UCEM External Speaker Policy

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1. Introduction

UCEM welcomes visiting speakers to its premises, on its Virtual Learning Environment and in some instances at external venues. Such speakers bring great diversity of experience, insight and opinion, and spark discussion and debate among students, staff, and visitors alike. Currently external speakers are used in the following contexts:

- Online or face to face events to students and/or staff to support the learning and teaching curriculum;

- CPD events for the property and construction sector; and

- Events to promote UCEM; including but not limited to its programmes; annual conference; working with employers and PSRBs.

The purpose of this policy is to set out how UCEM will manage the risks around external speakers and to set out a governing framework for visiting speakers to ensure that debate, challenge, and dissent are not only permitted but expected. It will demonstrate how it seeks to maintain a safe environment where freedom of speech, expression and academic debate can exist. In line with UCEM's Code of Practice chapter on Equality and Diversity (opens new window), UCEM is committed to creating an environment where everyone is treated with dignity and respect and where diversity is valued. This policy is applicable to External Speakers within the UK.

2. Policy statement

UCEM is committed to providing students with an environment where freedom of expression and speech (within the law) are protected, but balanced with the need to ensure that UCEM staff and students are free from harm and hatred.

In the context of UCEM, an external speaker is defined as anyone who is not engaged under any form of contract with UCEM and is engaged to address groups of students or delegates or for the purposes of CPD or other public facing events.

UCEM is aware of its responsibilities to have due regard to the need to prevent people from being drawn into terrorism, placing a proportionate amount of consideration on its policies and procedures.

The approval of external speakers should not be denied on grounds of position or belief.

UCEM seeks to ensure that the policy is embedded within the institution's day to day practices, policies and procedures.

3. Scope

This policy applies to all aspects of academic life at UCEM and includes all tutors and guest lecturers within the UK Guest speakers at UCEM premises in Hong Kong or, at any other venue outside of the UK, are outside the scope of this policy.

4. Implementation

4.1 Booking an external speaker

UCEM is committed to providing opportunities for students to meet and share the views of a range of subject specialists. However, in doing so, UCEM is also committed to ensuring that sufficient checks are undertaken on each individual before they are booked to ensure that they are suitable for Higher Education and pose no threat to students. All external speakers must act in accordance with the law and not breach the lawful rights of others.

The majority of external speakers' requests will be straightforward and can be authorised locally by the relevant Dean of School or Executive Director Business Development and Apprenticeships or Vice Principal Student and Registry Services. However, where any concerns are raised the referral will be further considered by Deputy Principal and University College Secretary.

4.1.1 Local Assessment of Proposed External Speaker(s)

Prior to the confirmation of an external speaker, the event organiser will be responsible for gathering the following information on the External Speaker Referral Form:

- Name and contact details of speaker;
- Whether they are representing a company/organisation;
- Information about the speaker's reputation.

The form will ensure staff assess the speaker against the following set questions:

1. Has the speaker been prevented from speaking at UCEM or a similar establishment or previously been known to express views that may breach the external speaker code of conduct?
2. Does the proposed title or theme of the event present a potential risk that views / opinions expressed by the speaker(s) may be in breach of the external speaker code of conduct?
3. Is the proposed speaker's theme likely to attract attendance from individuals / groups that have previously been known to express views that may be in breach of the external speaker code of conduct?

If the answer to all three questions is **no**, the event organiser can seek approval from either the relevant Dean of School or Executive Director Business Development and Apprenticeships or Vice Principal Student and Registry Services. and book the external speaker for the event or lecture. At this stage, the speaker should be provided with a copy of the external speaker's code of conduct.

If the answer to any of the questions is **unclear**, the event organiser should seek guidance from the Deputy Principal and University College Secretary who has responsibility to undertake a further review of the speaker against the three questions set out above.

If the answer to any of the three questions is **yes**, the event organiser must submit a referral to the Deputy Principal and University College Secretary. Where there is insufficient time to investigate before the event the speaker will have to be cancelled.

4.1.2 Procedure for Reporting Concerns

UCEM reserves the right to not permit an external speaker to speak or attend an event and to refuse to permit and/or postpone an event at any time if there are concerns that there may be a breach of this policy or of any legal obligation.

In line with relevant law, UCEM will share information with other relevant institutions regarding external speakers.

5. External Speaker Code of Conduct

UCEM expects external speakers to act in accordance with the law and not to breach the lawful rights of others.

