

Student Charter

Bloomsbury Institute and the Student Guild worked in partnership to write this Charter. During this process it became very clear that there are three fundamental commitments every member of this academic community must make in order for the quality of relationships here to thrive. They are:

- A commitment to see in our individual lives a calling to be the best versions of ourselves possible and to respond to this calling with courage and integrity.
- A commitment to honesty as the fundamental ingredient of both personal and academic integrity and a belief that without it we undermine our own lives and the lives of others.
- A commitment to the wellbeing of others, because as human beings we are embarked on a common journey, on a common planet and we have to get along. Treating people well, particularly those we wouldn't naturally get on with, is a sign of strength and a mark of our commitment to our common humanity.

We hope you will see these commitments lived out and celebrated in our community of learning and we hope you will make your contribution to our common life by upholding them in your own unique way.

Admissions and starting your course

We will:

- Provide a fair and transparent process to get you enrolled, once you demonstrate you have what it takes to succeed.
- Make reasonable adjustments to support your success if you declare a disability, specific learning difficulty or long-term physical or mental health condition.
- Provide an academic community preferentially committed to inclusion and equality so as to encourage declaration of disabilities, specific learning difficulties and long-term physical and mental health conditions.
- Give you access to your timetable and course information before you start your studies.
- Try our hardest to give you a sense of belonging here during Induction, and provide you with accurate information on your studies, support available, and how to engage fully with your studies.

We expect you to:

- Provide us, in a timely manner, with any documents or evidence we require to process your application.
- Inform us, at the application stage, of any disability, specific learning difficulty or long-term health condition in order that reasonable adjustments can be made.
- Check your timetable and course information before starting your course.
- Attend your Induction and notify us as soon as possible of any problems you are having accessing any aspect of your studies or available support.

Respect and building an Inclusive Community

We will:

- Ensure our employees treat students well, respecting at all times their innate dignity as human beings and giving consideration to their individual needs.
- Actively promote equality as a core value within our academic community and work hard to celebrate diversity as a sign of our strength.
- Work with students and staff to instil reasonable, tolerant and polite behaviour in all circumstances, at all times and in all places on our campus.
- Provide you with an accessible and high-quality virtual and physical campus which supports your growth and development.

You will:

- Show respect to the staff and students you encounter during your time here and reject aggressive or threatening behaviour as having no place in this community of learning.
- Be aware during all activities and events that the Bloomsbury Institute does not put up with prejudice, hatred or intolerance and you will ensure your behaviour and spoken words reflect this.
- Show respect for the virtual and physical environment and consideration for others within those environments.

Engagement

We will:

- Deliver engaging and relevant online and face to face programmes of study which challenge you to grow and develop as a scholar and as a person.
- Provide you with a range of opportunities which will foster your development and build relationships of trust and support with staff and other students. These include a Peer Advice Service, committee and focus group membership and ongoing co-curricular and extra-curricular activities.
- Provide informal and formal opportunities for your participation in the development of your course and to comment on your course.
- Monitor your attendance and engagement with your studies, including your online or physical attendance at class and your engagement with the virtual learning environment (VLE).
- Notify you of timetable changes as soon as possible.

We expect you to:

- See punctuality and preparation for class as a basic courtesy to staff and fellow students and do all you can to be in class prepared and on time.
- Understand that excuses don't make successful people. Hard work, self-discipline and professional attitudes to your studies do.
- Engage regularly with your VLE.

- Respond to emails from staff and use the many support and development services on offer anytime you need advice or support with any issues relating to your studies or your life in general.
- Engage with and support our Student Representative system.
- Complete all evaluation questionnaires.

Academic Integrity in Teaching and Assessment

We will:

- Promote authentic and original work as a fundamental foundation of higher education and do all we can to identify and punish those who attack the integrity of academia through any form of cheating.
- Develop your understanding of academic conventions, within the curriculum and through extra-curricular support such as StudyPlus.
- Comply fully with the academic and quality standards set out and tested in our governance documents.
- Provide accurate and transparent information about your course, assessment and all relevant regulations, policies and procedures.
- Assess your work in a clear, transparent and fair manner.
- Give you feedback on your assignments within 20 working days of the assignment deadline.

You will:

- Never cheat on any item of assessment. Seek support from StudyPlus if you are unclear about the rules governing citation and referencing in academic work.
- Report any evidence you have about others cheating to a member of staff.
- Ensure you are confident about the procedures used in submitting work and seek help from IT Advisors in the Student Hub and/or our Learning Technology Team if you need any further guidance.
- Submit assessments on time and in the manner required.
- Follow the correct procedures, outlined in your Student Handbook, if you are unable to submit on time.

Communications

We will:

- Communicate with you in an open, clear and respectful manner.
- Respond to your emails within two working days.

- Communicate with you through your student (LON) email, your VLE, and by text message.

You will:

- Communicate with us in an open, clear and respectful manner.
- Respond to our emails within two working days.
- Communicate with us through your student (LON) email, and your VLE.

Finance

We will:

- Assist you with any problems you might have with the Student Loan Company by giving you advice and guidance.
- For privately funded students – work with you to establish a Tuition Fee Payment Plan in accordance with our Terms and Conditions. Maintain an accurate record of your financial information.

You will:

- Finalise your Student Loan Company finance prior to enrolment, if you are a SLC student.
- For privately funded students – pay the 50% tuition fee deposit prior to enrolment and adhere to any
- Tuition Fee Payment Plan.