

## STUDENT DISCIPLINE POLICY

### Key Information

Owner:	Circomedia
Author:	Academic Team
Date agreed by SMT/Board:	2 <sup>nd</sup> January 2024
Version:	1.0
Date of last review:	11 <sup>th</sup> December 2023
Date of next review:	11 <sup>th</sup> December 2025
Changes to document:	

### Contents

<b>Key Information</b> .....	1
Introduction .....	1
Disciplinary Procedure .....	1
Appeals .....	2

### Introduction

Circomedia aims to promote a safe and respectful learning environment that fosters the development of professional skills and values. Students on the FdA, BA or MA programmes should read this policy in conjunction with the [Bath Spa University Student Disciplinary Procedure](#). Students on all programmes are expected to always conduct themselves in a professional and respectful manner. This includes, but is not limited to:

- Treating fellow students, faculty, and staff with respect and courtesy
- Abiding by all UK laws and the rules and policies of the circus school
- Maintaining a safe and clean environment in all circus spaces
- Behaving in a manner that is consistent with the values and goals of the circus school

### Disciplinary Procedure

If a student is found to have breached the code of conduct, the following disciplinary procedure will be followed:

1. Informal resolution: If the breach is minor, the faculty or staff member who witnessed or was informed of the violation will attempt to resolve the issue informally with the student. If the issue is fully resolved, no further action will be taken.
2. Formal investigation: If the issue cannot be resolved informally, or if the violation is deemed serious enough to warrant formal investigation, Circomedia will appoint an investigation officer to gather evidence and conduct a formal investigation.
3. Disciplinary hearing: If the investigation finds that the student breached the code of conduct, a disciplinary hearing will be held. The student will be given notice of the hearing and the opportunity to present their case. The hearing will be conducted by a panel of faculty and staff members who have not been involved in the investigation. The student may bring a fellow student or a support person to this disciplinary meeting.
4. Sanctions: If the panel finds that the student breached the code of conduct, they may impose one or more of the following sanctions:
  - Verbal warning
  - Written warning
  - Suspension for a fixed term
  - Withdrawal

## Appeals

Students have the right to appeal a disciplinary decision. Appeals must be made in writing to the Chief Executive Officer within 10 working days of the disciplinary decision. The appeal will be heard by an appeals panel composed of senior staff or trustee members who have not been involved in the disciplinary process.