

## Code of Student Discipline

### Preamble

1. The purpose of this Code is to provide for the determination of an allegation of an offence of misconduct against a student.

### Definitions

2. In this Code:

- 2.1 *Institute premises* means the premises occupied by the Institute and on which its activities are performed. If any doubt arises about the meaning of *Institute premises* as those to which this Code applies the Director shall resolve the matter and the Director's decision shall be final.
- 2.2 *Day* means a working day and excludes weekend days, public holidays and other days during which the offices of the Institute are not open for business.
- 2.3 *Suspension* and *exclusion* mean suspension or exclusion from the Institute with the effect that participation in academic activities connected with their course is prevented or curtailed as follows:
  - 2.3.1 Suspension involves the total prohibition on attendance at or access to the Institute and on any participation in Institute activities; but it may be subject to qualification, such as permission to attend for the purposes of an examination.
  - 2.3.2 Exclusion involves selective restriction on attendance at or access to the Institute or its facilities or prohibition on exercising the functions or duties of any office or committee membership in the Institute or the Students' Union, the exact details to be specified in writing.
- 2.4 Suspension shall be used only where exclusion from specified activities or facilities would be inadequate.
- 2.5 An order of suspension or exclusion may include a requirement that the student should have no contact of any kind with a named person or persons.
- 2.6 Suspension or exclusion pending a hearing shall not be used as a penalty. The power to suspend or exclude under this provision is to protect the members of the Institute community in general or a particular member or members and the power shall be used only where the Director is of the opinion that it is urgent and necessary to take such action. Written reasons for the decision shall be recorded and made available to the student.
- 2.7 Unless the contrary appears from the context, reference to a specific office holder where such office holder is unable to act, or is prevented from acting by the terms of the Code, shall include reference to a nominee, a deputy, or to the person acting in the office.

## **Misconduct which may be subject to proceedings under this code**

3. Misconduct that may be subject to proceedings and punishable under this Code is improper interference in its broadest sense with the proper functioning or work of the Institute, or activity which otherwise damages the Institute in any way including its reputation. The following paragraphs elaborate this general principle but not so as to derogate from its generality.

4. For the conduct in question to be characterised as misconduct it must in every case be shown to fall within the general definition in paragraph 3. It is open to a student facing an allegation of misconduct to argue that the conduct in question, whether or not falling within one or more of the following paragraphs, should not be treated as misconduct because it does not interfere or damage in the manner contemplated by paragraph 3.

5. The following shall (subject to the above) constitute misconduct:

- 5.1 disruption of, or improper interference with, the academic, administrative, social or other activities of the Institute, whether on its premises or elsewhere;
- 5.2 obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of the Institute or any authorised visitor to the Institute;
- 5.3 violent, indecent, disorderly, threatening or offensive behaviour or language (whether expressed orally or in any writing, sign or other visible representation including electronically) whilst on Institute premises or engaged in any Institute activity or while representing him/herself as being connected with the Institute;
- 5.4 distributing or publishing a poster, notice, sign or any publication which is threatening, abusive, insulting, or constitutes harassment or is otherwise illegal or makes others fear violence;
- 5.5 fraud, deceit, deception or dishonesty in relation to the Institute or its staff or in connection with holding any office in the Institute or in relation to being a student of the Institute;
- 5.6 action likely to cause injury or impair safety on Institute premises;
- 5.7 harassment of any student or employee of the Institute, or any authorised contractor or visitor to the Institute, on sexual, racial or disability grounds;
- 5.8 in accordance with the Institute's Equal Opportunities Policy, discrimination against, or harassment of, an employee or student on any of the grounds set out in sections (3) and (4) of Statute 3;
- 5.9 breach of any rule or code or regulation that provides for breaches to constitute misconduct under this Code, including the requirements of annex 2 to this Code;
- 5.10 damage to, or defacement of Institute property or the property of other members of the Institute community - including members of other colleges - caused intentionally or recklessly, or misappropriation of such property;
- 5.11 misuse or unauthorised use of Institute premises or items of property, including computer misuse;
- 5.12 conduct which constitutes a criminal offence (including conviction for an offence) where that conduct or the offence:

- 5.12.1 took place on Institute premises, or
- 5.12.2 affected or concerned other members of the Institute community, or
- 5.12.3 damages the good name of the Institute, or
- 5.12.4 itself constitutes misconduct within the terms of this Code, or
- 5.12.5 is an offence of dishonesty, where the student holds an office of responsibility in the Institute; or
- 5.12.6 is such as to render the student unfit to practice any particular profession or calling to which that student's course leads directly;
- 5.13 behaviour which brings the Institute into disrepute;
- 5.14 failure to disclose name and other relevant personal details to an officer of the Institute in circumstances when it is reasonable to require that such information be given;
- 5.15 failure to comply with a previously-imposed penalty under this Code.

