

# Student Disciplinary Policy and Procedure

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## 1. Introduction & Context

The welfare and wellbeing of all users of the Academy depends on the reasonable and disciplined behaviour of individuals. The Student Disciplinary policy and procedure is designed to help students achieve and maintain the high standards set by the Academy and to ensure consistent and fair treatment for all, by setting out the actions which will be taken if Academy regulations are broken. The main aim of the Student Disciplinary policy and procedure is to provide a framework to promote positive behaviour and within which student misconduct will be dealt with.

For the purposes of this policy and procedure, the term “student” includes all persons whilst enrolled on Academic courses at the Art Academy, which includes during periods spent on trips and off site activities undertaken as a student (which may include activities arranged through the Student bodies and organisations). The Academy reserves the right to take action against those who are no longer students, including graduates, where evidence comes to light of potential misconduct during the period of enrolment. In extreme cases, this may involve the revoking of an award.

### 1.1 Equality & Diversity

The Art Academy aims to operate a fair, consistent and nondiscriminatory procedure in relation to all its students, whilst recognising its obligations to students under the Equalities Act 2010, in line with our Equality & Diversity policy and strategy.

### 1.2 Expectations of Students

Students are expected:

- To be considerate and respectful to the needs of fellow students, staff, and visitors to the Art Academy;
- To respect the Academy’s property and that of others;
- To act as responsible members of the local community and behave as considerate neighbours;
- To comply with reasonable requests or instructions from members of Academy staff;
- To produce Academy-issued ID cards for identification purposes when reasonably requested to do so by staff;
- Not to engage in any conduct which is intended or is likely to disrupt teaching, learning, examinations, recreational activities or any other activities undertaken by or within the Academy;
- Not to engage in any conduct which adversely affects or puts at risk the safety, welfare or well-being of others;
- Not to damage Academy property or use it for unapproved purposes;
- Not to engage in any harassment or intimidating behaviour;
- Not to engage in any other anti-social behaviour, including causing excessive noise;
- Not to possess or use, on Academy premises any illegal substances or offensive weapons (including replica weapons);
- To conduct themselves appropriately in all forms of communication, including social media.

Any behaviour which fails to meet the Academy’s stated expectations (above) in respect of student behaviour, or which interferes with the proper functioning or activities of the Academy or those who work, study in, or visit the Academy, or which otherwise damages the Academy or its reputation can be considered a breach of this Policy and can be dealt with in accordance with the procedures and processes set out in this Policy.

## 1.3 Fitness to study

Where there is a concern that mental health, illness or disability may have directly impacted on the behaviour and/or conduct of a student, the case may at any point in this procedure be referred to the Director of Academic Quality, Standards and Student Experience who will advise whether it would more appropriately be dealt with under the Academy's Fitness to Study policy.

The Academy's Fitness to Study Policy is available on Moodle. [\[LINK\]](#).

## 1.4 Judgement

A case does not have to be established "beyond reasonable doubt" before action is taken under this policy and procedure, but rather decisions under this policy and procedure will be taken on the balance of probability.

## 1.5 Confidentiality of Outcome

In considering any penalty, the Academy will give consideration to whether the outcome of disciplinary action should be shared with any person who has been adversely affected by the misconduct, and who would have a legitimate interest in the action taken by the Academy in response.

The disciplinary documentation, action plans and /or formal warnings may be shared with all staff who teach the student.

