



**Institute of Technology Tallaght**

**Learning Agreement**

**2012**

At the Institute of Technology Tallaght we offer a range of relevant and flexible learning opportunities within a professional and supportive learning environment which are focused on your career. We aim to promote equality of access and opportunity to all our students and we ask that our students engage as much as they can in the learning and support activities offered to them. The following student charter, although not a formal document, gives you an idea of what you can expect from us during your time at the Institute and what we expect from you. It will help you understand the responsibility we have and you have in ensuring that your experience at the Institute is a successful and enjoyable one.

<b>Great Expectations – Making the most of your learning experience</b>	
<b>Your Rights, Health and Safety</b>	
<b>You can expect us to:</b>	<b>We expect you to:</b>
Provide an environment that respects all backgrounds and cultures and the rights of all students to access and inclusion.	Respect your fellow students and staff in the Institute and treat them as you would like to be treated. Respect the facilities and grounds.
Provide access to a range of support services including: Counsellors, Disability Officer, Chaplin, Doctor and other student services	Use these services as required but use them responsibly and keep your School informed if you are too ill to attend class or examinations.

<b>Your Learning</b>	
<b>You can expect us to:</b>	<b>We expect you to:</b>
Offer a range of organised, independent and creative learning and assessment opportunities.	Engage with these learning opportunities and take responsibility for your own learning. Prepare for and attend classes, laboratories and tutorials and submit all required assignments. Recognise that attendance and engagement is an essential part of your success and that this will enhance your learning.
Provide a range of physical and on-line learning resources via laboratories, the library and Moodle to enable you to make the most of your time at ITT Dublin.	Avail of resources and any resource training opportunities and provisions to ensure that you have the necessary access, knowledge and skills to support your own learning at The Institute.
Provide access to an easily accessible Virtual Learning Environment (Moodle).	You may be required to purchase additional resources including: Books, Notes, Lab Kits, Knives and other essential equipment as deemed necessary by your lecturers that the Institute is unable to provide, to ensure that you are able to engage fully with your learning.
Provide learning support through the Centre of Excellence in Learning and Teaching (CeLT).	Attend any training courses and avail of training resources in order that you have equal opportunity to gain skills and techniques to support your learning at The Institute.
Provide an induction process that will help you make the most of your time at the Institute.	Use the induction process to help you make an enjoyable transition to college and gain skills that will help you keep on top of your workload and enjoy the learning process.
Provide an environment that is conducive to learning in the classroom, library and common areas of the Institute.	Engage with your lecturers and peers during classes, tutorials and laboratory sessions. Give your full attention and respect the needs of other learners by not causing distractions or disruptions and by turning off mobile phones or other devices that may do this.

<b>Your future career</b>	
<b>You can expect us to:</b>	<b>We expect you to</b>
Offer opportunities for you to undertake study abroad via the Erasmus Scheme that will allow you to differentiate your learning experience.	Consider these opportunities as a way of further developing your knowledge and skills which in turn significantly enhance your employability.
Offer opportunities to take part in civic engagement and volunteering projects as part of your course or the <i>Presidents Volunteering Scheme</i> that could significantly enhance your employability skills.	
Provide access to an online portfolio package (ePortfolio) that will allow you to document your skills development and demonstrate your employability to prospective employers.	Take responsibility for developing your portfolio and keeping it up to date using examples of your best work. Be proud of your achievements and show prospective employers what you are capable of.

<b>Assessment and Feedback</b>	
<b>You can expect us to:</b>	<b>We expect you to</b>
Implement a range of assessment strategies that provide you an opportunity to demonstrate mastery of knowledge and skills in your chosen field of study.	Keep up to date with your continuous assessments submit all assessments within the timeframes agreed with your lecturers. In many cases it is not possible to repeat these submissions once missed which may result in you retaking an entire year.
Provide you with feedback on your assignments normally within two weeks of submission where feasible.	Use this feedback to improve your performance and understanding of course material. Develop a reflective approach to your studies always improving on your approach.
Evaluate our work and seek feedback from our students to help us improve.	Use the available channels (tutors, students union representative, class representative and programme boards) to express your views whether your feedback is positive or negative.

<b>Your Timetable</b>	
<b>You can expect us to:</b>	<b>We expect you to</b>
Give you access to your timetable prior to you starting your semester. We will attempt to distribute this timetable as quickly and as efficiently as possible.	Take note of your timetable and the location of classes and tutorials and to manage your time to ensure you allow adequate time to be seated for the start time of your lecture. Timetables are provided either just prior to start of semester or on the morning of the start of semester.
Avoid cancelling a class without sufficient notice. There may be extenuating circumstances where a class is cancelled and in this case we will endeavour to organise replacement classes as soon as possible.	Keep your email and mobile phone number entries in Moodle up to date and use them regularly. Understand that our primary mode of communication in an emergency is by e-mail or text. If you notice that you are not receiving these communications please let us know as soon as possible via the school administration.
Provide alternative tutor support to cover sickness or other issues.	