



UNIVERSITY  
OF LONDON

# Freedom of Speech & Academic Freedom Code of Practice (Policy & Procedures)

<b>Reference</b>	UP03
<b>Department</b>	<i>Governance, Policy and Compliance</i>
<b>Team</b>	<i>Central Secretariat</i>
<b>Type</b>	<i>University/ Code of Practice</i>
<b>Authority</b>	<i>VCEG / Academic Board / Board of Trustees</i>
<b>Version</b>	<i>V3.4 Addition of Appendix A</i>
<b>Date of approval</b>	<i>V3.3 - 15/10/2024 V3.4 - 29/07/2025</i>
<b>Formal Review cycle</b>	<i>Every three years or sooner if required.</i>
<b>Review date</b>	<i>31/07/2027 or as required</i>

# Freedom of Speech

## University of London Summary Statement on Free Speech and Academic Freedom

The University of London is committed to Free Speech and Academic Freedom as concepts that should be protected as it is the role of universities to nurture debate and to create and disseminate knowledge responsibly and for public benefit.

Free speech is defined as the freedom to impart ideas, opinions, information by means of speech, writing or images within the law. It is a broad concept that includes freedom of expression, the freedom to protest and academic freedom. We acknowledge that the laws of the state impose constraints on speakers and topics and therefore that we and those exercising their rights to free speech and expression must do so within those laws.

This Code of Practice:

1. Sets out the University of London's **values** relating to freedom of speech and explains how those values uphold freedom of speech.
2. Details the University of London's **procedures** that should be followed by our staff, students, members and visiting speakers in connection with the organisation of:
  - **meetings** which are to be held on the University's premises, and which fall within any class of meeting specified in the code, and
  - other **activities** which are to take place on the University's premises, and which fall within any class of activity so specified.
3. It also details:
  - the **conduct** expected of staff, students, members and visiting speakers in connection with any such meeting or activity, and
  - the **criteria** to be used by the University of London in making **decisions** about whether to allow the **use of premises** and on what terms (which must include its criteria for determining whether there are exceptional circumstances that would require an individual or body to bear some or all of the costs of security relating to their use of the premises).

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## **A. FREEDOM OF SPEECH AND ACADEMIC FREEDOM POLICY**

### **1. What are the University of London's values in relation to free speech within the law?**

- 1.1 The University of London is committed to Free Speech and Academic Freedom as concepts that should be protected as it is the role of universities to nurture debate and to create and disseminate knowledge responsibly and for public benefit.
- 1.2 Free speech is defined as the freedom to impart ideas, opinions, and information by means of speech, writing or images within the law. It is a broad concept that includes freedom of expression, the freedom to protest, and academic freedom. We acknowledge that the laws of the state impose constraints on speakers and topics and therefore that we and those exercising their rights to free speech and expression must do so within those laws (see Section 3).
- 1.3 There will be times when aspects of this definition and associated rights and responsibilities will be in tension with one another. The role of the University is to manage these tensions with an overriding commitment to protect freedom of speech and expression within the law. In a time of contestation, universities have a unique role to foster debate and the free exchange of ideas – facilitating how such conversations happen is a more urgent question than ever.
- 1.4 We believe that those exercising rights are also exercising responsibilities beyond that of simply not breaking the law and that in some circumstances (*e.g. professional modes of conduct*) additional expectations regarding both the protection of free speech in an academic context and responsible free speech are appropriate, valuable and an aide not a hindrance to the freedom to debate and engage and to the creation and dissemination of knowledge.
- 1.5 Our definitions and our values are grounded in UK legislation and Article 10 (Freedom of Expression) of the European Convention on Human Rights, as well as our own core values of enabling social good, the power of collaboration and reaching new horizons through learning which in turn underpin our educational mission as a university.

