

The Courtauld

The Courtauld Institute of Art Code of Student Misconduct

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1.1 Introduction

As members of The Courtauld community, students are expected to adhere to the regulations, procedures and policies of The Courtauld, to show respect for the persons within and for the property of The Courtauld community, and to behave in a way that does not interfere with the proper functioning or activities of The Courtauld. Where there is reason to believe that the behaviour of a student falls below the expected standards set out in this policy and/or where regulations and procedures have been broken procedures under the Code of Student Misconduct will be instigated. This procedure extends to alleged misconduct by a student occurring on Courtauld premises or off Courtauld premises (including via electronic means, such as email and social media) where the alleged victim is The Courtauld itself or a member of The Courtauld community, or a visitor to The Courtauld or to alleged misconduct occurring during Courtauld activities (including field trips).

Under the Code of Student Misconduct there will be a presumption of innocence until a case can be fully considered.

The Courtauld will do all in its power to limit the disclosure of information whilst considering an investigation, in accordance with the Human Rights Act 1998, the General Data Protection Regulations, the Freedom of Information Act 200, and any other relevant legislation.

The Courtauld may take safeguarding steps to ensure the fairness of an investigation, and to ensure the safety of all members of The Courtauld's community.

1.2 Scope and Purpose

This policy applies to all students studying at The Courtauld (undergraduate, postgraduate taught and postgraduate research).

1.3 Duty to make reasonable adjustments

The Courtauld will take into consideration its duties under the Equality Act 2010 and make reasonable adjustments for disabled students under these regulations. This includes taking into consideration requests for reasonable adjustments to these procedures. If a student states the behaviour giving rise to the disciplinary concern is related to their disability, The Courtauld may consider carefully whether to proceed with disciplinary action under these regulations, or to refer the student to support under other regulations, policies and procedures.

1.4 Misconduct which may be subject to proceedings under this code

Misconduct that may be subject to proceedings and under this Code is improper interference in its broadest sense with the proper functioning or work of The Courtauld, or activity which otherwise damages The Courtauld in any way including its reputation.

The following constitute misconduct:

1. Disruption of, or improper interference with, the academic, administrative, social or other activities of The Courtauld, whether on its premises or elsewhere.
2. Obstruction of, or improper interference with, the functions, duties or activities of any

student, member of staff or other employee of The Courtauld or any authorised visitor to The Courtauld.

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 Courtauld premises or when engaged in any Courtauld activity or while representing their self as being connected with The Courtauld.
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. Fraud, deceit, deception or dishonesty in relation to The Courtauld or its staff or in connection with holding any office in The Courtauld or in relation to being a student of the Institute.
6. Action likely to cause injury or impair safety on Courtauld premises.
7. Harassment of any student or employee of The Courtauld, or any authorised contractor or visitor to The Courtauld, on sexual, racial or disability grounds.
8. In accordance with The Courtauld'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.
9. Damage to, or defacement of Courtauld property or the property of other members of The Courtauld community - including members of other colleges - caused intentionally or recklessly, or misappropriation of such property.
10. Misuse or unauthorised use of Courtauld premises or items of property, including computer misuse.
11. Conduct which constitutes a criminal offence (including conviction for an offence) where that conduct or the offence:
 - Took place on Courtauld premises.
 - Affected or concerned other members of The Courtauld community.
 - Damages the good name of The Courtauld.
 - Itself constitutes misconduct within the terms of this Code.
 - Is an offence of dishonesty, where the student holds an office of responsibility in The Courtauld.
 - Is such as to render the student unfit to practice any particular profession or calling to which that student's course leads directly.
12. Behaviour which brings The Courtauld into disrepute.

13. Failure to disclose name and other relevant personal details to an officer of The Courtauld in circumstances when it is reasonable to require that such information be given.
14. Failure to comply with a previously-imposed penalty under this Code.

