Student Code of Conduct

Last approved: September 2024

Approved by: Academic Board

Next review due: September 2028

Introduction

This Code of Conduct applies to all students currently registered on a course at MetFilm School including its academic partners. It is designed to protect the rights of all members of the diverse community within MetFilm School – whether staff, students or their visitors – to participate freely in the purposes of the School, both formally and informally.

MetFilm School expects all staff, students and their visitors to show respect for one another in all aspects of their contact, to conduct themselves with due regard for their own legal responsibilities and in a way that preserves and enhances MetFilm School's good name and reputation.

This Code of Conduct applies to all students and their visitors. Any breach of this Code of Conduct will be taken seriously and, where deemed necessary, dealt with through MetFilm School Student Disciplinary Procedure. Sanctions against unacceptable behaviour will be applied consistently in the interests of everyone's learning, teaching and social experience.

By enrolling at MetFilm School, students confirm their agreement to comply with this Code and MetFilm School's Rules, Regulations, Codes, Policies and Procedures. Students are expected to keep themselves familiar with all such documentation relating to their enrolment on their course of study at MetFilm School, as they are updated from time to time.

Principles Forming the Basis of Acceptable Student Conduct:

- Students should conduct themselves in an orderly manner in their academic and recreational activities while they attend MetFilm School or engage in any related activity.
- Students are expected to respect and observe the Rules and Regulations (including all policies, procedures and codes) of MetFilm School.
- Students should respect the rights and privacy of other members of MetFilm School (staff and student) or any third parties at all times.

The general definition of 'Misconduct' under this Code is the improper interference, in the broadest sense, with the proper functioning or activities of MetFilm School, or those who work or study at MetFilm School, or action which otherwise damages MetFilm School.

Coverage of the Code

MetFilm School's jurisdiction over student conduct is not limited to its premises or solely within term-time and includes student's use of electronic and digital mediums, including social media. This means, for example, that behaviour off campus and during vacations, weekends, evenings, on placements and field trips and other activities may be taken into consideration. It also means that behaviour in a social setting (such as at an external event associated with MetFilm School, or on social media) may have consequences whether or not it takes place during normal opening hours.

Levels of Misconduct

MetFilm School's Student Disciplinary Procedure categorises non-Academic Misconduct by consideration of the severity of the Misconduct. There are a range of sanctions that may be applied based on the category of Misconduct. When aggravating factors are present, the category of Misconduct may be increased and, therefore, subject to more severe sanctions. Where mitigating factors are present, this may lead to the category

of Misconduct being reduced and, therefore, subject to less severe sanctions, or the category of Misconduct may remain the same but less severe sanctions permitted within that category may be applied.

Minor Misconduct involves allegations which, whilst serious in nature, do not seriously affect or cause serious damage to MetFilm School, its reputation or to its staff, students, visitors or other third parties. Minor Misconduct is considered less serious in nature but will warrant formal investigation and possible sanction.

Major Misconduct involves allegations that either do or have the potential to seriously affect or cause serious damage to MetFilm School, its reputation or to its staff, students, visitors or other third parties. Major Misconduct is considered more serious in nature and warrants investigation by a Disciplinary Panel Hearing and possible sanctions. These sanctions can include exclusion from MetFilm School and others that may impact on a student's academic progress.

Major Misconduct may also include instances where Minor Misconduct is frequent or repeated or the student fails to comply with disciplinary decisions or sanctions previously reached at lower levels or fails to comply with the terms of a Precautionary Measure.

Specific procedures for Minor and Major Misconduct are outlined in MetFilm School's Student Disciplinary Procedure.

Precautionary Measures

In cases where the alleged offence poses an actual or potential risk to members of MetFilm School's community or the integrity of any investigation, the Precautionary Measures procedures in MetFilm School's Student Disciplinary Procedure may be applied as a neutral and non-judgmental measure pending the outcome of any investigation into the alleged offence.

Academic Misconduct

Where the allegations against a Student are of Academic Misconduct, those allegations will be considered under either BIMM University's Academic Integrity Policy, If you are registered on a BIMM University awarded course, or the University of West London (UWL) Academic Regulations, if you are registered on a UWL awarded course.

Bullying & Harassment

Where the allegations against a Student relate to Bullying or Harassment, those allegations will be considered in accordance with MetFilm School's Bullying & Harassment Policy & Procedure.

Sexual Misconduct

Where the allegations against a Student are of Sexual Misconduct, those allegations will be considered in accordance with MetFilm School's Sexual Misconduct Policy.

