

Code of Conduct

The following policy applies to:

BA (HONS) ACTING PROGRAMME FOUNDATION ACTING COURSE

1. **ATTENDANCE**

- a) Students must attend **all** classes, except in the case of **illness** or **urgent personal business** (UPB).
- b) In the case of illness, students must contact the Programme Administrator before 8.55 am on each day of absence. Messages cannot be sent via other students. Students wanting to leave the building during the working day due to illness must see the Programme co-ordinator to sign out.
- c) For periods of absence of longer than five consecutive days a medical certificate must be submitted for the Examination Board.
- d) Students taking more than 3 non-consecutive sick days, within any academic term, should note that their casting will be compromised.
- e) All Urgent Personal Business must be negotiated with the Programme Co-ordinator using a UPB request form in ADVANCE.
- f) Where a student has been unavoidably absent for an extended period, he/she may be asked to undertake a retrieval assignment, to retake appropriate units/module or where appropriate retake the entire year.
- g) Students must be present for 90% of each term, an attendance rate of less than 90% will result in the termination of studies.
- h) Where a student's attendance profile falls below 90% due to authorised absences (please see authorised absences) termination of studies may not be automatic but progression from one level to the next may be affected.

2. **LOCK OUT**

Students must be in the studio by 8:55am when the register will be taken. Students who are late **for whatever reason** will be excluded from the building for the entire day. They will **not be permitted to attend any classes** thereafter. This will be marked as an absence for the purpose of their attendance profile, and also will affect casting..

Being elsewhere in the building and losing track of time is not a valid excuse.

If students are running late, they **should not assume** they do not need to come to the building at all for that day. For example, if there are widespread travel problems, the course co-ordinator may "hold the door" at their discretion.

3. **CLASSES/TUTORIALS**

Students must be punctual in attending classes and tutorials. Students who are late/do not attend will be marked as absent from that class/tutorial. Students who are marked absent from classes or tutorials will face the disciplinary procedure for unprofessional conduct.

4. **DRESS CODE**

a) Students should attend classes appropriately dressed. If any of their clothes, footwear or accessories are deemed inappropriate or hazardous by the class tutor, they will be asked either to remove items, or if this is not practical, to leave the class. This will be treated as absent and students will face the disciplinary procedure for unprofessional conduct.

Individual tutors may make stipulations regarding appropriate clothing for their own classes. However, students must adhere to the following dress code for all voice & movement classes:

- Neutral colours - black, grey, navy, white
- Absolutely no patterns, prints or logos
- Hair – tied/ pinned back

Generally if it needs to be adjusted, pulled up or pulled down while you are wearing it, it is the wrong thing to be wearing to a class.

TROUSERS

- Made of material that has some stretch/ give
- No belts
- $\frac{3}{4}$ to full-length legs covered; however not so long that you trip over them
- No leggings/ tights with feet on them
- Well-fastened and secure (i.e. you do not need to pull them up to keep them up)
- Underwear not visible

TOPS

- T-shirts and vests – no midriff showing; cut below collarbone and above cleavage-line
- Bras need to be securely fitted
- Have a long-sleeved shirt to put on if necessary for the work (i.e. for floor work; if you get cold)
- No skirts/dresses

FEET

- Bare-foot, unless otherwise indicated by tutor.

b) Students are expected to be prepared for class and bring with them any equipment which they have been told is necessary. If inadequately equipped, students may be asked to leave the class, be marked as absent and will face the disciplinary procedure.

5. **STUDENT CO-OPERATION & RESPONSIBILITIES**

- a) Students should be professional, co-operative and courteous at all times. Any conduct which disrupts the smooth progress of a class, or obstructs the learning of another student, will be regarded as a disciplinary matter.
- b) Students may not attend classes other than those on their own timetable without express permission or invitation from a member of the teaching staff.
- c) Students are expected to maintain high standards of personal presentation and hygiene.
- d) Students attending classes while under the influence of alcohol or illegal substances will be asked to leave the premises immediately, and subsequently disciplined.
- e) Students may not smoke in any part of the building.
- f) Any student discovered in possession of controlled substances will be immediately excluded and subject to the disciplinary procedure.
- g) Students may not drink alcohol during the timetabled day. Arriving inebriated for classes will result in students facing the disciplinary procedure.
- h) Any student discovered in possession of an offensive weapon while on the premises (other than objects specifically authorised as props) will be immediately excluded and will be subject to the disciplinary procedure.
- i) Any student caught stealing or vandalising Academy or private property will be immediately excluded and subject to the disciplinary procedure.
- j) Any student convicted of a criminal offence, whether committed on or off the premises, must inform the Programme Director immediately. Failure to do so may result in disciplinary procedures at a later stage.
- k) Food or drink (other than water) may not be consumed in the studios.
- l) Chewing gum is not permitted in the studios.
- m) Students should treat all equipment with care, and keep spaces clean and tidy at all time. Students must leave the studios as they found them at all times. Damage to the building or equipment which is clearly due to carelessness will result in disciplinary procedures.
- n) Students should respect the privacy of staff offices and the staff room.
- o) Students should not bring any unauthorised person or persons onto the premises. All visitors should be signed in with the Programme Administrator, and signed out again on departure.
- p) Non-students are not allowed to participate in classes under any circumstances.
- q) Students on the BA Acting Programme are reminded that they are legally classed as adults, and that parents, guardians or other friends or family members should not attempt to negotiate with the Academy on their behalf. Academy staff will quite simply refuse to discuss matters relating to students or the Programme with anyone except the student him/herself. This includes 'ringing in sick', where, unless the illness is serious, we do not expect to receive calls from parents etc. Students involved in disciplinary or complaint matters are expected to seek help and advice from their student reps.
- r) Students are not permitted to use the staff car park without express permission from the Programme Co-ordinator
- s) Students must obtain permission before using any of the Academy spaces from the Programme co-ordinator.
- t) Students must obtain permission before using any of the Academy equipment and furniture from communal areas from the Programme Co-

ordinator, and ensure that it is returned immediately after the period for which it was borrowed.

u) Students are expected to refrain from any conduct, **within any media**, on or off the premises, which in any way brings the Academy into disrepute.

Doing so may result in disciplinary procedures. This includes any activity which may be defined as 'cyber bullying' according to the ICT Policy

v) All fees must be paid in advance each term.

w) No professional work may be undertaken by students until their third year, and then only if agreed by the Programme Director. Amateur work must not be undertaken.

7. **NON-COMPLETION OF ASSESSMENT**

a) Assessment deadlines are published deadlines agreed with the University, and these are non-negotiable. In exceptional circumstances (such as ill health or bereavement) the submission date for assignments may be extended, subject to prior approval. Applications for extensions of up to one week or more must be made in writing, by submitting the extension request form, which is available outside reception, to the Programme Director or Programme co-ordinator. Applications for extension must be made before the submission date, accompanied by a medical certificate in cases of illness or other relevant evidence. If approval is given, a new date for submission will be specified.

b) All written work must be submitted using the conventions laid out in the Written Work Guidelines.

c) If a student fails to submit work for assessment without good cause the Programme Director has the authority to deem the student to have failed that assessment and the retrieval/resubmission procedure will apply. (See Academic Regulations and Procedure 4.9: Non-completion of Assessment).

EQUAL OPPORTUNITIES

8. Students are expected to abide by the Equal Opportunities Policy. Any breach of these regulations will be regarded as a serious disciplinary matter, and will result in immediate exclusion from classes pending a disciplinary hearing.

The Academy reserves the right to up-date the Code of Conduct at any time and ask for students' signatures at the time of up-date.