### **2. How do our values uphold free speech?**

- 2.1 We believe an active speaker programme is fundamental to the academic and other activities of the University and our Federation Members, and we encourage staff and students to invite a wide range of speakers and to engage critically but respectfully with debate at events.
- 2.2 Contentious discussion and robust debate within the law is encouraged and universities should be the space for this to occur. The lawful expression of controversial or unpopular views even if they cause offense does not constitute reasonable grounds for withholding permission for an event and as such, the University will take all reasonably practicable steps to ensure that events can be facilitated.
- 2.3 We recognise that the lawful expression of some ideas may cause offense to members of our community and some speakers, events or topics may prompt protest or complaint. Freedom of expression means freedom to support an idea and to protest against it. With freedom comes responsibility. It is the responsibility of protesters and supporters to act lawfully and peacefully. It is the responsibility of the University to protect free speech and to enable lawful and peaceful protest.
- 2.4 We also believe that it is fundamental to the work of a university that its academic staff have the right and responsibility to contribute to debate and advance knowledge in their disciplines and relevant related areas; and that they have a concomitant right not to experience harassment or abuse because they do so. We believe that these rights and responsibilities should extend, so far as is allowed or is feasible within their own national contexts, to our student body as well.

### **3. What is Freedom of Speech and Academic Freedom within the law?**

- 3.1 The University is mindful of the applicable restrictions in UK law and those of the jurisdictions with which it engages and will take all reasonably practicable steps to ensure freedom of speech within the law. The University is also aware that in the UK if a speaker breaks the law, it is the speaker who is culpable, and the University will not hesitate to take appropriate disciplinary or legal action including the reporting of a crime when the law is broken.
- 3.2 In the UK context, there are restrictions on free speech that are embedded in legislation, and which may criminalise speech or limit freedom of expression. These include, but may not be limited to:
- The Equality Act (2010), which prohibits discrimination and harassment on the basis of protected characteristics (including philosophical beliefs).
  - The Public Order Act (1986), which restricts the stirring up of hatred on the grounds of race, religion, or sexual discrimination.
  - The Terrorism Act (2006) and Counter Terrorism and Security Act (2015), including the Prevent duty which prohibits support for proscribed organisations and discourages permissive environments for radicalisation.
  - The Malicious Communications Act (1998), which defines the offence of sending a message which is indecent or grossly offensive and has the purpose of causing distress or anxiety to the recipient.
  - The Protection from Harassment Act (1997), which further defines harassment in the context of knowingly harassing someone such that they are persuaded not to do something they are entitled to or to do something they are not obligated to do.
  - The Sexual Offences (Amendment) Act (1992), which protects the anonymity of victims.
  - The Defamation Act (2013), which defines the nature and defence of statements that cause or may cause serious harm to a legal entity.
- 3.3 Academic freedom in relation to academic staff at the University, means their freedom within the law (see 3.1-3.2 above) to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges at the University.
- 3.4 The University also believes that the exercise of academic freedom within the law should not reduce the likelihood of their securing promotion or different jobs at the University.
- 3.5 Additionally, where a person applies to become a member of academic staff of the University, the person should not be adversely affected in relation to the application because they have exercised their freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions.
- 3.6 The University is committed to providing a very high level of protection for free speech and expression within the law in an academic context. The steps the University will take to provide this level of protection are detailed in Section 4.
- 3.7 The University recognises that study and research by students and staff may also include academic speech and that professional staff may speak in academic contexts relevant to their professions and academic disciplines and so where possible students and professional staff should be subject to equivalent protections and responsibilities (see 4.1, 4.4 below) to the extent that the University may provide them.

## **4. What steps will the University take to ensure Freedom of Speech and Academic Freedom?**

### **4.1 Policies, Processes and Procedures**

The University will ensure that its policies, processes and procedures where relevant reflect its duty to ensure, so far as is reasonably practicable, freedom of speech and academic freedom within the law, and provide a very high level of protection for the lawful expression of viewpoints and for speech in an academic context.

### **4.2 Governance**

The University will take reasonably practicable steps to ensure that:

- a) when new policies, processes and procedures are introduced, consideration is given to their potential impact on freedom of speech and academic freedom,
- b) we have processes in place to identify and manage any risks to freedom of speech or academic freedom arising from the terms of certain overseas funding, including funding from endowments, gifts, donations, research grants and contracts, and educational or commercial partnerships,
- c) we monitor any concerns that have been raised about freedom of speech and academic freedom to ensure that they are addressed so far as is reasonably practicable and to address any lessons learned and draw the attention of complainants to its processes for investigating complaints.

