Procedure 6.5
Student Disciplinary

1. Introduction

Students of London Film Academy (LFA) are expected to abide by certain rules and regulations. This procedure aims to clarify the responsibilities of all parties and to set out 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 expected standard of behaviour. Where students breach rules, a notification of disciplinary action will be provided to the student and a copy will be recorded on the student record.

See also the following related and relevant procedure: *LFA Procedure 6.2 - Academic misconduct.*

2. Expectations of good student behaviour

LFA expects students to:

- recognise the diversity of LFA community and not discriminate against others on the basis of their age, ethnic origin, race, nationality, membership of a national minority, culture, language, religious faith or affiliation (or lack thereof), political affiliation or opinions (or lack thereof), gender, gender identity, sexuality, sexual orientation, marital status, caring or parental responsibilities, illness, disability, mental health status, medical condition, physical appearance, genetic features, parentage, descent, full or part-time student status, socio-economic background, employment status, trade union affiliation, spent or irrelevant criminal convictions
- act responsibly and honestly
- be considerate, respectful and courteous towards others
- behave in a respectful manner towards others so that they do not feel that they are being harassed or bullied
- abide by the law.

When attending classes or other LFA related activities such as on-location filming, students must follow the rules set out for academic activity.

This means:

- being punctual for all classes, assignments, meetings and other appointments
- informing the relevant person if they are going to be absent or delayed for an activity they are expected to attend
- acting upon the advice and assistance available on academic and other matters from Course Teams and tutors.

While in and around LFA, students must show respect for property, informing themselves of the Health and Safety procedures and following them.

This means:

- playing their part in maintaining security and being prepared to produce proof of identity when requested
- caring for the learning environment by respecting buildings, equipment and facilities
- recycling and disposing of waste responsibly
- showing consideration for others

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- ensuring that their online activity, including virtual learning environments, social networking sites (e.g. Instagram, Facebook, Twitter etc.), blogs or other web resources, refrains from causing offence and cannot be regarded as bullying or harassment
- respecting the right of freedom of speech.

3. Gross misconduct

Gross misconduct describes 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, but 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
- 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 disciplinary process
- any harassment or bullying of employees, tutors or students
- acts of incitement or actual acts of discrimination against employees, tutors or students on the grounds of sex, race, disability, religion, race, ethnic or national origin
- unauthorised possession of property belonging to LFA, its employees, tutors or students
- negligence and/or a failure to properly record or account for money or keys, stock, equipment or any other article for which a student is responsible, or which has been entrusted to them
- 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 and/or detract from LFA's good name and reputation
- serious or persistent breach of any LFA computer equipment, telephone or IT protocol.

Where students commit gross misconduct, they may be summarily expelled under LFA disciplinary process, with or without notice or refund of course fees.

BA/MA students should also refer to the University of Derby's Student Contract:
https://www.derby.ac.uk/welcome/digital-guide/terms-and-conditions/

4. Disciplinary process

It is the responsibility of all students to abide by LFA rules, regulations and expectations of behaviour. Where students fail to comply, LFA may invoke disciplinary procedures, which are as follows:

Verbal warning
A verbal warning by Course Leader and/or the Head of Course will often be the appropriate remedy for an isolated incident of minor misconduct that breaches the rules. Written confirmation of the verbal warning will be given to the student concerned and a copy placed in the student record.

Written warning

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A written warning by the Head of Courses is a more formal action, taken when a student has already been given a verbal warning and there is a further offence, or when the seriousness of the offence merits an initial written warning, despite no earlier disciplinary action being recorded against the student.

Final warning
This is given by the Joint Principal. 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 a student commit any further offence in contravention of the procedure whilst subject to a final warning or be found to have committed an offence of gross misconduct, the student may be summarily expelled by the Joint Principal.

5. Appeal against disciplinary decisions

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 made 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 considered by the Academic Board 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.

At the end of this process a Completion of Procedures (COP) Letter is issued to the student. This letter lets the student know they have reached the end of the LFA's internal process and there is no further avenue for the student internally.

6. Office of the Independent Adjudicator (OIA)

If students remain dissatisfied with the final outcome and all above are complete, they may request an independent review of their case by the Office of the Independent Adjudicator for Higher Education:

Office of the Independent Adjudicator
Second Floor Abbey Gate, 57-75 Kings Road, Reading RG1 3AB

Telephone: 01189 599813

Email: enquiries@oiahe.org.uk

Website: https://www.oiahe.org.uk/

Normally a student cannot complain to OIA without a COP letter.

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