that is:

- Free from any harassment, bullying, victimisation and discrimination;
- Developing an atmosphere in which all members are treated with dignity and fairness; and
- Ensuring that no one in the community feels under threat, degraded, humiliated and/or intimidated.

Harassment includes but is not limited to: creating a hostile environment; retaliatory harassment; sexual harassment; and hate incidents (that is, words or actions that target an individual on the basis of race, colour, nationality, ethnic or national origin; sex, sexual orientation, gender identity or expression; marital or parental status; religion, belief or lack of religion/belief; age; disability; genetic information; or veteran's status).

Bullying includes any behaviours or actions by an individual or group, often repeated over time, which intentionally hurts another group or person, either physically or emotionally, including those over the internet or social media (i.e. cyber bullying).

Discrimination includes treating someone unfairly because of who they are and is unlawful under all Equality Acts. Discrimination generally happens based on either a person's protected characteristic or the assumption that a person belongs to a certain protected characteristic.

Victimisation occurs when a person is treated badly or unfairly and subjected to harassment, bullying or discrimination

FIE will not tolerate any form of disrespectful or abusive behaviour with or to other students, residents, staff, visitors, contractors, or the public. This includes verbal and written communication, physical conduct, and interference/obstruction of staff or failure to comply with staff requests made in the performance of their duties.

2.12 Health and Safety

All members of the FIE community are expected to follow all FIE rules, regulations, guidance, and directives related to health and safety.

FIE abides by national and local rules and regulations regarding public health. In the event of a public health emergency, FIE reserves the right to amend, update, and revoke any of their rules, regulations, and policies in accordance with national and local directives and guidance.

2.13 Internet Policies (IT)

FIE and partner wired and wireless networks are intended for educational purposes as well as personal use only ("personal use" including but not limited to: sending emails, browsing the internet, making bookings, and using social media and communication apps such as WhatsApp and FaceTime).

In the event a member of the FIE community's internet access is in violation of Irish or US laws, FIE will cooperate fully with the investigating and/or licensing parties.

General Regulations:

- Any activities that violate Irish or US laws are prohibited. This includes downloading and/or sharing copyrighted material.
- On-line gambling (including browsing on-line gambling or gaming sites) is prohibited.
- Accessing pornographic materials is prohibited.
- Sharing folders or files on Local Area Network (LAN) or Wide Area Network (WAN) is prohibited.

2.14 Keys

Residents are issued keys upon check-in; keys are on loan to residents for the duration of their stay but remain the property of FIE. At no time should keys be sold, traded, given to or duplicated by another party. This includes giving keys to visiting friends or family, students from other FIE programmes, or any other guests.

Additional procedures related to keys and lock-outs are listed in Part 3: "Keys and Lock-outs".

2.15 Kitchens

Whether shared or personal space, all students are expected to demonstrate respect for the property, fellow community members and staff responsible for the maintenance and upkeep of their kitchen space.

FIE is committed to sustainable initiatives and committed to the environment; as such, all members of the FIE community are encouraged to consider food waste while cooking, participate in sustainable cooking and food production, and recycle packaging materials whenever possible.

General Regulations:

- Residents are responsible for cleaning their own dishes and utensils.
- Personal items such as food and cooking utensils should be properly stored in cupboards and fridges.
- Residents are responsible for removing their rubbish and placing it in the rubbish store.
- FIE and partner staff reserve the right to remove kitchen items or restrict access to kitchens that are being used inappropriately.

2.16 Pets

With the exception of registered service animals, pets and other animals are prohibited within FIE facilities. This includes any animal in temporary or transient residence (e.g. "pet-sitting", renting a pet) as well as animals maintained in enclosed containers such as tanks and cages.

Students with medical needs in contradiction to this policy may contact FIE's Resident Director Dublin.

2.17 Privacy

All members of the FIE community have the right to reasonable privacy, as such video and audio recording without an individual's prior knowledge and consent is strictly prohibited (this includes but is not limited to video and audio recording in residences, classrooms, and during excursions).

It is against FIE policy to disseminate any image, video or audio recording, or personal communication (i.e. text) without the individual's knowledge and consent. In cases where recording is required as part of a disability accommodation, advance consent should still be sought wherever possible.

