

Loughborough University External Speaker Policy

Document Version Control

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Change History

| Change Date | Changed by | Changes |
|--------------------|-------------------|---|
| 18/01/16 | Manuel Alonso | 4.1 amended to state '14 days' notice' Appendix 1 added. |
| 19/01/16 | Manuel Alonso | Small textual amendments to 1.1, 2.3, 3.3, 3.4, 4.1, 4.6, 4.11 & 5.1. Addition of paragraph 4.2 Addition of guidance frameworks to section 7250.85 510.31 275.69 81.744 reW* n B/F1 12 T |

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| 01/12/23 | Samuel McGinty | Introduced reference to Freedom of Expression Code of Practice in 1.1 Update to registered name of Imago in 2.2 Minor typographical change in 4.6 Minor typographical change in 4.10 |
| 05/07/24 | Samuel McGinty | Following approval at Council in June 2024: Delete word “normally” from para 1.3 Delete word “wellbeing” from para 3.4(a) Additional sentence at the end of 2.1 Insert HE (FOS) Act 2023 in the list of relevant legal and guidance frameworks |

External Speaker Policy

1. Introduction and Context

- 1.1. Loughborough University is committed to protecting freedom of speech and academic freedom. This is enshrined in our [Code of Practice on Freedom of Expression](#) and [Statute XXI](#), paragraph 2 (i) which notes that 'staff, while engaged in the provision of learning, teaching or research in accordance with their terms and conditions of service, have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions.'
- 1.2. Loughborough University also acknowledges its obligation under Section 43(1) of the Education Act 1986 which requires universities to 'take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the establishment and for visiting speakers'.
- 1.3. External Speakers will be accorded the same freedom of expression as University staff and students. However, freedom of speech is not open-ended or absolute and Loughborough University is also committed to ensuring

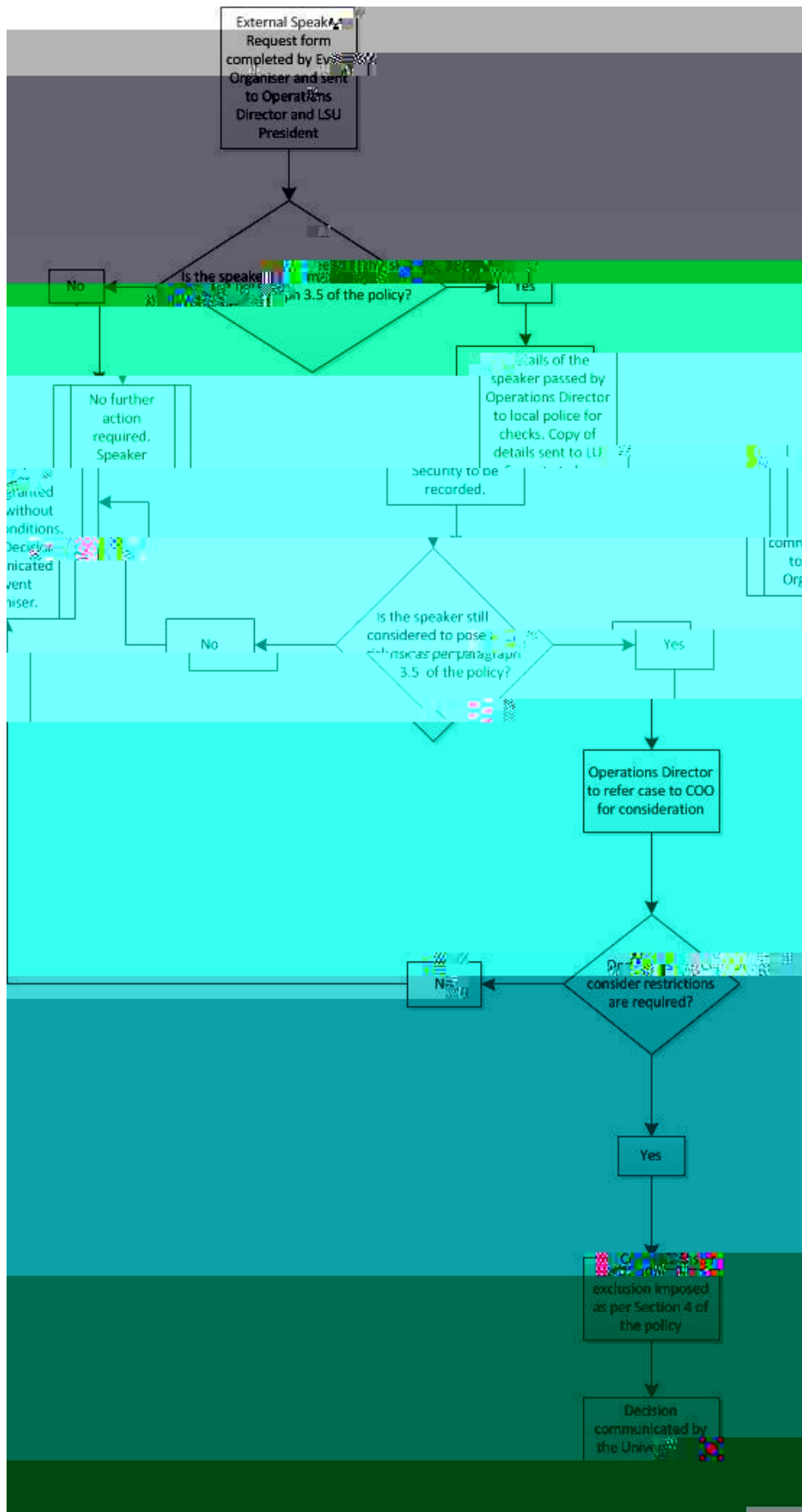
Counterterrorism and Security Act (2015) and the accompanying [Prevent Duty](#)

