



MORLEY COLLEGE

STUDENT CHARTER

Student Charter

The Student Charter tells you what you can expect from the College and what the College expects from you.

What you can expect from the College:

- A welcoming learning environment that is clean, safe and smoke-free
- Clear information on our services and courses
- Fair and efficient enrolment procedures
- Clear course outlines that explain what you will learn on our courses
- Well planned opportunities for you to learn
- Classes that start on time
- Opportunities for you to be successful throughout your course
- Consistent support for you to gain qualifications
- Courses which fulfil the requirements of the relevant examination bodies
- Fair and impartial assessments
- Respect for equality and diversity
- Additional help if you have a disability or require learning support
- Good quality teaching, which we regularly check to ensure high standards
- Up to date teaching methods and courses
- Prompt and helpful feedback on your progress (we will mark and return work within fifteen working days)
- Good quality learning resources to support your studies
- Opportunities for you to comment on the College's performance, make suggestions on how it can be improved and be involved in planning the future of the College
- A clear and fair complaints procedure
- Being kept informed about our performance
- Confidentiality.

What the College expects of you.

So that you can make the most of your time with us we expect that you will make a full commitment to your course by:

- Obtaining information about your course before joining, by consulting the relevant course outline or talking to the academic department
- Coming prepared for your course and carrying your enrolment card when on the College premises
- Attending regularly and punctually and letting us know when you can't attend
- Respecting all College staff and students
- Abiding by all the College policies which relate to student behaviour
- Accurate and honest completion of your enrolment form, including the disclosure of any information about your health or circumstances that we need to know to support you (privacy can be arranged for this disclosure if you require)
- Attempting the work set by tutors, as part of striving for success
- Respecting deadlines set by tutors
- Sharing in our efforts to keep the College a welcoming, clean and safe environment.
- Completion of learning statements and student evaluation forms telling us how well or otherwise you have learned
- Commenting on the quality of our service to help us maintain high standards
- Sharing your opinions about the College with us – attendance at student focus groups is strongly welcomed
- Abiding by the College's policy on health and safety, including not smoking on the College premises or outside its entrances.

The College's policies on attendance and punctuality, discipline, plagiarism and health and safety can be found online at **www.morleycollege.ac.uk/about-the-college/college-policies** or in the College library.

Course outlines can be consulted at **<http://enrol.morleycollege.ac.uk/WebSite/OnlineServices/courses>** or reception and enrolment staff can provide them.

The College will strive to perform in accordance with the contents of this charter but the commitments contained are expressions of intent and not a legally binding obligation.