NB *This policy does not apply where a reasonable concern for an individual's immediate health, wellbeing, welfare, and safety exists.*

In the event an individual's image or communication have been shared with the possible intent to threaten, degrade, humiliate, and/or intimidate, additional FIE policies regarding harassment, bullying, discrimination, and victimization may also apply.

2.18 Property, Furniture and Decorations

Residents are encouraged to create a comfortable and welcoming community within their residences and rooms; however, they are equally expected to respect FIE facilities, furniture and property in all FIE and partner buildings.

Any resident requiring specific furniture or residence accommodation should contact the Resident Director Dublin.

General Regulations: Damages

Damages and normal wear and tear to FIE and partner property, furniture and facilities should be reported immediately to the Residence Team.

Wilful damage to or destruction of FIE or partner property or furniture (i.e. vandalism) will result in disciplinary action and restitution.

Damage or destruction of neighbouring property is strictly prohibited; this includes but is not limited to buildings and possessions, including cars. Damage or destruction of neighbouring property will result in disciplinary action and restitution.

Residents are jointly responsible for property and furniture, and damages therein, in their shared spaces, including apartment common rooms, kitchens, residence common rooms and study labs.

General Regulations: Decorations and Furniture

- For health and safety reasons, residents may not move FIE furniture.
- FIE and partner furniture may not be removed from rooms, apartments or residences. This includes kitchen items such as crockery, silverware, pots, pans, utensils and electrical items.
- Residents may not use paint, wallpaper, double-sided tape, heavy duty tape, screws, tacks, or nails, in their residence rooms or communal spaces.
- When decorating, residents should use the notice board provided in each room.
- Personal items and decorations may not in any way interfere or tamper with fire or other safety equipment.
- FIE reserves the right to move or remove any items that constitute a fire or safety hazard.

2.19 Sexual Misconduct

Sexual misconduct is strictly not tolerated by FIE; this includes but is not limited to relationship violence, sexual or gender based harassment, and sexual assault.

Any reports of sexual misconduct within, by or against the FIE community are subject not only to FIE's policies and disciplinary action but also this national law. Any acts of sexual misconduct that violates additional FIE expectations policies and/or Irish laws are subject to those governing policies.

All members of the FIE community are expected to foster a respectful and supportive community. Additionally, all should familiarize themselves with related laws, policies and guidelines in order to continue to foster such a community and discourage misconduct.

FIE is dedicated to maintaining the health and well-being of all community members and, as such, FIE faculty, staff and students are encouraged to report any concerns about or incidents related to sexual misconduct.

FIE respects an individual's privacy and will, whenever possible, maintain the strictest confidentiality with regards to reporting concerns or incidents.

2.20 Smoking and Tobacco Products

Smoking and the use of tobacco products are prohibited in all FIE and partner facilities including residence halls and classroom space. This includes electronic cigarettes (e-cigarettes) and vaporizers; any lit cigarette, clove or scented cigarette, pipe, cigar, cigarillo, hookah smoked products or other smoking product; and smokeless tobacco.

Local Regulations

- Under Irish law it is a littering offense to dispose of cigarette butts/ends on the streets, pavements or in gutters, and is liable for a charge.

2.21 Theft

The unauthorized use and/or misappropriation of property is against FIE policies; therefore, to knowingly use, consume, engage in the removal of, sell, and/or possess the property of another person or entity (i.e. FIE property) without their knowledge and consent is prohibited. Within the residential community, this includes but is not limited to personal property such as clothing and personal items, food and drink, another resident's bed and wardrobe, and computers, phones, and other electronic items.

2.22 Quiet Hours and Noise

General Regulations:

- Quiet Hours begin at **10pm** every night.
- Groups should not congregate outside of FIE residences. This includes, and is not limited to, waiting for taxis.
- Members of the FIE community should be aware of and respectful of work spaces.
- Courtesy Hours are in place **24 hours a day** in respect for the wider community and in order to foster a positive academic environment. In order to reduce noise, residents are expected to comply with reasonable requests to turn down music, videos, TV or close windows.
- Audio devices playing within the residences should be set to a reasonable volume, and should not be audible outside individual rooms or apartments.
- Audio devices should never be placed near open windows or on windowsills, or played in outside areas (e.g. front porch, pavement) of FIE and partner residences or facilities.
- Under Part 11 of the Criminal Justice Act 2006, local police (Gardaí) have the right to issue a written warning for those who behave in an anti-social manner, which includes causing a disturbance or nuisance to the surrounding area. A behaviour warning remains in force for 3 months from the date on which it is issued.

