

Undergraduate Student Charter

Cleveland of Art and Design [CCAD] offers positive and unique learning experiences within programmes of study that will inspire you to respond to the contemporary environments of the creative disciplines. We believe in a focus on what makes you an individual and how you respond to the world around you. Your study at CCAD is an opportunity to question and challenge your views and perceptions and to develop as an original and critical thinker.

This Charter sets out the commitment of CCAD to provide you with an educational experience of the highest quality. However, the Charter also aims to identify that both you, as a student, and the College are jointly responsible for your learning. Therefore, it is important that you respond to this partnership in a positive way to take full advantage of the educational opportunities available to you, and realise your full potential.

Cleveland College of Art and Design Responsibilities

Throughout the programme you should expect to:

- be treated fairly and with respect
- have access to accurate information about your programme and CCAD policies, including complaints and appeals procedures
- receive a high standard of teaching, assessment, advice and guidance from appropriately qualified staff
- be able to discuss academic progress with the appropriate programme staff
- have access to the learning resources you need to support your studies
- have access to personal guidance and support from CCAD services if appropriate
- be given a timescale and framework for work set
- have clearly defined assessments, assignments and course work marked fairly and returned with appropriate comments within an agreed timescale
- receive help and support in developing the skills needed for successful study and subsequent progression to employment within your chosen profession
- have the opportunity to express views on the quality of teaching, services and facilities at CCAD
- receive guidance on careers and future progression routes

CCAD Students' Union Responsibilities

Throughout the programme you can expect CCAD Students' Union to:

- represent the interests of students within CCAD, locally and nationally
- ensure that students are aware of their rights
- support students in participating in the opportunities offered by the College
- provide social events, including clubs and societies
- ensure that CCAD Students' Union officers are elected fairly and democratically, in accordance with the Students' Union constitution

Student Responsibilities

Throughout your period of study at CCAD, you will be expected to:

- take responsibility for your work and actions
- attend regularly and punctually
- commit yourself to work and study outside formal teaching time
- complete your assignments within the agreed timescales
- comply with College regulations and policies, including those governing attendance and student conduct
- conduct yourself responsibly and show consideration and respect towards staff, fellow students and members of the local community
- act as a positive ambassador in all aspects of College activities
- show consideration and care for the College environment, equipment and facilities

Students are reminded that their responsibilities relate to all methods of communication, including electronic and social networking.

This Student Charter summarises the College's aspirations and expectations. It is not intended as a legally binding contract, or to define or limit the legal rights and responsibilities of the College, the CCAD Students' Union and each student. All students should ensure that they are aware of all policies, procedures, regulations and guidelines published by the College and CCAD Students' Union. Copies of all documents are available on the CCAD VLE or from CCAD Students' Union.

Data Protection Act 1998

The data which you enter on your enrolment form, or in other data requests, will be processed in accordance with the Data Protection Act 1998. It will only be processed by the College for the original purposes for which you gave the information.

Information may be passed to third parties for relevant and legitimate purposes (for example, relevant information may be passed to Examination boards, validating bodies, local authorities, police and other government agencies as required). The College may also use this information to contact you regarding its own products and services.

A copy of the College's Data Protection Policy can be requested from the Student Services. Please note that personal / sensitive information may need to be shared with relevant staff within the College.

It is your responsibility to ensure that the details you give us are accurate and are kept up to date. This is particularly important in relation to your correspondence address and mobile telephone number – do not forget to tell us if these change by updating your record on the College MIS System to enable us to contact you when we need to.

HEFCE Student Collection notice

We will send some of the information we hold about you to the Higher Education Funding Council for England [HEFCE]. This forms your HEFCE record, which contains details of your ethnic group and any disabilities you have. HEFCE will pass your record, or parts of it, to organisations that need it to carry out their statutory functions connected with higher education.

To see the Student Collection notice which details to whom HEFCE passes your information and why this is necessary, please go to the HEFCE website.

Approved by the Academic Board, June 2016