

NOTTINGHAM TRENT UNIVERSITY

CODE OF PRACTICE ON FREEDOM OF SPEECH

1. Introduction

- 1.1. Freedom of speech and expression is at the heart of what universities are for, where the freedom to express ideas and debate opinions is a fundamental principle.
- 1.2. In common with other higher education institutions, Nottingham Trent University (the University) has certain legal and regulatory obligations to protect freedom of speech and academic freedom.
- 1.3. Under Part A1 of the Higher Education and Research Act 2017 (and, where relevant, any subsequent legislation), the governing body of the University is required to take such steps as are reasonably practicable to ensure freedom of speech within the law is secured for its members, students and employees, and for visiting speakers.
- 1.4. The University takes its responsibilities in respect of freedom of speech and academic freedom, including the duty to promote the importance of freedom of speech within the law and academic freedom seriously and it committed to doing all that it reasonably practicable can to promote and protect these principles.
- 1.5. At the same time, the University is conscious of its obligations to maintain good campus relations which safeguard the safety of students, staff and visitors.
- 1.6. As part of its duties to secure freedom of speech within the law and Academic freedom, the University is required to produce a Code of Practice. This Code of Practice sets out the way in which the rights and obligations associated with freedom of speech, expression and debate operate at the University and how the balance of legal responsibilities is achieved.
- 1.7. The Chief Operating Officer and Registrar will oversee the implementation of this Code of Practice.

2. Scope

- 2.1. This Code of Practice applies to:
 - i) all members, staff and students of the University;
 - ii) visiting speakers and all other persons invited or otherwise lawfully on the premises;
 - iii) the Nottingham Trent Students' Union, including its constituent societies, clubs and associations; and
 - iv) the organisation of meetings, conferences, assemblies, or similar events that take place on any University premises; as well as those that are organised and sponsored/ approved by the University but held on other premises, whether for University staff or students; the public, or a discrete group or association.
- 2.2. All persons to whom this Code applies are under an obligation to take no action which would hinder freedom of speech within the law or academic freedom, or which would prevent the University from discharging its duty to secure freedom of speech within the law and academic freedom.

- 2.3. This Code also applies to informal or social activities as well as to any more formal meeting or lecture, in person and online. Examples include visiting lecturers invited by academic staff, religious or political representatives speaking on campus, and events such as debates, speeches and conferences taking place using University facilities that have been organised by staff, students and external bodies.
- 2.4. References in this Code of Practice to "the University's premises" means those premises over which the University exercises control (including online or virtual classrooms and communication spaces and the Students' Union).
- 2.5. This Code will be posted in a prominent position on the University's intranet and website.
- 2.6. This Code of Practice is not intended to apply to speakers at acts of purely religious worship. Any speakers at such acts of religious worship should be referred to the University's Chaplaincy service and be in accordance with the provisions of the University's Use of Prayer and Faith Facilities Policy.

3. Policy Statement

- 3.1. The University supports the right of individuals to express controversial or unpopular views, provided that the expression of those views does not constitute racial hatred, religious hatred, sexual harassment or other activities which are likely to cause a breach of the peace or public disorder, create a risk to health and safety or are otherwise unlawful.
- 3.2. Whilst upholding the principles of freedom speech and academic freedom, the University will not permit its premises or resources (including its virtual/remote working resources) to be used to promote or support violent extremism or terrorism or non-violent extremism which could encourage support for terrorism or popularise views which terrorists exploit. Where the University has concerns that an event might draw people into terrorism, it has the authority not to allow the event to proceed.
- 3.3. Where Events may include the expression of potentially controversial or unpopular views, the University shall act in accordance with its wider legal duties.
- 3.4. Every person to whom this Code of Practice applies is required to assist the University in upholding its provisions.
- 3.5. The University shall take such steps as are reasonably practicable, including where appropriate the initiation of disciplinary measures, to secure compliance by groups or individuals with their obligations under this Code of Practice.
- 3.6. The University does not allow or condone 'no platforming' of events permitted under this Code of Practice. This means that no person or group to whom this Code of Practice applies shall prevent or seek to prevent the holding or continuation of any event, lecture, tutorial exhibition or other academic activity (whether or not within the University) because of the views held or expressed, which are reasonably likely to be expressed or which it is believed may be expressed.