### **4.3 Education**

- a. The University recognises that education as a right includes a level of academic freedom and the responsibilities that come with it for our students and our staff. The University believes in an educational culture that supports those freedoms where we are able, while recognising that we are sometimes subject to the national contexts and laws of other nations and their jurisdictions.
- b. The University will therefore ensure that decisions about the curriculum and the way it is delivered take reasonably practicable steps to safeguard:
  - the ability of academics to teach and communicate ideas that may be controversial or unpopular but lawful, and
  - opportunities for students to be exposed to such ideas.
- c. Our approach to safeguarding includes the adoption of a rebuttable presumption to the effect that students being exposed to any of the following is unlikely to amount to harassment:
  - the content of higher education course materials, including but not limited to books, videos, sound recordings, and pictures, and
  - statements made and views expressed by a person as part of teaching, research or discussions about any subject matter which is connected with the content of a higher education course.
- d. The University also undertakes not to treat a student un- or less favourably than another:
  - in the way it provides education,
  - in the way it provides access to benefits, facilities, services or by not affording access to those,
  - by not providing education,
  - by excluding the student,
  - by subjecting the student to any other detriment on the grounds of that student's opinions or ideas.
- e. The University may however take action where the expression or manner of expression of a staff

member's or student's opinions or ideas constitutes a breach of the law or represents a significant breach of any appropriate code of conduct (having had particular regard to the protections for freedom of speech and academic freedom outlined in this Code of Conduct).

#### **4.4 Research, knowledge exchange and public engagement**

- a. The University believes that staff and students should be free to undertake academic research, knowledge exchange activities and public engagement without their freedom to speak or their academic freedom within the law being compromised.
- b. The University will therefore ensure that it takes reasonably practicable steps to safeguard:
  - the ability of academics to undertake research, scholarship, knowledge exchange and public engagement in all their commonly understood forms, to publish freely new knowledge derived from these activities, and to communicate and exchange knowledge and ideas that may be controversial or unpopular but lawful, and
  - opportunities for staff, students and the general public to be exposed to such ideas.
- c. The University believes in a research, knowledge exchange and public engagement culture that supports this freedom where we are able while recognising that we are sometimes subject to the national contexts and laws of other nations and their jurisdictions.
- d. However, we also believe that this freedom should not be restricted or compromised in any way because of a perceived or actual tension between a) any conclusions the research may or has reached or the viewpoint it supports, and b) the organisation's policies and values. Nor should it be restricted or compromised in any way because of any external pressure connected with a).

### **5. Who is responsible for Free Speech and Academic Freedom at the University of London?**

**5.1 Board of Trustees** - the Board has ultimate responsibility/accountability, which it discharges by:

- approving this Code of Practice,
- receiving assurances that the University's approach is consistent with its values and legislative and regulatory requirements, and
- requiring action where the University is at risk of failing in its duties to secure freedom of speech and academic freedom.

**5.2 Academic Board** - has delegated responsibility from the Board of Trustees for oversight of all academic matters and specifically for:

- those areas of the University's Code of Practice specifically relating to academic freedom, education and research and more generally the academic life of the University,
- receiving assurances relevant to its responsibilities that the University's approach is consistent with its values and legislative and regulatory requirements, and
- determining or recommending action where the University is at risk of failing in its duties to secure freedom of speech and academic freedom.

**5.3 Vice-Chancellor's Executive Group** - has responsibility for:

- ensuring sufficient resources are in place to meet this policy's commitments but also to ensure that those resources are performing optimally in support of this policy, and the University's values and strategic intentions, and
- taking direct action to address issues that may lead to regulatory sanctions, or significant risk in relation to the meeting of our commitments to free speech and academic freedom.

