

LEARNING AGREEMENTS POLICY

1 Purpose

- 1.1 Learning Agreements are designed to support a student's participation and progress on their course during a particular time-frame (normally the rest of the academic year in which the Learning Agreement is issued). Exceptionally, learning agreements may stipulate behaviours required during the entirety of a student's course of study.
- 1.2 Learning Agreement templates and guidance are available from the Quality Assurance & Enhancement SharePoint pages.

2 Policy Detail

- 2.1 The Learning Agreement for any particular student is drawn up by the Head of Subject or nominee as required, following discussion within the course team. The Learning Agreement should contain a set of conditions which are binding and which must be adhered to by the student without exception. The Learning Agreement details the behaviours required of the student and any supportive measures being put in place (for example meetings with Student Support Services, Senior Tutors, study skills sessions).
- 2.2 The Learning Agreement is discussed by the Head of Subject (or nominee, usually a Course Coordinator) and the student at a meeting called for this purpose. The Learning Agreement is signed by both the student and the Head of Subject or nominee, each retaining a dated copy.
- 2.3 Review meetings should take place following the implementation of the Learning Agreement, at the frequency noted within the Learning Agreement. Both the initial meeting and the subsequent review meetings are opportunities for the student and the Head of Subject (or nominee) to review progress and to explore any issues which may be impacting on the student's academic progress, health and wellbeing. Attendance at these meetings is mandatory and forms part of the Learning Agreement. Should a student subsequently be subject to the Health, Wellbeing and Fitness to Study policy, any current Learning Agreement should be reviewed for its appropriateness and may be rescinded.
- 2.4 Failure to adhere to the terms of a Learning Agreement may ultimately result in academic failure and withdrawal following consideration at an assessment board. Students who consistently fail to engage with the terms of the Learning Agreement may be advised to intermit or withdraw from their course at the earliest available opportunity.

VERSION CONTROL

PURPOSE/CHANGE	AUTHOR	DATE
Original policy document	QST	September 2013
Minor change to section 2.4	QST	August 2014
Minor change to section 1.2	QAE	September 2016
Minor change to section 1.2	QAE	August 2018