



**Buckinghamshire
College Group**

Terms and Conditions Higher Education Students 2021-22

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Terms and Conditions for Higher Education Students

1. Summary

The following terms and conditions apply to students who are applying for, or enrolled onto Higher Education (HE) courses (defined as being at Level 4 or above) at Buckinghamshire College Group ("the College"). They define the terms of the contract between you and the College.

You should read these terms and conditions carefully before accepting your offer of a place on our HE programmes. If you have trouble accessing any of the information below or there is anything you don't understand, please contact us at admissions@buckscollegigroup.ac.uk

2. Changes to advertised programmes including programme cancellations

The College will endeavour to ensure that information about our HE programmes (on the website or provided in any other form) is accurate. However we may have to update this information after you have made an application or accepted an offer. Possible reasons include:

- Updates to the specification by our awarding organisations;
- Staff changes (affecting the range of expertise in the team);
- New or amended legislation affecting Higher Education;
- The College's quality review processes;
- Awarding organisations quality review processes;
- Progression arrangements developed with employers / universities.

If we make changes to the HE programme information after you have applied or been interviewed we will notify you in writing, as soon as possible, asking for your agreement to make these changes. If you are unable to agree to the changes you may withdraw your application and any fees you have paid to the College will be refunded in full.

Once programmes have commenced students will be consulted on any proposed changes to their programme and formal consent to plans requested.

The above terms and conditions are subject to factors under the control of the College and the awarding organisation and may vary in the event of force majeure.

Further information on how the College mitigates these risks can be found within the College's Student Protection Plan, a copy of which can be found on the College's website on the following page:
<https://www.buckscollegigroup.ac.uk/about-the-college/corporate-information/policies-procedures>

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3. Tuition Fees

The College determines fees for all its students in line with the published Fees Policy that is annually reviewed and updated. A copy of the policy can be found on the policy page of the College website as described above.

Fees for a particular course will be available from the College's website and also by enquiry to the College's Admissions department at the e-mail address shown above.

You are responsible for the payment of tuition fees to the College, including the arrangement of a loan through the Student Loans Company. The College will provide advice and guidance concerning Student Loans, however each student is ultimately responsible for the successful application for a loan – please note the College is not allowed to make applications on behalf of students.

4. Students with Disabilities and Learning Difficulties

The College welcomes students with disabilities and/or learning difficulties. Students may be able to get support with their studies if they have a:

- Long-term health condition;
- Mental health condition;
- Specific learning difficulty, e.g. dyslexia, dyspraxia

You must meet the [definition of disability](#) under the Equality Act 2010.

To get this support you must apply for, and be granted, Disabled Students Allowance (DSA). DSA is a grant that covers the additional study-related costs that you will incur because of your disability or specific learning difficulty. DSA is not means tested and doesn't have to be repaid.

Applications for DSA can take several weeks so you should apply as soon as you are offered a place at the College. However you can apply for DSA even after you start your course.

You can get information about DSA - and an application form - from the DSA website using the link below: <https://www.gov.uk/disabled-students-allowance-dsa>

5. Student Responsibilities

This section summarises the core responsibilities of all students, including HE students, whilst studying at the College. If you do not comply with College rules and regulations, disciplinary action will take place according to the College's Student Disciplinary Procedure. This may result in you being unable to continue on your programme.

a. College Code of Conduct

You must always:

- Wear your ID badge around your neck when inside College buildings. Arriving at College without your badge will require you to purchase a new one
- Remove hats or headwear (unless worn for religious reasons) when entering College buildings
- Dress in the manner that is appropriate for an academic environment
- Attend timetabled sessions on time and be ready to learn with the appropriate resources, eg, stationery, relevant course equipment and PPE/uniform
- Be polite and courteous to others in and around College buildings
- Treat others fairly and equally
- Show commitment in learning face to face and/or online by engaging fully with your lessons
- Switch off phones and store them out of sight in class, unless permission has been authorised by the teacher
- Complete all of your work to deadline including homework and to the best of your ability
- Follow the reasonable instructions of any College staff member both in and outside of the classroom
- Be respectful of College buildings, premises and equipment provided to assist you with your studies
- Use litter bins for your rubbish
- Drive carefully and sensibly on College premises and apply for a parking permit
- Behave sensibly and not put the health or safety of others at risk
- Adhere to the personal responsibilities of Covid safer learning
- Be ambassadors for the College in the local area: be courteous and polite to members of the local community

