

Procedure 1.5

Student Code of Conduct

1. Introduction

London Film Academy's current validating partner is University of Derby (UoD) and our Student Code of Conduct is aligned with theirs. <https://www.derby.ac.uk/about/academic-regulations/student-code-of-conduct/>

2. Aim

The London Film Academy (LFA) aims to provide all of its students with the support and guidance they need to achieve and succeed. The Student Code of Conduct sets out the standard of conduct the LFA expects of all of its students so that everyone can undertake their studies in a supportive, safe and non-threatening environment.

This Student Code of Conduct and the LFA student disciplinary procedures are intended to provide fair and transparent procedures for maintaining reasonable behaviour by students while they are enrolled with LFA.

3. Student Code of Conduct

- a. Students are expected to behave in accordance with the LFA's rules and regulations, and in particular in respect of:
 - academic regulations and student discipline
 - equal opportunities, diversity and Inclusion
 - sexual misconduct and bullying and harassment
 - safeguarding
 - relationships
 - all LFA facilities including teaching facilities, learning centres, computing services, workshops, studios and catering areas.
- BA and MA students are also expected to behave in accordance with UoD's *Student Code of Conduct* and *Rules and Regulations*.
- b. It is the responsibility of all students to ensure that they are aware of any such rules and regulations, and to adhere to them. Students must keep up to date with any published policies and procedures by regularly checking, and referencing any published updates issued by LFA (and UoD for BA/MA students).
- c. If there is cause for concern over a student behaving in an unacceptable way the student will be subject to *LFA Procedure 6.5 - Student Disciplinary*.
- d. Any behaviour which infringes LFA's policies, rules or regulations, causes distress to individuals, or disruption or disturbance in the learning or social environments of the LFA, is unacceptable, and may be subject to disciplinary procedures.
- e. In any situation, in any part of the LFA or when involved in any LFA activities such as placements, research projects, internships, field trips, or social events, the LFA expects that:
 - students behave with good sense, behave with consideration towards others and respect their differences and take care in the use of the LFA's facilities or services



- students will be considerate and respectful to the needs of fellow students, staff, tutors and visitors to the LFA
- students will comply with Government and LFA advice relating to Health & Safety of others, including any temporary requirements put in place
- students will comply with all reasonable verbal and written requests or instructions from LFA staff and tutors
- students will produce LFA ID cards for identification purposes when requested to do so by LFA staff and tutors
- students will behave and communicate in ways that do not unreasonably offend others and will conduct themselves appropriately in all forms of communication, including on-line, and social media. Examples of unreasonably offensive behaviours include using abusive or obscene language and engaging in any form of discriminatory behaviour
- students will act within the law and not engage in activity or behaviour that is likely to bring the LFA into disrepute
- students must inform the LFA of any criminal proceedings or convictions that they are involved in whilst a student.

The LFA considers the forms of inappropriate conduct that are set out below to constitute misconduct that is likely to lead to disciplinary action under *LFA Procedure 6.5 - Student Disciplinary*. The list should not be regarded as exhaustive:

- inappropriate, abusive, offensive, indecent, harassing, threatening or stalking behaviour against members of the LFA community or its visitors, including via social media
 - failure to respect the rights of others; discriminatory or abusive behaviour towards others, including on the basis of age, disability, gender, gender identity, pregnancy, maternity, race, religion, belief, or sexual orientation
 - causing, attempting or threatening to cause physical harm, injury, or mental distress, including where this was caused by controlling, coercive or threatening behaviour towards members of the LFA community or its visitors
 - any conduct which constitutes sexual violence or misconduct against members of the LFA community or its visitors
 - any behaviour which is intended to or is likely to disrupt teaching, learning, examinations, recreational activities or any other activities undertaken by or within the LFA
 - any conduct which adversely affects or puts at risk the safety, welfare or well-being of members of the LFA community or its visitors
 - damage to LFA property or facilities, whether caused intentionally or recklessly, or the use of property or facilities for unapproved purposes
 - possession or use of any illegal drugs, substances or offensive weapons on LFA premises or any of its events externally
 - complaints against the LFA or its community members which are vexatious in nature or there is evidence to suggest a false claim. For example, complaints motivated by malice or designed specifically to cause disruption, annoyance or to discredit an individual
 - any behaviour that interferes with the normal working of the LFA, or any of its facilities/services, or disrupts any of its students
 - failure to comply with a temporary suspension or restriction or with a penalty imposed under the LFA's regulations
 - any behaviour that damages, or has the potential to damage LFA's reputation.
- f. If a student feels they are a victim of inappropriate or unacceptable behaviour they have the right to use the *LFA Procedure 6.6 - Complaints*.
- g. There are various other LFA policies and procedures that apply to students and a breach of which will, where appropriate, constitute a breach of the Student Code of Conduct. These policies and procedures include (but are not limited to) those detailed in the following section - 4. Related procedures, internal and external reference points.



4. Related procedures, internal and external reference points

4.1 Related polices and procedures

- *LFA Procedure 3.1 - Student welfare and pastoral care*
- *LFA Procedure 3.2 - Safeguarding and Prevent*
- *LFA Procedure 3.3 - Inclusion*
- *LFA Procedure 3.4 - Learning resources*
- *LFA Procedure 3.5 - Sexual misconduct*
- *LFA Procedure 3.6 - Bullying and harassment*
- *LFA Procedure 5.6 - On-line learning Etiquette*
- *LFA Procedure 6.1 - Academic regulations*
- *LFA Procedure 6.2 - Academic misconduct*
- *LFA Procedure 6.5 - Student Disciplinary*
- *LFA Procedure 6.6 - Complaints*
- *LFA Equal Opportunities Policy*
- *LFA Freedom of Speech Policy*
- *LFA Drugs and Alcohol Misuse Policy*
- *LFA Health & Safety Policy*
- *LFA ICT Acceptable Use Policy*

Additional procedures may be issued if an identified need for further guidance or clarity emerges.

4.2 Relevant external reference points

- *UoD Student Code of Conduct*
- *UoD Academic Regulations, Policy and Procedures*

4.3 Relevant internal references

- *LFA Student Handbook*