4. Key Concepts

- 4.1. Freedom of speech means that everyone has the right to express lawful views and

opinions freely in speech or in writing, without interference.

- 4.2. Freedom of speech within the law is protected. This means that freedom of speech will not be protected if it contravenes some other law and illegal or unlawful acts will not be tolerated by the University.
- 4.3. The University respects the rights and freedoms of individuals, and the principles of equality, diversity and inclusion. All members of its community share the responsibility for maintaining an environment of reasoned enquiry, mutual tolerance and civility. However, it is not the proper role of the University to attempt to restrict the discussion of ideas and opinions that are within the law, no matter how distasteful, unwelcome or offensive those ideas and opinions may seem to some. This is especially the case regarding matters of academic and public interest.
- 4.4. However, it should be noted that association with the University, as an academic institution and charity with the express object of advancing knowledge, education and research for the public benefit, confers a degree of authority and legitimacy on views and provides privileged access to a scholarly audience for the speakers it hosts. In assessing what is reasonably practicable to do to ensure and promote freedom of speech and academic freedom in any case, the University does not regard itself as obliged to provide a platform to individuals who wish to promote views that are manifestly at odds with these objects, or with empirically verifiable objective facts or not susceptible to reasoned enquiry and debate. Staff and students making decisions about invitations to speakers should always assess carefully the contribution that a discussion or event will have to the advancement of education in a university setting, and what form the event should take to best deliver that outcome.
- 4.5. The University has the right and power to regulate the use of its premises, and is under no legal obligation to hold meetings on campus which are open to the outside public. In compliance with its duties under the above legislation, however, the University will ensure, so far as is reasonably practicable, that the use of its premises is not denied to any individual or body of persons on any ground connected with:
 - i) the beliefs and views of that individual or any member of that body; or
 - ii) the policy or objectives of that body.
- 4.6. The University is also required to produce this Code of Practice setting out the procedures to be followed by students and staff in connection with the organisation of meetings events which fall within any class specified in this Code of Practice, together with the conduct required of staff and students in connection with such events.

5. Academic Freedom

- 5.1. The University is committed to ensuring that academic staff have the freedom to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions without placing them at risk of losing their jobs or privileges at the University, or reducing the likelihood of securing promotion or different jobs at the University. Academic freedom must be exercised within the law and is subject to this Code of Practice.
- 5.2. Academic freedom shall extend to all academic staff and to any visiting or guest lecturer invited by the University.

6. Values

- 6.1. The University recognises, supports and promotes freedom of speech and academic freedom within the law as a fundamental principle of a democratic society and one that is central to higher education.
- 6.2. The core mission of universities is the pursuit of knowledge, and the principles of free speech and academic freedom are fundamental to this purpose. Freedom of speech and academic freedom provide an environment to advance new ideas, encourage productive debate and challenge conventional wisdom. These freedoms help ensure that students develop the skills to question, debate, think critically and develop confidence in forming and discussing their own views and opinions. Freedom of speech and academic freedom therefore receive a very high level of protection.
- 6.3. The starting point is that speech is permitted, unless otherwise restricted by law. the University will ensure the use of the University's premises is not denied on grounds connected with the beliefs, views, policies or objectives of an individual or body, as long as such use is at all times within the law. All events taking place on the University's premises are private, unless the public is expressly invited to attend.
- 6.4. At the University all staff and students are entitled to teach, learn and research in a culture that values vigorous debate, including in relation to difficult, contentious or uncomfortable topics. The University recognises that this may sometimes include speech that is offensive but otherwise lawful.

