ELC STUDENT CONDUCT AGREEMENT

As part of your online enrolment at the University of Liverpool you are required to agree to the responsibilities of students as set out in the University’ Student Charter. This document sets out the expectations that the English Language Centre has of you as a student.

There is also a section which we ask you to sign if you consent to your image (e.g. photograph, video content) and/or words being used for marketing purposes (e.g. ELC webpage, ELC social media accounts, ELC brochures).

GENERAL

You understand that on arrival you will receive a Student Handbook for your course (in hard copy and/or through VITAL, the University’s Virtual Learning Environment). You must read this handbook and any additional information and follow the instructions contained within it. This includes information on UK laws.

You understand that normal working hours for University staff are Monday to Friday 9am to 5pm and that it will not normally be possible to contact staff members other than Security or University Accommodation 24-hour Reception outside of these hours. You will be given the appropriate telephone numbers on arrival.

ATTENDANCE AND PUNCTUALITY

By signing the ELC Student Conduct Agreement, you agree to attend 100% of classes, and to arrive on time.

You understand that your tutors will record your attendance on the register for every lesson throughout your course. Your tutor will also record on the register if you arrive late.

You understand that if you arrive more than 10 minutes late you will not be allowed to join the class for that lesson. You will be marked absent (unauthorised absence) for that lesson.

You understand that it is your responsibility to let the Social & Welfare team know if you are going to be absent from class by completing the online absence form.

ACADEMIC & ENGAGEMENT

By signing the ELC Student Conduct Agreement, you agree to engage with your studies. This means:
1. Taking part in all your lessons.
2. Handing in all pieces of work requested by your teacher. This includes classwork, homework, coursework and any other pieces of work requested by your teacher.
3. You will not copy from the internet, books or other people, or hand in work which is not your own.

You understand that to get maximum benefit from your course and to make progress you will need to complete additional work independently (self-study).

You understand that it is your responsibility to inform the ELC at the earliest opportunity of any disabilities or difficulties that may affect your ability to study, and to take responsibility for seeking the support you need.

You understand that if you wish to withdraw from your course, you must complete a Withdrawal Form otherwise you may still be charged for your course.
You understand that you must update your personal details on Liverpool Life if there any changes to your address, telephone contact number or next of kin (the person we will contact in an emergency).

You understand that you must return any items you have borrowed from the Library and/or Language Lounge before you leave. If you do not return items you have borrowed, you may be fined or asked to pay for a replacement copy.

BEHAVIOUR

By signing the ELC Student Conduct Agreement, you agree to behave appropriately.

You understand that you are expected to treat all University staff, students and visitors with respect. On any trips or activities organised as part of the ELC Social Programme, you will treat members of the public with respect and remember that you are representing the name of the University.

You understand that you are expected to treat University property with respect.

You understand that smoking is not allowed in many areas of the University campus. You may only smoke in designated areas. You also understand that you may be fined for dropping litter or cigarettes on campus or in any public area.

You understand that you must take care of the health and safety of yourself and others, including following all necessary fire safety procedures.

You understand that there may be students who are under 18 years of age in your class or on your course. You understand that under UK law, persons under the age of 18 are considered children, and may not buy cigarettes and alcohol. It is also an offence if you buy cigarettes or alcohol for a person who is under 18. At the ELC, Under 18s are given a purple lanyard to wear their Student ID card.

You understand that you must not use violent or offensive behaviour or language, engage in any form of bullying or harassment, or disrespect the rights to others’ freedom of belief and freedom of speech. You understand that the ELC is committed to the core British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance for those with different faiths and beliefs.

USEFUL DOCUMENTS

You can access the ELC Department policies on Health and Safety, Bullying and Harassment, Diversity and Equality of Opportunity, and the ELC Suggestions, Compliments and Complaints policy on the ELC webpages or on your course VITAL page.
DECLARATION

By signing the ELC Student Conduct Agreement, you agree to the responsibilities listed in this document. You understand that if you do not follow these guidelines you may be suspended or withdrawn from your studies.

Name: _______________________________  Student Number: _______________________
Signature: ___________________________  Date: _______________________

USE OF PHOTOGRAPHS, VIDEO CONTENT AND WORDS [OPTIONAL CONSENT]

Sometimes the University may film or photograph classes or activities that you attend for the purposes of marketing. You may also be asked for a few words about your course (e.g. what you liked best) that we can use in our publicity.

Please tick the statement that applies. You can change your decision at any time by attending a Social & Welfare drop-in.

Statement 1
☐ I agree to my image being used in photographs or video taken for marketing purposes.
☐ I don’t agree to my image being used in photographs or video taken for marketing purposes.

Statement 2
☐ I agree to my words being used for marketing purposes.
☐ I don’t agree to my words being used for marketing purposes

Signature: ____________________________  Date: _______________________