**5.4 Staff with specific responsibilities.** Some staff have specific responsibilities for or as part of the operation of this Code of Practice. These responsibilities include:

- operating in line with this policy including relevant principles and commitments,
- reading all relevant documentation, including relevant pronouncements and initiatives from government and sector-wide bodies, and understanding and acting on their requirements or recommended good practice,
- attending training and development in areas appropriate to their role,
- keeping appropriate records of decisions made and the rationale for them, and
- reviewing and keeping up to date any policies, processes or procedures for which they are responsible.



## B. FREEDOM OF SPEECH AND ACADEMIC FREEDOM PROCEDURES

### 6. How do I make a complaint?

#### 6.1 Complaints to the University relating to Free Speech or Academic Freedom

- **Students:** If you cannot resolve your concern informally, please refer to our Student [Complaints policy and procedure](#) and/or email: [A&C@london.ac.uk](mailto:A&C@london.ac.uk)
- **Staff:** If you cannot resolve your concern informally with your line manager then please refer to the University's [grievance process](#).
- **Applicants for academic posts:** If you have a free speech concern in relation to our appointment process please email: [recruitment@london.ac.uk](mailto:recruitment@london.ac.uk)
- **Applicants for academic promotion:** If you have a free speech concern in relation to our academic promotion process you may appeal by contacting: [hrpartnering@london.ac.uk](mailto:hrpartnering@london.ac.uk).
- **Visitors/ Speakers:** If you cannot resolve your concern informally then please refer to our [visitor regulations](#) and/or email: [uolevents@london.ac.uk](mailto:uolevents@london.ac.uk)

#### 6.2 Escalation to the Office for Students\*

- Our understanding is that the OfS will be given the power to consider complaints at their discretion, rather than obliged to consider every complaint.
- The OfS scheme will be open to staff and visiting speakers, but not to students. Students will continue to have access to the Office of the Independent Adjudicator (OIA) complaints scheme for their unresolved complaints.

*\*Pending legislative change and the publication of details of the OfS scheme.*

## 7. Meetings and events procedures

### 7.1 Principles to be applied

As consistent with our values regarding free speech the starting point for any event is that it should go ahead, and that cancellation is exceptional and undesirable. The University has a particular duty with regard to its members, students, employees and visiting speakers and a key part of our free speech duty is ensuring that the use of our premises is not denied:

- to any individual or body on the grounds of their ideas or opinions,  
*or*
- to anybody on the grounds of its policy or objectives or the ideas or opinions of any of its members,  
*and...*
- that the terms under which such premises are provided are not to any extent based on such grounds.

### 7.2 Free speech within the law

In the context of having particular regard to taking reasonably practicable steps to secure Freedom of Speech, the University will, in considering whether or not to allow any event to take place on its premises or elsewhere under its authority, endeavour to make a swift and fair assessment as to whether the views or ideas to be put forward (or the manner of their expression):

- infringe the legally recognised rights of others (e.g., libel, privacy),
- clearly constitute harassment or discrimination as defined in law,
- constitute a criminal offence,
- constitute a threat to public order or to the health and safety of individuals,
- incite others to commit a criminal act, or
- are supportive of a proscribed terror group or organisation.

### 7.3 Definitions

- **Staff:** An employee of the University or other person working under a contract of employment, including, without limitation, a fixed-term contract, a zero-hours contract, an hourly-paid contract or other type of casual or atypical contract of employment.
- **Student:** A person undertaking, or with a binding offer to undertake, a course of study or a programme of research (i) at the University or (ii) that leads to an award granted by the University, and in either case this may include a trainee or apprentice.
- **Visiting Speaker:** A person invited to speak at the University. It does not include a person who wanted or requested an invitation to speak but was not invited. It may include a person whose invitation has not been approved through an internal approval procedure.
- **Members:** In addition to the staff and students of the University, Members includes the Chancellor, the members of the Board of Trustees, all staff employed by the Member Institutions, and all students, graduates, Emeritus Professors and Readers of the Member Institutions.

### 7.4 Academic Life

It is the case that there is a substantive difference between events run by or for the University as part of its academic life as a core part of our charitable purposes and the purely commercial activity of renting our space for income to support that purpose. We take the view that we are duty bound to provide a higher level of protection for events taking place as part of the academic life of the University than for those taking place as part of the commercial life of the University.