7. University Courses, Policies and Procedures

- 7.1. The University will ensure that its teaching, curriculum, policies and procedures reflect its duty to secure, so far as is reasonably practicable, freedom of speech and academic freedom within the law. In particular, the University shall ensure that:
 - i) no individual will be subjected to disciplinary action or less favourable treatment by or on behalf of the University as a result of the lawful exercise of their freedom of speech or academic freedom;
 - ii) its processes for course development and approval, academic assessment and quality assurance will respect the rights of freedom of speech and academic freedom;
 - iii) its processes for facilitating research will respect the rights of freedom of speech and academic freedom; and
 - iv) it will not restrict the exposure to students of ideas because they are controversial or unpopular or because some (or many) find them offensive.

8. Steps the University will take to ensure Freedom of Speech

- 8.1. The University will:
 - i) ensure that this Code of Practice and the principles within it are brought to the attention of staff and students on arrival at the University;
 - ii) draw this Code of Practice and the accompanying statement about the Code of Practice to the attention of students annually;
 - iii) ensure that all relevant staff receive training on their role in helping to discharge the University's obligations in relation to freedom of speech and academic freedom;

- iv) periodically survey staff, students and other stakeholders to secure their views on whether freedom of speech and academic freedom at the institution are being adequately protected and take the findings into account;
- v) so far as is reasonably practicable, make available to all staff and students adequate induction on how this Code of Practice applies in practice and the rights that they and visiting speakers have in relation to free speech and academic freedom;
- vi) where relevant policies and procedures are introduced, ensure that consideration is given to their impact on freedom of speech and academic freedom;
- vii) ensure adequate and effective mechanisms are in place to raise concerns in relation to freedom of speech and academic freedom; and
- viii) if concerns are raised regarding freedom of speech and academic freedom, ensure that, so far as is reasonably practicable, such concerns are addressed and any lessons to be learned are incorporated into a review of relevant policies, procedures and practices.

8.2. In assessing its compliance with its duties, the University shall apply a three-step framework when assessing any measure or decision that might affect freedom of speech, as follows:

- Step 1 – an assessment as to whether the speech is within the law.
 - If yes, it will consider Step 2.
 - If no, the duty to secure free speech does not apply.
- Step 2 – consideration as to whether there are any reasonably practicable steps (positive or negative) to secure the speech.
 - If yes, those steps shall be taken.
 - If no, the University will consider Step 3.
- Step 3 – if there are no reasonably practicable steps to secure speech, the University will ensure that its restrictions are prescribed by law and proportionate under the European Convention on Human Rights.
 - If yes, the restrictions shall be implemented.
 - If no, the restrictions shall not be implemented as this would be inconsistent with the University’s free speech duties.

8.3. The following, amongst other considerations, are unlikely to be relevant when considering what steps are reasonably practicable: the viewpoint that any affected speech expresses, including but not limited to: whether it aligns with University’s aims or values; whether it is controversial or offensive; whether external or internal groups approve of the viewpoint that the speech expresses; or the reputational impact of any affected speech on the University.

9. Limitations on Freedom of Speech

9.1. Nothing in this Code of Practice shall interfere with the right to assemble, demonstrate, protest and speak or otherwise express oneself within the law. However, illegal and unlawful acts will not be tolerated.

9.2. The University has a duty to protect its staff and students from unlawful discrimination, harassment, intimidation or threats of violence on the grounds of race, sex, age, religion or philosophical belief, sexual orientation, disability, gender

reassignment, marriage and civil partnership, or pregnancy or maternity. However, the provisions of the Equality Act 2010 should not be interpreted to undermine freedom of speech and academic freedom. As a result, students' learning experience and the working environment of staff may include exposure to research, course material, discussion or speaker's views that they find offensive, contentious or unacceptable, but are nonetheless lawful, and unlikely to be considered unlawful harassment or discrimination under the Equality Act 2010.

