

PS1. Rights and Obligations of Students

Students are part of a dynamic academic community that will encourage, challenge and support them to reach their full potential. CITY ULE expects students to take more responsibility for their own learning than before. This means being self-motivated and independent when it comes to their studies and their personal development. Students will graduate into a world in which they will continually refresh and increase their knowledge. CITY ULE's aim is to equip students as a life-long learner who can excel in this environment. CITY ULE offers the support and the facilities they need to become an independent learner who is equipped to succeed in a fulfilling career. In return, CITY ULE expects students to attend lectures and seminars, research and study their subject areas, work with fellow students as required and complete assignments on time. CITY ULE also expects students to approach their studies with enthusiasm and put in the effort to excel in their studies and master their subject. Independent learning means that students are expected to do the work involved to prepare for lectures, seminars and tutorials and to produce assignments and undertake exams based on their studies. Students will have world-class facilities and resources at their disposal, and fellow students with opinions and experience with whom they can share their thoughts and study experience.

Undergraduate and postgraduate students and PhD candidates of CITY ULE have the rights and obligations arising from the provisions of this Internal Regulation, the special Internal Regulation of their Department, and the decisions of the administrative bodies of CITY ULE.

Undergraduate and postgraduate students, as well as PhD candidates of CITY ULE, have the following rights:

- To freely express their views on any subject, within the framework of academic freedom, respecting the ethical rules of this Internal Regulation.
- To express themselves individually and/or collectively within the framework of student representation of their Schools or Departments or the Student Union of CITY ULE.
- To be represented in Boards and committees of CITY ULE, as stated in this Internal regulation.
- To evaluate and provide feedback on their overall learning experience, on the modules they attend, on modules assessment, on their lecturers and on the quality and effectiveness of the University's administrative services, according to well specified procedures.
- To address the institutional bodies of their Department or School by name and in writing and to be served promptly and effectively.
- To be informed promptly and adequately about all academic matters concerning them and to participate in academic community activities.
- To enjoy student benefits provided by relevant decisions of CITY ULE 's bodies.
- To use, exclusively for educational or research purposes, classrooms, laboratory facilities, libraries, and reading rooms of CITY ULE, according to the relevant regulation on the use of facilities as it is presented within this internal regulation.
- To know at the beginning of each academic semester the curriculum they will follow, any changes to it, the requirements of each module, the evaluation method, and the assessment and marking criteria.
- To adjust the circumstances under which they complete an assessed task, according to the relevant exceptional circumstances affecting assessment policy in this internal regulation, in situations in which a student's individual circumstances make it important, for the sake of their welfare and the overall fairness of their assessment.

- To be provided by each module lecturer with both a mark and feedback on the piece of assessed work they have submitted.

Undergraduate and postgraduate students, as well as PhD candidates of CITY ULE have the following obligations:

- To comply with student ethics rules as described in this Internal Regulation.
- Not to deliberately or carelessly impede freedom of speech and not to harass any activity conducted on CITY ULE premises or under CITY ULE auspices. Harassment is defined as any behavior resulting in intimidation or violation of another person's dignity.
- Not to obstruct the University's educational, research, and academic activities.
- Not to occupy, use without CITY ULE authorisation, damage in any way, or destroy University property.
- To participate through their representatives in CITY ULE 's boards and committees.
- To be informed about the structure and responsibilities of the Institution's administrative services.
- To be informed about their curriculum and educational path they follow.
- To be informed about CITY ULE 's academic calendar and fulfill their educational and examination obligations according to the rules and curriculum of their respective Department.

More specifically, after enrolling to the CITY ULE, we are bound to the following learning contract:

As a student, to have the best learning experience, I will:

- develop my knowledge by exploring my passion for my subject and sharing this with other students and my tutors.
- work hard and to the best of my abilities, on my own and with others, by participating actively in the range of activities set by my tutors.
- be prepared for and not miss out on scheduled learning.
- make the most of the feedback I receive on my work and seek out support to do this.
- ask questions and talk to my tutors, including my personal and academic tutor, so that they can best support me.
- seek out and take up the opportunities available alongside my studies that enrich my knowledge, skills and experience and allow me to contribute to the University and its community.
- make good use of the range of services at the University that help me to progress on my course and prepare for my future.
- acknowledge, appreciate and learn from the diversity of our population, and strive to be an active citizen.
- take care of myself and my physical and mental health, drawing on support when I need it.
- engage positively with my University and local community, treat others with respect, dignity and care, and speak up for what is right.

As members of staff, to enable the best learning experience for all, we will:

- provide inspirational, engaging and knowledgeable teaching that draws on our research interests.
- take a professional approach to our teaching, being well prepared, reliable and using a variety of methods.
- take a scholarly approach to learning, teaching and assessment, to inform what we do and help us develop.
- provide clear assessment criteria and good feedback to enable effective learning.

- be approachable, get to know students and use the available time to help them identify and develop their skills; we will also support them through any personal and academic challenges.
- seek out, listen to and consider students' views, acting on them when appropriate, and communicate our response.
- work well across the range of University services to help students to progress on their course and prepare for the future.
- provide accessible and inclusive learning and teaching that respects and benefits from our diversity.
- prioritise good occupational health, drawing on support when it is needed.
- foster an environment in which everyone engages positively with their University and local community, treats others with respect, dignity and care, and speaks up for what is right.

Students spend about 15-20 hours per week attending classes and they are expected to devote additional time to private study and reading (another 20 hours per week). Effort hours are associated with credits. One (1) credit is equivalent to 10 learning hours. For example, a module that has 10 credits is associated with 100 learning hours, including attendance, self-study, preparation for coursework and exams.

Teaching is done by academic experts who will introduce you to academic subject areas, key concepts and outline your learning objectives. Students are responsible for researching, studying and managing their own learning. They will need to plan their time carefully and be aware of timescales and deadlines for assessments, projects and exams. We know that adjusting to new ways of working and having to produce work at this level in accordance with the many academic rules and regulations can be daunting. However, tutors and supervisors are there to help and we have further support in place through the Skills Support to help them gain any additional skills they might need with academic writing, referencing, IT skills and languages.