



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.

GENERAL

You understand that on arrival you will receive a Student Handbook for your course (through VITAL, the University's Virtual Learning Environment). You must read this handbook and any additional information and follow the instructions contained within it.

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.

ATTENDANCE AND PUNCTUALITY

By signing the ELC Student Conduct Agreement, you agree to participate in 100% of online classes, and to sign in on time.

You understand that your tutors will record your participation for every lesson throughout your course.

You understand that it is your responsibility to let the course coordinator 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.

BEHAVIOUR



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

You understand that you are expected to treat all University staff and students with respect.

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: _____