- 9.3. There are other legislative requirements that may be relevant in particular cases. For example, there are offences if speech encourages terrorism or amounts to the incitement of religious or racial hatred under the Terrorism Acts or hatred on the grounds of sexual orientation under the Public Order Acts, as well as statutory requirements relating to the holding of processions and assemblies. The University is not under any obligation to secure or promote freedom of speech that contravenes any legislative requirements.
- 9.4. The University is subject to the public sector equality duty and when it is exercising its functions it must have due regard to the following three aims:
- i) the need to eliminate unlawful discrimination, harassment and victimisation;
 - ii) the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - iii) the need to foster good relations between people who share a relevant protected characteristic and persons who do not share it.

In the context of its duties in relation to freedom of speech and academic freedom, the University will consider the potential impact on staff and students who may feel upset, vilified or marginalised by views expressed and how to ensure those staff and students feel able to participate fully in activities and discussions and will have particular regard to the high level of protection afforded to freedom of speech and academic freedom within the law.

10. Events

- 10.1. Where any person or group subject to this Code of Practice wishes to hold any event for the expression of views or beliefs held or lawfully expressed or an event consent shall not be unreasonably refused and will be determined in accordance with the terms of this Code of Practice.
- 10.2. Where any person seeks to hold an Event which involves a visiting external speaker or which is outside the normal academic curriculum on University or NTSU premises, or which are funded or endorsed by the University or NTSU, approval shall be sought in accordance with the Event Approval Procedure attached to this Code of Practice. The starting point will be that the Event should be allowed to proceed. Any conditions imposed on the holding of the Event shall be kept to the minimum necessary for the risks identified in holding the Event.
- 10.3. For the avoidance of doubt an Event as defined in this Code of Practice does not include an event convened as part of the normal academic curriculum, including lectures, seminars, graduation ceremonies, talks at career events and other activities that involve academic talks and lectures that are integrated into and form part of the University's curriculum. Such events do not therefore require approval via the Event Approval Procedure.
- 10.4. On receipt of an Event Approval request the University will consider what proportionate and mitigating actions can be put in place to reduce or manage any identified risks to enable the request to be approved. These may include but are

not limited to: requirements as to the provision of security/stewards; variation of location and time; whether such a meeting shall be open to the public at large; the speaker being part of a panel debate; the appointment of an independent chair; the recording of the speech; or ensuring that a member of staff is in attendance. The University shall ensure that such conditions or requirements go no further than is necessary to address the risks identified. Other than in exceptional circumstances, the costs of security relating to the use of premises shall not be passed to the person or organisation arranging the event. Circumstances shall be exceptional when the security costs exceed £2,000. The University's decision on whether or not to pass on costs will not to any extent be influenced by:

- i) in relation to any individual, their ideas or opinions;
- ii) in relation to any body, its policy or objectives or the ideas or opinions of any of its member; and
- iii) in relation to the event, the ideas or opinions likely to be expressed as it, provided these are within the law.

10.5. Where the University is reasonably satisfied that the otherwise lawful expression of views at an Event is likely to give rise to disorder or threats to the safety of participants or the wider University community, the University shall consider the steps necessary to take to ensure:

- i) the safety of all persons;
- ii) the maintenance of order; and
- iii) the security of University premises.

10.6. Where the University concludes that imposing conditions would not be sufficient to prevent serious disorder within premises subject to its control, it may decline to permit an Event to proceed.

10.7. Gender segregation is not permitted in any academic meetings or at events, lectures or meetings provided for students, or at events attended by members of the public or employees of the University or NTSU (unless an exemption applies in accordance with the Equality Act 2010).

10.8. Should the Event involve public processions then the organiser of the event is required to notify the police in writing ahead of the event and comply with the conditions imposed by the police and/or the Public Order Act 1986.

