

Brunel University London Pathway College (BPC)

Student Charter

1. Overview

Brunel University London Pathway College (BPC) facilitates progression to a wide range of Undergraduate and Postgraduate programmes. In partnership with Brunel University London and through efficient and effective delivery of high quality learning outcomes, BPC enables students to achieve and surpass their educational goals. Our vision is to be acknowledged as the UK's most trusted partner in delivering degree pathways at Brunel University London and to be recognised by our students and key stakeholders as providing a world class learning and teaching service and experience. BPC is committed to providing a challenging learning environment for its culturally and geographically diverse international student population.

The BPC Student Charter, developed in collaboration with the BPC Student Forum and College Enhancement Team (CET), has a key role to play in supporting the delivery of BPC mission and vision. BPC fully support the commitments and expectations made in the Student Charter and will work with the Student Forum and CET to review the Charter on an annual basis.

2. BPC will:

- Retain its commitment to the values of equality, diversity, social inclusion and mobility
- Be courteous, prompt, professional and efficient in all our dealings with you
- Respect you as an individual and a learner
- Be genuine and fair in the way we behave and the service we provide to you
- Take all reasonable steps to provide a vibrant, healthy, safe, accessible, inclusive, equitable and sustainable learning environment free from harassment and discrimination
- Equip you with the skills, attributes and capabilities to support you in meeting your personal and academic goals
- Involve students in reviewing curriculum delivery and development
- Treat the information held on your file in accordance with the General Data Protection Regulations
- Ensure that all staff, consultants and agents involved in the recruitment of students adhere to the respective codes of conduct
- Recognise, respect and value your contribution to the University community

3. BPC will provide:

- A high quality learning experience, with qualified, skilled and professional staff
- Appropriate access to physical, technical, learning resources that you need for your studies
- An environment to support your learning and social life, including access to teaching space, library, IT labs and sports facilities
- Meaningful and timely feedback on your work
- Stated periods of notice to changes in timetables, cancelled classes, re- scheduling of content
- Opportunities for you to contribute to the decision making of the College
- Course costs, payment options and deadlines
- Training and support for all student representatives and student mentors

4. Your BPC Student Representatives will:

- Represent your views, concerns and aspirations through the Student Forum, Learning and Teaching Committee and College Enhancement Team meetings
- Campaign, educate and advise of issues that matter to you
- Encourage your involvement in joining Union of Brunel Students
- Encourage your involvement in BPC events and activities

5. As a student you will:

- **Recognise that you are part of a learning community and will:**
 - Treat others with tolerance, dignity and respect, either in person or virtually
 - Using and adhering to all BPC and Brunel University London regulations and policies
 - Respect your environment on and off campus
 - Get positively involved in college life, from actively participating in every teaching session to getting involved in social activities at BPC, such as sports and trips
 - Comply with the laws and regulations of the United Kingdom at all times and report to the relevant authorities any incidents which break the law that you may witness.
 - Support Brunel University zero tolerance policy towards drug dealing and the possession of weapons by students on and off campus
- **Play an active role in your learning by:**
 - Attending classes (above 85% attendance is expected)
 - Abiding by the following rules for classroom conduct:
 - No food or drink should be taken into classrooms on campus, apart from bottled water
 - Respect University property, including leaving classrooms or IT labs in a clean and tidy state
 - No negative/aggressive behaviour or language use
 - Speaking ONLY in English in the classroom
 - Showing respect for teachers and classmates by listening while others are speaking
 - Be prepared for every class with the required materials: textbook, printouts from the Student Portal, a pen and notebook
 - Complying with BPC and Brunel; IT Acceptable Usage policies
 - Making sure your mobile phone is on silent and packed away during all teaching periods
 - Engaging in your learning proactively
 - Committing to the appropriate amount of self-study for each module
 - Checking your BPC email account and the Student Portal on a daily basis
 - Checking your Brunel University London eVision email account on a weekly basis
 - Meeting all agreed deadlines for course work submission and examinations
 - Paying fees and charges in accordance within agreed time frames
 - Understand and agree that if I am required to undertake a re-sit assessment and accept the opportunity to re-sit I will be charged an administration fee of £300. I also understand and agree that any additional tuition hours that might be required can be provided by the College and I will be invoiced at an additional cost
- **Take responsibility for seeking appropriate support and guidance:**
 - Asking for help as soon as possible if you think you need it
 - Provide BPC with up to date information about yourself (for example change of address)
 - Read the BPC Student Handbook