In instances of noise violations FIE reserve the right to confiscate audio devices including, but not limited to, external or portable speakers. Students can request return of confiscated items at the end of their study abroad programme. It is the responsibility of the student to place such a request, and to ensure they retrieve confiscated items from the FIE Office at a time and date agreed upon with the Resident Director Dublin.

2.23 Use of Motor Vehicles and Electric Personal Transportation Vehicles

Students participating in FIE programmes may not purchase, rent, lease, operate, or otherwise use motorised vehicles during the duration of their programme. This restriction applies both in the programme location and while travelling independently during the programme. Prohibited vehicles include, but are not limited to, cars, vans, motorcycles, mopeds, motor scooters, off-road vehicles, and electric personal transportation devices such as e-scooters, Segways, hoverboards, and electric skateboards. Exceptions may be permitted only in emergency situations or where required to protect personal safety.

2.24 Violations of Irish Law

FIE recognizes the laws of Ireland as the law of the land, and will follow, support, and enforce any laws and governances beyond those explicitly stated in the FIE Dublin Code of Conduct.

In the event a FIE resident is involved in a criminal investigation due to an alleged violation of Irish law, FIE staff will fully cooperate with the investigating authority. This may include but is not limited to providing police access to FIE facilities and providing CCTV footage when requested.

Members of the FIE community who violate Irish law can be subject to FIE disciplinary action. Violations of Irish law may not only impact a resident's standing with FIE (including residency within FIE and partner housing), but may also impact their visa status and ability to remain within Ireland.

PART THREE: Disciplinary Measures

Members of the FIE community are expected to abide by the policies procedures contained herein for the duration of their study abroad programme with FIE. It is expected they familiarise themselves with the policies, procedures and expectations of FIE and while some points will be reiterated during student orientation it is a student's responsibility to read this document and clarify any questions they may have; an ignorance of policy or expectation is not an acceptable excuse for a violation.

Students residing in outsourced housing are expected to abide by not only FIE's expectations but also policies and procedures specific to their residence.

Equally, the rules of students' partner institutions (home institutions, receiving institutions and receiving organisations) apply during their time in Dublin; this includes codes of conduct, honour codes, and additional expectations of programmes abroad. While FIE does not actively enforce policies beyond their own, partner institutions and their site staff (i.e. visiting faculty) will be notified of any community concerns or policy violations and reserve the right to invoke their disciplinary procedure.

FIE's Code of Conduct and any violations thereof are addressed by FIE Dublin staff.

Depending on the severity of the incident, outcomes can range from a verbal warning through to removal from the residence or their study abroad programme.

Failure to comply with Disciplinary Measures or any action deemed to interfere with or obstruct the disciplinary process, including and not limited to failure to appear at a conduct hearing and disrespectful actions towards staff, can result in escalation of Disciplinary Measures and impact resultant disciplinary sanctions.

3.1 Behavioural Notification Forms (BNFs)

The primary course of action, for minor indiscretions, is a verbal or written warning from an FIE staff member.

However, in some instances a Behavioural Notification Form (BNF) is issued to residents. This is a formal documentation that an alleged action, behaviour or incident is unacceptable within FIE's community expectations and policies. A BNF can address repeated behaviour or violations where previous conversations and warnings have not produced the appropriate response or be utilised immediately in response to a serious infraction.

The Resident Director Dublin receives a copy of all BNFs issued and will determine the appropriate follow-up. Additionally, copies of BNFs may be shared with residents' home institution, visiting faculty and/or site staff.

Violations of Irish Health and Safety Law will result in an immediate BNF being issued.

3.2 Conduct Process

Any alleged violations of FIE policies and procedures are reported to the Resident Director Dublin and the appropriate response will be determined. Failure to comply with FIE Conduct Processes may result in further disciplinary sanctions.

