



ARDEN UNIVERSITY QUALITY ASSURANCE DOCUMENT QA 7 - STUDENT LEARNING CONTRACT

This learning agreement is a 'partnership' between you, the student, and Arden University. To help you understand the roles and responsibilities of each party during the learning process, please take the time to read this Learning Contract and to confirm your commitment to the contract to Arden University.

As you read through the Learning Contract, you will note that there is a specific regulation about plagiarism. Arden University takes plagiarism very seriously and strict penalties apply when students cheat in written assessment or present someone else's material for assessment as if it were their own (this is called plagiarism). In order to avoid plagiarism it is imperative you reference your work appropriately. Please be referred to the sections in your Student Handbook relating to Unfair Practice and Referencing.

Very few students commit such offences, but Arden University believes that it is important that all students understand why academic honesty is a matter of such concern and why such severe penalties are imposed.

Programme of Study:

By embarking on this programme of study you agree to:

- Abide by Arden University and the validating university rules and regulations.
- Be responsible for your own learning.
- Attend and participate in scheduled activities when required.
- Utilise the tutoring system when required to do so via ilearn.
- Utilise the student support mechanisms whenever you need guidance or advice.
- Retain copies of the assignment feedback sheets.
- Submit your own work and not plagiarise the work of others.

We Arden University, agree to:

- Give you advice and guidance regarding all aspects of your programme of study.
- Provide you with the necessary learning and resource materials to enable you to undertake the learning process.
- Give you regular feedback via the tutorial system regarding your progress on the course, including assessments.
- Respond to queries within 48 hours. (During office hours)
- Return assessment feedback form to students, graded, within five weeks of the official submission date.
- Provide you with tutorial/learning support via ilearn.



- Provide you with appropriate pastoral support if you need it.

What you can expect from your tutor

The tutor shall provide learning support and advice to learners in the following manner:

- A welcome forum post at the start of the module
- A response to your email, wherever possible within 2 working days (Monday – Friday).
- Initiating task and discussions via the module discussion forum on ilearn.
- Moderate discussion boards and input as required.
- Organise a live chat session, if appropriate.
- Monitor student participation and progress.

Student Feedback and Questionnaires

As part of Arden University's quality assurance processes, you will be asked to complete a module feedback questionnaire at the end of each unit/module. These need to be completed and sent to the Student Support Department at Arden University for each specific module.

In addition, you may be contacted via e-mail 1-2 weeks prior to the quarterly Course Committee meetings to give you the opportunity to raise any concerns or to highlight any positive feedback you wish for the Committee to discuss.

Note: All information is dealt with in strictest confidence and anonymity is maintained.