

Policy Number	SEP 005
Level	3
Issue	1
Issue date	6 June 2019
EIA	Yes
Review Date	6 June 2021
Author	N Croft
SMT approval	6 June 2019



For the future you want

# The Student Agreement

## Policy and Procedure



## Student Experience

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## 1. BACKGROUND

### What is a Student Agreement?

Edinburgh College is a large educational institution, which has over 1,300 staff and 20,000 students.

In order for our students to be successful, and for our staff to provide students with a positive learning experience, it is important students sign up to an agreement which describes their key responsibilities, and outlines the key responsibilities of College staff.

## 2. SCOPE

### What areas does the agreement cover?

The agreement covers the following areas of College student learning activity:

- All students on full-time, part-time, commercial, and outreach programmes, including Schools College Partnership (SCP) activities.
- Students representing the College at external events and extra - curricular activities.
- Students on work experience placements as part of a College course.
- Students on residential activities as part of a College course.
- In addition, this policy applies to students who are undertaking a programme of study which involves registration with any regulating body or other associated organisations. In these instances, 'fitness to practice' rules will also apply in addition to this policy.

### 3. DETAIL

#### What is in the Student Agreement?

A copy of the Student agreement is attached at appendix 1.

Students agree to:

- Uphold the values of the College.
- Respect students, staff and visitors to the College.
- Attend induction and enrollment, classes, tutorials, placements where necessary, events, and other activities that form part of their course.
- Seek advice, guidance and support if students are struggling with their course.
- Adhere to policies, specifically Attendance Policy, Positive Behaviour and Anti-Bullying and Harassment Policy, and the IT Acceptable Use Policy, including proper use of Social Media.
- Dressing appropriately for the requirements of courses.
- Follow health and safety procedures.
- Complying with course assessment requirements.
- Checking student communications including texts and emails regularly to ensure awareness of the information sent from the College or ECSA.

College staff agree to:

- Ensure student induction and welcome to the College provides students with all the necessary information, specifically access to funding and course information.
- Ensure students are supported to have a superb student experience and achieve their potential whilst at College.
- Provide timeous and constructive feedback on student work and assessments.
- Provide a safe and respectful environment at the College.
- Provide a supportive environment where positive interaction is encouraged.
- Ensure awareness of key student policies.

### **When does the student sign the student agreement?**

Once the EC number is assigned to a student through enrollment, students should sign the agreement at this time via the Student Portal.

If a student requires support to read and fully understand the agreement, then a Learning and Development Tutor (LDT) will facilitate the signing of the agreement.

Signed agreements will be kept electronically on student file.

### **What happens when a student breaches the agreement and College policies?**

An initial discussion with lecturer and/or LDT will take place, and they will agree a suitable course of action based on the relevant policy.

## **4. FURTHER INFORMATION**

Further information on student policy and procedures can be found on the Student Portal.

**Appendix 1**  
**Academic session 2019/20**

**Edinburgh College – Student Agreement**

As a student of Edinburgh College I agree to:

- Uphold the values of the College.
- Respect students, staff and visitors to the College.
- Attend induction and enrollment, classes, tutorials, placements where necessary, events, and other activities that form part of my course.
- Seek advice, guidance and support if I am struggling with my course.
- Adhere to policies, specifically Attendance Policy, Positive Behaviour and Anti-Bullying and Harassment Policy, and the IT Acceptable Use Policy, including proper use of Social Media.
- Dress appropriately for the requirements of my course.
- Follow health and safety procedures.
- Complying with course assessment requirements.
- Check texts and emails regularly to ensure awareness of the information sent from the College or ECSA.

Name.....

Course Title .....

Date.....