Letters of Warning

First time or minor violations may be addressed via a letter of warning (sent electronically; a policy or community reminder email from the Residence Life Supervisors (RLS) does not constitute a letter of warning. The letter will state the alleged violation and reiterate FIE's expectations with regards to the related policies and resident's behaviour for the duration of their programme.

Upon receipt of a letter of warning, a resident may request to meet with the FIE staff managing the case to further clarify the incident, policies or expectations; this meeting does not constitute a conduct hearing. If a resident wished to dispute the alleged violation stated in a letter of warning, they may do so via the appeals process.

Copies of letters of warning will be shared with the resident's site staff, visiting faculty and home institutions.

Conduct Hearings

In instances involving repeated or more severe violations, it may be determined a formal meeting between the resident(s) and FIE staff is appropriate, resulting in a conduct hearing. The resident will receive notification of the alleged violation and the details of the scheduled hearing from the conduct hearing officer. In instances a BNF is issued, the resident will receive this in advance of the conduct hearing.

Conduct hearings may involve more than one resident. In this instance, each resident has the right to request an individual hearing; this must be done in advance of the scheduled hearing.

A conduct hearing provides an opportunity to discuss the alleged violation(s), sharing information or evidence to hand and offering the resident(s) the opportunity to share their perspective. The conduct hearing additionally provides a venue to clarify FIE's policies and procedures and answer any questions residents may have about these expectations.

While every effort is made to schedule conduct hearings in a timely manner, circumstances (e.g. conduct hearings with several residents) may dictate a delay in conducting the hearings and communicating decisions and sanctions. A resident's conduct hearing officer can address any questions residents may have about their case, its process and anticipated timeline for completion.

Conduct Hearing Officers

Conduct hearing officers manage conduct cases, conduct the conduct hearings, send summons and decision letters, and are the residents' point of conduct during their case's process. Most cases will have one hearing officer.

Due to a case's circumstances, more than one hearing officer may be present at conduct hearings and other partners (e.g. DBS) may also be represented; residents will be made aware of their conduct hearing officers prior to the conduct hearing. Additionally, site staff or visiting faculty from a resident's home institution may wish to be present at conduct hearings to represent the home institution's conduct process.

Emergency Situations

In any instance in which a resident's decisions, actions or behaviour constitutes a perceived threat to the health and well-being of themselves or others, it may be determined immediate action not following the above process is required. This may include but is not limited to meeting with the residents concerned, temporarily suspending access to FIE buildings or activities, or notification of the home institution.

3.3 Decisions and Sanctions

Upon the completion of all related conduct hearings, conduct hearing officers will make decisions regarding responsibility for the alleged violations. These decisions and any applicable sanctions will be communicated to the resident in a timely manner; if there is a delay in this communication, the conduct hearing officer will communicate an adjusted timeline for decisions to the resident.

Decision Letters

Decision letters (sent electronically) will state the following:

- The conduct hearing officer's determination of "responsible" or "not responsible" for each alleged violation;
- Sanctions (if applicable);
- Sanction completion deadline;
- Appeals process.

A resident may contact the conduct hearing officer with questions regarding the decisions and sanctions; however, if they wish to contest a "responsible" finding or applied sanction, they must do so via the appeals process.

FIE decision letters contain information as it relates to FIE's policies, procedures, and expectations and FIE conduct hearing officers' decisions; decisions regarding alleged violations of a resident's home institution, as adjudicated by site staff or visiting faculty, will be communicated separately and is subject to a separate appeals process.

Sanctions

In the event a resident is found responsible for a violation, the conduct hearing officer may apply sanctions. These include but are not limited to:

