

STUDENT AGREEMENT

1. BACKGROUND

What is a Student Agreement?

At Newbattle Abbey College we pride ourselves on our supportive learning community. We welcome students from all backgrounds and understand that there can be challenges.

Our staff are always there to support our students, but in order for our students to be successful and have a positive learning experience, it is important that students sign up to an agreement which describes their key obligations alongside the key obligations of college staff.

The college has a commitment to provide students with a quality learning and teaching experience, offering courses that are relevant to educational and employment needs, and backed by first-class guidance and support services to promote success. Staff are committed to the provision of excellence in education and believe it should be an enjoyable experience. Students who value their time at the college are more likely to be successful and return to update and upgrade their qualifications and skills as part of a lifelong experience. Students will be encouraged to play an active part in enhancing the future development and success of the college.

2. SCOPE

What areas does the agreement cover?

The agreement covers the following areas of College student learning activity:

- All students attending courses at Newbattle Abbey College
- Students representing the College at external events and extra – curricular activities
- Students on work experience placements as part of a College course
- Students on residential activities as part of a College course

3. DETAIL OF OBLIGATIONS

Students agree to:

- Respect students, staff and visitors to the College
- Attend induction and enrollment, classes, tutorials, events, and other activities that form part of their course
- Seek advice, guidance and support if students are struggling with their course
- Read and adhere to all relevant college policies as outlined in the Student Handbook
- Dressing appropriately for the requirements of courses
- Follow health and safety procedures
- Comply with course assessment requirements
- Check student communications, including Microsoft Teams and emails, regularly to ensure awareness of the information sent from the College

- Seek appropriate careers advice should you wish to change course or institution

College staff agree to:

- Ensure student induction and welcome to the College provides students with all the necessary information, specifically access to funding and course information
- Ensure students are supported to have the best possible student experience and achieve their potential whilst at College
- Provide constructive feedback on student work and assessments
- Provide a safe and respectful environment at the College
- Provide a supportive environment where positive interaction is encouraged
- Ensure awareness of key student policies
- Review the Student Agreement whenever necessary

When does the student sign the student agreement?

- The student will be asked to confirm their agreement during the process of online enrolment
- If a student requires support to read and fully understand the agreement, then a member of staff will be able to facilitate this
- A record of each student's agreement will be kept electronically, in line with the College Retention Policy

What happens when a student breaches the agreement and College policies?

- An initial discussion with PAT/Student Wellbeing and Support Lead/Curriculum Manager will take place, and they will agree a suitable course of action based on the relevant policy

4. FURTHER INFORMATION

Further information on student policy and procedures can be found in the Student Handbook located on the 'All Students' Teams Page.

This Agreement should be read in conjunction with other relevant College policies, procedures and guidance documents, whether specifically listed above or subsequently published or amended.

The College reserves the right to update, introduce, or revise policies and procedures from time to time.

Compliance with the most current versions of applicable policies and procedures, as published, is expected.

Title:	Student Agreement
Lead Officer:	Depute Principal
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Approved By:	Learning & Teaching Committee
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