6. Misconduct need not take place on Institute premises to be considered misconduct; misconduct may be committed by students attending another institution or on a work placement elsewhere, or taking part in sporting activities, or on an approved field trip or another activity in connection with a course.

#### **Persons to whom the Code applies**

7. This Code is applicable to every student registered as a student at the Institute, and to every other person whose access to or use of the Institute is as a student.

#### **Allegations of misconduct**

8. An allegation of an offence of misconduct by a student may be made in writing to the Academic Registrar by any student or member of staff or member of the University. The Academic Registrar shall make any enquiries that are appropriate at this stage before forwarding the allegation to the Director.

9. If the allegation of misconduct made against the student is, has been or could be subject to proceedings under a code of discipline made by another authority (e.g. another College) in respect of the same alleged offence the Director shall decide whether or not separate proceedings under this Code should be pursued, and, if proceedings should be pursued, when they should commence. The Director should consult the other authority before reaching a decision. Where an allegation is referred to the police the provisions of Annex 1 shall apply. Where it is believed that the alleged offence by a student may be related to a medical condition (including mental ill-health and substance (including alcohol abuse), the student may be required by the Director to be examined by a suitably qualified medical practitioner, who shall prepare a report for the Director.

#### **Suspension and exclusion pending a hearing**

10. A student who is the subject of an allegation of misconduct or against whom a criminal charge is pending or who is the subject of police investigation may be suspended or excluded by the Director pending disciplinary action or the verdict of a court. Suspension shall be used only where exclusion would be inadequate. Where the Director has delegated the power under this section, a full report shall be made as soon as possible to the Director of any suspension or exclusion under

this section.

11. No student shall be suspended or excluded unless the student has been given an opportunity to make representations in person to the Director. Where for any reason it appears to the Director that it is not possible for the student to attend in person, the student shall be entitled to make written representations.

12. In cases of great urgency, the Director is empowered to suspend a student with immediate effect, provided that the opportunities mentioned in the preceding paragraph are given and the matter reviewed within five days.

13. A decision to suspend, or exclude from academic activities associated with the student's programme of study (other than removal of borrowing facilities from a library), shall be subject to review, at the request of the student, where it has continued for four weeks. Such a review will not involve a hearing or submissions made in person, but the student shall be entitled to submit written representations. The review will be conducted by the Director where the decision to suspend or exclude was made by someone else, and by the Deputy Director where the decision was made by the Director.

### **Decision of the Director**

14. The Director may call for further information and unless the matter is dismissed forthwith will arrange for the student to receive a copy of this Code and normally hold a preliminary interview with the student. The Director may:

- 14.1 dismiss the allegation, in which case the matter shall be terminated;
- 14.2 rule that no further action be taken, but such a ruling shall not preclude informal action such as issuing a caution or warning;
- 14.3 refer the matter back for local determination, subject to the consent of the student;
- 14.4 conduct a hearing of the allegation as provided below;
- 14.5 refer the allegation for hearing by a Disciplinary Committee.

15. The Director shall give a decision under paragraph 14 to the student, to the person who made the allegation, and to the Academic Registrar either orally (in which case it shall be confirmed in writing), or in writing within three days. The written communication shall set out: the alleged offence, the decision, the reasons for the decision if the allegation is dismissed or if no further action is to be taken, and any informal action under paragraph 14.2.

16. If the allegation of misconduct is solely concerned with alleged examination offences the matter shall normally be dealt with under the applicable regulations.

### **Hearing by the Director**

17. A hearing by the Director shall normally be conducted in private. The student shall be given written notice in advance of the allegation, together with a copy of this Code and any evidence produced. The Director and the student shall inform each other of the names of any witnesses either proposes to call.

