

JCA | LONDON
FASHION
ACADEMY

STUDENT CHARTER

Our Student Charter applies to all students studying here at JCA London Fashion Academy ('the Academy'). It explains what we can expect from each other as part of the Academy community as we believe that clear mutual expectations and standards will enhance your experience with the Academy.

Together we will:

1. Embody and develop a culture of mutual respect, equality of opportunity and professionalism between staff, students and colleagues.

The Academy will provide:

1. High standards of teaching and academic support, advice and guidance.
2. A Programme Leader who supports you in your academic studies.
3. Opportunities and support for feedback and formal student representation and participation so that students' views can be represented in course management and development and wider academic policy and review.
4. Student support services that will offer information, advice and guidance around areas such as wellbeing; disability support; accommodation; finance and careers.
5. Access to learning resources and IT facilities to support your studies.
6. An appropriate physical environment which supports your learning and your physical safety.
7. A Course Handbook and Module Study Guides (MSGs) which detail assessment criteria, contact hours, mode of delivery of course, assessment arrangements and professional requirements (where appropriate).
8. Clear guidance in handbooks and the student portal on regulations, academic guidance and support, appeals and complaints procedures.
9. Clear deadlines and timeframes for assignments and feedback on submitted work, as well as guidance on requesting extensions, mitigations and appeals.
10. Clear communication around changes to timetables, cancelled classes, re-scheduling of content etc.
11. Clear information about course fees and any additional costs, payment options and deadlines as well as entitlements to scholarships and bursaries.

As a student you will:

1. Take responsibility for managing your own learning, actively engaging in your course, participating fully in all learning activities and ensuring that you spend sufficient regular time in private study.
2. Treat staff and other students with dignity, courtesy and respect.
3. Attend and participate in induction, timetabled classes and attend meetings with your Programme Leader or other staff as required.
4. Submit assessed work by stated deadlines.
5. Familiarise yourself with the guidance around plagiarism and academic offences, submitting work that complies with that guidance.
6. Provide feedback to improve teaching and learning through the student representative system, module feedback and the national student survey (NSS) to ensure student views are heard.
7. Pay tuition fees and any other charges promptly where required.
8. Respect the physical environment of the Academy and behave respectfully towards neighbours.
9. Take reasonable care of your own health and safety and that of others within the Academy, cooperating with the Academy to fulfil its obligations in this regard.
10. Ensure all personal and contact information submitted to the Academy is accurate and up-to-date, promptly informing the Academy of any changes.
11. Inform the Academy promptly if you are in any way unable to, or require support to, fulfil your obligations as a student of the Academy.

The Students' Association will:

1. Advocate and support all students to ensure they are aware of their rights and responsibilities championing equal opportunities, diversity and inclusion.
2. Support student participation in quality enhancement activities – especially through the election, development and training of course representatives.
3. Assist you with academic and welfare problems.
4. Represent the interests of students through participation in relevant course committees and meetings.
5. Support active student/community engagement, especially as regards combating antisocial or other forms of inappropriate behaviour.
6. Provide a range of social and extra-curricular opportunities to enhance personal and professional development

Please sign below to confirm that you have read, understood and agree to follow the charter.

Name (Please Print): _____

Signature: _____

Course Title: _____

Year of study: _____

Date: _____

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