

CTI Senior College, Clonmel College Charter & Mission Statement

Revised September 2019

The aims of this Mission Statement can only be achieved if there is a shared vision and an active partnership between management, staff & learners. At CTI Senior College we seek to:

- Facilitate the acquisition of general and specialised education.
- Develop the full person, imparting knowledge and skills, and inculcating positive values.
- Educate in a multi-denominational, multi-cultural context.
- Enable the transition to further education and employment.
- Respond to the needs of the community.

The Charter, accordingly, has an important role to play in realising these aims. Learners need to be fully aware of the Charter's contents, their entitlements and obligations. A copy of the Charter therefore is given to each learner enrollment; this is your copy. Your enrolment at the Senior College is conditional on the following terms:

1. Attendance:

- 1.1 Students must have a minimum 75% attendance record per month.
- 1.2 'Attendance' means constructive participation in college life.
- 1.3 School activities are part of the school day and must be attended.
- 1.4 If you are absent you must explain the reason; a Doctors certificate must be presented if you are absent for more than 3 consecutive days.
- 1.5 On your return it is your responsibility to catch up on all class notes and assignments.
- 1.6 If leaving the course for any reason, inform your course co-ordinator.

2. Punctuality:

- 2.1 Late arrival to class will not be tolerated. It is disruptive, inconsiderate of and disrespectful to your class and tutor.
- 2.2 If lateness is unavoidable please ensure that you inform the course co-ordinator and teachers involved beforehand, if possible.

3. Electronic devices including mobile phones (See IT Usage policy)

The use of smart phones, iPads, and other electronic devices in classrooms, labs, practical rooms, resource room and all other places where quietness is required is strictly forbidden, because of the disruption to learning. Special permission must be sought if it is necessary to use the phone for any purpose during class time. Phones may not be used as a recording device without prior permission. It is forbidden to use camera phones to photograph sample assignments or documents.

4. Deadlines & Submission of assignments to tutors:

- 4.1 Modules are assessed by assignments submitted during the year. As this is a form of continuous assessment, it is imperative you observe the deadlines for completion and submission.
- 4.2 Coursework may be submitted up to one week late but will then incur a penalty markdown of 10% of the component weighting ie if the component is worth 30 marks, 3 marks (10%) will be deducted from the total after correction.
- 4.3 Coursework presented later than this will not be accepted.
- 4.4 Any exceptional circumstances must be explained to the tutor and co-ordinator for consideration; however, tutors are not obliged to accept work after the deadline has passed.

5. Assignment Content (see Learner Reference Handbook):

5.1 Plagiarism or failure to acknowledge authorship of work is not acceptable to the college. Plagiarised work will not receive academic credit.

5.2 Student projects and assignments remain the property of the college until the end of the academic year and all fees have been paid.

5.3 Use of projects or assignments developed as a student of the college must be credited to the college if used externally (e.g. in competitions, exhibitions etc.).

5.4 Class teaching materials must not be used outside of the college without prior written approval.

6. Equipment & Facilities: Due to the practical nature of your course, there may be a necessity for tools, machinery and equipment to be shared with your colleagues.

6.1 Please ensure that all equipment is handled properly and replaced in its correct place after each use. Report any damage or faults immediately.

6.2 Payment in full for malicious damage to equipment to be paid by the student.

6.3 Safety and mutual respect must always be priorities regarding work practices and behaviour.

6.4 Equipment, tools and machinery are not to be used unless under tutor supervision

7. Conduct of candidates during examinations

7.1 It is the candidates' own responsibility to note carefully the days and times, as fixed on the timetable, for the examinations in the subjects in which the candidate intends to present himself/herself.

7.2 Candidates are requested to present themselves at the examination centre 10 minutes before the examination commences to facilitate signing attendance sheets

7.3 No candidate will be admitted to the examination centre after thirty minutes of the time for that paper has elapsed. No additional time will be given to candidates who arrive late. A candidate must occupy during the examination the place assigned to him/her.

7.4 Candidates who cannot sit their exam due to illness must submit a medical certificate and a fee of 50 euro before a contingency paper can be set and a superintendent appointed on a date and time decided by the college.

7.5 A candidate may not be permitted to leave the hall and return during the examination period unless the superintendent is satisfied that the candidate's need to leave the hall is genuine.

7.6 A candidate must raise his/her hand if he/she wishes to attract the attention of the superintendent during the examination

7.7 A candidate shall not bring into the examination hall, or have in his/her possession or under his/her control or within his/her reach while he/she is in such room: Any book or paper other than that supplied by the superintendent/ any mobile phone, notes, data storage device etc. food or beverages other than water bottles.

7.8 Candidates will not have access to their computer files during the examination

7.9 At the conclusion of the examination each candidate who has not already done so should immediately seal his/her answer book and remain in his/her seat until the superintendent has collected the answer book

7.10 Each candidate who requires any additional equipment (drawing board, T-square, set squares etc. must bring them with them to the examination centre.

7.11 E-cigarettes are not permitted on school property.

7.12 The college reserves the right to withdraw a learner from a minor award on the QBS system if he or she had failed to submit any work which results in a 0 mark. This is to ensure the QA protocols are met and the integrity of the examination process is upheld.

Summary of Standards of Conduct:

Learners will:

- Show respect for the rights, property and safety of themselves and others.
- Respect and appreciate the diversity of all school members regardless of their race, culture, ethnicity, religion, gender, sexual orientation, age and ability.
- Express themselves with socially acceptable language and gestures.
- Exhibit behaviour that avoids all forms of intimidation, harassment, racism, and discrimination.
- Treat school property and the property of others with a reasonable standard of care.
- Respect the responsibility of all school members in exercising their duties.
- Promote positive behaviour by avoiding all types of violent acts or disruptive behaviours.
- Refrain from the possession of any form of a weapon on school property.
- Refrain from the possession of and being under the influence of all forms of intoxicants on school property.
- As appropriate, attend classes, activities and events and be prepared and punctual.
- The College grounds are a non-smoking area. Smoking allowed in designated area only, this includes e-cigarettes.
- Mobile phones should not be brought to class, except in accordance with special permission from each tutor. Learners may not use recording devices without prior permission.
- Food and drink may be consumed in designated areas only.

Operation of the Code of Conduct:

In the event of misconduct, the following procedure will apply:

1. Verbal warning from Course Tutor.
2. Written warning from Course Tutor.
3. Attendance before College Management.
4. Sanctions, up to and including dismissal from the course, may result.

The above operation may be bypassed at the discretion of college management should any serious incident occur.

