



## Student Charter

### Rationale

This Charter outlines the obligations of the University of Otago Language Centre and Foundation Year to students and the responsibilities and rights of students while studying here.

Guidelines

### Rights

As a student you have the right:

1. To experience high quality teaching
2. To have programme material clearly communicated and feedback is provided on progress
3. To have well organised classes where individual learning needs are responded to in a positive manner
4. To have the Treaty of Waitangi acknowledged, which includes support for Maori student participation
5. To be informed well in advance about how and when your work will be assessed
6. To be treated with respect and courtesy by Language Centre and Foundation Year staff and other students in an environment free from harassment
7. To expect that the Language Centre and Foundation Year will provide a safe and secure environment
8. To have access to clear and appropriate procedures for dealing with grievances
9. To expect the Education (Pastoral Care of International Students) Code of Practice 2016 - Tertiary to be followed.

If you believe your rights are not being respected, you can talk to the Student Support Officers, Class Representative [Foundation Year] or the OUSA Advocacy Service. They will be able to advise you.

Responsibilities

One of the key objectives of the Language Centre and Foundation Year is to foster an academic environment in which students from a wide range of nationalities are given opportunities to succeed. To achieve this objective, you have the following responsibilities.

1. To promote an environment this is safe and free from harassment and discrimination
2. Not to disrupt the teacher from performing his/her duties or other students from learning
3. To respect others and be considerate
4. To allow all class members the opportunity to speak, and to not talk when others are speaking
5. To contribute to a positive learning environment
6. To communicate and take an active part in class
7. To speak English whenever and wherever possible
8. To attend classes and be on time
9. To be well organised and prepared for class
10. To ask for help if you need it
11. To submit work that is your own

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12. To seek opportunities for learning outside normal class time
13. To follow the attendance procedures
14. To check daily for notices and information
15. To follow the rules for each class regarding the use of electronic devices
16. To provide your teachers with feedback on their teaching
17. To respect both the University of Otago Language Centre and Foundation Year property and private property
18. To obey the University of Otago rules and regulations regarding computer use which are posted in computer rooms and on the Student Computing Services [website](#).
19. To obey the University of Otago [Discipline Regulations](#).
20. To obey rules which are set to enable these obligations and rights to be met.

If you are not meeting your responsibilities then there may be consequences to your actions. Please refer to the Complaints and Withdrawal Policies or the University of Otago Discipline Regulations.