18. During the hearing:

- 18.1 the Director shall be assisted by another senior member of staff;

- 18.2 the student may be assisted or represented by any person other than a legally-qualified person;
- 18.3 the Director shall give the student any further evidence produced since notice of the allegation was given, and provide an opportunity for the student to answer the allegation, and to question any witnesses who appear in person;
- 18.4 the student may request that witnesses be called, in which case the Director may question them.

19. At any time the Director may terminate the proceedings and refer the allegation for hearing by a Disciplinary Committee, in which case the Director may suspend the student from attendance at the Institute, or impose any other reasonable restrictions on the student pending the hearing of the allegation by the Disciplinary Committee.

20. Following a hearing, the Director may:

- 20.1 dismiss the allegation, in which case the matter shall be terminated; or
- 20.2 find the allegation proved, in which case the Director may impose one or more of the following penalties:
  - 20.2.1 a warning and/or a reprimand;
  - 20.2.2 a fine not exceeding £250;
  - 20.2.3 compensation in respect of damage to property or injury to the person not exceeding £500. The compensation is to be paid to the Institute or to the owner or possessor of the property damaged or to the person injured, as the Director shall decide;
  - 20.2.4 prohibition from holding any office, or a particular office, including committee membership, in any body or society in the Institute permanently or for a set period;
  - 20.2.5 exclusion from prescribed Institute facilities (including borrowing from Libraries) for a period of no more than six calendar months, such facilities to be prescribed by the Director, but not including exclusion from attendance at lectures, classes, tutorials and other activities immediately connected with the student's programme of study;
  - 20.2.6 suspension from the Institute for a period of not more than three calendar months. Suspension shall prevent the student from entering Courtauld premises or making use of any Courtauld facilities or participating in any Courtauld activities unless varied by such terms and conditions as the Director may prescribe.

21. In fixing any financial penalties under paragraph 20, the Director shall have regard to the means of the student and may allow time to discharge the penalty or order the sum to be paid in prescribed instalments.

22. At the end of the hearing, the Director shall give a decision to the student and to the Academic Registrar either orally (in which case it shall be confirmed in writing), or in writing within three days. The written communication to the student shall set out: the offence, the decision, the reasons for the decision and any penalty.

## **Disciplinary Committee**

23. A Disciplinary Committee shall consist of three members: the Director or the Director's nominee, who shall chair the Committee; one member of the academic staff drawn by lot from the Academic Board; and one student drawn by lot from the Institute Students Union. Where it is believed that the alleged offence by a student may be related to a medical condition (including mental ill-health and substance (including alcohol) abuse) the Director may appoint a further member as appropriate, normally a member of the staff of a school of medicine in the University of London; in the event of a tied vote in a Committee so constituted, the Chairman shall have a second and casting vote.

24. No person who has close personal connection with the student due to appear before the Committee, or with the alleged offence or the complainant, shall be eligible for appointment to the Committee.

25. The absence of the duly appointed academic member or student member of the Disciplinary Committee shall not invalidate the hearing. If, between the time of the appointments to the Committee and the date of the hearing, the Chairman learns that one or more of the other members will not be able to attend or is not eligible to be a member, the Chairman shall be empowered to appoint other members in the same way in their place.

26. The Academic Registrar shall act as Secretary to the Disciplinary Committee.

27. The Disciplinary Committee shall meet as soon as is reasonably practicable to consider an allegation referred to it. At least 10 days before the date for the hearing, the Secretary shall send the student a copy of this Code, together with copies of all relevant documents to be presented at the hearing. At least three days before the date of the hearing the student shall inform the Secretary of any documents that the student intends to rely on at the hearing, and shall provide copies of them to the Secretary at least three days before the hearing. The Chairman has discretion to allow the student additional time in which to produce documents, but there shall be no appeal from a refusal to allow additional time. The Director and the student shall at least three days before the hearing inform each other of the names of any witnesses either proposes to call.

