

DISCIPLINARY RULES, PROCEDURES & APPEALS POLICY

It is necessary for any well-run place of study to ask students to abide by certain essential rules. The LFA Disciplinary Rules, Procedures & Appal Policies aim to clarify the rights and responsibilities of all parties and to provide a consistent approach that develops and encourages fair treatment for all.

The main objective of any disciplinary action is corrective rather than punitive, with the aim of helping students reach and/or maintain the required standard of behaviour.

Where students breach the LFA Disciplinary Rules, a copy of the notification of disciplinary action will be provided to the student and a copy recorded on the student record.

DISCIPLINARY RULES

The academy's expectations of its students are laid out in the LFA Student Handbook. It is the responsibility of all students to know, understand and effectively implement these rules and regulations. Where students fail to comply LFA may follow disciplinary procedures.

DISCIPLINARY PROCEDURES

1. Verbal Warning

A verbal warning by the Joint Principal(s) will often be the appropriate remedy for an isolated incident of minor misconduct that breaches the LFA Disciplinary Rules. Written confirmation of the verbal warning will be given to students and a copy placed in the student record.

2. Written Warning

A written warning by the Head of Academic Governance is a more formal action taken when students have already been given a verbal warning and there is a further offence or where the seriousness of the offence merits a written warning despite no earlier disciplinary action being recorded against the student.

3. Final Warning

This is given by the Head of Academic Governance. It is the most serious penalty short of expulsion. A final warning will be given for a further offence after a written warning has been recorded against a student or where the seriousness of the offence merits a final written warning despite no earlier disciplinary action being recorded.

EXPULSION

Should the student commit any further offence in contravention of the LFA Disciplinary Rules whilst subject to a final warning or be found to have committed an offence of Gross Misconduct, the student may be summarily expelled.

APPEAL

There is no right of appeal against a verbal warning. Students have the right to appeal against a written warning where they feel they have been unfairly disciplined. The appeal must be in writing, setting out the grounds of the appeal and make it within seven days of receiving written notification of the disciplinary action.

Students should address the letter to the Head of Academic Governance who will arrange for the appeal to be referred to the Joint Principal(s). In extreme circumstances a hearing with the Joint



Principal(s) will be permitted. However, students do not have the automatic right to have a hearing with the Joint Principal(s).

An appeal will not suspend or defer the effect of the previous disciplinary decision, which will remain fully effective unless overturned on appeal. At an appeal, students will normally have the burden of demonstrating that the previous disciplinary decision was unreasonable and/or that the penalty imposed was unreasonable.

The decision of the Joint Principal(s) is final.

GROSS MISCONDUCT

Gross Misconduct indicates an offence that is so severe that it completely removes LFA's trust and confidence in the student or puts fellow students at risk. Offences that may constitute Gross Misconduct are given below. The list is not exclusive or exhaustive:

- Fighting with, assaulting or threatening any person
- Possession of offensive weapons
- Being in possession of and/or using and/or being under the influence of drugs, alcohol, solvents or any other illegal substances
- Theft or attempted theft, misappropriation of, destruction of or wilful damage to property or equipment belonging to LFA, employees, tutors or students of LFA
- Any criminal action or attempt to commit a crime
- Indecency
- Falsifying any documents
- Contravening safety regulations
- Wilful misconduct and/or disobedience of lawful and reasonable requests/instructions
- Further misconduct whilst subject to a final warning under the LFA Disciplinary Procedures
- Abuse of the Complaints Procedure
- Any harassment or bullying of employees, tutors or students of LFA
- Acts of incitement or actual acts of discrimination against employees, tutors or students of LFA or others on the grounds of sex, race, disability, religion, race, ethnic or national origin
- Unauthorised possession of property belonging to LFA, employees, tutors or students of LFA
- Negligence and/or a failure to properly record or account for money or keys, stock, equipment or any other article for which students are responsible or which has been entrusted to them
- Disclosure of any LFA information to anyone at any time except in the proper course of studies
- A serious breach of rules relating to the premises at which studies or shoots are being carried out as laid down by LFA or the owner/occupier of the premises
- Acts and omissions that may seriously offend an employee, tutor or student of LFA and/or detract from LFA's good name and reputation
- Behaviour that seriously detracts from the social well-being of any other person or conduct or negligence such as to endanger life or cause damage to property
- Serious or persistent breach of any LFA computer equipment, telephone or IT policy

Where students commit Gross Misconduct, you may be summarily expelled under LFA Disciplinary Procedures with or without notice or refund of course fees.

BA Student should also refer to the University of Derby's Student Contract:



<https://www.derby.ac.uk/study/support/welcome/enrolment/terms-and-conditions/>

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