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

1.5 Persons to whom the Code of Student Misconduct applies

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

Where a student is registered on an intercollegiate module The Courtauld will notify the home institution under that agreement that it has instigated misconduct proceedings against the student. All cases of academic misconduct will be dealt with under the relevant procedure for the institution delivering that module. In cases of non-academic misconduct, the following will apply:

1. Where The Courtauld is the Host Institution it may deal with the misconduct under these regulations if the misconduct took place on Courtauld premises and falls within the scope of these regulations. However, the Home Institution may conduct a further review under its procedures if The Courtauld removes the student from the intercollegiate module. This review cannot change the outcome that the student has been removed from the intercollegiate module.
2. Where The Courtauld is the home Institution it will not conduct a misconduct investigation if it took place at the Host Institution's premises. However, it will do so if the misconduct took place at any other location which falls within the scope of these regulations.
3. Where the Host Institution has conducted an investigation under its procedures The Courtauld will request right to conduct a review under these regulations where a student has been removed from the programme. However, The Courtauld will not be able to reinstate the student on the intercollegiate module at the Host Institution. The Academic Registrar will conduct a review to decide whether any further action is necessary under these regulations.

2.1 Allegations of misconduct and preliminary enquiry

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 Courtauld. The Academic Registrar will conduct a preliminary enquiry. It may be deemed necessary to conduct an interview with the student(s) against whom the allegation, which should normally be held within 5 working days of receipt of the allegation by the Academic Registrar. However, the student will not be obliged to make a statement or give any explanation.

A student facing a charge of misconduct may be accompanied at any point in the proceedings by another Courtauld member or by a representative of The Courtauld

Student's Union. Disabled students may also be accompanied by a support worker e.g., sign language interpreter or mental health worker/disability adviser as appropriate to their needs. Any reasonable adjustments should also be considered. Proxies for students shall not normally be allowed.

On completion of the preliminary enquiry the Academic Registrar will determine whether:

1. There is insufficient evidence to form the basis of a charge of misconduct.
2. There is sufficient evidence to form the basis of a charge of minor misconduct.
3. There is sufficient evidence to form the basis of a charge of major misconduct.

The Courtauld defines major misconduct as an offence which is sufficiently serious enough that it calls into question the student's registration. Instances of major misconduct may also include, but are not limited to:

- Repeated or persistent minor offences
- Multiple concurrent minor offences
- Refusal to comply with a penalty imposed under this procedure

In all cases where the gravity of the offence appears to warrant it, or the appropriate penalty may be beyond the limit for a minor offence, the Academic Registrar may refer a case to a Misconduct Committee.

If the Academic Registrar determines there is insufficient evidence to form the basis of a charge of misconduct, that decision will be sent in writing to the student within 10 working days of receipt of the allegation by the Academic Registrar.

If the Academic Registrar determines that there is sufficient evidence to form the basis of a charge of misconduct which constitutes a minor infringement, the Academic Registrar may, at their discretion, issue a penalty to the student detailing in writing the allegations that have been made, informing the student that no further formal action will be taken but that a record of the offence and penalty shall be placed on the student's record. The student can contest the allegations and penalty within 10 working days of notification by the Academic Registrar, in which case the Academic Registrar will refer the matter to a Misconduct Committee for consideration.

At this stage of the procedure the penalties issued may include:

- A warning and/or a reprimand.
- Compensation in respect of damage to property or injury to the person not exceeding £500. The compensation is to be paid to The Courtauld or to the owner or possessor of the property damaged or to the person injured, as the Academic Registrar shall decide.
- 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.

- Exclusion from prescribed Courtauld facilities (including borrowing from Libraries) for a period of no more than six calendar months, such facilities to be prescribed by the Academic Registrar, but not including exclusion from attendance at lectures, classes, tutorials and other activities immediately connected with the student's programme of study.

In fixing any financial penalties the Academic Registrar 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.

If the Academic Registrar determines that there is sufficient evidence to form the basis of a charge of misconduct which constitutes a major infringement, the matter will be referred to a Misconduct Committee.

The Academic Registrar will give a decision to the student in writing within 10 working days of receipt of the allegation. The written communication to the student shall set out the offence, the decision, the reasons for the decision and any penalty.

Where it is believed that the alleged offence by a student may be related to a medical condition (including mental ill-health and substance abuse, including alcohol abuse), the student may be referred to the Wellbeing Manager and required by the Academic Registrar to be examined by a suitably qualified medical practitioner, who shall prepare a report for the Academic Registrar.

