



Disciplinary Procedure

We all hope that learners will enjoy their time at LMA and engage fully with all aspects of their studies. On the very few occasions that this doesn't happen, LMA has a Student Disciplinary Procedure in place for our students.

Warnings can be issued by Creative Directors, their nominees and by members of the Senior Leadership Team.

The three stages are indicative and will not necessarily be followed sequentially.

The appropriate stage is instigated dependent on the nature of the misconduct. If, for example, a student displays behaviour considered to be Gross Misconduct, then a suspension can be undertaken without Stages 1 and 2 being commenced.

If a student is removed from programme, following a disciplinary meeting, they have a right to appeal.

This appeal must be received within fifteen working days of the decision being made. This should be made, in writing, to the Head of Student Services who will ensure that an appropriate staff member is appointed as the investigating officer. A response to the appeal will be sent, in writing, within fifteen working days.

The disciplinary procedure may be superseded at any time if any criminal proceedings commenced.

External criminal offences may affect internal procedures. If any student is subject to a criminal charge, they must report this to the Head of Student Services, in writing, within 24 hours of the charge being made.

LMA reserve the right to suspend a student without prejudice whilst we conduct our own review of that situation.

Stages of the Procedure

	Level of misconduct	Examples of behaviour (not exhaustive)
Stage 1: First Written Warning	Minor misconduct	<ul style="list-style-type: none"> ● Minor disruptive behaviour ● Continued swearing ● Continuous ignoring of instructions/direction ● Failing to bring in equipment/uniform ● Less serious cases of bullying ie, an incident that may be deemed to be bullying even if the behaviour has not been repeated or persistent ● Poor punctuality ● Poor attendance ● Late submission of work
Stage 2: Second Written Warning	Serious misconduct	<ul style="list-style-type: none"> ● Continuation of behaviour deemed to be minor misconduct ● Obscene or abusive language intended to upset or threaten ● Refusing to follow instructions ● Breaking college rules eg no smoking ● Serious, or repeated, cases of bullying
Stage 3: Suspension	Gross misconduct	<ul style="list-style-type: none"> ● Continuation of behaviour deemed to be serious misconduct ● Inappropriate use of the Internet ● Supplying false information ● Theft ● Any action deemed to be criminal ● Being under the influence of drink or drugs ● Taking/possessing drugs or alcohol on site ● Acts of vandalism ● Violent, abusive or serious anti-social behaviour ● Deliberate breaches of health and safety that puts others in danger

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