28. The hearing shall be held in private. During the hearing:

- 28.1 the Student may be assisted or represented by any person other than a legally-qualified person;
- 28.2 the allegation shall be presented to the Committee by the Academic Registrar or such other person as the Academic Registrar may designate;
- 28.3 the Academic Registrar may call as witnesses persons who can give relevant evidence. The student or the student's representative may question the witnesses and, if so, the Academic Registrar may ask further questions;
- 28.4 the student or the student's representative may call as witnesses persons who can give relevant evidence. The Academic Registrar may question the witnesses, and if so, the student or the student's representative may ask further questions;
- 28.5 if a witness is likely to be in distress, the Committee may permit the witness to be accompanied by any person, but that person shall not participate in the proceedings in any way;
- 28.6 the Academic Registrar may question the student, and the student and/or the student's representative may question the Academic Registrar;

- 28.7 the student or the student's representative may address the Committee for a reasonable period of time;
29. If the allegation is upheld by the Committee, it shall then immediately proceed to consider the question of penalty. The student shall have the right to provide an oral and/or a written statement in explanation or mitigation of the penalty and may, with the permission of the Committee, call witnesses in support.
30. The Secretary shall record the decision of the Committee and any penalty imposed.
31. Any matter with regard to the hearing of these proceedings not covered by this Code shall be decided by the Committee, whose decision shall be final.
32. At the end of the hearing, the Committee shall give its decision to the student and to the Academic Registrar either orally (in which case it shall be confirmed in writing), or in writing within five days. The written communication to the student shall set out the offence, the decision, the reasons for the decision and any penalty.
33. On finding an allegation of an offence of misconduct proved, the Disciplinary Committee may impose one or more of the following penalties:
- 33.1 reprimand;
  - 33.2 warning;
  - 33.3 fine of not more than a maximum amount to be determined by the Council from time to time. Until revised by the Governing Board the maximum fine for a single offence shall be £1,000.
  - 33.4 payment of compensation in whole or part in respect of damage to property or injury to the person. The compensation shall be paid to the Institute, or to the owner or possessor of the property damaged, or to the person injured, as the Committee shall decide;
  - 33.5 prohibition on holding any office, or any particular office, including committee membership in any body or society in the Institute;
  - 33.6 exclusion from prescribed Institute premises or facilities (including borrowing from libraries) for a period of up to one year, such facilities to be prescribed by the Committee, but not including exclusion from attendance at lectures, classes, tutorials and other activities immediately connected with the student's course of study;
  - 33.7 suspension of registration for a period of up to one year. Suspension shall prevent the student from entering Institute premises or making use of any Institute facilities or participating in any Institute activities unless varied by such terms and conditions as the Committee may prescribe.
  - 33.8 expulsion, which shall permanently prevent the student from entering Institute premises and facilities or making use of any Institute facilities or participating in any Institute activities and meaning termination of registration.
  - 33.9 where it is believed that the offence by a student is related to a medical condition (including mental ill-health and substance (including alcohol) abuse), the requirement to withdraw, temporarily or permanently, from the Institute on account of the student's ill health. In the event of the student being required to withdraw permanently, the student's registration shall be terminated.

34. Before deciding the penalty to be awarded, account shall be taken of the effect on the student's ability and eligibility to take an examination and any measures taken pending hearing (such as suspension or exclusion).

35. In fixing any financial penalties, the Committee shall have regard to the means of the student and may allow time to discharge the penalty, or order the sum to be paid in prescribed instalments.

36. The penalty or penalties may take immediate effect or come into effect at some future date or after some stated future event (e.g. any further offence).

37. In imposing a penalty on a student pursuing a course leading to professional practice, the Committee shall, if appropriate, have regard to the relevance of the misconduct in relation to the student's fitness to be professionally registered and may in this connection seek appropriate advice.

38. A student who has been excluded or expelled from the Institute by the Disciplinary Committee shall also be required to vacate any University-owned or administered residential accommodation.

## **Appeals**

39. A student against whom an allegation of misconduct has been upheld may appeal in writing, addressed to the Secretary and Registrar, within seven days of the date of the written notification of the decision, on one or more of the following grounds which shall be specified in the letter of appeal:

39.1 that the penalty imposed was not available under the provisions of this Code;

39.2 if after a hearing by the Director a penalty has been imposed which is listed in paragraph 20.2, or after a hearing by the Disciplinary Committee a penalty has been imposed which is listed in paragraphs 33.3 to 33.9, that the penalty was excessive or inappropriate, except that there shall be no appeal where the financial penalty imposed was £50 or less.

39.3 that if the Disciplinary Committee has imposed a penalty listed in paragraphs 33.5 to 33.9:

39.3.1 there was a procedural irregularity or a failure to observe the provisions of this Code in the hearing before the Disciplinary Committee; it shall be for the Appellate Committee to determine whether any irregularity or failure to observe the provisions of the Code brings into question the decision of the original hearing; or

39.3.2 the conclusions of the Disciplinary Committee cannot, having regard to the evidence adduced, be reasonably sustained. Fresh evidence may be advanced in support of an appeal only where it could not reasonably have been made available at the time of the original hearing.

