



Student/Staff Agreement

Think Before You Act

DIGNITY

RESPECT

EQUALITY

CONSIDERATION

Respect Each Other,
Respect Yourself



You will

Class Contact

Attend all classes so you get the maximum benefit from the course and prioritise attendance over all other activities

Prepare for classes and complete assignments on time; take responsibility for your element in group work/assignments

Supply yourself with necessary learning materials (textbooks, printed notes, equipment, etc.)

Understand that the institute operates a five-day week and that for full-time courses timetabling extends over that time

Learning outside class

Engage in good time with the learning opportunities provided and take full responsibility for your learning

Use Moodle as and when directed by a lecturer

Use the library facilities, e-learning and text books to catch up on lectures missed; do not expect material to be repeated in subsequent classes

Take feedback received individually or in class on-board and use in subsequent assignments and course work

Engage fully with the work placement process and behave in a responsible manner

Behaviour

Respect and treat equally and inclusively your fellow students, institute staff and visitors, regardless of gender, nationality, race/ethnicity, religion, community background, special needs, sexual orientation or age

Be on time for class and stay for the full duration

Pay full attention in lectures and do not distract others

Switch off mobile phones and other electronic/digital devices during lectures and teaching sessions, unless special permission is granted for their use

Do not record a lecturer or other students without prior permission

Do not eat or drink during class

Use all the institute's facilities and environment with respect and consideration for others

Dress appropriately

Abide by the institute's health and safety regulations

Realise that staff deal with many students and other duties, so respect the times that staff are available

We will

Class Contact

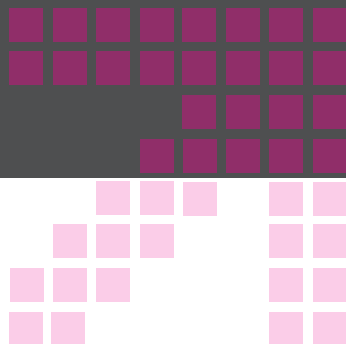
- Deliver classes to the highest possible standards
- Conduct classes with high regard for the norms of professionalism, including punctuality
- Be flexible and provide support if you are unable to attend class with good reason
- Give regular feedback on academic performance in accordance with institute procedures
- Inform you of external examinership and other quality assurance measures

Learning outside class

- Direct you towards learning activities which you should undertake as part of your independent learning
- Provide a flexible learning environment to assist your independent study
- Provide you with feedback on your progress that promotes learning and improves your performance
- Provide information on your course, modules, assessments and timetables via Moodle or other formats
- Support you in finding appropriate work placements if required

Behaviour

- Treat you with respect and dignity regardless of gender, nationality, race/ethnicity, religion, community background, special needs, sexual orientation or age
- Be courteous and professional at all times in our contacts with you
- Meet you during consultation hours or by appointment to discuss any issue you may have
- Use the institute's facilities and environment with respect and consideration for others
- Enforce the institute's health and safety
- Safeguard all the personal information provided by you, in compliance with the requirements of the Data Protection Act and the Freedom of Information Act



You will

Support

Avail of the opportunities provided at induction to ensure that you know exactly how to complete your studies successfully

Regularly check your email accounts, Moodle and other information services provided for relevant communications from the institute

Keep appointments with institute staff and inform them in good time if you need to reschedule

We will

Support

Provide an induction process to introduce you to the campus, your course, resources available and key people

Promote an active learning community in which you will have the opportunity to develop as an independent learner

Provide guidance, assistance and advice on academic matters, welfare and learning support

You will

General

Familiarise yourself with the institute's regulations which are available in your student handbook and on the website

Use social media, e.g. Facebook, respectfully; do not post anything about another person(s) without permission

Satisfy registration requirements to ensure that you are a fully registered student and that you have paid or agreed to pay any fees due to the institute

Follow school guidelines if you have a query or a problem

We will

General

Provide a range of opportunities to enhance your personal and professional development

Respond to all your queries in a timely fashion and direct you appropriately to the relevant office in accordance with good practice

Provide advice and representation through the Students union advice centre and the Student resource centre

Provide for student representatives on the relevant institute committees.