External speakers <u>must</u> abide by UCEM's expectations, including but not limited to:

- Compliance with the UCEM External Speaker;

- Compliance with UCEM's Freedom of Speech Policy;

- The presentation of ideas and opinions, in particular those that may be contentious or potentially offensive, in the spirit of academic debate, being open to challenge and

External speaker <u>must not</u>, including but not limited to:

- Act in breach of the criminal law;

- Incite hatred or violence. This includes antisemitism as specified by the International Holocaust Remembrance Alliance's (IHRA) definition of antisemitism. (See Appendix B: Definition of antisemitism) ;

- Encourage or promote any acts of terrorism or promote individuals, groups or organisations that support terrorism;

- Spread hatred and intolerance;

- Discriminate against or harass any person or group on the grounds of their sex, race, nationality, ethnicity, disability, religious or other similar belief, sexual orientation, or age;

- Defame any person or organisation;

- Raise or gather funds for any external organisation or cause without express permission of UCEM.

- Compliance with UCEM's Intellectual Property Policy

6. Monitoring and review

This policy will be subject to annual monitoring and review.

7. Other related UCEM policies

This policy is supported by the following policies and procedures:

[Freedom of Speech Policy (opens new window)](#)

[Code of Practice Chapter Equality and Diversity (opens new window)](#)

[Code of Practice Chapter Safeguarding and Prevent (opens new window)](#)

[Intellectual Property Policy (opens new window)](#)

Appendix A: External Speaker Referral Form

Part 1: Event Organisers Details
Name:
Organisation:
Contact Details (Tel no. and email):

Part 2: Proposed Event Details
Proposed Event Title:
Proposed Event Date:
Description (including event format) (max 50 words):
Target Audience (Profile and Size):   *Please indicate and give details if you believe the event will attract any groups or individuals that have previously been known to express views that may be in breach of the UCEM External Speaker Code of Conduct?*
Proposed External Speaker:
Company / Organisation representing:
Speaker's Email:

Speaker's contact number:	
Speaker topic / details:	
Speaker reputation (where relevant, please note sources of evidence):	
Other information (note anything else you think relevant):	

Part 2: Approval	
• Has the speaker previously been prevented from speaking at UCEM, another University or similar establishment or previously been known to express views that may be in breach of the **External Speaker Code of Conduct**?	**Yes / No**
• Does the proposed title or theme of the event present a potential risk that views/opinions expressed by the speaker may be in breach of the **External Speaker Code of Conduct**?	**Yes / No**
• Is the proposed speaker/theme likely to attract attendance from individuals/groups that have previously been known to express views that may be in breach of the **External Speaker Code of Conduct**?	**Yes / No**
*If the answer to all of the above questions is **No** the External Speaker is confirmed. Approval can be sought by the relevant Dean of School or Executive Director Business Development and Apprenticeships or Vice Principal Student and Registry Services. . If the answer to any of the questions is **Yes or unclear** this must be referred to the Deputy CEO.*	
Approved by Dean of School / Executive Director Business Development and Apprenticeships / Vice Principal Student and Registry Services.	*Yes/No* *Date:*
Approval Required by the Deputy Principal and University College Secretary	Yes/No Date:

Appendix B: Definition of Antisemitism

The following definition is the International Holocaust Remembrance Alliance's (2018) definition of antisemitism and is the standard definition used around the world including by the European Parliament and the British government.

'Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.

Manifestations might include the targeting of the State of Israel, conceived as a Jewish collectivity. However, criticism of Israel similar to that levelled against any other country cannot be regarded as antisemitic. Antisemitism frequently charges Jews with conspiring to harm humanity, and it is often used to blame Jews for "why things go wrong." It is expressed in speech, writing, visual forms and action, and employs sinister stereotypes and negative character traits.

Contemporary examples of antisemitism in public life, the media, schools, the workplace, and in the religious sphere could, taking into account the overall context, include, but are not limited to:

- Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion.

- Making mendacious, dehumanising, demonising, or stereotypical allegations about Jews as such or the power of Jews as collective — such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions.

- Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews.

- Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust).

- Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust.

- Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations.

- Denying the Jewish people their right to self-determination (e.g. by claiming that the existence of a State of Israel is a racist endeavour).

- Applying double standards by requiring of Israel a behaviour not expected or demanded of any other democratic nation.

- Using the symbols and images associated with classic antisemitism (e.g. claims of Jews killing Jesus or blood libel) to characterise Israel or Israelis.

- Drawing comparisons of contemporary Israeli policy to that of the Nazis.

- Holding Jews collectively responsible for actions of the State of Israel.'

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Reference
International Holocaust Remembrance Alliance (IHRA) (2018) 'About the IHRA working definition of antisemitism' [online]. Available at: https://www.holocaustremembrance.com/resources/working-definitions-charters/working-definition-antisemitism [accessed 5 February 2021].