



<b>POLICY:</b>	STUDENT CHARTER
<b>FIRST DRAFT:</b>	Approved: ET 2016#03 (10 March 2016) Approved: BA 2016#02 (9th March 2016)
<b>ADOPTED:</b>	BR2016#01 (16 March 2016)
<b>AMENDMENTS:</b>	None to Date
<b>REVIEW:</b>	March 2021

## MARY IMMACULATE COLLEGE STUDENT CHARTER

Mary Immaculate College believes that teaching and learning is a partnership in which the College and students have a shared responsibility. The aim of this Student Charter is to ensure that this shared responsibility is clearly stated such that both the College and the students can achieve a high level of satisfaction from the teaching and learning process. This Student Charter has been discussed and agreed with student and academic representatives.

This Student Charter does not constitute a Charter pursuant to Section 31 of *The Universities Act, 1997*.

### COLLEGE RESPONSIBILITIES

1. The College recognises its responsibility to provide students with an academic environment that is conducive to intellectual growth and personal development and is underpinned by the principles of fairness, equity and integrity.
2. The College is dedicated to providing students with an education of a quality that will enhance the career prospects of each and every student. Wherever appropriate, programmes will be professionally relevant and will endeavour to address the cultural, social and economic needs of the community, and, if required, will satisfy the particular requirements of accrediting professional bodies.
3. The academic and academic support staff of the College shall be qualified and experienced to levels commensurate with the responsibilities of their post. The College expects all academic faculty and staff to behave in an acceptable and respectful manner towards the students.
4. Students are entitled to accurate and up-to-date information about the College's programmes. This information is contained in the undergraduate prospectus, the postgraduate prospectus, the student handbook and specific information distributed by those involved in the delivery of each programme.
5. At the beginning of semester each student will receive information detailing the modules to be taken, the methods of delivery and assessment, the choice of elective modules and, if appropriate any arrangements for supervised work experience. Should a change in the assessment procedure be necessary after commencement of the module, the consent of the class shall be obtained if appropriate in the circumstances.
6. The College is committed to providing, where practicable, a range of suitable and accessible support and guidance services. Academic support, health services, personal counselling, chaplaincy and various educational services will be provided. The College will work in partnership with the Students' Union in its complementary provision of services.
7. The College will endeavour to provide a range of reasonably priced and good quality accommodation and catering. The following accommodation is currently provided by the College: Residential Block, and Courtback.

8. The College seeks to provide access to a broad range of arts, culture, leisure and sporting facilities appropriate to the scale and diversity of its student population.
9. The College involves students in the decision-making process regarding governance, academic matters and student life. This is achieved through student representation on various College committees. The systematic feedback of student opinion will be achieved through the class representative system and via questionnaires distributed by the appropriate office within the College. The College supports and acknowledges the role of the Union Council as the representative plenary body of the Students' Union.
10. The College will maintain independent and impartial procedures for dealing justly and in a timely manner with complaints, which will include avenues of appeal and redress. Copies of the College's complaints procedures are available from the Students' Union. The Students' Union offers individual support for students.
11. The College recognises its statutory responsibility for maintaining procedures for quality assurance aimed at improving the quality of its educational and related services.

## **STUDENT RESPONSIBILITIES**

The College believes that teaching and learning is a partnership in which the College and students have a shared responsibility. To make the partnership viable, students are expected to accept the following undertakings and responsibilities:

1. Each registered student at the College is required to carry a current valid student identity card while on campus and is required to produce this card if requested by any member of College staff.
2. All students should familiarise themselves with the Student Handbook and perform any requested duties therein within the appropriate time span.
3. The College assumes that each student will take responsibility for his/her own learning and it is expected that students will attend lectures, tutorials and laboratory periods as required by their individual programme of study. Students should make themselves available for academic counselling and constructive feedback when requested.
4. Full-time programme classes normally operate on a Monday to Friday 09.00 to 18.00 basis and the College expects students to attend at any given time within these periods as required by their individual programme of study.
5. The College recommends that each student manages his/her finances in a way that would facilitate the procurement of specific module learning support material as recommended by the academic staff.
6. The College expects all students to take responsibility for their learning by managing their studies in such a way as to achieve their optimal performance in all subjects within their programme of study.

7. Students shall not plagiarise (that is present another's ideas or writings as their own), syndicate (that is copy work) fabricate or falsify data or engage in academic cheating in any form whatsoever.

Academic cheating in all its forms is deemed a serious disciplinary offence under the College's Code of Conduct. Attention is specifically drawn to the Final Assessment Regulations, the Coursework Guidelines and the Academic Integrity Policy. Any student who facilitates the plagiarism or syndication of another student's work is subject to the same penalties. The copyright relating to all assessment, project and thesis work submitted by students is vested in the College.

Students should be familiar with the MIC policy on Academic Integrity, which is available from <http://www.mic.ul.ie/academicintegrity/Pages/default.aspx>.

8. Students should make themselves fully aware of individual module assessment requirements and should respond appropriately to course work deadlines.
9. The College welcomes constructive contributions from students, via their class representatives, for the improvement of all aspects of programme organisation.
10. The College expects students to behave in a respectful and considerate manner towards College faculty and staff.
11. Students shall respect all College property and that of the College's neighbours, act in a responsible manner and adhere to the highest ethical standards in behaviour, including communication.
12. The College expects students to use the College facilities in an appropriate and considerate manner that respects the needs and aspirations of others to learn, teach and work within the community of the College.