## 2. Stages in the disciplinary procedure

| Type of Misconduct                | Initial Procedure/ Stage   | Responsibility  | Subsequent Action                                      | Appeal contact  |
|-----------------------------------|--|---|--|---|
| Isolated case of minor misconduct | May be managed informally with the student at the time of the misconduct | Programme Leader, Tutor or Academic Programme Manager | Monitor for improvement. If unresolved move to stage 1 |   |
| 1st case of minor misconduct      | Stage 1 – verbal warning   | Academic Programme Manager or Director of Programmes  | If unresolved after agreed deadline move to stage 2    | Director of Quality, Standards and Student Experience |
| 2nd case of minor misconduct      | Stage 2 – First Written warning  | Director of Quality, Standards and Student Experience | If unresolved after agreed deadline move to stage 3    | Principal   |
| 3rd case of minor misconduct      | Stage 3 – Final written warning  | Director of Quality, Standards and Student Experience | If unresolved after agreed deadline move to stage 4    | Principal   |
| 4th case of minor misconduct      | Stage 4 – Termination of registration                                    | Director of Quality, Standards and Student Experience | Suspension/ termination of registration                | Principal   |
| 1st case of serious               | Stage 3 – Final written warning  | Director of Quality, Standards and                    | If unresolved move to stage 4 as                       | Principal   |

|                                |                                       |   |   |  |
|--------------------------------|---------------------------------------|---|---|--|
| misconduct                     |                                       | Student Experience                                    | appropriate                             |  |
| 2nd case of serious misconduct | Stage 4 – Termination of registration | Director of Quality, Standards and Student Experience | Suspension/ termination of registration | Principal  |
| Gross misconduct               | Termination of registration           | Principal   | Termination of registration             | Board of Trustees<br><br>(in this instance the correspondence should be forwarded via the Academic Programme Manager ) |

## 2.1 Classification of Misconduct

There is no hard dividing line between Minor and Serious misconduct. However, as a general guide, single incidents which do not have a serious detrimental impact on the Academy or other persons affected by the incident will generally be considered to be Minor Misconduct for the purposes of this Policy.

### 2.1.1 Minor Misconduct

The following (non-exhaustive) list gives examples of potentially Minor Misconduct:

- Smoking in “No Smoking” areas (including e-cigarettes).
- Minor Health and Safety violations.
- Disorderly, insulting or anti-social conduct.
- Refusal to produce an Academy Identity Card when requested to do so by a member of staff without a reasonable excuse
- Minor or temporary damage to Academy property (such as failing to ‘make good’ walls after the removal of an installation/ exhibition).
- Drinking alcohol on Academy premises during normal teaching hours/ outside of sanctioned Academy social events.
- Misuse of tutor or staff personal contact details.
- Photographing models without consent.

### 2.1.2 Serious Misconduct

The following (non-exhaustive) list gives examples of potentially Serious Misconduct:

- Alleged or committed criminal offences
- Incidences requiring police involvement
- Behaviour of a threatening, hostile, intimidatory or discriminatory nature, including bullying, assault, sexism, misogyny / misandry, transphobia, homophobia, sexual harassment, sexual assault, sexual violence and hate crime (this includes online actively)
- Breach of the Academy’s Anti-Bullying and Harassment Policy.
- Assisting, enticing or encouraging others to engage in deliberate or intentional conduct which is dangerous, violent, aggressive, disruptive, abusive, intimidating, indecent, dishonest or corrupt (including via social media).
- Unauthorised access of internet sites containing pornographic, offensive or obscene material (see IT user agreement.)
- Physical violence.
- Putting the health and safety of yourself or others at significant risk.
- Spiking the drinks of others.
- Incapability and/or misconduct as a result of being intoxicated by reason of alcohol or illegal and non-prescribed legal drugs.
- Possession or use of offensive weapons (including replica weapons) on Academy premises.
- Behaviour which poses a serious risk to the safety or welfare of others.
- Non-accidental damage to property, whether owned by the Academy or otherwise.

- False pretences or impersonation of others.
- Falsification or misuse of Academy records including degree or diploma certificates.
- Misuse or unauthorised use of Academy intellectual property or confidential information (including assessment materials)
- Misappropriation of funds or assets of the Academy.
- Attempted or actual invasion or abuse of the security, integrity or privacy of any files or confidential material (including those held in the Academy's computerised databanks).
- Conduct which, by whatever means, seriously disrupts or prejudices the work or activities of the Academy and its community.
- Offering, promising or giving a financial or other bribe to a member of University staff or a contractor
- Conduct which could bring the Academy into serious disrepute.
- Repeated breaches of this Policy or other Academy Regulations.
- Failure or refusal to pay a fine or comply with a penalty previously issued for a breach of the Policy.
- Repeated minor misconduct offences.