## 7.5 Protests and controversial topics

In making decisions regarding meetings and events and having established the lawfulness of the speech the following issues and criteria will require consideration:

- It may be a reasonably practicable step **not** to cancel an event on the basis of the legal expression of any viewpoint by any speaker in response to objections/protests however widespread.
- Peaceful protest is a legitimate exercise of free speech rights and is sometimes by necessity disruptive in nature, however the exercising of those rights should not shut down debate or impede the free speech rights of others.
- It is appropriate for the University to take mitigating steps to allow an event to go ahead, which may include (depending on the circumstances) for example: the regulation of which premises may be used for a particular event, and/or at what time they may be used on grounds related to the policy or objectives of the body; requiring a neutral Chair or additional speakers to ensure balanced debate or that a member of staff is in attendance.
- It is not appropriate for protests through scale, frequency or nature to disrupt the rights and freedoms of others to education, for those protests to generate disproportionate costs relating to security nor to put others at risk.
- Where permission is not sought, and the protests still take place on University premises (land and/or buildings) then the University may take appropriate civil or legal action to enforce appropriate mitigating steps, and/or engage with appropriate authorities when a breach of the law takes place.

## 7.6 Logistics

The University recognises that in some instances there may be logistical or health and safety issues that need to be addressed to allow an event to go ahead. In order to manage an effective and efficient process that enables free speech within the law we nevertheless expect:

- Event bookings to be made within reasonable timescales especially for logistically complex events.
- Formal commitments to speakers or attendees not to be made until such time as the event is formally approved and in the case of external bookings contracts signed and required payments made.
- Organisers to help enable free speech within the law by engaging in a timely manner and with a constructive approach to problem solving and to support the implementation of any requirements we perceive as necessary to allow the event to go ahead.

## 7.7 Identified points of contact

Key points of contact in relation to meetings and events procedures include:

- For questions about our events booking processes the key contact is the: **Head of Events and Hospitality** or equivalent.
- If potential issues are identified which may require a decision as to whether and how an event may proceed in the context of this Code of Practice: **Executive Director: Estates & Property Services** or equivalent with advice from the **Director of Governance, Policy and Compliance** or equivalent.
- A decision may be escalated if risks are considered such that a determination is required by the **Vice-Chancellor** with advice as they see fit.

## 7.8 The Procedure (Summary)

Action	Responsibility
Event application and due diligence form completed	Organiser
Review of request logistics Review of request (security/reputation)	Events & Hospitality Strategic Comms & Marketing/Security
Further information requested if necessary	Events & Hospitality/Organiser
Decision or referral for decision if issues identified	Events & Hospitality or Executive Director Estates and Property
Further information/negotiation if necessary	Events & Hospitality/Organiser
If referral then final decision	Executive Director Estates and Property Services or escalate (see 7.7)
Contracts signed/payment made etc.	Events & Hospitality/Organiser

## APPENDIX A The Meetings & Events Process

**APPENDIX A: Meetings & Events (including protests & demonstrations) process for consideration:** In support of the Meetings and Events Procedures (Section 7 UoL Freedom of Speech & Academic Freedom Code of Practice) and the Visitor Regulations this process sets out in further detail the timing and criteria for consideration with the aim of ensuring that we meet our duties under the Higher Education Freedom of Speech Act 2023 to secure freedom of speech and academic freedom within the law.

