

RADA Academic Regulations and Policies 2018-19

Appendix 1: Student Code of Conduct

How do we expect you to behave?

- 1 Treat people with courtesy, kindness and consideration. Remember that someone's experience of your actions or words is as real as your intention, so even if you do not intend to cause offence, you might do so if you are not mindful of how you speak to other people. What is 'banter' to you, might be sexual harassment to someone else.
- 2 Familiarise yourself with the Student Handbook, the Academic Regulations and Policies or any other rules and handbooks that relate to your particular course. Remember that even if you don't read them, they will still apply to you.
- 3 Turn up on time and follow RADA's protocols if you are likely to be late or you are unwell. We are strict but not unreasonable and these rules exist for the effective running of RADA and so that you establish good habits around timekeeping which will serve you well in your future profession.
- 4 Follow the health and safety guidelines. Theatre, studios and workshops are full of equipment which can be dangerous. Choreographed scenes (for example, fights) can go astray if proper guidance is not followed.
- 5 Be respectful of RADA property and that of fellow staff and students. This also means following guidelines about use of lifts and staircases to maintain the Academy in good working order for everyone.
- 6 Only eat, drink or smoke in the designated areas. You will be working with fragile costumes, props and equipment which could be ruined by your burger or juice. Again, you are being inducted into industry practices so be mindful of them.
- 7 Manage your own behaviour: we all get angry or frustrated. Don't take this out on other people or block RADA's rightful activities. Abuse, whether verbal or physical is a serious offence and will be treated accordingly.
- 8 Look at the list of misconduct and remember that RADA will always follow up complaints or allegations of misconduct. This is not an exhaustive list but gives some indication of what behaviour is unacceptable and the sanctions that can apply.
- 9 Be professional in your work at RADA. Your professional practice is part of how you are assessed in your work, or will contribute to a reference if your course is not assessed. If you are unprofessional, it will affect your performance, your marks and ultimately your own reputation.
- 10 If in doubt, just ask!

Misconduct: Types of offences, behaviours and sanctions

This is a description of types of behaviour which might be unacceptable in a student's general behaviour. Given the nature of acting, it is possible that some behaviours (for example, kissing or pushing) might be a part of training within an acting exercise or class (including voice, movement and associated disciplines), but the general principle of consent remains. Within that context a student is usually considered to be consenting to behaviour that might be otherwise unacceptable outside the class. Should any complaint or disciplinary action be brought, the context, as in all cases, may be relevant to determining whether misconduct has taken place.

Type of offence	Examples of unacceptable behaviour	Examples of sanctions (note these are all possible sanctions, they do not relate to the action on the same line in the 'Examples of unacceptable behaviour' box.
Physical misconduct	Pushing Pulling Hair Punching Kicking Slapping Shoving	Written apology Formal warning Conditions set to continue as a RADA student Suspension Expulsion
Sexual misconduct	Repeatedly following another person without good reason Making unwanted remarks of a sexual nature Sexual intercourse or engaging in a sexual act without consent Attempting to engage in sexual intercourse or a sexual act without consent Sharing private sexual materials of another person without consent Kissing without consent Touching through clothes without consent Inappropriately showing sexual organs to another person	Written apology Conditions set to continue as a RADA student Formal warning Suspension Expulsion
Offensive or Abusive Behaviour	Threats to hurt another person Abusive comments relating to an individual's protected characteristics (eg age, gender, race, see below for full list) Acting in an intimidating and hostile manner Repeatedly following another person without good reason Use of inappropriate language Repeatedly contacting another person (by telephone, email, text, on social media, or through a third party) against the wishes of the other person Distributing or publishing a poster, notice, sign or any other matter, which is offensive, intimidating, threatening, indecent or illegal Taking a photograph of a student or RADA employee, or a visitor to RADA, and distributing or publishing this image without permission	Written apology Conditions set to continue as a RADA student Formal warning Suspension Expulsion

	Distributing or publishing an existing photograph of a student or RADA employee, or a visitor to RADA, without permission	
Damage to property	Causing damage to RADA property, or the property of RADA students, employees or visitors to RADA.	Written apology Compensation for damage caused Conditions set to continue as a RADA student Formal warning Suspension Expulsion
Unauthorised taking or use of property	Misuse of RADA's property (for example computers, props or costumes) Unauthorised entry onto or unauthorised use of RADA's property Taking property belonging to another without permission	Written apology Compensation for damage caused Conditions set to continue as a RADA student Formal warning Suspension Expulsion
Causing a Health and Safety concern	Act/omission that did cause, or could have caused a health and safety concern on RADA premises or during RADA activities (for example, smoking cigarettes in non-designated areas). Act/omission that did cause, or could have caused, serious harm on RADA premises or during RADA activities (for example, disabling fire extinguishers or smoke detectors, failing to follow appropriate H&S procedures within the theatre, or possessing/supplying controlled drugs).	Written apology Compensation for damage caused Conditions set to continue as a RADA student Formal warning Suspension Expulsion
Operational obstruction	Improper interference with the activities of RADA (including academic, artistic, administrative and social) on RADA premises or elsewhere Improper interference with the functions, duties or activities of any student or employee of RADA or visitor to RADA. Act/omission/statement intended to deceive RADA Disruption of the activities of RADA (including academic, artistic, administrative and social) on RADA premises or elsewhere Disruption of the functions, duties or activities of any student or employee of RADA or visitor to RADA.	Written apology Compensation for damage caused Fine Conditions set to continue as a RADA student Formal warning Suspension Expulsion
Reputational damage	Behaviour that did damage, or could have damaged, the reputation of RADA	Written apology Fine Conditions set to continue as a RADA student Formal warning Suspension

		Expulsion
Commission of a criminal offence	Behaviour which constitutes a criminal offence, committed whilst on RADA premises Behaviour which constitutes a criminal offence, committed whilst engaged in RADA activities Behaviour which constitutes a criminal offence, which affects the functions, duties or activities of any student or employee of RADA , or any visitor to RADA. Behaviour which constitutes a criminal offence, which damages the reputation of RADA Behaviour which constitutes a criminal offence, which itself constitutes misconduct within the terms of this guidance document. Behaviour which is an offence of dishonesty, where the student holds an office of responsibility within RADA Failure to disclose a breach of the law/criminal conviction.	Formal warning Conditions set to continue as a RADA student Suspension Expulsion
Regulatory/procedural breach	Behaviour which has breached another RADA (or, as applicable, King's) Regulation, Procedure or Policy (for example IT acceptable use policy) Failure to comply with a previously-imposed penalty (other than non-payment of a fine)	Written apology Compensation for damage caused Fine Conditions set to continue as a RADA student Formal warning Suspension Expulsion

What are 'Protected Characteristics'

This is the terminology used in the Equality Act 2010 to describe certain attributes of people and we should not discriminate because of these characteristics. There are nine (listed in alphabetical order):

Age
Disability
Gender reassignment
Marriage and civil partnership
Pregnancy and maternity
Race
Religion or belief
Sex
Sexual orientation

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