- **Written warning**: in cases concerning a first time and/or low level violation, a written warning serves as official documentation that the resident's behaviour was inappropriate and further violations of FIE's policies and procedures will result in additional and heightened disciplinary action;
- **Restitution/Charges for Damages**: in incidents where a resident's actions resulted in damage to another's property, residents found responsible may be required to pay for the necessary repairs, replacements, or additional work, i.e. cleaning; this applies to FIE or partner property as well as the property of individuals (including other residents, FIE staff, faculty, and FIE neighbours). Restitution may also be made in the form of letters of apology;
- **Restrictions on housing privileges**: restrictions or removal of privileges as they relate to housing policies (e.g. guests);
- **Administrative move**: FIE reserves the right to move a resident to alternative FIE housing. In this instance, the resident incurs all costs related to the move (e.g. transportation between residences);
- **Residence Hall Probation**: in cases concerning repeat and/or severe violations of FIE's Code of Conduct, Residence Hall Probation serves as official documentation that further violations of FIE's policies and procedures may result in dismissal from FIE housing. Residence Hall Probation at a minimum is applied to violations of Irish Law, including possession and/or consumption of drugs;
- **FIE Programme Probation**: in cases concerning repeat and/or severe violations of FIE's Code of Conduct, Programme Probation serves as official documentation that further violations of FIE's policies and procedures may result in dismissal from a resident's study abroad programme. Programme Probation may be applied:
    - Where both residential and non-residential (e.g. academic, non-residential communities) concerns or policy violations exist;
    - Egregious policy violations including but not limited to cases concerning harassment, bullying, victimisation, or discrimination, violations of Irish law, or failure to comply with or obstruction of FIE staff or faculty in the execution of their duties and responsibilities;
    - In instances when a partner institution has confirmed a student removed from FIE housing can no longer participate in their study abroad programme.
- **Dismissal from FIE housing**: in cases concerning repeat and/or severe violations of FIE's Code of Conduct, FIE reserves the right to dismiss a resident from FIE or partner housing. In this instance, the resident will not receive any refunds associated to their housing costs nor does FIE have the responsibility to arrange alternative housing for the dismissed resident.
- **Dismissal from FIE Programme**: in cases concerning repeat and/or severe violations of FIE's Code of Conduct, FIE reserves the right to dismiss a resident from their FIE programme. In this instance, the student will not receive any refunds associated with their programme costs nor does FIE have any responsibility to assist the dismissed student in arranging for their departure from FIE housing, Dublin, or Ireland. Any academic or immigration (visa) implications related to the dismissal will be communicated to the student by FIE, although FIE does not have responsibility for assisting a student in mitigating or managing these consequences.

With regards to sanctioning, conduct hearing officers may allow an extension on sanction deadlines but cannot reduce or remove an applied sanction once the decision letter has been sent. Any resident wishing to request a dismissal of or reduction to an applied sanction may appeal if their request meets the stated criteria in section 3.4.

Community Sanctions

In cases where individual responsibility cannot be determined (e.g. noise), a general written warning may be sent to the community (i.e. room, apartment, floor, or residence); this may include details regarding the concerns raised or complaints made, a reminder of FIE's policies and procedures, and expectations for residential behaviour.

In cases concerning property damage/vandalism, if individual responsibility cannot be determined following a reasonable investigation, FIE reserves the right to apply community restitution/charges. In these instances, the restitution/charges collected will be applied to the costs associated with necessary repairs to or replacements of the damaged property.

3.4 Appeals Process

Residents found responsible for a violation and given a subsequent sanction have the right to request an appeal. The name and contact information for the designated appeals officer will be included in the related case materials.

The appeal request must be made in writing (email is sufficient) to the appeals officer within seven (7) calendar days of the decision letter date. The appeals officer will consider the following points while determining if an appeal is warranted:

- A procedural error in the conduct process that directly and negatively impacted the outcome of the case;
- Alleged arbitrary or capricious decisions or actions that are unsubstantiated by the evidence available;
- New or additional evidence that was unavailable at the time of the initial hearing.

If an appeal is granted, the appeals officer will request a meeting with the appellant to discuss the case. The appeals officer will have full access to all materials related to the case (e.g. BNFs, incident reports) and may request to meet with the hearing officer(s). Following the meeting(s), and after reviewing all materials, the appeals officer will contact the appellant with their decision in writing.

The appeals officer will not increase the severity of any previous decision regarding responsibility or applied sanction(s) but reserves the right to uphold or dismiss previous decisions and sanctions partially or in their entirety.

All decisions by the appeals officer are final. All materials related to the appeals process, including the request and outcome, will be shared with the residents' home institution, visiting faculty and/or site staff.

