



## **The College Charter for Higher Education Students 2017-18**

### **Before your course we will provide:**

1. Details and information about each HE course
2. Entry requirements needed for each HE course
3. Information regarding student achievement and student satisfaction in previous years (unless the course is new)
4. Honest, open and impartial advice and guidance to help you make the right decisions about the course
5. Information about fees and any financial support that might be available, including additional financial support
6. Extra help if you need additional support

### **At the start of your course, we will:**

1. Give you an induction onto the course and College and explain clearly your rights and responsibilities as a member of the College community, and signpost you to the HE Student Handbook
2. Show you round the College and familiarise you with the buildings and facilities
3. Give you a Programme Handbook and module handbooks
4. Discuss with you any additional support you may need

### **During your course, you can expect:**

1. A high quality learning programme delivered by well qualified and experienced staff
2. Regular meetings with your tutor to discuss your progress
3. Opportunities to express your views about your course and College
4. Your written work and assignments to be returned promptly, with written feedback that can help you in your studies
5. Opportunities to take part in enrichment activities
6. Help with careers information advice and guidance
7. Access to confidential counselling and welfare services e.g. housing, finance, health issues

**We expect you to:**

1. Work hard, achieve your goals and fulfil your potential
2. Attend regularly and punctually and to notify College of any absence immediately
3. Wear your Student ID Card at all times and understand that to ensure the safety of yourself and others, staff may approach you to confirm your identity as a member of our College community
4. Be prepared for your classes and bring the required equipment to College
5. Show respect to others (staff, students and visitors) at all times, regardless of their ethnic background, gender, sexuality, age, religion or other personal circumstance
6. Use respectful language in and around College
7. Show respect for the College buildings, facilities and property as well as the property of others and to participate in ensuring the College environment remains in the best possible condition
8. Uphold the College's No Smoking Policy. Smoking is prohibited in all College Centres and for a distance of up to 20 metres from all College buildings. Only designated shelters can be used as smoking areas.
9. Respect the College's "Gum Free" status
10. Comply with the requirement to eat and drink only in designated areas
11. Comply with the College's positive approach to sustainability e.g. by ensuring that you dispose of litter responsibly and recycle resources wherever possible
12. Be fully compliant with the College's zero tolerance approach to drugs and alcohol

<b>Area</b>	HE
<b>Prepared By</b>	HE Co-ordinator / HE Student Forum
<b>Approved By</b>	HE Student Forum
<b>Last Updated</b>	November 2016
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