

Royal Academy of Dramatic Art Academic Regulations 2019-2020

Appendix 13: RADA Rules

These are some general Rules covering behaviour within the Academy which are not incorporated into other policies or regulations, or are included here to draw attention to them. Students should familiarise themselves with these general rules as well as with the Student Code of Conduct and examples of misconduct.

Personal conduct relating to staff and students

- 1 You are required to comply with the expectations of the Academic Regulations and Policies, including the Attendance Policy and Student Code of Conduct and any other guidance and policies published in your Course Document or the Student Handbook.
- 2 The Director of RADA must be informed of a name change for Equity and Spotlight registration.
- 3 Gambling is not permitted on RADA premises.
- 4 You must comply with the Attendance Policy and expectations about professional behaviour outlined in the Student Handbook and relevant Course Document.
- 5 Sexual relationships between staff (including visiting staff) and students may compromise the objectivity of the training and assessment process and are not permitted.

Health and Safety

- 6 You should acquaint themselves with RADA's full Health & Safety procedures (and listen when these are explained by staff).
- 7 RADA expects that everyone, students and staff, will maintain a safe environment for themselves and others by following working practices and, where needed, wearing appropriate protective clothing that meets health and safety regulations.
- 8 All accidents or injuries must be recorded in one of the accident books held at the reception desks at both sites.
- 9 You should sign in on arrival. This is used both to monitor attendance and also to check who is and is not potentially in the building in the case of an emergency.
- 10 Do not disable smoke detectors, even in a class. They are there for a reason.
- 11 Do not use the emergency exit doors in the Gower Street or Chenies Street building unless it is an emergency, or unless you have been given specific permission to use these routes, for example for access reasons.
- 12 Keep corridors and spaces clear of bags and personal items (and especially food). This maintains a safe and hygienic environment for everyone.

Eating and drinking

- 13 The Academy has provided designated areas where students may consume their own food and drink and this is not permitted elsewhere in the Academy. The designated areas are:
 - Gower Street: the link area on the ground floor and the Student Green room.
 - Chenies Street: the Student Common Room at the far end of the refectory.
- 14 Please do not use the foyer areas to consume food, or eat and drink on the steps of buildings. These should be kept clear for access and they are public areas of the buildings.
- 15 Only food or alcohol purchased at the RADA Bar may be consumed there. Alcoholic drinks purchased in the RADA Bar must not be consumed elsewhere. This is because the bar is a licensed premises and must comply with licensing regulations.
- 16 Consumption of alcohol or being under the influence of alcohol is not permitted during the teaching day, including when this extends into the evening (please see the Drugs and Alcohol Policy in the Student Handbook for further information).
- 17 Eating and drinking in any of the teaching rooms, rehearsal studios, theatres, or technical workshops is not permitted without the specific permission of the tutor/director.

- 18 Do not eat or drink in any RADA costumes. This is industry practice and also protects the costumes.

Smoking

- 19 RADA is a no smoking building and there are designated smoking areas outside the buildings.
20 The only designated smoking areas are:
– On Malet Street
– In the Chenies Street car park area
21 Actors must not smoke whilst in costume, except with the permission of the Head of Costume.

Use of buildings, rooms and property

- 22 You may only use RADA buildings and property in timetabled hours.
23 Respect the room booking system and do not use a room booked by someone else, or that you have not booked through our systems.
24 There is no access to Chenies Street roof, particularly through the window outside the Refectory, please know that if you do go out of this window, you will be suspended with immediate effect.
25 Respect our property and please do not misuse, break or deface any of RADA's buildings or property.
26 We restrict the use of lifts by students to maintain these in good working order. If you require dispensation because of an impairment (whether long or short-term), you can be given a lift pass/permission to use the lifts. Otherwise, use the stairs, it is good for your health and the environment!
27 The toilets in the RADA Bar are reserved for use by staff, visitors and bar patrons during the daytime. You may use them after 6pm.
28 All spillages or breakages in teaching studios or theatres should be reported to the receptionist immediately at the end of the class.
29 Students' personal property should be kept in their lockers and should be kept to a minimum. No bags, musical instruments, etc., should be left in the foyers of Gower or Chenies Street.
30 Students should hand valuables to the Stage Manager for safekeeping during a performance rather than leave them in the dressing room.
31 All lost property should be handed to Reception with details of when and where it was found. The Academy accepts no financial responsibility for the loss or theft of personal items. Students are advised to take personal insurance cover valuable items.

Use of the library

- 32 The library is a quiet space for study and the need for silence should be respected at all times.
33 Mobiles must be turned off and laptops/tablets should put in silent mode.
34 Books can only be borrowed by checking them through the issue desk, removing them without checking them out is theft.
35 You should return/renew your books usually within four weeks (check library guidance) and failure to do so will result in a daily fine.
36 Make sure you return books when the library is open and don't just leave them outside the library. If a book goes missing, you will be charged for its replacement.
37 No food or drink is allowed in the library.

Computing, media and technology

- 38 Misuse of RADA computer facilities such as the downloading of copyrighted or illegal material or accessing any material which might be regarded as sexually explicit or offensive or breach RADA's equal opportunities policy is a disciplinary offence.
39 Sending e-mails that might be construed as libellous, harassing or insulting using RADA's system is a disciplinary offence.

- 40 Accessing another individual's email is a breach of data protection and may be a disciplinary offence.
- 41 Photographing or videoing of classes (whether on a camera, phone or other electronic device) or the publicising any photographs/videos of RADA staff, students, or premises is not permitted, unless express consent is received from a senior member of staff.

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