***NB** in some cases (including dismissal from Housing or FIE Programme) the appeals process is not applicable; in these instances, the decisions and sanctions, including lack of appeal, will be made in conjunction with the home institution.*

***NB** This above process does not apply to complaints and appeals related to Admissions or Academic matters; information on the Academic Complaints and Appeals process can be found on MyStudyAbroad@FIE and the Admissions Appeals, Complaints and Feedback process on the FIE website.*

Additionally, the above process does not apply to conduct processes and decisions adjudicated by a resident's home institution, site staff and/or visiting faculty.

PART FOUR: Housing Procedures

The following procedures and guidelines apply to FIE residence halls; when FIE students are housed in FIE organized outsourced housing, FIE students are expected to abide by the policies of their building of residence.

Procedures are subject to change and, whenever possible, changes will be confirmed to students either prior to arrival or during their orientation. Updates or changes that take place during their programme will be communicated by the appropriate staff member to students. When in doubt, all members of the FIE community are encouraged to ask for clarifications in order to avoid miscommunication or misinterpretation.

4.1 Check-In

FIE students will receive a housing allocation email approximately thirty (30) days prior to their programme start date which contains information regarding their residence hall, programme start and end dates, and check-in and check-out times.

General Regulations: Check-In

- Check-in time at FIE residences is **10am** on the programme start date.
- Students will be directed to the check-in place via the arrival email sent prior to their programme start date.
- In the event a programme's check-in time is not 10am, this will be communicated via the housing allocation email.
- If students' rooms are ready prior to the stated check-in time, students may gain access; however, this is at the discretion of FIE staff and cannot be pre-arranged.
- Early arrivals cannot be accommodated.

4.2 Check-Out

Left Property

Residents' personal personal property of value left in the residences, such as phones, branded clothing, jewellery, sentimental items etc., will be held by FIE for no more than two weeks from the programme departure date. All other items are disposed of on the day of departure. If departing residents believe they left items behind, they should contact fiedublin@fie.org.uk.

Residents are responsible for arranging pick-up and delivery of their items and covering all associated costs.

Any unclaimed items will be donated to charity.

4.3 Electrical Appliances and Fuses

Ireland operates on 230 volts, which is twice that of US voltage and different from many other countries. Residents, therefore, should use both adaptors and power converters/transformers to avoid damage to their and FIE' or partner property.

Electrics and electrical items should be turned off when not in use; this includes TVs, lights, cookers/ovens, transformers and irons. This not only reduces fire risk but also saves electricity and natural resources.

If a fuse is blown, residents should contact a member of facilities

Any questions or concerns can be directed to a member of the FIE team or residence hall providers.

4.4 Fire Regulations and Evacuation

All members of the FIE community are expected to familiarize themselves with the evacuation plan for FIE and partner facilities; these plans can be found in the entry way of the facilities.

Any questions or concerns can be directed to a member of the FIE team or residence hall providers

General Regulations: In the Event of a Fire

- If you smell smoke or detect a fire, activate the nearest alarm and call 999 or 112 immediately from a safe location.

- Before opening any door, use the back of your hand to see if it is hot. If it is, leave it closed, place wet towels or clothes under the door and open a window. If the door is not hot, open it slowly and be prepared to close it quickly if necessary.
- Exit the building quickly and carry a damp blanket or towel to protect you from flames and smoke.
- If it is safe to take the time to do so, lock your door and take your keys with you.
- Use stairways not elevators; if you see or smell smoke in a hall or stairway, use another exit.
- Once outside, move to your designated emergency assembly point.
- Do not return to an evacuated building until the all-clear signal is given by the designated incident commander.
- Fire alarms and fire safety equipment are located in each building to save lives and property; always use them appropriately.

4.5 Keys and Locks

Each resident is issued with a fob upon their check-in; this includes a room key. Residents are responsible for their keys and should keep them in their possession at all time; under no circumstances should residents give their keys to guests or residents of other residence buildings.

In the interests of safety, residents should report lost or missing keys immediately.

If lost or missing, residents are liable for a key replacement fee; replacement key set costs vary based on residence

All keys must be returned to the residence hall upon check-out and departure from the residence.

Lock-outs

Residents are encouraged to make every effort to avoid lock-outs by carrying their keys with them at all times and communicating with their housemates regarding access to their space.

