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Document 031\_22

# Student Rights and Responsibilities



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Revision History					
Version	Change Originator	Document Owner	Approver	Approval Date	Effective Date
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	Details of Change	Adding definitions			
Version 2 Doc_031-22	Change Originator	Document Owner	Approver	Approval Date	Effective Date
	Director of Studies Support	Director of Studies Support	Director Curriculum and Quality Assurance	25/08/2022	25/08/2022
	Details of Change	*Code includes the year. *The name ILMI has been changed to IDEA Academy.			
	IDEA College Logo	New College logo was changed on 24/06/2024			

#### Instructions for Document Users

All IDEA Academy employees can access current, controlled and approved documents related to the Quality Management System via the IDEA Academy's website link: <https://ideaeducation.com/>

#### Continuous Improvement

Procedures are meant to be 'living' documents that need to be applied, executed, and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated. Please contact us on: +356 2145 6310

## Contents

1. Aim and Scope of Document .....	5
2. Definitions.....	5
3. Student Rights.....	6
3.1 Free Expression .....	6
3.1.1 Association .....	6
3.2 Access to Resources and Support: .....	6
3.2.1 Prompt Responses from Administration: .....	6
3.3 Fair Process and Justice: .....	6
3.3.1 Grievance Process: .....	6
3.4 Right to Representation:.....	6
3.5 Right to Confidentiality: .....	6
3.5.1 Legal and Professional Context:.....	7
4. Student Responsibilities.....	8
5. Supporting Documents .....	9

## 1. Aim and Scope of Document

This purpose of this document is to provide students general notice of some of their rights and responsibilities at IDEA Academy.

The student as a member of the community of learning has both rights and responsibilities. Within IDEA Academy's community, the student's most fundamental right is the right to learn. The Institute has a duty to provide for the student the best opportunities promoting learning. The student in turn is responsible for learning and for demonstrating mastery of content and skills of a study programme while participating actively and respectfully as a member of the community of learning.

## 2. Definitions

**Student Rights** – IDEA Academy seeks to maintain and support an environment where students have rights. In principle, IDEA Academy supports freedom of inquiry, freedom of thought, freedom from discrimination, freedom of expression, and much more.

**Student responsibility** occurs when students take an active role in their learning by recognizing they are accountable for their academic success. Student responsibility is demonstrated when students make choices and take actions which lead them toward their educational goals.

### **3. Student Rights**

#### **3.1 Free Expression**

Students are able to freely examine and exchange diverse ideas in a respectful manner inside and outside of the classroom.

##### **3.1.1 Association**

Students can associate freely with other individuals, groups of individuals and organisations for purposes that do not infringe on the rights of others.

#### **3.2 Access to Resources and Support:**

Students have access to quality resources such as academic technology, highly qualified lecturers and libraries/databases which support intellectual, professional, and social development.

##### **3.2.1 Prompt Responses from Administration:**

Students have the right to expect prompt and courteous responses from the IDEA Academy academic and administrative staff.

#### **3.3 Fair Process and Justice:**

Subject to disciplinary action, students have a right to appeal and shall be assured of a fair and transparent process.

##### **3.3.1 Grievance Process:**

Students have access to established procedures for respectfully presenting and addressing their concerns or complaints to the IDEA Academy.

#### **3.4 Right to Representation:**

Students share feedback and can participate in the development and review of IDEA Academy programmes.