### 2.1.3 Gross Misconduct

Similarly, there is no hard dividing line between Serious misconduct and behaviour that could potentially be constituted as gross misconduct. Many of the examples listed above in 2.1.2 as serious misconduct could be classified as gross misconduct, depending on the level of seriousness/ result of the action.

The Principal may summarily terminate a student's registration without notice if, on completion of an investigation and a disciplinary meeting, it is established that the student has been guilty of gross misconduct.

In the event of summary termination of registration the Principal shall, without unreasonable delay, provide the expelled student with a written statement of the alleged misconduct which has led to the termination of registration and the reasons why the Principal considers that the student was guilty of such misconduct and notifying that student of the right to appeal against the termination of registration.

The following (non-exhaustive) list gives examples of potentially Gross Misconduct:

- Physical violence resulting in actual bodily harm.
- Use of offensive weapons resulting in actual bodily harm.
- Sexual assault, sexual violence.
- Hate crime.
- Theft or unauthorised possession of any property or facilities belonging to the Academy, a student, member of staff or visitor.
- Possessing, supplying or dealing in illegal substances.

## 2.2 Student Notification

For formal action, the student will be advised of the nature of the complaint against them and will be given the opportunity to state their case at a disciplinary interview before any decision is made. Reasonable adjustments will be made for disabled students as appropriate. If students fail to attend the formal interview or hearing it may still be conducted in their absence.

## 2.3 Student Representation

A student has the right to be accompanied by a parent, friend or fellow student at formal disciplinary meetings, provided they are themselves at that moment not subject to an Academy investigation into disciplinary misconduct. Under no circumstances may a student be represented by an external organisation. The role of the students' support is to act as a witness to the fairness of proceedings as well as offer support. This person has a right to confer with the student and address the meeting but not to answer questions on behalf of the student.

If necessary due to illness, incapacitation or other good reason, the student can give their written permission that a third party may act on their behalf. Please note that where this option is taken up the student's representative will attend all meetings and respond to all correspondence *in the place* of the student. A Third Party Consent Form can be found in **Appendix A** of this document and on Moodle.

### **3. Parental / Guardian / Carer Contact**

A parent/ guardian/ carer will be informed of any formal disciplinary actions where a student is under the age of 18 at the start of their course.

#### **3.1 At stage 2**

The parent/ guardian/ carer of students who are under 18 may be invited to attend the formal interview, dependent on the case to answer and the likelihood of any further escalation.

#### **3.2 At stage 3**

The parent/ guardian/ carer of students who are under 18 will be invited to attend the formal interview. Over 18s may wish to invite a parent/ guardian/ carer or appropriate friend to attend.

#### **3.3 At stage 4**

The parent/ guardian/ carer of students who are under 18 will be invited to attend the formal hearing. Over 18s may wish to invite a parent/ guardian/ carer or appropriate friend to attend.

### **4. Procedure**

#### **4.1 Informal process**

Initial cases of minor misconduct are often best dealt with informally. Therefore, minor lapses from acceptable standards of conduct will usually be dealt with by the relevant Programme/ Pathway Leader, Tutor or the Academic Programme Manager . Students will be made aware of minor infringements and be given clear guidelines to improve. Targets to achieve the required behaviour should be included in the student's record and discussed at the next personal and academic tutorial (PAT)

If the student's performance does not conform to the targets agreed and efforts to improve the situation are not successful, formal disciplinary action may be taken.

#### **4.2 Formal process**

##### **4.2.1 Stage 1 – verbal warning**

There will be a formal meeting between the student and the Academic Programme Manager or Director of Programmes. The meeting will discuss the student's misconduct, the improvement required and the time limit within which such improvement must be achieved. In a case of poor academic performance on a course/ programme a regular procedure of target setting and review will be agreed to ensure that the issues are addressed. If behaviour is unsatisfactory, the matter will be discussed and any actions that may remedy matters will be agreed. This may include referral to appropriate support.