Residents locked out of their residence building, apartment or room should contact the reception desk.

4.6 Laundry

Students are able to operate the on-site washers and dryers using debit or credit card payments. Irons and ironing boards are located in residence and are available to all FIE students.

Faults with the machines should be reported to staff.

Residents are responsible for providing their own washing powder/detergent.

4.7 Maintenance Request and Reporting Procedures

Any maintenance requests and/or reporting of faults or problems within facilities should be submitted via the On-line Maintenance Request Form. Should this form be inactive for any reason please contact a member of staff.

In the event of a facilities emergency, residents should contact the either the FIE or residence emergency number.

All questions regarding facilities can be addressed to a member of staff.

4.8 Room Entry and Search

FIE and partner staff occasionally require access to student room and apartments. This includes routine health and safety checks, housekeeping, visitor tours and pastoral care.

Facilities and Maintenance

Residents will be given at least 24 hours' notice for staff tours or visits to the buildings. Tours will be conducted around FIE buildings to show new staff and visitors from universities or other educational organisations. The same notice period applies to

scheduled but not routine maintenance. No notice will be given for staff responses to resident submitted maintenance requests as staff access is implied.

However, in some instances, advanced notice may not be possible. In all cases staff will carry ID. Any concerns over the identity of maintenance workers in your apartment/room should be verified with a recognised member of staff during evenings and weekends.

Pastoral Care and Responses

In the event a concern for a resident's immediate health and safety is raised, FIE staff reserve the right to enter a room, apartment or common area in the course of their role and responsibilities.

Drug Searches

FIE and partner staff reserve the right to search any room, apartment or common area in any building if there is suspected consumption or possession of illegal or illicit substances.

If any illegal substance or paraphernalia is found, it will be confiscated by the staff member present.

4.9 Safety and Security

All members of the FIE community are responsible for maintaining a diligent, safe and supportive environment. Students, staff and faculty are encouraged to abide by the following guidelines to facilitate a safe community.

Any concerns regarding the security of FIE residences and other buildings or their environs should be brought immediately to the attention of FIE staff.

Please note FIE are not responsible for any lost, missing or theft of personal belongings in your bedroom, apartment or common areas.

These guidelines are in addition to policies and regulations stated elsewhere in this handbook, including fire safety and regulations.

General Regulations: Resident Responsibilities

- Key should be kept in residents' possessions at all times and not shared with guests, other residents, or additional parties.
- Keys should not be labelled with identifying features, including but not limited to residence building name, apartment number or room number. Further, residents are encouraged to carry keys separately from additional identifying features such as their student card, mail with their current address or other identification.
- Lost or missing keys should be reported immediately.
- Apartment and room doors should be kept closed and locked, even if residents are elsewhere in the building. Residents are encouraged to use the double locks where possible.
- Bedroom, apartment and kitchen windows should be kept closed and locked when residents are not in the space.
- Residents should ensure the front doors of FIE buildings are closing firmly and tightly behind them. At no time should anything be placed in a doorframe or the locks tampered with (including taped over) to prevent the door from closing and locking properly.
- Residents should store their valuables in a safe place

PART FIVE: US Higher Education Laws

As FERPA, the Clery Act and Title IX are United States federal laws, they do not directly apply to FIE policies and practices. However, FIE recognizes our US based partners are governed by these regulations and is committed to providing related information as available to assist partners in their compliance with these laws.

It is important to note the United Kingdom and the Republic of Ireland may have different definitions for and legal classifications of the crimes outlined in Clery and Title IX which impedes a directly comparative reporting. Additionally, information provided by local authorities may not align directly with Clery and Title IX requirements.

In support of FIE's commitment to professional development, any staff member interested in learning more about or being trained to respond to incidents and concerns regarding the below laws and policies are encouraged to speak with the Chief Academic & Operations Officer.

5.1 Confidentiality

FIE respects an individual's right to privacy and is committed to supporting all members of its community with compassion and discretion. Any personal data collected is done so in compliance with the European Union General Data Protection Regulation (GDPR) laws, and more information regarding the collection, recipients, and retention of personal data can be found in FIE's Student Privacy Notice.