2.2 Suspension and exclusion pending an enquiry

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 Dean and Deputy Director pending action or the verdict of a court. Suspension shall be used only where exclusion would be inadequate. Where the Dean and Deputy Director has delegated the power under this section, a full report shall be made as soon as possible to the Dean and Deputy Director of any suspension or exclusion under this section.

No student may be suspended or excluded unless the student has been given an opportunity to make representations in person to the Dean and Deputy 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.

In cases of great urgency, the Dean and Deputy 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 5 working days.

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), will be subject to review, at the request of the student, where it has continued for four weeks. Such a review will not involve an interview or submissions made in person, but the student will be entitled to submit written representations. The review will be conducted by the Dean and Deputy Director.

At any time, the Dean and Deputy Director may terminate the proceedings and refer the allegation for hearing by a Misconduct Committee, in which case the Dean and Deputy

Director may suspend the student from attendance at The Courtauld, or impose any other reasonable restrictions on the student pending the hearing of the allegation by the Misconduct Committee.

3.1 Misconduct Committee

A Misconduct Committee will meet to consider allegations of misconduct after initial investigation by the Academic Registrar has determined that there is sufficient evidence to form the basis of a charge of misconduct and which constitutes a major infringement. A Misconduct Committee may also be convened to consider allegations of misconduct where the Director has had to suspend or exclude a student from attendance at The Courtauld.

The Misconduct Committee will be chaired by a senior member of staff of The Courtauld appointed by the Dean and Deputy Director (from an approved pool of senior and experienced staff) and it will include one member of the academic staff (also from an approved pool of experienced staff) and a representative from The Courtauld Students' Union (being either the SU President or a member of the SU Executive Committee).

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 Wellbeing Manager will be appointed a member of the Misconduct Committee.

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

The absence of the duly appointed academic member or student member of the Misconduct 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.

A representative of Professional Services appointed by the Academic Registrar will act as Secretary to the Misconduct Committee.

The Misconduct Committee will meet as soon as is reasonably practicable to consider an allegation referred to it. Written notice of the Committee date, including the names of the Committee members, and Courtauld witnesses, together with all documentary evidence, including copies of witness statements, will normally be sent to the student by the Secretary at least 10 working days before the Committee date.

The student may present documentary material or witnesses in their defence or mitigation. Documentary evidence for consideration by the Misconduct Committee, and/or the names of any additional witnesses and written copies of their evidence, must be sent to the Secretary at least 5 working days in advance of the Committee. The Chair of the Committee 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 Chair has the discretion to adjourn the Committee where the above timeframes have not been met. It is the student's responsibility to invite any witnesses they wish to attend, to ensure that witnesses can attend, and to provide them with any documentation. The Committee will not normally be adjourned due to the unavailability of a witness, and any

decision to adjourn is the sole discretion of the Chair.

The student facing the charge has the right to be present. During the hearing:

- The student may be assisted by a family member or a friend or by another Courtauld member or by a member of The Courtauld Student's Union.
- The allegation and gathered evidence shall be presented to the Committee by the Secretary. The student facing the charge (or their representative) will be invited to reply. Either party may call witnesses to the fact.
- The Committee may ask questions of all those called before it.
- The student (or the individual assisting the student) may ask questions of the witnesses.
- 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.
- The Chair may question the student, and the student and/or the student's representative may question the Chair.
- At the conclusion of the presentations and questions, the student facing the allegation may address the Committee and make a statement.
- The Committee will deliberate in private and will normally reach an outcome without adjournment.

At any time during the proceedings the Chair may adjourn the Committee for the purpose of reaching a decision, outcome or for other good cause. The Committee will ensure that any adjournment does not unreasonably delay the misconduct proceedings.

A decision of the Committee will be reached by a majority vote of the members of the Committee present but will be announced as a decision of the Committee. The votes of the individual Committee members will be treated as confidential. In the event of a tie, the Chair will have the casting vote. The Secretary shall record the decision of the Committee and any penalty imposed.

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 5 working days. The written communication to the student shall set out the offence, the decision, the reasons for the decision and any penalty.

Should the Misconduct Committee decide that the charge was not established, the decision will be communicated to all persons involved in the case, normally within 5 working days of the of the Committee.