| External speaker request form | |
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| <p>Please ensure you have read Loughborough University's External Speaker Policy in advance of completing this form.</p> <p>This form is for all societies, groups or external organisations who have an external speaker speaking at their event on University premises or at a University-branded event. It should be returned to the societies or event coordinator at least 14 days in advance of the event. An external speaker is defined as a guest speaker who is not a student or member of staff at Loughborough University or Loughborough Students Union.</p> | |
| Society or Group organising event: | |
| Contact Email: | |
| Event Details: | |
| Name of organiser: | |
| Contact Telephone number: | |
| Venue/Location of event: | |
| Title of event: | |
| Date of event: | |
| Expected number of attendees: | |
| Will the event be...? | <input type="checkbox"/> member only <input type="checkbox"/> invitation/ticket only event <input type="checkbox"/> open to the general public |
| Please provide a short description of the event: | |
| About the speaker(s) This should include name, and organisation they're related to, the subject they will be speaking about and any other information you think we need to be aware of. Confirm any external speakers' affiliations (specifically where they are religious or political). | |
| Declaration of any knowledge of controversy attracted by the speaker or topic in the past. | |

Appendix 1: External Speaker Request Form

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| Confirmation of website details (where relevant) providing further information on the speaker | |
| Is the event and speaker are likely to attract media interest – if so why? | |

Appendix 3: Loughborough University London External Speaker Decision Flowchart



Standards for External Speakers at Loughborough University and

Loughborough University is committed to protecting freedom of speech and academic freedom. We also acknowledge our statutory obligation to ‘take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the establishment and for visiting speakers’.

As such External Speakers will normally be accorded the same freedom of expression as University staff and students. However, freedom of speech is not open-ended or absolute and Loughborough University is also committed to ensuring that proper account is taken of its obligation to ensure relevant legislation is adhered to. Speakers are advised to familiarise themselves with the University Policy on External Speakers available at

[www.loughborough.ac.uk/policies/external-speakers](#)