Within the roles and responsibilities of FIE's staff and faculty, there are reporting lines and notification processes in place, including notification of partner visiting faculty and site staff. These procedures not only provide as comprehensive and complete support to students and colleagues as possible but also comply with national UK, IE and US regulations related to reporting of serious crimes.

These reporting lines and notification responsibilities as well as legal requirements may impact guarantees of absolute confidentiality. Therefore, anyone reporting an incident, particularly one of a sensitive or personal nature, is encouraged to engage in open and honest conversations regarding support, assistance and confidentiality to fully understand these responsibilities and regulations.

Partner institutions should communicate any further expectations or home institution policies regarding confidentiality, particularly with regards to Title IX regulations, to FIE's Chief Academic & Operations Officer.

5.2 Clery Act

For the purposes of reporting incidents to US partners, FIE uses the incident categories stated in the Jeanne Clery Act (20 U.S.C. § 1092(f): Disclosure of campus security policy and campus crime statistics) and as outlined by the Clery Centre for Security on Campus:

- Murder;
- Sex offenses, forcible or nonforcible;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;
- Manslaughter;
- Arson; and
- Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession; and
- Crimes … of larceny-theft, simple assault, intimidation, and destruction, damage or vandalism of property, and of other crimes involving the bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religions, sexual orientation, ethnicity, or disability of the victim

FIE will annually communicate with partners any incidents that occur within FIE facilities that violate the above laws. Please note FIE is committed to maintaining the confidentiality of persons involved in sensitive and personal incidents and therefore identifying details such as name, gender and home institution may not be shared with all partners.

For the purposes of reporting incidents that occur outside of FIE facilities, FIE London utilizes the crime statistics reported by the London Metropolitan Police for the Royal Borough of Kensington and Chelsea. FIE's London Study Centre, residence halls, and facilities frequently utilized for academic and social purposes are located in this Borough. FIE Dublin utilizes the crime statistics reported by the Central Statistics Office. These statistics can be utilized for campus interpretation.

5.3 FERPA

As designated by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), FIE will not release nor discuss students' information to a third party without their consent; this includes names, contact information, grades and academic standing, internship placements, and judicial cases.

Information that is shared as a matter of course with partner institutions and their on-site representative staff includes application materials, housing allocations, internship placements, transcripts and final grades, student welfare and behavioural concerns.

This exchange of information is in accordance with contracts between FIE and partner institutions and is specific to these contracts; FIE assumes partner institutions communicate this with their students in preparation for their study abroad programme.

An emergency incident and/or concerns regarding a student's health and well-being, be it physical, mental, emotional or academic, may constitute additional information being shared with visiting faculty, partner site staff, home institutions and FIE faculty and staff; information in these instances will be shared on a need to know basis and with discretion.

5.4 Title IX

In accordance with Title IX Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), and consistent with FIE's policies regarding discrimination and equal opportunity, FIE prohibits any discrimination on the basis of sex or gender.

FIE is committed to fostering an environment free of sexual harassment, intimidation or assault. As noted above with regards to the Clery Act, FIE will notify partners of any incidents that occur that violate the law or spirit of Title IX.

In the event a Title IX violation is reported while a student is on-site, FIE will communicate with the partner's programme coordinator.

FIE maintains a complete list of partners' Title IX Coordinators and will provide this contact information if asked for this information by students, visiting faculty or site staff.

Partner institutions, visiting faculty or site staff who launch an internal investigation regarding Title IX do so with the support and cooperation of FIE.

In order to support not only our partners but also our students, faculty and staff, FIE will:

- Compile and maintain a list of partners' designated Title IX Coordinators;
- Communicate any known Title IX violations to the designated Title IX Coordinator at the relevant partner institution;
- Provide internal training on Title IX policies to current FIE staff and faculty;
- Train new FIE staff and faculty on these responsibilities and reporting lines during new staff inductions;
- Make our policies and expectations regarding all conduct, including Title IX, transparent and available to all staff, faculty, prospective and current students;
- Provide annual reports to partners in line with Clery Act reporting guidelines.

In the event any member of FIE's community is made aware of or has reason to believe a violation of Title IX has occurred, they should immediately contact the Chief Academic & Operations Officer. The CA&OO, in turn, may convene the Emergency Incident Review Group for additional guidance and consideration.