

## Student Learning Contract – Terms & Conditions - WINC Online – Synchronous Delivery

WINC Online is a branch of the Western International College and delivers programmes in a synchronous format which replicates traditional classroom learning in a virtual & interactive learning environment. It is unique in its approach, as it replicates class room based learning but through an online system, making it more accessible to students who cannot attend in person, but can attend classes online. The key distinction to make is that this programme is not offered solely through online learning but is distance delivered, virtual classroom based.

### **Students are required to commit (and automatically agree to do so, by enrolment) to the following student learning contract:**

1. Undergraduate students will undertake a minimum of 120 credits in each full academic year, postgraduate students to undertake a minimum of 180 credits in each full academic year (or the programme duration) Post Graduate Advanced Entry students will study a minimum of 80 credits.
2. Students will attend scheduled live lectures online for each taught module element these lectures will take place at a set time weekly and for the duration of the semester.
3. WINC Online expects all students who have enrolled on a module to participate fully in the learning activities associated with each module and to undertake all components of assessment attached to it. WINC Online will attempt to contact students who fail to meet the attendance requirements or make alternative arrangements. Where the student fails to respond or rectify their attendance, this will be deemed as breach of this learning contract and may lead to withdrawal/expulsion from the programme.
4. Students will maintain regular contact with WINC Online, this includes responding to emails, completing requests for information, updating personal information and advising of changes to circumstance. WINC Online will regularly request feedback, this forms part of the academic delivery and should be completed in good time.
5. Students will have access to online libraries, Moodle and the live lecture platform and will ensure they access the same in support of their studies. Details for relevant logins will be provided only once payments have been made and enrolment completed.
6. Students will not be issued a Student ID card, as the programme is delivered remotely.
7. Students will submit all written work through Moodle and understand that 100% of papers are checked for plagiarism. Students agree to be bound by the academic conduct policies of the awarding institution.
8. Any modules or elements not passed are subject to a retake fee of £250 GBP + VAT per 20 credits, this may change with inflation.
9. A late payment fee will be charged for failure to make tuition fee payments on time. This at the time of application is £100 if paid up to 14 days late. If payment is still due 28 days after due date, students will be blocked from the online learning platforms and in the most serious of cases may be withdrawn from programme.
10. Students are expected to adhere to the awarding Body / University regulations. The Disciplinary Procedure and Academic Misconduct Procedure will be followed where students fail to comply with the appropriate Codes of Conduct.
11. Programmes which have examinations will require students to attend British Council offices to undertake these. (At the time of enrolment details will be arranged. If a British Council is not available in the country of residence WINC Online will look into proctoring a center for examinations. The costs of examinations are NOT included within the tuition fee.)
12. Graduation ceremonies can be attended at the awarding University, invitation is direct from the University, only on completion of the programme and complete payment of fees. Attendance is subject to visa processing (WINC Online are not responsible for costs associated with attending the Graduation, Visa or expenses).

Enrolment and payment confirms acceptance and understanding of the conditions explained in this document. If you have any questions please contact with your query to [info@wincedu.uk](mailto:info@wincedu.uk)

We trust that you will have a productive and enjoyable learning experience with the WINC– Online.