



ROYAL COLLEGE OF MUSIC RCMJD CODE OF CONDUCT & DISCIPLINARY PROCEDURE

Scope of the Code

1. This Code applies to all students admitted to or registered by the Royal College of Music Junior Department (JD) for a course/programme of study. It is a condition of being a JD student that the student and their parent/s or guardian/s accept this Code and Disciplinary Procedure.
2. Students must comply with:
 - any general or course-specific academic regulations made from time to time;
 - the regulations for use of the RCM Library and other learning resource facilities;
 - the Royal Charter and statutes of the College (available on the RCM website);
 - any other regulations or directions from the Council, the Senate, the Director or members of staff authorised by them; and
 - this Code.
3. Students are reminded that they are also subject to the general law of the land both on and off College premises.

Conduct

4. The College is an academic community in which students and staff have the right to work, study and use facilities in an atmosphere of mutual respect, without undue interference. Students who are found to be guilty of misconduct will be subject to disciplinary measures. Misconduct generally is improperly interfering with the work of the College (including the rights of those who work or study in it) or engaging in action which lowers the reputation of the College. This procedure extends to alleged misconduct by a student occurring on or off College premises, including through communications such as email, text message or via social media. Examples of specific disciplinary offences for the purpose of this Code include:
 - 4.1. Failure to comply with any of the requirements listed in paragraph 2 of this Code;
 - 4.2. Any behaviour which brings the College into disrepute or which is calculated to or is likely to bring the College into disrepute;

- 4.3. Acting in a manner which causes injury or a risk of injury to any person on or off College premises; assaulting anyone connected with the College; causing fear of violence on College premises or to anyone connected with the College; sexual misconduct, sexual, racial or other harassment; or unfair discrimination as described in the College's equal opportunities policy.
 - 4.4. Any behaviour which disrupts the work of the College, or those within it or invited into it, including disorderly conduct, disruption of teaching, learning, research or discussion, interference with administration of the College, and obstruction of any College employee in the course of their duties.
 - 4.5. Theft of, wilful or careless damage to, or unauthorised interference with College property or the property of any other person on College premises. Damage to property includes defacing or disfiguring the property with litter, paint or other pollutants. Unauthorised interference with property includes moving property;
 - 4.6. Trespass on parts of College premises where students are not permitted access, or at times when students are not permitted access;
 - 4.7. Making excessive noise which could cause discomfort, inconvenience or annoyance to others. This includes playing instruments in areas not designated for such activity, or in restricted areas or restricted times;
 - 4.8. Possession, use or supply of controlled drugs, other unlawful things or 'legal highs', or the misuse of substances such as solvents, gases etc.;
 - 4.9. Refusing to give name and address, and produce an ID card or other way to prove identity, when reasonably asked to do so by College staff or representatives;
 - 4.10. Refusing to withdraw from any room or facility being adversely affected by the student's conduct, when reasonably asked to do so by College staff or representatives;
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Investigation

7. The Head of Junior Programmes will investigate the allegations in the first instance. This may include contacting and meeting with the student accused of misconduct and/or their parent/guardian.
8. In more serious cases, the Head of Junior Programmes will forward a report of findings related to the alleged conduct to the Director of Programmes.
9. The Head of Junior Programmes, or, in more serious cases, the Director of Programmes will decide whether to:
 - dismiss the matter;
 - deal with the matter summarily;
 - refer the matter to the Student Disciplinary Committee;
 - refer the matter to the police.

Precautionary measures including suspension

10. Where the Head of Junior Programmes considers it necessary to do so, as a precautionary measure only, they may suspend the accused student or place conditions and/or restrictions upon them, such as requiring them not to make contact with or seek out the complainant or others connected with the alleged offence, or withdraw from taking part in particular events or activities. Such measures are not a penalty or sanction and do not indicate that the College has concluded that the accused student has committed a breach of code of conduct or discipline. The purpose of precautionary measures is to ensure that a full and proper investigation can be carried out and to protect the complainant or others whilst the allegation is being dealt with. A student who is suspended has their registration for studies suspended, and is not allowed access to College buildings, except as may be specified in writing.

Summary Procedure

11. Where the Head of Junior Programmes is dealing with a matter summarily and finds that misconduct has occurred, they may impose one or more of the following penalties:
 - give the student a warning, with or without conditions;
 - require the student to present a written apology;
 - require the student to repay the cost of any damage or loss of property;
 - require the student to pay a fine;
 - impose a restriction and/or condition(s) on access to College buildings, facilities, events and/or activities;
 - refer the matter to the police.

Student Disciplinary Committee

24. Where the matter is referred to a Student Disciplinary Committee the Head of Junior Programmes will arrange a meeting of the Disciplinary Committee. Correspondence with the Committee and with the student and/or their parent/guardian will usually be by email.
25. The Student Disciplinary Committee will normally comprise:
 - Director of Programmes (or another Directorate member)
 - Another senior member of staff
26. All documentation circulated to the Student Disciplinary Committee is made available to the student and those making the allegation.

