

TCC Agreements

Please confirm you understand and agree to the following statements.

1. During the academic year, the College will regularly monitor and assess students' attendance and progress, and **you must complete the course within the time frame allocated.** Students with low attendance and low performance will be considered for suspension and withdrawal from the course, which may affect their student finance and future applications. The student may have to return the finance they have received for the course.
2. Do you understand and agree that you are required to organise any personal commitments, such as work, child care, or other, around your timetable? You must arrange all personal commitments to be scheduled outside the hours you attend for study every term. Being a full-time student means you must be totally committed to your studies and arrange your life outside College to support this. The College will aim to keep your timetable and units as consistent as possible during the course, but please confirm that you understand that the timetable, days and times of study and units may change. In addition, private home study is a crucial part of the course and must be set aside on a weekly basis.
3. Do you understand and agree that you must attend all scheduled sessions, which will be either **onsite or online or a combination**, such as lectures, seminars, tutorials, meetings, etc? **You are expected to be on time and remain active for the duration of all your scheduled classes.** Please note: for onsite classes, entry to the premises is made at ground floor level direct from the pavement. There is **NO** lift access available, and the College occupies the first, second, and third floors of the building, which is accessed using stairs. Reception is found on the first floor.
Please remember that there may be terms where you are required to attend more. For any online classes you may have, the attendance and participation requirements are the same as onsite classes, and your camera must always be switched on.
4. **The City College's expectation for attendance and punctuality is above 80%.** You must understand and agree that should you miss classes, you are expected to provide evidence to prove any absences are genuine. And if your attendance falls below the minimum recommended (80%), or you miss more than two weeks of classes without providing medical or other documentary evidence, you may be suspended or ultimately withdrawn from the course.

5. Do you understand and agree that your mobile phone must be switched OFF in class unless the lecturer gives permission for it to be used for academic purposes?
6. Do you understand and agree that your assignments must be completed and submitted by the given deadline? They must be written entirely by yourself – you must not copy, collude or get anyone else or a software system to write them for you. You must not lend your work to others or leave work open, which could lead to it being copied. You are expected to submit all assignments. You may not be allowed to progress further in the course if you have not passed the required number of units.
7. Do you understand and agree that you are responsible for checking your college email and reading and responding to any correspondence sent by the College? You must also log into the virtual learning environments regularly. The College uses Microsoft Office 365 SharePoint and MOODLE/Turnitin for news updates and academic submissions and resources.
8. Do you understand and agree that you are required to behave in a manner appropriate to an institution of higher education? You are expected to come well-prepared to all classes and bring in any classwork/ homework/ feedback that is expected of you on the day. You are to follow instructions given to you by your tutors and other members of staff and behave in a respectful manner towards your fellow colleagues and all staff members. **The College has a zero-tolerance of aggressive/ disruptive or rude and abusive behaviour towards students or staff, and wilful damage to College property or another student or staff member will lead to immediate suspension or expulsion.**
9. The City College takes its responsibility to safeguard all students and staff seriously. This includes making students aware of people at risk of radicalisation in line with the government's PREVENT strategy. Do you understand and agree with the College's aim to guide our students and all members of the college community to be tolerant, value diversity and understand and respect others? Students are encouraged to mix freely, develop communication skills and have strong and positive relationships with their peers and staff. We have a wide range of nationalities, cultures and different religious beliefs among our student population and teaching staff, and we encourage activities that promote inclusion, diversity and opportunities for different groups to mix. If, at any time, you are concerned by an activity related to the College, please report your concerns confidentially to a suitable staff member.