10.9. Should the Event involve demonstrations on either the University's or NTSU's premises then the organiser of the event should note that in accordance with the provisions of the Public Order Act 1986, such demonstrations may be subject to conditions imposed by the police.

10.10. In cases where it is reasonable for the University to believe that disruption may occur at an Event, whether at the approval request stage or at any time thereafter in the run-up to the Event, the University shall be entitled to consult with the police as to the measures necessary to prevent or minimise any such disruption. These measures could, in rare circumstances, include cancellation of the Event.

10.11. Should the Event be aimed at students of the University studying Further Education programmes a member of University staff is required to be present at the Event.

11. Conduct at Events

- 11.1. Everyone has the right to free speech within the law. The University expects students, staff and visitors to ensure that freedom of speech within the law is assured.
- 11.2. The University seeks to expose its staff and students to the widest possible range of ideas and views. All persons to whom this Code applies are required to observe the principle of freedom of speech and expression while on the University's premises and shall show tolerance towards the expression of views, opinions and beliefs of others, even though those views, opinions or beliefs may run contrary to their own personal views, opinions or beliefs.
- 11.3. A member of staff or student who organises an Event on the University's premises shall be responsible for ensuring, as far as is reasonably practicable, that the Event is conducted in a manner to promote freedom of speech whilst maintaining good order and academic discipline and does not involve or lead to damage to property or an infringement of the law. Speakers remain responsible for their own compliance with the law.
- 11.4. University staff and students are required to ensure that they do not wilfully engage in conduct that prevents, obstructs or disrupts the holding or orderly conduct of any meeting or other lawful activity that takes place on the University's premises.
- 11.5. Nothing in this Code of Practice shall be taken to prohibit the lawful exercise of the right to peacefully protest. Protests against an Event must be conducted without infringing the rights of others, including others' rights to freedom of speech. No protest should prevent an Event allowed under this Code of Practice from going ahead as scheduled.
- 11.6. Infringements of, or departures from, this Code of Practice in whatever respect may render those responsible subject to disciplinary proceedings. In addition to disciplinary proceedings, breaches of the law may give rise to prosecution. All students and members of staff are under an obligation to assist with any investigation into any allegation of a breach of this Code of Practice.

12. Operational Implementation of the Code of Practice

- 12.1. Executive Deans are responsible for ensuring that the principles underpinning this Code of Practice are taken into account in the planning of teaching and learning activity and in the production of publications or other output from academic work.
- 12.2. In addition, any off-site Event (i.e. one taking place away from the University's premises or NTSU premises) held in the University's or NTSU's name or on its behalf must, as far as reasonably possible, be organised and managed in compliance with the principles underpinning this Code of Practice.
- 12.3. External speakers at conferences on University premises or external speakers at online events are covered by this Code of Practice. All such proposed external speakers must be notified to the Events team or NTSU as appropriate and approval sought in accordance with the Event Approval Procedure. Regular contact is needed between the University and conference organisers to assess the progress of conference arrangements to ensure any issues in respect of the Code of Practice are identified early.

13. Breaches and Complaints

- 13.1. If an offence is allegedly committed at or in connection with an Event or activity to which the provisions of this Code of Practice apply, in addition to any internal disciplinary procedures that may be appropriate, the University or NTSU as appropriate may take steps to assist the policy in identifying any persons committing offences.
- 13.2. Any concerns or complaints regarding this Code of Practice or the actions of the University in respect of it should be directed to the University Secretary at rebecca.jenkyn@ntu.ac.uk in the first instance.
- 13.3. Where the University receives a concern about the exercise of academic freedom or freedom of speech or there has been an infringement of or departure(s) from the procedures set out in this Code, the University shall investigate accordingly. The University shall implement a rapid triage process to ensure swift dismissal of complaints about speech that do not warrant further investigation. Subject to the outcome of the initial investigation, such allegation may lead to further investigation in accordance with the University's disciplinary procedures, or the Student Code of Behaviour, or the University's grievance or complaints procedures.