## Process

Action	Responsibility	Timing	Contact / Forms
Event application and due diligence form completed.	Organiser	<b>External:</b> At least 2 months before event	<a href="#">Contact the Venues team   Venues   University of London</a>
<b>Notification of intention to Protest or demonstration – please use request form</b>	Organiser	For protests and demonstrations, the organiser should obtain, complete and submit a request to protest / demonstrate at least 72 hours in advance, unless it is not reasonably practicable to do so, in which case the organiser should give as much notice as possible, explaining in the request form any circumstances which have made it not reasonably practicable to give 72 hours notice. See also the <b>University of London Visitor Regulations:</b> <a href="#">Contact or visit the University of London   University of London</a> .	<a href="mailto:uolevents@london.ac.uk">uolevents@london.ac.uk</a>
	Organiser	<b>Internal:</b> At least 1 month before the event	<a href="mailto:internalevents@london.ac.uk">internalevents@london.ac.uk</a>
Review of request logistics	Events & Hospitality	Normally within three working days or as soon as is practical.	
Review of request (security/ reputation)	Strategic Comms & Marketing/ Security		
<b>Review of request for protests and demonstrations</b>	<b>Executive Director: Estates &amp; Property Services</b> or equivalent <b>with advice from the Director of Governance, Policy and</b>	Normally within three working days or as soon as is practical.	

	<b>Compliance</b> or equivalent.		
Further information requested if necessary.  <b>For protests and demonstrations</b>	Events & Hospitality  <b>Executive Director: Estates &amp; Property Services</b> or equivalent with <b>advice from the Director of Governance, Policy</b> and Compliance or equivalent.	Normally within three working days or as soon as is practical.  Normally within three working days or as soon as is practical.	
Provision of further information	Organiser	<b>NB the swift provision of any further information will help the university consider your request.</b>	
Decision or referral for Decision if issues identified	Events & Hospitality or Executive Director Estates and Property  <b>For protests and demonstrations</b> Executive Director: Estates & Property Services or equivalent with <b>advice from the Director of Governance, Policy and Compliance</b> or equivalent or refer to the <b>Vice-Chancellor</b> .	Normally within three working days  Normally within three working days or as soon as is practical.	
Further information / negotiation if necessary	Events & Hospitality / Organiser  <b>For protests and demonstrations</b> Executive Director: Estates & Property Services or equivalent with advice from the Director of Governance, Policy and Compliance or equivalent or refer to the Vice-Chancellor.		
If referral then final decision	Executive Director: Estates & Property Services or equivalent with advice from the Director of Governance, Policy and Compliance or equivalent or further refer to	<b>External:</b> Normally within fifteen working days  <b>For protests and demonstrations:</b> we will	

	the Vice-Chancellor.	aim to make a final decision soon as is practical.	
		<b>Internal:</b> Normally within ten working days	
Contracts signed/ Payment made etc.  <b>For protests and demonstrations - permission granted,</b>	Events & Hospitality /Organiser  <b>For protests and demonstrations</b> Executive Director: Estates & Property Services		

### **Criteria for consideration**

The University is committed to Freedom of Speech and its legal duties as laid out in its Code of Practice. It is also cognisant of the [regulatory advice](#) provided by the Office for Students on Free Speech. The following criteria help ensure that we secure freedom of speech within the law for staff, members, students and visiting speakers; and that the use of our premises is not denied

- to any individual or body on the grounds of their ideas or opinions, or
- to anybody on the grounds of its policy or objectives or the ideas or opinions of any of its members, and
- that the terms under which such premises are provided are not to any extent based on such grounds.

When making decisions about whether to allow the use of premises for meetings and events (including protests and demonstrations) and on what terms, the relevant criteria to be considered are as follows: (1) Is the intended meeting or event lawful? (2) What are the risks of the meeting or event taking place, and how can those risks appropriately be mitigated in order to facilitate freedom of speech? (3) Are any restrictions the University intends to impose on the meeting or event justified, necessary and proportionate, given the importance of freedom of speech?

**Criteria 1: Lawfulness - Is the intended 'speech' within the law (please also reference Section 3 of the Code of Practice):** In the context of having particular regard to the importance of securing Freedom of Speech, the University will, in considering whether or not to allow any event to take place on its premises or elsewhere under its authority, endeavour to make a swift and fair assessment as to whether the views or ideas to be put forward (or the manner of their expression):

- infringe the legally recognised rights of others (e.g., libel, privacy),
- clearly constitute harassment or discrimination as defined in law,
- constitute a criminal offence,
- constitute a threat to public order or to the health and safety of individuals,
- incite others to commit a criminal act, or
- are supportive of a proscribed terror group or organisation.