If it is decided that action should be taken, the Academic Programme Manager or Director of Programmes will give a formal verbal warning and confirm this in writing. The agreed action plan will try to find a solution to the problem(s) and develop positive behaviour.

The Disciplinary form will be completed and the following actions implemented:

- The parent/ guardian/ carer of those students aged under 18 years old at the start of their course will receive a copy of the warning and action plan.
- Where appropriate, targets are set and time scales for improvement should be stated and monitored.
- Progress towards achieving the target will be discussed with the student and records of the conversation will be recorded.
- Completed form will be kept in the student's file.
- The warning will be spent, and will be disregarded for disciplinary purposes after 6 months, subject to the student's conduct having been satisfactory throughout that period.
- Spent warnings should be removed from a student's file.

If the student commits a further offence of misconduct during the period specified in the warning, action under Stage 2 may be necessary to rectify the situation. However, the student will also be advised that if any further act of misconduct is sufficiently serious, the Academy reserves the right to go to a further stage in the procedure.

#### **4.2.2 Stage 2 – First Written warning**

A formal interview between the student and the Director of Academic Quality, Standards and Student Experience will be held if:

- The student commits a serious act of misconduct or the standard of his or her behaviour is seriously inadequate;
- the student fails to comply with a formal verbal warning given under Stage 1;
- or despite having been given a formal verbal warning under Stage 1 the student commits a further offence of misconduct.

The student may bring a supporter. The interview will result in a written warning that gives details of the student's misconduct, the improvement required and the time limit within which such improvement must be achieved.

- The Disciplinary Form will be completed and the following actions implemented:
- The parent/ guardian/ carer of those students aged under 18 years old at the start of their course will receive a copy of the warning and action plan.
- Where appropriate, targets are set and time scales for improvement should be stated and monitored.
- Progress towards achieving the target will be discussed with the student and records of the conversation will be recorded.
- Completed Form will be kept in the student's file.
- The warning will be spent, and will be disregarded for disciplinary purposes after 12 months, subject to the student's conduct having been satisfactory throughout that period.
- Spent warnings should be removed from a student's file.

If the student commits a further offence of misconduct during the period specified in the warning, action under Stage 3 may be necessary to rectify the situation. However, the student will also be advised that if any further act of misconduct is sufficiently serious, the Academy reserves the right to go to a further stage in the procedure. The written warning will also advise the student of the right of appeal.

#### **4.2.3 Stage 3 – Final Written warning**

A formal interview between the student and the Director of Academic Quality, Standards and Student Experience will be held if:

- The student fails to comply with a first written warning given under Stage 2;
- despite having been given a first written warning under Stage 2 the student commits a further offence of misconduct; or
- the student's misconduct, although not considered to be serious enough to justify summary termination of registration, is sufficiently serious to warrant a final written warning.

The student may bring a supporter. The interview will result in a written warning that gives details of the student's misconduct, the improvement required and the time limit within which such improvement must be achieved.

- The Disciplinary form will be completed and the following actions implemented:
- The parent/ guardian/ carer of those students aged under 18 years old at the start of their course will receive a copy of the warning and action plan.
- The targets are reviewed promptly.
- Progress towards achieving the target will be discussed with the student and records of the conversation will be recorded.
- Completed Stage 3 Form will be kept in the student's file.
- Once the matter is resolved the student's parent/ guardian/ carer and relevant academic and support staff will be informed.
- The warning will be spent, and will be disregarded for disciplinary purposes after 12 months, subject to the student's conduct having been satisfactory throughout that period.
- Spent warnings should be removed from a student's file.

If the student commits a further offence of misconduct during the period specified in the warning, action under Stage 4 may be necessary to rectify the situation. This may result in termination of registration. The written warning will also advise the student of the right of appeal.