14. Speakers at Events Booked by External Individuals or Organisations

- 14.1. In the event that the University receives a request to the Events team or elsewhere from an external organisation for the University to make its facilities available to them for an event, commercial or non-commercial, then for the avoidance of any doubt, the event organiser and any speakers connected to that event will have to comply with this Code of Practice.
- 14.2. The University will ensure that individuals who manage such bookings are aware of this Code of Practice and can manage the request in accordance with its provisions.

15. Review and Monitoring

- 15.1. The University shall record all decisions that are likely to have a substantial (positive or negative) effect on freedom of speech within the law. The University Secretary shall maintain this record.
- 15.2. The University shall periodically review and, where necessary, update this Code of Practice. To this end, the Governing Body shall receive a report on the operation of the Code of Practice, together with any recommendations for its revision, at intervals not exceeding three years.
- 15.3. An annual report on Events involving external speakers approved in accordance with the terms of this Code of Practice will be provided to the Prevent Steering Group for information.
- 15.4. This version of the Code of Practice was approved by the Board of Governors on 22 September 2025.

NOTTINGHAM TRENT UNIVERSITY
EVENT APPROVAL PROCEDURE

1. Application for approval

- 1.1. Subject to 1.2 below this Procedure applies to all events involving External Speakers and/or to other Events convened for the lawful expression of views.
- 1.2. This procedure does not apply to events which comprise academic activities, including lectures, seminars, graduation ceremonies, talks at career events and other activities that involve academic talks and lectures that are integrated into and form part of the University's curriculum.
- 1.3. Any person or group wishing to hold an Event on University or NTSU premises must seek formal approval to the same and complete this procedure in advance of the Event taking place. This applies to both internal and external bookings for any venue controlled by the University. Event organisers following this procedure must agree to abide by the Code of Practice on Freedom of Speech set out above.
- 1.4. To seek formal approval, the organiser(s) of the Event must submit a written request (using the relevant Event Request Form at Appendix 1 or in accordance with the NTSU Event Booking procedure available from NTSU) for consideration. The request must be submitted not less than 15 working days' notice before the proposed date of the event, to the designated Approving Manager determined by the status of the event organiser(s), as follows:

Event Organiser(s)	Approving Managers
The Students' Union (including any of its Societies, groups and Associations)	The CEO <u>and</u> the President of Nottingham Trent Students' Union
Student(s) acting personally (i.e. independently of NTSU)	Executive Dean of School
Academic Staff	Executive Dean of School
Professional Services staff: in a School in Professional Services departments	Executive Dean of School/Head of Service
External hirer (organisation or individual)	Director of Campus Operations and the CEO and the President of the Nottingham Trent Students' Union if an external hirer is requesting use of the NTSU premises.
NTU Sports Clubs	NTU Director of Sport

- 1.5. Any change to the planned Event must be notified to the University or NTSU, as appropriate, not less than 5 working days in advance so that the University can reassess the request.
- 1.6. In the event of any doubt as to whether a proposed Event might require approval under this procedure, the organiser(s) of the Event shall consult the relevant Approving Manager at the earliest opportunity so that the correct procedures may be followed.
- 1.7. On receipt of the Event Approval Form the Approving Manager will undertake an

appropriate review based on an assessment of risk of the Event in question. In considering whether to approve the Event request, the Approving Manager shall take account of any actual and/or potential risks associated with the Event, which may involve the completion of a formal risk assessment. The Approving Manager must note clearly the level of actual and/or potential risk associated with the proposed event.