**Criteria 2: Risks & Mitigations - Can reasonably practicable steps be taken to help secure the freedom of speech.**

- Based on the information available / provided is it likely that the meeting, event, protest or demonstration through scale, frequency or nature will:
  - i. disrupt the rights and freedoms of others (e.g. to education, or a safe working environment).
  - ii. generate disproportionate costs relating to security.
  - iii. to put others at risk (physical safety) or to seriously disrupt the essential functions and resources of the University in pursuit of its charitable objects.



- Based on the information available / provided is it likely that the protests would shut down debate or impede the free speech rights of others.
- What appropriate mitigating steps may be taken by the University and the Organisers to allow the event to go ahead, these may include but are not limited to (depending on the circumstances) for example: the regulation of which premises may be used for a particular event, and/or at what time they may be used. Security costs will be considered in the context of the University's charitable objects and fiduciary duties) and only in exceptional circumstances be passed on the organisers and only in exceptional\* circumstances will they be passed on to organiser.

*\*Circumstances are "exceptional" when security costs exceed the normal provision of security cover plus an additional £2000 for specialist services or additional external cover or where a visiting speaker might reasonably be expected to provide their own additional security (e.g. because of political or state office) In these circumstances we will pass on the residue of security costs to the organisers.*

**Criteria 3. Justification & Proportionality - Are any restrictions the University wishes to put in place in the context of Criteria 1 or 2 either 'prescribed by law' and proportionate under the European Convention on Human Rights?**

The University will consider:

- whether the objective of a measure taken (e.g. a restriction or mitigation) is sufficiently important to justify the limitation of a protected right (free speech)
- whether the measure taken is rationally connected to the objective,
- whether a less intrusive measure could have been used without unacceptably compromising the achievement of the objective, and
- whether, balancing the severity of the measure's effects on the rights of the persons to whom it applies against the importance of the objective, to the extent that the measure will contribute to its achievement, the former outweighs the latter.<sup>[43](#)</sup>

## **Request to Protest / Demonstrate on University of London property.**

The organiser should obtain, complete and submit a request to protest / demonstrate at least 72 hours in advance, unless it is not reasonably practicable to do so, in which case the organiser should give as much notice as possible, explaining in the request form any circumstances which have made it not reasonably practicable to give 72 hours notice.

Please submit your request to [uolevents@london.ac.uk](mailto:uolevents@london.ac.uk)

**1. Please describe in as much detail as you are able the nature of the proposed activity:**

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**2. If not already detailed in your description it would be helpful if you could also provide:**

a) Contact details of the person or persons or organisation responsible (the principal organiser) organising the meeting or activity.
b) The date(s) , time(s) (including durations) , frequency (including overall duration) and exact place of meeting (s) or activities .
c) Whether or not any equipment (e.g. tables, awnings, megaphones, speakers etc.) will be used as part of the activity and if so, please detail what (size / type etc.) and how (with reference to 1. above)

d) The name of any planned speaker(s) or alternative speaker(s)
e) The expected timing of the arrival and departure of any speaker(s).
f) Information on the subject of the meeting or activity this may include drafts, in English, of any speeches to be delivered.
g) Copies in English of any proposed notice, leaflet or other material (electronic otherwise) announcing or advertising the meeting. The University reserves the right to require change to or withdrawal of publicity material if they are found to be in breach of any applicable law.
h) Whether the audience (s) is likely to include persons who are not members of the University (staff or students of the University or of Federation members).
i) Details of any circumstances which in your opinion could give rise to concern about possible disturbances or illegal/ unlawful activity which could take place or be caused by the meeting or activity

### Decisions:

- Once this information is provided and assuming that no further information reasonably required by the University in order to reach a decision is provided we will within three working days or as soon as is practical issue a statement to the principal organiser which shall either grant permission, grant permission with conditions or withhold permission for the use of University premises as proposed for the conduct of the protest/ demonstration.
- We will make decisions based on the application of the criteria above and in the context of our duty to secure freedom of speech within the law.