#### **4.2.4 Stage 4 - Termination of registration**

This is the final stage of the disciplinary procedure. Stage 4 will be invoked if:

- The student fails to comply with a final written warning given under Stage 3;
- or despite having been given a final written warning under Stage 3 the student commits a further offence of misconduct;
- the student's misconduct is considered to be serious enough to justify summary termination of registration.

The Principal will review the case and take one or more of the following immediate actions, dependent on the nature of the case:

##### **A. Request further investigation into the case**

The Principal may arrange further investigation into a case where more robust evidence is required, or where anyone involved in the case may have acted subjectively, inappropriately or in a biased manner. Further investigation should be carried out by a member of Academy staff not involved in the incident.

##### **B. Report the student's activities to the police**

The Principal will contact the police where cases of misconduct involve criminal activity, or where criminal activity is suspected and police investigation is required to substantiate an allegation.

##### **C. Exclude the student from some/ all activities with immediate effect:**

**Termination of registration:** In cases of gross misconduct substantiated by robust evidence the Principal will immediately and permanently terminate the student's registration if they feel that the student's presence in the Academy puts their own welfare or safety or that of other students and/or members of staff at risk.

The Director of Academic Quality, Standards and Student Experience will oversee the termination of registration processes and inform all relevant Academy staff of the student's termination of registration. All Academy records relating to the student will be updated with details of the exclusion.

**Temporary suspension of studies:** In cases of gross misconduct that require further investigation to gather robust evidence, the Principal will immediately suspend the student from Academy premises, from their studies or from certain activities or areas of the Academy in order to safeguard their own welfare and/or that of others. The decision to suspend may be made also by the Director of Academic Quality, Standards and Student Experience or a senior member of staff to whom the responsibility has been designated. Suspension will normally be for a maximum of 10 working days.

All temporary suspensions will be supported by a formal letter which will clearly define the terms of the suspension. For students under 18 the parent/guardian/ carer will be informed of the suspension immediately and be sent a copy of the letter. The Academic Programme Manager will inform all relevant Academy staff of the student's suspension and provide them with a copy of the letter. All Academy records relating to the student will be updated with details of the suspension.

##### **D. Conduct a disciplinary hearing.**

A disciplinary hearing will be arranged for cases of misconduct in which there is clear evidence to support the allegation(s) and it is felt that the student should be given the opportunity to defend their actions. The Director of Programmes will convene the Disciplinary Hearing Panel. The Principal will normally delegate authority to a Director of Academic Quality, Standards and Student Experience to conduct the disciplinary hearing and take action including the power to suspend for a specific period or to terminate a student's registration.

The Disciplinary Hearing Panel will comprise:

- Director of Academic Quality, Standards and Student Experience (Chair)
- Director of Programmes
- A Programme/ Pathway Leader (not from the programme which the student is registered)

- Academic Programme Manager
- Academic Administrator (acting as secretary)

## 5. Procedure for conducting a disciplinary hearing meeting

The student will be invited to attend the disciplinary hearing meeting. The student is informed in writing of the allegation(s) against them, that action is being taken under the Student Disciplinary Procedure, and **inviting them to a disciplinary hearing specifying the time, date and place of the meeting and normally giving five working days' notice**. The student will also be informed of their right to submit written evidence, the names of any witnesses. **These must be submitted at least one working day before the meeting**. Evidence not submitted in accordance with this condition will not be accepted except at the sole discretion of the Director of Academic Quality, Standards and Student Experience. The Director of Academic Quality, Standards and Student Experience has the power to postpone the meeting if s/he decides to admit late evidence which, in their opinion, the Disciplinary Hearing Panel needs time to consider in advance of the meeting.

The student will be provided with any written evidence to be relied on by the Academy at least three working days prior to the meeting of the Student Disciplinary Panel together with details of any witnesses to be called on behalf of the Academy.

The student is entitled to attend the meeting in order to:

- Be informed of the case and the evidence presented on behalf of the Academy (this may include calling witnesses).
- Present their case (this may include calling witnesses).
- Make a concluding statement.