- 1.8. The University may withhold or refuse consent to any external speaker or like Event that has not been made in accordance with this Code of Practice including where the specified timescales have not been complied with.
- 1.9. The Approving Manager shall have discretion to refer the matter for consideration and decision by an Event Approval Panel (EAP) comprising the Approving Manager and two other senior officers of the University and the NTSU (such that at least one member of the EAP is a Member of University staff).
- 1.10. Based on the evidence, the EAP shall agree the level of actual and/or potential risk and a decision shall be made as to whether the request to hold the event is:
 - Approved; or
 - Approved with conditions; or
 - Rejected.
- 1.11. The EAP shall seek to provide written confirmation of their decision to the event organiser(s) within 5 working days of receiving the written request. However, the EAP may require more time to reach their decision; in such circumstances, the decision will be communicated as quickly as circumstances allow.
- 1.12. If the decision of the EAP is to approve the request with conditions, or to reject the request, the organiser(s) shall be entitled to submit an appeal against the decision. Any such appeal must be submitted in writing to the Vice-Chancellor's Office for referral to/consideration by a member of the University's University Executive Team ("UET") and to the Chair of the Board of Trustees of NTSU. This person cannot previously have been a member of the EAP which made the original decision. The decision shall be final and there shall be no further mechanism for appeal within the University or Students' Union.

2. Management of Approved Events

- 2.1. Following Event approval, the Event organiser(s) shall be responsible for liaising with the relevant members of University (and, where appropriate, NTSU) staff to secure the use of the premises and all associated facilities and services which may be required to facilitate the staging of the event.
- 2.2. The University shall be entitled but not obliged to nominate an Event Liaison Officer to act on its behalf during the planning and staging of an event. The Event Liaison Officer shall have authority to take any lawful action on behalf of the University and to issue reasonable instructions to the event organiser(s) in order to ensure the good conduct of the event and compliance with the Code of Practice on Freedom of Speech.
- 2.3. Event organiser(s) must comply with all lawful conditions imposed by the University (and, where appropriate, NTSU) in relation to the location and management of the event including stewarding, control over proceedings and ensuring adequate supervision of those attending.
- 2.4. Event organiser(s) shall make the external speakers aware of the Code of Practice

on Freedom of Speech.

- 2.5 The organiser(s) of a virtual Event shall ensure that the identity of the external speaker is verified prior to commencement of the Event and ahead of providing access to the virtual event. This is to ensure that a substitute speaker who has not been approved is not able to join the meeting.
- 2.6 While an Event is in progress, the University shall have the right to require the organisers to terminate the Event if the conduct of the event gives rise to concerns for the University that the safety of persons attending cannot be reasonably guaranteed, or that a breach of the law or a material breach of the Code of Practice on Freedom of Speech or any of the conditions imposed in the event approval process occurs.
- 2.7 The University may also withdraw its consent and terminate an Event either during or prior to its commencement if it becomes apparent that the content/nature of the Event or the identity or numbers of speakers previously notified to the University have changed. This includes a situation where an attendee speaks at the Event.
- 2.8 Events/external speakers must not be advertised until written approval for the Event to proceed has been received in accordance with this Procedure.

**NOTTINGHAM TRENT UNIVERSITY
EVENT BOOKING REQUEST**

Principal Organiser's Details

Full name(s)	Status e.g. NTU staff; SU Official; Student; External Hirer	Contact phone no.	Email address

Acting on behalf of (name of group, external body or organisation)

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Purpose/Topic of Proposed Event

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Proposed Timing and Location of Event

Date	Start time	End time	Venue (also include details of online events)

Proposed Speakers

Name	Status

Organiser's Declaration

I declare that the information provided here is, to the best of my knowledge, a true and accurate statement of intentions and requirements. I/we will notify the University of any changes to the event.

I/we understand and accept that this event request is made under the provisions of the University's Code of Practice on Freedom of Speech, and I/we agree to comply with this Code of Practice in the event that permission to hold this event is granted. I/we acknowledge that the event may be cancelled at any time, if this is deemed necessary by the University.

Signature(s)	Date

When completed, this form should be submitted for consideration by the relevant Approving Manager not less than 15 working days before the date of the proposed event.