If the Misconduct Committee determines that a charge of misconduct has been substantiated on the balance of probabilities the Committee may decide one or more of the following measures:

- A warning.
- Payment of compensation for damages to the injured party.
- Prohibition on holding any office, or any particular office, including committee membership in any body or society in The Courtauld premises or facilities (including borrowing from libraries) for a stated period, 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.
- In consultation with the Dean and Deputy Director, suspension of registration for an indefinite period, with an agreed review date. 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 Committee may prescribe.
- In consultation with the Dean and Deputy Director, expulsion (with or without credit retained, which will permanently prevent the student from entering Courtauld premises and facilities or making use of any Courtauld facilities or participating in any Institute activities and meaning termination of registration.
- 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), in consultation with the Dean and Deputy Director, the requirement to withdraw, temporarily or permanently, from The Courtauld 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.

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

In fixing any financial penalties, the Committee will 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.

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). The conditions of any such deferment will be clearly stated as part of the decision of the Committee.

The Committee will have the discretion to indicate a point in the future, and the conditions under which, a substantiated allegation of misconduct may be considered spent.

A student who has been excluded or expelled from The Courtauld by the Misconduct Committee shall also be required to vacate any Courtauld-owned or administered residential accommodation.

Where a student who has been found guilty of misconduct holds a professional qualification which is registerable with a professional, statutory or regulatory body, The Courtauld may report the student to that body.

4.1 Appeal

Students are permitted to appeal within 10 working days of the date of the written notification of the outcome of the Misconduct Committee. Students may appeal by completing the Appeals Form and submitting it to the Academic Registrar. Students may appeal on the following grounds:

- The procedures were not followed correctly.
- The student has new material evidence that was not available for valid reasons earlier in the process.
- There was bias or a reasonable perception of bias during the procedure.
- The penalty imposed was disproportionate, or not permitted under the procedure.

Appeals made after 10 working days or without relevant supporting evidence will not normally be accepted.

The Academic Registrar in consultation with the Dean and Deputy Director, will determine whether an appeal has been made on valid grounds and can be accepted for consideration. If the appeal is not accepted the student will be informed in writing by the Academic Registrar within 10 working days of receipt of the appeal. If the appeal is accepted, it will be considered at the next meeting of the Appeal Panel.

4.2 Appeal Panel

The Appeal Panel will meet to consider the outcomes of cases where an appeal has been accepted for further consideration. The Panel will consist of a Chair appointed by the Dean and Deputy Director, being an academic appointed externally on an annual basis; a senior internal member of staff drawn from a pool of approved staff; and a representative from the Students' Union (being either the SU President, a member of the SU Executive Committee or if required an SU Sabbatical Officer from another HE Institution). No member of the Panel will have any prior knowledge of the student or personal involvement in the case. The Secretary of the Panel will be a member of the Professional Services nominated by the Academic Registrar.

The student will be informed of the date of the meeting of the Appeal Panel not less than 10 working days in advance. The student may choose to appear before the Panel but the Panel may also hear a case, by mutual agreement, in the absence of the student. The student should be informed that they have the right to bring a family member or friend or another Courtauld member or a member of the Students' Union to the meeting for support. Disabled students may also be accompanied by a support worker e.g. sign language interpreter or mental health worker/disability adviser as appropriate to their needs. Any reasonable adjustments should also be considered. Proxies for students shall not normally be allowed.

The Panel will invite relevant members of The Courtauld to comment. The Panel may also consider written comment from the Chair of the Misconduct Committee. Documentation in support of the request for review shall be circulated to the Appeals Panel and to the student not less than 5 working days before the meeting. Such documentation will normally comprise the documentation and papers relevant to the earlier consideration of the case and the reasons for referring the case to the Panel.

The meeting will commence with private discussions within the Appeals Panel to clarify matters of process. The student, and any accompanying person, will be called to appear before the Panel and the proceedings will continue as follows:

1. A statement will be requested from the student about the case.
2. The Panel will question the student.
3. The Panel may call persons connected with the proceedings from which the appeal arises to address the Panel.

The Appeal Panel will then meet privately to reach its decision. Having considered the evidence, the Appeal Panel may uphold or reject the appeal, such a decision being final and exhausting The Courtauld's Code of Student Misconduct.

