

STUDENT CHARTER

ACBT is committed to providing a welcoming, supportive and safe environment in which all members of its highly diverse community of staff and students can realize their potential. ACBT sees the learning experience as social, as well as academic. The needs of students are our highest priority, and the College will seek continuously to improve the quality of its courses and services to students. In return, ACBT invites students to honour their responsibilities to their studies and to contribute to the life of the College. Together, the College and students will strive to ensure that every graduate has been given the opportunity to enjoy a fulfilling and rewarding learning experience which has promoted their academic, social and personal growth. This approach is underpinned by ACBT's values:

<p>Conviction To our purpose and potential</p>	<p>Drive Achieving and advancing together</p>	<p>Adventurous In mind and spirit</p>	<p>Rigour Enhancing our professional reputation and credibility</p>	<p>Respect By celebrating, valuing and caring for people and the environment</p>	<p>Genuine In the way we behave and deliver</p>
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This Charter outlines the expectations that students can have of ECC and its staff while studying. It also documents what ECC expects of its students.

-Australian College of Business and Technology

As staff, you can expect ACBT to:

- help you in your Orientation and transition to ECC
- provide you with information on ECC, its courses and policies
- provide a safe learning environment
- provide a study environment in which you can express and defend alternative points of view using respectful dialogue and rational debate, mindful of the feelings of others and understanding relevant ethical implications
- provide you with access to learning and personal support services
- provide a suitable and effective learning environment to meet diverse needs
- treat your private information as confidential
- address complaints in a timely and professional manner
- to seek and welcome your feedback on matters relating to the learning environment and course and to be advised of the outcomes of such feedback
- provide you with opportunities to contribute to ECC's decision-making
- provide a caring, fun and supportive College environment that encourages student involvement

STAFF

In addition to observing the *Staff Conduct Policy*, ACBT staff aim to:

- be available to you for consultation on a regular basis
- provide you with all essential materials and support to enable you to succeed in your studies
- maintain current knowledge of the discipline
- complete administrative tasks and assessment marking in a timely manner
- provide you with constructive feedback to enable ongoing academic development
- complete final unit grading and distribution of results in line with published timelines

STUDENTS

In addition to adhering to the *Student Conduct Policy*, ACBT expects you to:

- participate actively and positively in your learning
- take responsibility for managing your own learning
- regularly check for College communications
- be aware of, understand and comply with ECC policies relating to students
- respect the right of others to express opinions and deal with disagreement through rational debate
- respect College property
- refrain from behaviour that is discriminating, harassing, bullying or disruptive to members of the College community
- respond to reasonable requests from staff without undue delay
- comply with workload expectations and notify appropriate staff if difficulties are experienced

FIND OUT MORE

Become fully aware of your rights and responsibilities by viewing ACBT's policies: [ACBT - Home](#)

STUDENT FEEDBACK

To provide ACBT with feedback, visit Students.Services@acbt.lk