



BIMM
INSTITUTE

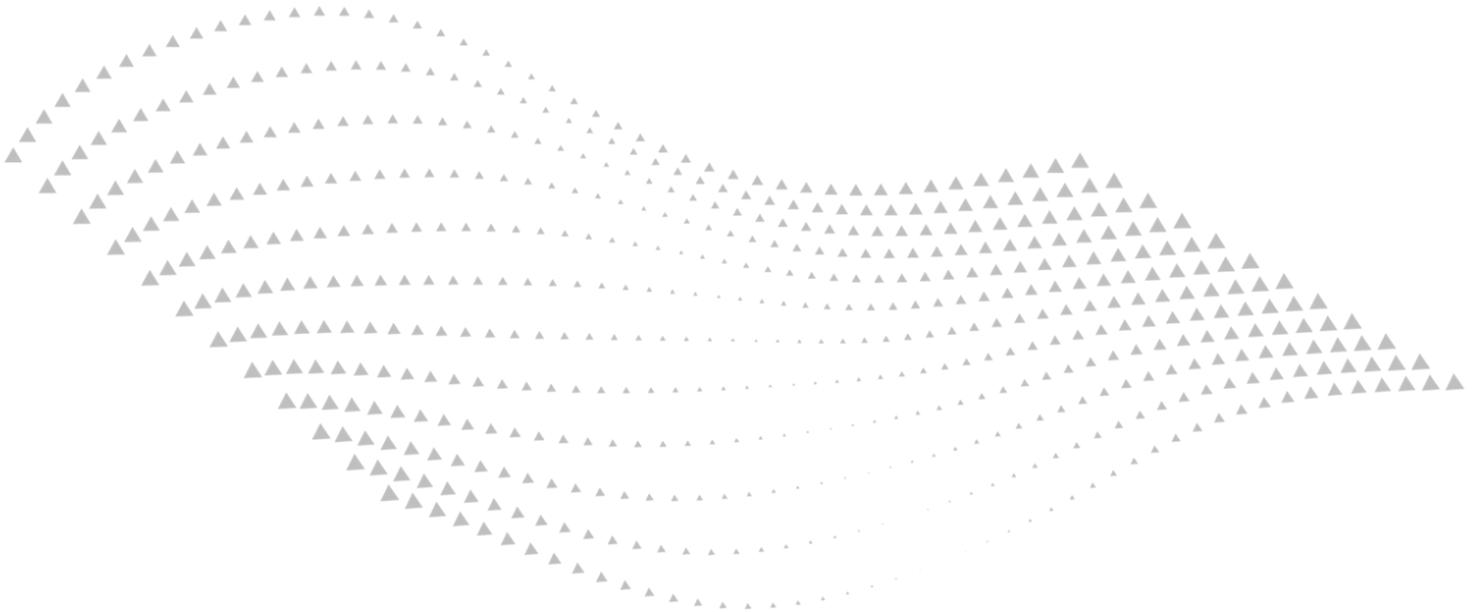


INSTITUTE FOR
CONTEMPORARY
THEATRE



PERFORMERS
COLLEGE

Student Code of Conduct



Last approved: September 2020

Approved by: Academic Board

Next review due: September 2024



Introduction

This Code of Conduct applies to all students currently registered on a course at BIMM Institute, the Institute of Contemporary Theatre or Performers' College (collectively referred to as "the Institute").

This Code of Conduct is designed to protect the rights of all members of the diverse community within the Institute – whether staff, students or their visitors – to participate freely in the purposes of the institution, both formally and informally.

The Institute 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 the Institute'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 the Institute's 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 the Institute, students confirm their agreement to comply with this Code and the Institute'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 the Institute, 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 the Institute or engage in any related activity.
- Students are expected to respect and observe the Rules and Regulations (including all policies, procedures and codes) of the Institute.
- Students should respect the rights and privacy of other members of the Institute (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 the Institute, or those who work or study at the Institute, or action which otherwise damages the Institute.

Coverage of the Code

The Institute'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 the Institute, or on social media) may have consequences whether or not it takes place during normal opening hours.



Levels of Misconduct

The Institute'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 the Institute, 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 the Institute, 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 the Institute 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 the Institute's Student Disciplinary Procedure.

Precautionary Measures

In cases where the alleged offence poses an actual or potential risk to members of the Institute community or the integrity of any investigation, the Precautionary Measures procedures in the Institute'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 the Institute's Academic Regulations.

Bullying & Harassment

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



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 the Institute'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 Institute premises or external venue used for teaching or masterclasses;
 - 11. Possession, consumption, 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 the Institute's facilities including, where applicable, reputational damage to the Institute, 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 the Institute'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 Institute premises or external venue used for teaching or masterclasses;
 - 9. Possession, consumption, 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 the Institute, or impact on normal operations of the Institute:



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 the Institute'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 the Institute'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 Institute premises or external venue used for teaching or masterclasses;
 10. Possession, consumption, 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 the Institute 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 the Institute, its Staff, Students or third parties.
- G. Provided misleading, fraudulent or untrue information in order to gain admission to the Institute or with regard to the determination of Fee Status or of financial support administered by the Institute, 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 the Institute through any medium, including social networking sites, which is deemed to undermine the operation of the Institute 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.