The Appeal Panel will minute its deliberations and decisions. The Appeal Panel may reject or uphold the appeal. If the appeal is upheld the Panel may:

1. Modify or reverse the penalty but may not impose a penalty of greater severity (in the opinion of the Appeal Panel) than that originally imposed.
2. Annul a decision of the Misconduct Committee and substitute it with an alternative decision (which may be recommended by the Appeals Panel), where circumstances make it appropriate for it so to do.

The student will be informed of the outcome in writing by the Chair and the letter will provide clear reasoning for the outcome within 5 working days of the meeting of the Appeals Panel. The decision of the Appeals Panel is final and will conclude The Courtauld's consideration of the matter.

5.1 Re-admission after expulsion

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.

5.2 Reports to the Governing Board

Decisions under this Code shall be reported to the Governing Board as reserved areas of business.

6.1 Code of Student Misconduct Timeline

Ref	Stage	Action	Working Days
2.1	Preliminary Enquiry	Student invited to an interview with Academic Registrar discuss allegation raised.	Interview held within 5 working days from date allegation raised.
2.1	Outcome of Preliminary Enquiry	Student receives decision and outcome of enquiry.	10
3.1	Misconduct Committee	A Misconduct Committee will meet to consider allegations of misconduct which constitute a major infringement or where the Director has had to suspend or exclude a student from The Courtauld.	Meeting held at least 10 working days from date allegation raised.
3.1	Outcome of Misconduct Committee	Student receives decision, outcome and a copy of minutes from the meeting.	5
4.1	Student response to outcome	If the outcome is not accepted the student may appeal against the decision.	10
4.1	Appeal not accepted	If the appeal is not accepted the student will be informed by the Academic Registrar. The student will also receive a Completion of Procedures letter.	10
4.2	Appeal Panel	Where an appeal has been accepted for further consideration an Appeal Panel will meet with the student to reconsider the case. The Panel will be chaired by a senior member of The Courtauld community.	Student given 10 working days' notice of meeting.
4.2	Outcome of Appeal Panel	Student receives a letter of decision from the Chair of the Appeal Panel. The student will also receive a Completion of Procedures letter.	5
	Referral to Office for the Independent Adjudicator for Higher Education (OIA)	If the student does not accept the outcome of the Assessment Offences Panel, referral may be made to the OIA.	(12 months from receipt of Completion of Procedure Letter)

Annex 1 – Policy in Respect of Offences that are Also Criminal Offences

Reporting Criminal Offences to the Police

In taking a decision about whether or not an alleged offence by a student may also be reported to the police, members of staff will 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.

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 may be taken about whether or not the alleged offence will also be reported to the police. It will 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.

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.

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 Courtauld will 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.

Referrals to the police by officers of The Courtauld must be reported immediately to the Director.

Disciplinary Proceedings

In the case of serious offences under 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 action under the Code of Student Misconduct may continue or be taken.

Where the offence under criminal law is judged to be not serious, disciplinary action may continue. Action under the Code of Student Misconduct may be deferred pending police investigation or prosecution.

The following procedures apply where the alleged offence would also constitute an offence under criminal law if proved in a court of law:

1. The Courtauld may proceed against a student under the Code of Student Misconduct 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, may be taken into consideration in determining a penalty

peculiar to The Courtauld.

2. In proceedings under the Code a conviction may be taken as evidence of the misconduct and may be open to challenge only to the extent that the student disputes that he or she was the person convicted.
3. A student convicted in a criminal court and sentenced to imprisonment for 12 months or more will be deemed to have withdrawn from The Courtauld 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

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 Courtauld and departmental notices for which no permission is needed, permission to display will normally be granted only to students representing recognised Courtauld or university groups, societies or other organisations.

Display on doors, walls and other surfaces is restricted to safety or emergency notices.

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.

Display material should normally be presented in the English language, and must be easily removable without cost or damage.

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.

Except when agreed in advance, material displayed in, on, or fixed to, Institute premises becomes the property of The Courtauld, and The Courtauld reserves the right for its members of staff 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 Courtauld) for storage until disposal or collection.

Annex 3 – Definitions

In this Code:

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. *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.
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:
4. 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.
5. 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.
6. Suspension shall be used only where exclusion from specified activities or facilities would be inadequate.
7. 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.
8. 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.
9. 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.

---- ENDS ----