

Pre-enrolment Code of Conduct and Disciplinary Procedure

This policy is of relevance to staff / applicants

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Approved by	Operations Board
Written by	Secretary & Dean of Students
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Pre-enrolment Code of conduct and disciplinary procedure

1. Code of conduct for applicants

The School offers opportunities to applicants and offer holders to engage with the School both in person and online and also to engage with other applicants and offer holders. The School is committed to ensuring that any interaction with an applicant is conducted in a professional, courteous and respectful manner and it expects that any communication from an applicant to a member of staff or student, or between applicants, is conducted in the same way. Similarly, where applicants have been given access to School facilities (including online facilities), applicants are expected to abide by the terms of use of those facilities. Applicants should note that the School will take action under this policy in response to inappropriate behaviour, Regulation 7 of Section 2 of the *Academic regulatory framework* refers.

Applicants should be aware that use of personal social media is covered by this policy if behaviours of an applicant bring the School into disrepute by association.

2. Reporting an alleged breach of the Code of Conduct

- 2.1 Any member of staff or student or fellow applicant can report an alleged breach of this code of conduct.
- 2.2 A report should be made in writing to the relevant department admissions officer (including research equivalent) in the first instance providing, where relevant, any documentary evidence of the alleged breach. It is not possible to make an anonymous report; the name of the person reporting the alleged breach will be identified to the applicant as part of the process.
- 2.3 If an alleged breach is reported within two weeks of the start of the School's academic year, the applicant's enrolment may, with the approval of the Dean of Students, be held in abeyance pending conclusion of the investigation into the breach.

3. Gathering of information

- 3.1 The departmental admissions officer (or equivalent in research) will gather any relevant evidence (e.g. report from audition or interview panel and/or stewards and other staff members, or screenshots or copies of emails etc.).
- 3.2 The departmental admissions officer will write to the applicant to notify them that a report of an alleged breach of the code has been made and by whom and the nature of that allegation and will invite the applicant to submit a written response to the allegation within 5 working days and any relevant documentation relating to the alleged breach (please note character statements will not be considered relevant).

4. Determination and order

- 4.1 The head of the relevant administration will convene a panel comprising two senior members of staff (grade F or above) acting together and unconnected to the department to which the student has applied.* Departmental admissions officers, and the Assistant Registrar (Admissions & Enrolment) will be excluded from the panel but will be notified of the decision of the panel. The head of the relevant administration and the Head of Registry Services may be included in the panel membership.

* *For these purposes, department means Drama, Production Arts, Research or an Instrumental Department in Music.*

- 4.2 The panel will consider the evidence gathered, including the statement from the applicant, and will determine whether there has been a breach of the code of conduct. The panel may choose at its discretion, e.g. if there are matters to clarify, to interview either the applicant or any witness, but this is not a requirement for the process to be valid.
- 4.3 Where an applicant is found in breach of the code of conduct one or more of the following orders may be made:
- Exclusion from using specified facilities either up to the start of the academic year or for maximum period of one month after the start of the academic year
 - Written warning to be carried over and included in their student file once enrolled.
 - Withdrawal from the admissions process (including withdrawal of any offer) but with the opportunity to reapply in the future
 - Withdrawal from the admissions process (including withdrawal of any offer) and with no opportunity to reapply in the future.
- 4.4 The applicant will be provided with the outcome of the panel's deliberations in writing within 5 working days of the panel's meeting. The decision letter to the applicant will form the notes of the panel's meeting and a reason will be given where an applicant has been found in breach of the code.
- 4.5 A copy of the panel's decision will be logged with the Registry and outcomes will be included in the annual anonymised report to Board of Governors in respect of regulatory activity.
- 4.6 The person who reported the allegation will be provided with a brief summary of the outcome of the panel's deliberations.
- 4.7 The panel's decision is final and there is no right of appeal. As applicants are not registered students decisions under this procedure are not eligible for referral to the Office of the Independent Adjudicator.

Written by: Secretary & Dean of Students

Approved by: Operations Board April 2022