

London Theatre Program

Code of Conduct

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LONDON THEATRE PROGRAM

CODE OF CONDUCT

High standards of academic and social conduct are essential to anyone who participates in BADA's London Theatre Program. For over 30 years, BADA students have established an enviable reputation for taking their studies seriously and behaving in a mature manner. All concerned in the administration of BADA intend to maintain that reputation.

This document is designed to make you fully aware of the standards expected at BADA and of the consequences of breaching those standards.

Should a participant breach any of the standards laid out in this document, the Dean may expel the offending individual and require that they leave all BADA premises. In such an instance there will be no refund of fees. The judgement of the Dean of BADA is absolute and final in the event of any dispute, offence or grievance, and no appeal of any kind will be entered into with parents or others.

We therefore urge you as strongly as possible to read through and understand these policies and to ensure that you, your parents and / or others sponsoring you are fully apprised of the contents of this document.

Requirements for satisfactory completion of course

In order to satisfactorily complete the program offered by BADA, students are required to attend all classes, lectures, master classes, excursions, seminars and meetings. They are also required to complete all reading assignments and preparatory and written work for the classes. Records of attendance are kept for all these activities and unexplained absences will be used when determining whether the course of studies has been pursued successfully.

Unsatisfactory completion of course

The London Theatre Program is an intensive program, requiring sustained and committed study from its participants. If for any reason your teachers become concerned at your progress or engagement with the program, they will discuss your situation with the Dean; in extreme circumstances this could affect your continued participation of the program.

Unauthorized Absences

All students should be in no doubt of the dangers of unauthorized absence in terms of their education and their right to remain in the country.

BADA defines an unauthorized absence as a full day's study. Illness or absence with BADA's consent (for weddings, funerals etc.) do NOT count as unauthorized.

Students should notify BADA in person **as soon as** they realise they are not able to attend classes on any particular day. **This should be done by making a phone-call to the office and speaking to a member of BADA's staff.** E-mails, messages from fellow students, or voice-mail messages are NOT acceptable ways of reporting absence.

Work, Placements and Internships

Students are not permitted to work during their course of study due to the intensive nature of BADA's programs and as doing so is a breach of visa regulations. For the same reason BADA will not offer or arrange work placements or internships or permit students to accept such positions elsewhere during their time at BADA. Students studying at BADA are not permitted to bring dependents.

Honesty

BADA assumes honest behaviour on the part of all participants. Students must scrupulously avoid any action that might be construed as cheating, stealing, lying or plagiarism.

Interaction of academic and social conduct

Social conduct has a clear impact on performance. We remind you that study is your priority while participating in BADA's London Theatre Program.

You are expected to organise your time and activities so that you are well rested and thoroughly prepared for each day of classes. Your teachers will report to the Dean of BADA if they conclude this is not the case. The Dean of BADA may then be forced to the conclusion that you are not a genuine participant on BADA's London Theatre Program and require you to leave.

You are expected to confine socializing, within or outside the accommodation, to evenings when you have no classes, excursions or other academic activities that evening, or the following day.

While in London you must take responsibility for maintaining your own health, get plenty of rest and eat appropriately.

Social policies

All students on the BADA London Theatre Program are expected to abide by its regulations and to conform to its high standards of social behaviour. Students participating at BADA over the years have created an excellent reputation for responsible and mature conduct. We expect you to maintain this reputation.

Alcohol policy

The program operates a **'zero tolerance policy'** with regards to the consumption of alcohol during academic hours. It is strictly prohibited for students to attend any classes during the London Theatre Program under the influence of alcohol or suffering the effects of alcohol.

Similarly, failure to attend any London Theatre Program classes, lectures, master classes, excursions, seminars and meetings due to consumption of alcohol will be viewed as immediate failure to satisfactorily complete the course.

Failure to abide by this policy will result in automatic expulsion from the program.

Drugs Policy

The sale, distribution, use or possession of a controlled drug or substance is illegal in Great Britain and the British Police are stern in their application of the law. **Any breach of this law by a participant at BADA will result in expulsion from the program and a report being sent to your home, and home institution.**

Bullying, Sexual Assault and Harassment

BADA expects all participants, faculty and staff to adopt behaviour which respects the dignity of all individuals. It is the responsibility of all students, faculty and staff to assist in eliminating bullying and thus are encouraged to contribute to a positive working environment by challenging unacceptable behaviour in a constructive way. Sexual Assault and harassment will not be tolerated in any way. Responsibility for any such behaviour will result in expulsion from the program.

Equality

BADA is committed to the equality of opportunity for all applicants on the program. Discrimination of any kind will not be tolerated and will result in immediate expulsion from the program.

Faculty-Student Relationships

The integrity of the staff/faculty-student relationship is a key part of the Academy's educational mission. This relationship vests considerable trust in the staff/faculty member, who, in turn, bears authority and accountability as a mentor, educator, and evaluator. This pedagogical relationship must therefore, be protected from influences or activities that can interfere with learning and personal development.

BADA regards it as unethical and inappropriate for a member of staff/faculty to enter into a romantic or sexual relationship with a student, even if consensual. In addition to creating the potential for coercion, any such relationship

jeopardises the integrity of the educational process by creating a conflict of interest and may impair the learning environment for other students. Finally, such situations may expose the Academy and the staff/faculty member to liability for violation of laws against sexual harassment and sex discrimination.

This policy applies to:

- All BADA staff/faculty, as well as external contractors, directors and masterclass instructors.
- All students enrolled on a BADA program.

The policy applies even if the staff/faculty member and student have no direct teaching contact and/or the two parties are involved in separate programs.

BADA recognises that the individual support offered throughout our training invites a strong bond between staff/faculty and students. However, BADA must ensure that this relationship remains professional at all times. All staff/faculty are expected to uphold this policy and be aware that they are in a position of authority and influence. Therefore, no intimate relationship should occur between a member of the BADA staff/faculty and a BADA student, either on or off the premises.

Violations of the above policy by any staff/faculty member will lead to an investigation and may result in disciplinary action and possible dismissal for gross misconduct.

Staff/faculty or students with questions about this policy are encouraged to consult with the Academy's Dean or Managing Director.

Formal or informal complaints regarding an alleged violation of this policy should be brought to the attention of BADA's Dean or Managing Director. They should in turn ensure the others with an interest are made aware that a complaint has been made.

Should a student, staff/faculty member experience unwanted or inappropriate behavior or if they consider that they have been adversely affected by a misuse of power, authority, or conflict of interest, they should refer to BADA's Anti-bullying, Sexual Assault and Harassment Policy for the full reporting procedure.

Fire equipment

Throughout BADA's London premises there is safety equipment, particularly for use in the case of fire. Misuse of this equipment is highly irresponsible and is a criminal offence in the United Kingdom. It will be reported to the Police for prosecution.

Buildings and facilities

You are expected to show complete respect to all BADA premises and your accommodation. If you cause any damage, you may be liable for the full cost of the repairs.

Noise

All participants of the program live in shared accommodation. Each individual student has the responsibility to ensure that their conduct does not make life less enjoyable for others.

The most frequent source of concern and complaint is excessive noise. The most frequent complaints relate to talking loudly or shouting, especially late in the evening, and any student reported to BADA's Dean for such an infraction will be dealt with severely.