40. The appeal shall immediately be referred to an Appellate Committee constituted in accordance with paragraph 41 of this Code; the Appellate Committee shall meet as soon as is reasonably practicable and normally not more than four weeks from the receipt of the notice by the Secretary and Registrar of the student's intention to appeal.

41. An Appellate Committee shall consist of an Appointed member of the Governing Board nominated by the Chairman of the Governing Board who shall, where possible, nominate a person with legal or judicial experience. This person shall hear and determine the appeal alone,



except where the Chairman of Council, at the Chairman's discretion, having regard to the advice of the Appointed member of Council appointed to the Committee, decides to appoint also one academic member of staff (drawn by lot from the members of the Academic Board and one student (nominated by the President of the University of London Union) to membership of the Appellate Committee. No person who has close personal connections with the student due to appear before the Appellate Committee, or with the alleged offence or the complainant, or who has been involved with a Hearing or the proceedings of the Disciplinary Committee in relation to the student, shall be eligible for appointment to the Appellate Committee. Where the offence is believed to be related to a medical condition (including mental ill-health and substance (including alcohol) abuse), the Appellate Committee shall sit with a registered medical practitioner who shall normally be a member of the staff of a school of medicine in the University.

42. The secretary to the Appellate Committee shall be an employee of the Institute or of another college of the University who has no previous connection with the student or the offence, nominated by the Chairman of the Governing Board.

43. Where the Appellate Committee is constituted to include three persons, the absence of one member of the Committee shall not invalidate the hearing provided that it is not the Chairman. If, between the time of the appointments to the Appellate Committee and the date of the hearing, the Chairman of the Appellate Committee learns that one or more of the appointed members will not be able to attend the proposed hearing, the Chairman shall be empowered to substitute other members in accordance with the requirements of paragraph 37.

44. The hearing shall be held in private. It shall be limited to the grounds stated in the student's letter of appeal, and shall not take the form of a re-hearing of the original allegation. During the hearing:

- 44.1 the student may be assisted or represented by any person who is not legally qualified;
- 44.2 the Committee shall have before it copies of all papers which were before the Director or the Disciplinary Committee, including the written statement sent to the student of the offence, the decision, the reasons for the decision and the penalty;
- 44.3 neither party shall be entitled to submit fresh evidence to the Appellate Committee except to establish or rebut matters of fact found by an earlier hearing. Where such new evidence has become available since the hearing before the Disciplinary Committee the Appellate Committee may receive such evidence if it is satisfied that there is reasonable explanation for the failure to advance such evidence before the Disciplinary Committee. If such new evidence is admitted, it shall be treated in the same procedural manner as evidence presented to the Disciplinary Committee and the Appellate Committee may call witnesses in relation to that new evidence. The Appellate Committee may also call the chairman of the Disciplinary Committee as a witness. The Institute representative and the student's representative presenting the case to the Appellate Committee shall be notified in advance of the hearing of any new evidence and witnesses to be called;
- 44.4 where additional evidence is allowed, and there are circumstances in which a witness is likely to be in distress, the Appellate Committee may permit the witness to be accompanied by any person, who shall not participate in the proceedings in any way;
- 44.5 the Academic Registrar shall attend the hearing and participate as appropriate;

- 44.6 the student or the student's representative may address the Committee, in which case the Academic Registrar may reply;
- 44.7 the secretary to the Appellate Committee shall record the decision of the Committee;
- 44.8 any matter with regard to the hearing of these proceedings not covered by this Code shall be decided by the Appellate Committee, whose decision shall be final. If the Appellate Committee does not include a person with legal or judicial experience, the Committee may request the attendance of such a person to advise on procedure.

45. The Appellate Committee may dismiss or allow the appeal, or substitute such other finding of misconduct as it sees fit, or may vary the penalty, but may not impose a penalty of greater severity (in the opinion of the Appellate Committee) than that originally imposed.

46. At the end of the hearing, the Appellate Committee shall within five days communicate its decision to the student and to the Director either orally (in which case it shall be confirmed in writing) or in writing. The communication shall state the offence, the decision and penalty appealed from, the decision of the Appellate Committee, the reasons for the decision and any penalty.