You must not:

- Use foul or offensive language (i.e. swearing) whilst in College
- Bring a weapon of any description to College
- Bring or consume alcohol, drugs or any illegal substances prior to or during College hours, or on the College premises
- Behave in a way that increases risks to others' health or safety
- Display any form of discrimination towards others
- Engage in any bullying, harassment or discriminatory behaviour against any member of the College community
- Display any act of violence or aggression towards another person

- Attempt to gain any unfair advantage in tests, exams or assessments in College
- Use our computer systems to download or distribute any illegal or offensive material
- Allow access to non-students onto the College campus. Any visitors must be taken to check in at reception. If you are aware of any unauthorised visitors, you must report this to a member of staff
- Smoke or use e-cigarettes on any part of the College campus including immediately outside the College entrances. Please use the designated smoking area
- Engage in any violent or threatening behaviour
- Behave in a manner, in or outside of the College premises that may bring the College into disrepute. This includes any criminal or antisocial behaviour

b. Attendance and Punctuality

You are expected to attend all of the sessions on your timetable and be punctual. Poor attendance and punctuality may lead to disciplinary action.

c. Health and Safety

The College complies with the Health & Safety at Work Act 1974 and it is the duty of everyone to comply with this Act. At no stage should you be asked to operate any machinery or equipment or use potentially hazardous chemicals and other substances without risk assessment and adequate training. You must wear appropriate protective clothing in certain workshops, kitchens, laboratories, craft rooms or leisure facilities.

d. Fire alarms / Evacuations

Both staff and students are required to evacuate the building when the fire alarm sounds. Each classroom details the nearest fire exit and displays the college fire procedure. Security barriers automatically deactivate throughout the college so an immediate escape can be made.

The college regularly tests its alarms (which will be advertised and not require an evacuation) and holds evacuation drills on a periodic basis.

e. Equality and Diversity

We encourage and expect respect between all students, staff and visitors to the College. We refuse to allow discrimination (unfair treatment) against anyone because of their age, gender, ethnic origin, disability, sexuality, gender reassignment, or faith. We welcome and celebrate the diversity of students and staff in the College.

All staff, students, visitors and neighbours should be treated with due respect. Do not allow yourself to get involved in any form of bullying or harassment, including name-calling and insults. If you feel that you are not being treated fairly and with respect, or if you think that discrimination is taking place, please let a tutor, someone in Student Services or any other member of staff know.

f. Use of IT Facilities

As an enrolled student you will have access to College IT facilities including:

- Cloud (the College's virtual learning environment)
- Google drive
- College email account.

These systems must be used in line with published College policies.

g. Academic Malpractice

Academic Malpractice covers all forms of cheating in assessment, including:

- Directly copying or paraphrasing the work of others and presenting it as your own (plagiarism);
- Getting someone else or using essay writing software to produce all or part of your work;
- Working with other students to produce work and submitting it as your own individual work;
- Copying another student's work with or without permission;
- Knowingly allowing a student to copy your work;
- Resubmitting previously graded work;

- Using forbidden notes or books in producing work or tests;
- Presenting work downloaded from the internet/online sources as your own.

Anyone caught cheating will face penalties as described in the **Academic Misconduct Policy**, which is available on Cloud. Possible penalties include disqualification from units or even the entire qualification. Academic Malpractice is reported to the Awarding Body who may take further action against you as it can be considered a criminal act.

To help prevent Academic Malpractice the College makes use of Turnitin – a piece of software that has been developed to check student submissions.

6. Complaints and Academic Appeals

If you have a complaint or concern, please first speak to your tutor.

You can view the College's Complaints Policy on the College website and Cloud.

The Procedure for Appeals Against academic assessment, can be found in the Assessment and Internal Verification Policy and Procedure, which is available on Cloud.

If you complete our complaints or academic appeal process and are not satisfied with the response, you can take it to the Office of the Independent Adjudicator (OIA) and we will give you the details of how to do this.

The OIA will not normally consider complaints, which have not followed the College's procedures through all stages, including appeal.

The Office of the Independent Adjudicator for Higher Education may be contacted at:

Office of the Independent Adjudicator, Second Floor, Abbey Gate, 57 – 75 Kings Road, Reading, RG1 3AB

Tel: 0118 959 9813

Email: enquiries@oiahe.org

Website: www.oiahe.org.uk