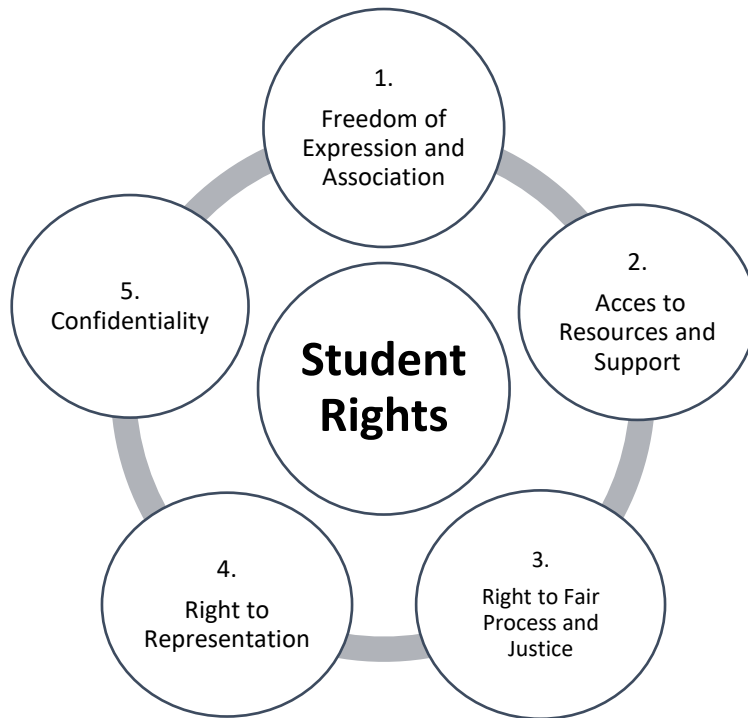
#### **3.5 Right to Confidentiality:**

The individual's right to privacy and personal confidentiality will be respected.

**3.5.1 Legal and Professional Context:**

All confidential information will be handled in compliance with the law, with due diligence as to the security of the data and with levels of discretion appropriate to the sensitivity of the subject matter.

**Graph 1: Student Rights**

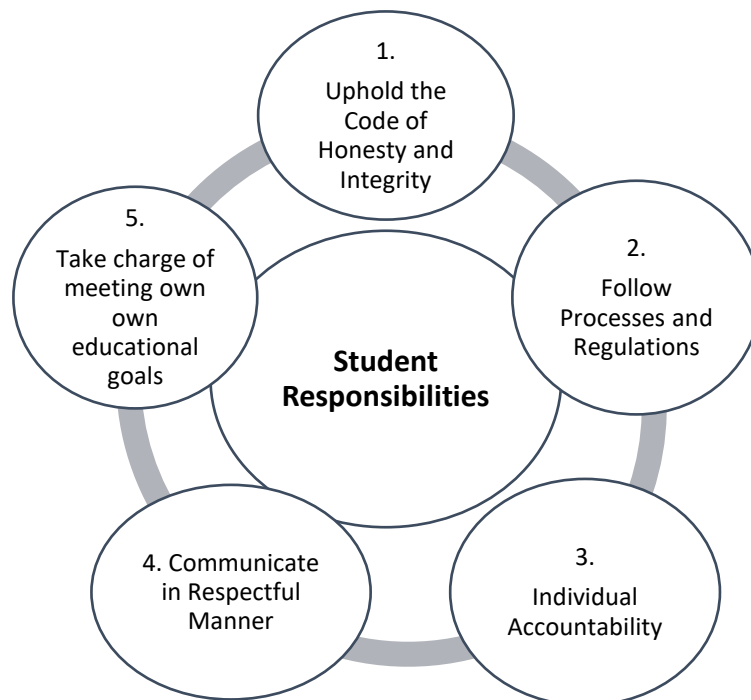


## 4. Student Responsibilities

Responsible students take ownership of their actions by exhibiting the following behaviors:

- Demonstrate academic integrity and honesty by upholding to the IDEA Academy Code of Academic Honesty and Integrity.
- Act in a civil manner that respects IDEA Academy learning/social environment and complies with IDEA Academy policies.
- Individual accountability.
- Communicate in a careful and respectful manner with lecturers, peers, and other members of IDEA Academy community. Respect diverse ideas and opinions.
- Identify, develop, and implement a plan to achieve educational goals.
- Respect property of others.
- A student has the responsibility to be fully acquainted with IDEA Academy's Regulations and to comply with them.

**Graph 2: Student Responsibilities**





## 5. Supporting Documents

Doc\_018\_22 Student Support Policy

Doc\_013\_22 IDEA Academy Ethos

Doc\_029\_22 Code of Academic Honesty and Integrity

Doc\_008\_22 Grievance Policy (regulations)

Doc\_017\_22 Avoiding Plagiarism Policy and Procedure

Doc\_009\_22 Disciplinary Procedure Document

Doc\_012\_22 Assessment Procedure and verification (including re-sitting examination)

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