

Student Charter 2018/19

UKCBC is committed to supporting students as they work towards fulfilling their academic and personal potential. Together as staff and students we form a community working closely to facilitate learning within a culture based on mutual respect in which individual rights, responsibilities and diverse needs are promoted.

UKCBC Values

Here at UKCBC, we are committed to providing inspirational education and training within an inclusive and welcoming environment in our pursuit to meet the needs of our students and our wider community.

It is a significant educational opportunity provided in a stipulated time frame and through a well-structured process and designed to open the door of higher education to students.

Our objectives are to:

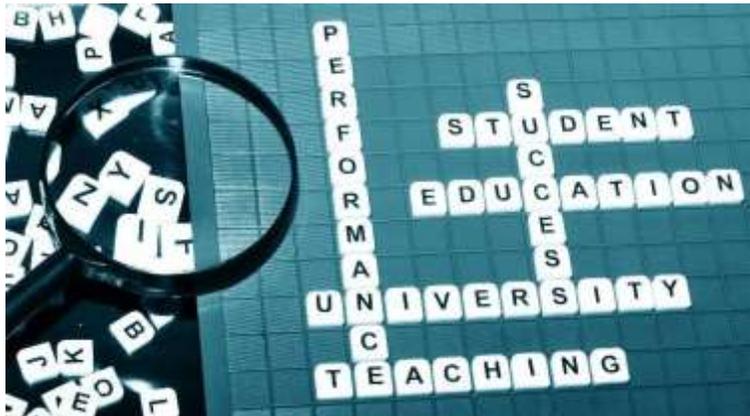
- 1) Maintain Academic Excellence through the provision of high quality undergraduate education.
- 2) Care for Individuals through the development of students' transferable and employability skills.
- 3) Prepare students for the future through the promotion of critical thinking.
- 4) Commitment to diversity through the provision of quality education to all regardless of their individual learning styles and experience.

Our Student Charter is designed to guide you through your time at the College and to ensure that you make the most of your experience. It is also a reference point for students and staff to consider the nature of the rights and responsibilities of all those included within the College community. It does not constitute a legally binding contract but gives an overview of how we work together to establish and maintain our unique learning and living culture. Our Student Charter has been jointly developed by the College staff and students.

Our Student Charter:

At all times, you can expect the College to:

- Maintain a high level of teaching, support, advice and guidance.
- Provide access to activities that will enhance employability and personal development.
- Have a full and fair admissions process.
- Ensure that we fulfil our legal requirements and reflect a commitment to promoting equality and diversity.
- Maintain regular and continuing CPD for professional development for its staff;
- Provide Support for student participation in academic development and course management, including elections of representatives.
- To provide clearly defined access to library and IT facilities.
- Endow students access to advice on welfare through our network of Student Advisors and Campus Managers, finance, complaints and careers advice.
- Notify in advance (wherever possible) of any changes to your time table, classes cancellation and / or any re-schedule of event/s.



To support you during your studies, the College will:

- Provide a course module booklet that outlines clear Programme and Module specifications, information about your assessment criteria, contact hours, mode of delivery, assessment arrangements and regulations, academic guidance, how to access relevant support and any necessary professional requirements.
- Support students to ensure that they have developed the necessary study skills to succeed at the College and are aware of their own responsibility in maintaining academic integrity.
- Provide information on the website, student handbook and through course advisors regarding course costs, payment options and deadlines and other costs, e.g. printing etc.

As a student, you will undertake to:

- Treat staff and your fellow students with respect, dignity and courtesy with due consideration for their individual needs.
- Attend induction, participate in timetabled classes, attend meetings with lecturers, etc.
- Obtain an agreement from the Administration Team in advance for any absences.
- Take full advantage of the facilities and opportunities that are on offer at the College
- Take responsibility for managing your own learning, actively engaging in your studies and research, ensuring you spend sufficient regular time in independent study and participate fully in group learning activities including workshops and presentations.
- Submit checked coursework by stated deadlines and attend all assignment support sessions with your lecturer.
- Engage with the election of student representatives at the College and provide them with your personal feedback and opinions.
- Participate in relevant campaigns to provide useful and constructive feedback, which will lead to enhancement of the quality of learning and teaching and overall student experience.
- Ensure that you familiarise yourself with the College regulations that relate to your programme of study.
- Conform to the College's Code of Conduct and Regulations which exist for the safety and well-being of all the College community.

Please see the Student Handbook or ULearn for more detailed information.