At the meeting all parties will be given the opportunity to present their case. Adjournments may be requested by either party or by the Director of Academic Quality, Standards and Student Experience during the meeting and will not be refused unreasonably. Where such a request is denied, an explanation will be given. Notes are taken of the meeting, and that these are used to assist the decision making process.

Following the conclusion of the hearing the Director of Academic Quality, Standards and Student Experience will adjourn the meeting for the Panel to determine, in private, whether it is possible to reach a prompt decision on the allegations and nature of the sanction to be imposed. Where this is possible the student will be invited back later in the day to orally receive the outcome of the meeting. **This will be confirmed in writing within five working days**. The student will be advised of their right to appeal against the decision, who to submit the appeal to and in what timescale.

Where this is not possible the Director of Academic Quality, Standards and Student Experience will inform the student and the meeting will be concluded. The Panel will reconvene to consider the case. **The student will be informed of the outcome within five working days and this will be confirmed in writing within the following five working days**. The student will be advised of their right to appeal against the decision, who to submit the appeal to and in what timescale.

## 6. Disciplinary outcomes

If, in the opinion of the Student Disciplinary Panel an offence has been committed, relevant factors will be taken into account the following before deciding upon an appropriate disciplinary sanction. Examples of relevant factors include:

- Any mitigating factors, e.g. health, domestic, bereavement.
- Current disciplinary record of the student.
- The general attendance/performance record of the student nature of the offence.
- Evidence produced by either party at the meeting.
- Statements and answers provided by witnesses any sanctions imposed in the past for similar offences.

After consideration of the case the Panel may take one or more of the following courses of action:

- a) Dismiss the case;
- b) issue a reprimand;



- c) require the student to give an undertaking as to their future conduct which may take the form of a signed and dated behavioural contract;
- d) require the student to pay for any damage to property they may have caused;
- e) require the student to pay a fine determined by the Student Disciplinary Panel (part or all of which may be suspended for a period);
- f) require the student to participate in restorative justice (such as providing a written apology);
- g) require the student to attend appropriate workshop(s) or meeting(s) with appropriate agencies (e.g. with a drug/alcohol treatment charity, etc.);
- h) recommend to the Principal that the student be suspended for a defined period and/or on specified terms; i) recommend to the Principal that the student's registration be terminated.

The decision to terminate the student's registration will be communicated in writing to them and will specify the reasons for the termination of registration and the date on which the termination of registration will take effect. The communication must also notify the student of their right of appeal.

## 7. Appeal against disciplinary action

A student may appeal the outcome from the Student Disciplinary Panel through the appeals procedures. Any suspension or termination of registration ordered by the Principal following recommendation from the Student Disciplinary Panel shall remain in force pending the outcome of such an appeal.

A student may appeal on the following grounds:

- That due process was not followed, and that this had a material bearing on the outcome of the hearing;
- and/or that the penalty imposed is inconsistent with the severity of offence;
- and/or that new evidence has since become available which is pertinent to the case, but was not available at the time of the hearing.

### 7.1 Appeal against disciplinary action stages 1 to 3

**A student who wishes to appeal against a formal written warning or a final written warning should inform the person specified in the table of section 2, in writing within five working days of the date of the decision which forms the subject of the appeal.** The appeal should clearly state the grounds on which the student will base their appeal. The appeal will normally be heard by the appropriate person.

At the hearing of the appeal, the student will be given an opportunity to state their case and will be entitled to be accompanied by a parent or other relevant representative of their choice. The disciplinary penalty imposed will be reviewed, but it cannot be increased. **The decision of the person hearing the appeal will be notified to the student in writing within five working days of the appeal hearing and will be final and binding.**

### 7.2 Appeals against Stage 4 and Gross Misconduct

**A student who wishes to appeal against the outcome of Stage 4 including termination of registration or a decision of gross misconduct should inform the Principal in writing within five working days of the date of termination of registration.** It will be heard by:

The Principal or nominated senior member of staff who has not otherwise been involved in the process;

*or*

a committee of the Board of Trustees, where the decision to terminate registration was made by the Principal. The committee shall not include the Principal, staff members or student members.