Examples of Student Misconduct:

A Student may be deemed to have breached this Code of Conduct if they engage in any of the following examples (this list is indicative and not exhaustive).

A. Actions which cause actual or potential distress or harm to others:

1. Offences against the criminal law;
2. Verbal abuse or intimidation;
3. Causing distress to others through excessive and unacceptable levels of noise on Institute premises or in the local community;
4. Anti-social behaviour which causes distress to others and/or reputational harm and/or damage to MetFilm School's relationship with the local community;
5. Assault or causing physical harm;
6. Sexual violence and misconduct;
7. Threatening, offensive or indecent behaviour;
8. Acts of bullying, harassment or intimidation;
9. Theft, fraud, or deliberate falsification of records;
10. Possession, consumption or being under the influence of alcohol on any MetFilm School premises or external premises used for teaching or masterclasses;
11. Possession, consumption or being under the influence of and/or intent to supply controlled drugs;
12. Possession of an offensive weapon/firearm including imitation or replica products;
13. Multiple or repeated minor offences.

B. Actions which are likely to cause actual or potential damage to property of others:

1. Offences against the criminal law;
2. Causing minor damage to property;
3. Causing serious and deliberate damage to property;
4. Multiple or repeated minor offences.

C. Actions which disrupt the normal operations, and/or safe use of MetFilm School's facilities including, where applicable, reputational damage to MetFilm School, including:

1. Offences against the criminal law;
2. Causing distress to others through excessive and unacceptable levels of noise on Institute premises or in the local community;
3. Anti-social behaviour which causes distress to others and/or reputational harm and/or damage to MetFilm School's relationship with the local community;
4. Assault or causing physical harm;
5. Threatening, offensive or indecent behaviour;
6. Persistent acts of bullying, harassment or intimidation;
7. Theft, fraud, or deliberate falsification of records;
8. Possession, consumption or being under the influence of alcohol on any MetFilm School premises or external premises used for teaching or masterclasses;
9. Possession, consumption or being under the influence of and/or intent to supply controlled drugs;
10. Possession of an offensive weapon/firearm including imitation or replica products;
11. Multiple or repeated minor offences.

D. Actions which impede or interfere with the pursuance of work/study of members of MetFilm School, or impact on normal operations of MetFilm School:

1. Offences against the criminal law;
2. Failure to comply with explicit rules or regulations; e.g. unauthorised parties on Institute premises, smoking in non-designated areas, causing a disturbance in examinations;
3. Infringement of MetFilm School's Health & Safety rules, e.g. failure to vacate during fire alarms, lighting fires or barbecues in unauthorised areas, or tampering with safety equipment;
4. Refusal to respond to reasonable requests by relevant Institute staff, e.g. refusing to confirm identity when requested during the normal course of their duties, failure to attend a disciplinary meeting without good reason;

5. Causing distress to others through excessive and unacceptable levels on noise on Institute premises or in the local community;
6. Anti-social behaviour which causes distress to others and/or reputational harm and/or damage to MetFilm School's relationship with the local community;
7. Threatening, offensive or indecent behaviour;
8. Persistent acts of bullying, harassment or intimidation;
9. Possession, consumption or being under the influence of alcohol on any MetFilm School premises or external premises used for teaching or masterclasses;
10. Possession, consumption or being under the influence of and/or intent to supply controlled drugs;
11. Possession of an offensive weapon/firearm including imitation or replica products;
12. Persistent refusal to pay a fine or observe another penalty imposed following a disciplinary hearing;
13. Trespassing;
14. Multiple or repeated minor offences.

E. Engaged in fraud, deception or dishonesty in relation to MetFilm School or its staff or in connection with holding any office therein or in relation to being a student thereof.

F. Attempting to access and interfere with the security, integrity or privacy of any files or confidential material held by MetFilm School, its Staff, Students or third parties.

G. Provided misleading, fraudulent or untrue information in order to gain admission to MetFilm School or with regard to the determination of Fee Status or of financial support administered by MetFilm School, or failing to disclose or deliberately withhold information regarding previous criminal convictions or ongoing investigations that could risk further incrimination.

H. Portrayed themselves or provided inaccurate and/or misleading information about themselves or MetFilm School through any medium, including social networking sites, which is deemed to undermine the operation of MetFilm School or brings into question their suitability for continued registration on their course of study.

Any breach of this Code of Conduct will be treated as a Misconduct and dealt with under the Student Disciplinary Procedure, unless covered by another Policy or Procedure as specified in this Code of Conduct.