

Learning Agreement

Congratulations on choosing to study as a full-time student at The City College. The City College is dedicated to encouraging and helping each student fulfil his or her potential, and gain their qualification at the highest possible level. We strive to promote an enjoyable learning experience in a welcoming and supportive atmosphere combining mutual trust and respect. Successful learning is at the centre of our activities and all students and staff are required to fully support this principle.

Being a full-time student means you must be totally committed to your studies and arrange your life outside college to support this. This is higher education and it is intended to be demanding. The City College is a college where students come first and all our students are full-time, studying in excess of 21 hours per week.

While the following list is not exhaustive, to maintain your full-time student status you must:

1. Attend all sessions (lectures, seminars, tutorials, meetings etc) & provide evidence to prove any absences are genuine
2. Be punctual for all sessions (being late causes disruption & you may not be allowed in!)
3. Arrive properly prepared and equipped for all sessions, having caught-up anything missed
4. Switch off your mobile phone and any other electronic devices in all sessions to avoid disruption
5. Complete and submit all your assignments by the given deadline
6. Only submit your own original work, ensuring never to commit academic malpractice (this includes plagiarism, collusion & commissioning etc as set out in the Academic Malpractice procedure)
7. Check Sharepoint, the noticeboards, texts and your email each day, acting accordingly with any instructions or guidance provided
8. Use the feedback system (including the student reps) and suggestion box to engage with the college and help make improvements
9. Abide by the policies, procedures and regulations found in the student and course handbooks
10. Abide by all examination and assessment rules and regulations, including those from any relevant 3rd party (eg. Pearson, the awarding organisation)
11. Make the maximum effort in all activities, being polite and respectful to all members of the college community as set out in the student Code of Conduct
12. Take care of the College environment and property, reporting any damage or loss to the Principal immediately.

Being a full-time student at The City College brings a number of benefits. As long as you remain a full-time student, these include:

- The opportunity to gain a higher education qualification that you can use to improve your career prospects, choice of further study, and life
- Eligibility to apply for a Council Tax reduction (subject to the appropriate laws and local regulations)
- Eligibility to apply for an 18+ Student Oyster Card providing 30% discount on Travelcards, Bus and Tram Pass season tickets
- Eligibility for many other discounts on production of your student ID card, for example in travel, food, entertainment, technology, and clothing (please note the ID card remains the property of The City College).

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Under this agreement and in return, for full-time students The City College will:

1. Provide an induction programme as an introduction to systems and learning at TCC
2. Provide you with detailed course information and a timetable and (e.g. identifying study requirements, assignment deadlines and final assessment procedures/ timetables are likely to change each term and may involve mixing groups)
3. Provide suitably qualified and experienced staff for course delivery
4. Provide appropriate resources and facilities for successful course delivery (resources may be electronic and students may copy them if they wish)
5. Monitor academic performance and regularly inform you of your progress
6. Monitor attendance and punctuality, deciding on authorisation of absence; issue warnings and take appropriate follow-up action if required **including the removal of relevant benefits if attendance drops below 80%**
7. Provide advice and guidance to support achievement (eg. target setting, private time study, and developing study skills)
8. Provide pastoral support information where possible (eg. about medical services, council tax, national insurance, and bank accounts etc)
9. Assist with student finance
10. Collect and respond, where necessary, to the feedback we receive
11. Provide pathway advice on progression to further study and future activities
12. Work with the student representatives to develop services and facilities for students.

The City College reserves the right to vary the conditions, especially with regard to changes made by external regulatory organisations such as the UK government, Quality Assurance Agency for Higher Education (QAA), Office for Students (OfS), or any awarding body or organisation.

I understand the contents of this Learning Agreement and agree to abide by the conditions. I also understand that if I do not maintain the necessary standard, TCC may take appropriate action.

Student name (PRINT):

Student signature:

Identification no: **Date:**

Staff signature: **Date:**