47. The decision of the Appellate Committee is final.

#### **Re-admission after expulsion**

48. No student who has been expelled following proceedings under this Code shall be re-admitted at any time, save with the express permission of the Governing Board.

#### **Reports to the Governing Board**

49. Decisions under this Code of the Director, the Disciplinary Committee and the Appellate Committee shall be reported to the Governing Board as reserved areas of business.

# Annex 1

## Policy in Respect of Offences that are also Criminal Offences

### Reporting criminal offences to the police

1. In taking a decision about whether or not an alleged offence by a student should also be reported to the police, officers shall be guided by this section, by the *Notes of Guidance on Student Disciplinary Procedures* issued by the Committee of Vice-Chancellors and Principals and any further guidance which the Director may issue from time to time.
2. In the case of an alleged offence which would constitute a serious offence under the criminal law if proved in a court of law, a decision shall be taken about whether or not the alleged offence should also be reported to the police. It shall be assumed for the purpose of deciding if an alleged offence is serious or not that serious offences include those that would be likely to attract a custodial sentence on conviction, and those (in England and Wales) that are triable only on indictment in the Crown Court. Criminal offences defined as 'not serious' may include, but are not restricted to, for example, minor assault or damage to property.
3. Minor offences need not be reported. Allegations of serious offences which are against property or where there is no victim shall normally be reported to the police.
4. Where there is a victim of an offence, the victim must be encouraged to report the matter to the police. Any person may report the offence on their behalf with their consent, but if the victim declines to report it or will not permit it to be reported, an officer of the Institute shall only in exceptional circumstances make a report against their wishes. Exceptional circumstances include the possibility of the alleged victim or others being exposed to risk if the matter is not reported (for example if violence has allegedly been used and there seems a risk of it being repeated) or if there have been similar allegations in the past or if the assault was so serious that the victim is unable to make a decision.
5. Referrals to the police by officers of the Institute must be reported immediately to the Director.

### Disciplinary Proceedings

6. In the case of serious offences under the criminal law, no action (other than suspension or exclusion) may be taken unless the matter has been reported to the police and either prosecuted or a decision not to prosecute has been taken, at which time a decision will be taken on whether disciplinary action should continue or be taken.
7. Where the offence under the criminal law is judged to be not serious, disciplinary action may continue, but may be deferred pending police investigation or prosecution.
8. The following procedures apply where the alleged offence would also constitute an offence under the criminal law if proved in a court of law:
  - 8.1 the Institute may proceed against a student under the Code of Student Discipline in respect of an offence even if that offence has already been the subject of criminal prosecution whether or not the student has been found guilty in a public court, but the court's penalty, if any, shall be taken into consideration in determining a penalty peculiar to the Institute;
  - 8.2 in an proceedings under the Code a conviction shall be taken as evidence of the misconduct and shall be open to challenge only to the extent that the student

disputes that he or she was the person convicted.

- 8.3 A student convicted in a criminal court and sentenced to imprisonment for 12 months or more shall be deemed to have withdrawn from the Institute and may be re-admitted only with the permission of the Director.

## **Annex 2**

### **Guidelines governing posters, notices, temporary signs, the distribution of literature and communications**

1. Notice boards are provided for the display of posters, notices and temporary signs. If a person, office or organisation is designated as responsible for the notice board permission must first be obtained from them before displaying notices. Except for official Institute and departmental notices for which no permission is needed, permission to display will normally be granted only to students representing recognised Institute or university groups, societies or other organisations.
2. Display on doors, walls and other surfaces is restricted to safety or emergency notices.
3. Permission must be obtained before displaying loose material, such as booklets and pamphlets; permission may not be granted if there is no suitable place for display.
4. Display material should normally be presented in the English language, and must be easily removable without cost or damage.
5. All material on display, whether single-sheets, pamphlets or booklets, must contain the name of the individual or group responsible for its promulgation and in the case of a group, the name and address of a member or officer who takes personal responsibility for the display.
6. Except when agreed in advance, material displayed in, on, or fixed to, Institute premises becomes the property of the Institute, and the Institute reserves the right for its officers to remove and dispose of it without warning. Material displayed in contravention of these rules may be removed, and those responsible for the display may be required to pay for the cost of removal and any repairs to surfaces, or (at the discretion of the Institute) for storage until disposal or collection.