**The appeal hearing will take place within ten working days after the notice to appeal has been received. The student normally will be given at least five working days' notice of the date, time and place for the appeal hearing.** At the appeal hearing, the student will be given an opportunity to state their case and will be entitled to be accompanied by a parent or other relevant appropriate representative of their choice.

At the appeal, the disciplinary penalty imposed will be reviewed, but it cannot be increased. **The decision of the appeal will be notified or confirmed to the student in writing within five working days of the appeal hearing and will be final and binding.**

There is no further process of appeal within The Art Academy. A completion of procedures letter will be issued, which will contain details of how the student may refer their case to The Open University / the Office of the Independent Adjudicator for Higher Education.

## 8. Students wishing to return to Academy

Students whose registration at Academy has been terminated and whose appeal (if any) has been rejected will not be allowed to enrol at the Academy again for a period of two years from the date their registration was terminated. This information will be stored in their record.

After two years, students whose registration has been terminated and who wish to return to the Academy must apply to the Principal. All such requests will be considered on an individual basis. The Principal will decide whether or not the student can enrol, and may arrange a meeting for the student to present their case. The Principal's decision shall be final.

### Policies and documents that supplement and reference this document:

Student Handbook  
 Tutor Handbook  
 Equality & Diversity Policy and Strategy  
 IT User Policy  
 Freedom of Speech Policy  
 Prevent Policy  
 Fitness to Study Procedure

|                         |   |                  |              |
|-------------------------|---|------------------|--------------|
| Document name           | Student Disciplinary Policy and Procedure | Document owner   | Darren Nairn |
| Date originally created | April 2017                                |                  |              |
| Version                 | 2   | Review date      | October 2018 |
| Author of amendments    | Darren Nairn                              | Next review date | October 2022 |
| Changes (list sections) | None                                      |                  |              |
| Approved by             | Academic Board                            | Date of approval | October 2018 |

## Appendix A - Third Party Consent Form

# ART ACADEMY LONDON

### Third Party Consent Form

Consent for a third party to act on a student's behalf in connection with the following (delete/ circle as appropriate):

Academic Appeal / Student Complaint / Disciplinary

Other matter (Please specify):

| Section A: Details of the student authorising a third party to act on their behalf |  |               |  |
|--|--|---------------|--|
| Name   |  |               |  |
| Date of Birth  |  |               |  |
| Student ID no.   |  |               |  |
| Programme  |  | Year of study |  |
| Tel no.  |  | Email         |  |
| Address  |  |               |  |

| Section B: Details of the person authorised to act on behalf of student (representative)  |  |       |  |
|---|--|-------|--|
| Name  |  |       |  |
| Role/relationship to me   |  |       |  |
| Tel no.   |  | Email |  |
| Address   |  |       |  |
| Declaration of representative   |  |       |  |
| <p>I confirm that I am the person detailed above in Section B.<br/>                     I confirm that I am happy to act as the representative for the student detailed above in Section A.<br/>                     I confirm that I am happy for the Art Academy to use my personal details in the administration of the procedure(s) and am aware that in accordance with the Academy's Data Retention and Disposal Schedule, my personal details will be held on record as part of the students file relating to the procedure(s) for a period as specified; <i>The Academy will not use your personal data for any other reason than those required to effectively administer the procedure(s).</i><br/>                     I confirm that I am happy for my personal details to be shared with relevant parties within the Academy, as necessary for the administration of the procedure(s).</p> |  |       |  |
| Signature of acting person  |  | Date  |  |

**Section C: Declaration by the Student**

I confirm that I am the person detailed above in Section A.  
I confirm that I will pass any relevant information relating to the procedure(s) to my representative.  
I confirm that my representative has not been suspended/ excluded from the Academy.

**Signed**

**Date**