

# **CTF Student Agreement**

**A document agreed by the  
Cambridge Theological Federation's  
Management Committee  
and the  
Cambridge Theological Federation's  
Student Forum**

**April 2018**

## Introduction

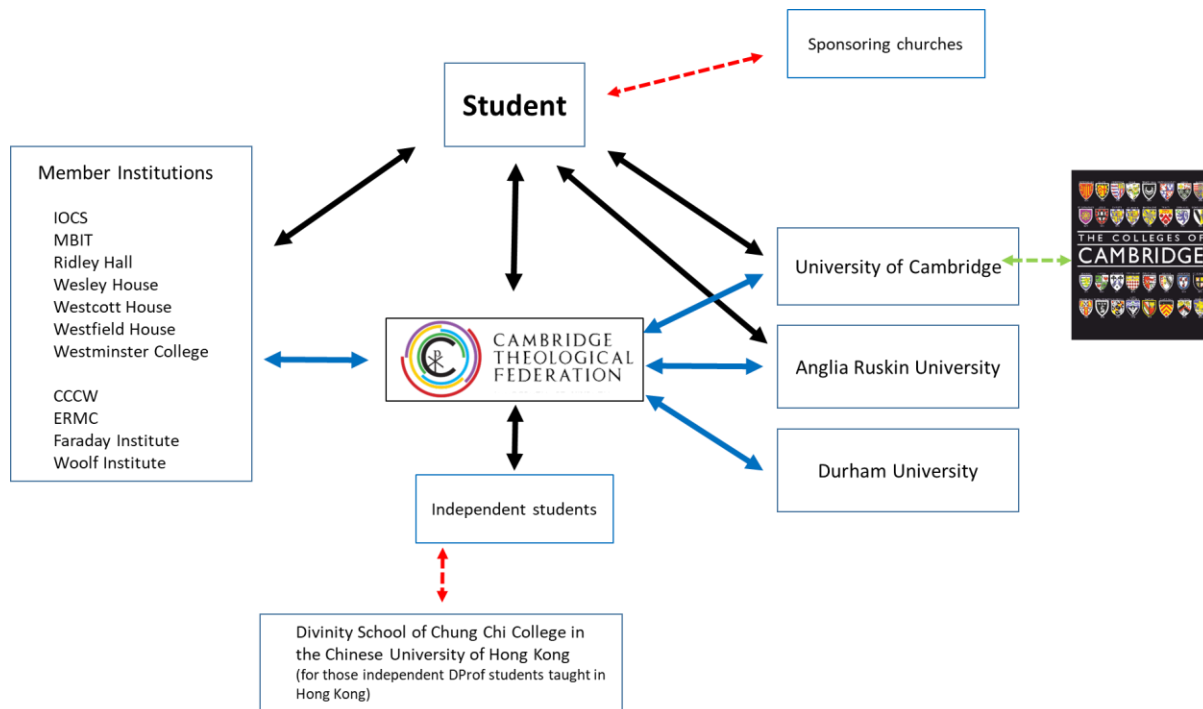
Students studying with the Cambridge Theological Federation (CTF) have a complex set of contractual arrangements. A student will have a relationship with:

- The Cambridge Theological Federation itself;
- One of the nine member institutions of the CTF (also known as “Houses”);
- The University that is validating their degree; and
- One of the Cambridge Colleges (BTh students only).

Each of the institutions listed above receives a share of the fees which are paid for each course and so has obligations to fulfil to those students.

A student may also be being sponsored by a denominational church and so have obligations through that agreement.

Each of these separate institutions is its own legal entity with its own rules and regulations, policies and procedures; some overlapping, some adding additional layers. This document aims to set out the obligations relating to your agreement with the CTF and the expectations we have of each other when you study with us, whether in person or remotely, whether full time or part time, whether as an ordinand or as an independent student.



## Other terms and conditions documents include:

### University of Cambridge

[www.undergraduate.study.cam.ac.uk/files/publications/ug\\_terms\\_of\\_admissions.pdf](http://www.undergraduate.study.cam.ac.uk/files/publications/ug_terms_of_admissions.pdf)

[www.graduate.study.cam.ac.uk/sites/www.2018.graduate.study.cam.ac.uk/files/offer\\_conditions\\_booklet\\_admission.pdf](http://www.graduate.study.cam.ac.uk/sites/www.2018.graduate.study.cam.ac.uk/files/offer_conditions_booklet_admission.pdf)

### Anglia Ruskin University

[www.anglia.ac.uk/about-us/policies-procedures-and-regulations](http://www.anglia.ac.uk/about-us/policies-procedures-and-regulations).

[web.anglia.ac.uk/anet/academic/public/research\\_degree\\_regs.pdf](http://web.anglia.ac.uk/anet/academic/public/research_degree_regs.pdf)

## Fees

Your course fees are set out on the Federation's website at [www.theofed.cam.ac.uk/fees](http://www.theofed.cam.ac.uk/fees). There are links from that page to information from each House about additional charges that might be payable to them.

Course fees are revised annually by the CTF for degrees validated by Durham University. The University of Cambridge and Anglia Ruskin University are responsible for their annual review of fees.

# Cambridge Theological Federation Student Agreement

## From the Federation to our students

**As a student member of the Cambridge Theological Federation (CTF), studying for an accredited programme:**

**You are expected to:**

- Attend the classes and supervisions arranged for you, having completed any preparatory reading and work requested of you;
- Submit work for assessment before the deadline;
- Submit only original work, avoiding plagiarism;
- Provide the data that we are required by law to hold about you, including after you leave;
- Pay your course fees and other bills on time; and
- Comply with the Federation's policies and procedures that apply to you.

Our policies and procedures can be found on the Federation website at [www.theofed.cam.ac.uk/policies-and-procedures](http://www.theofed.cam.ac.uk/policies-and-procedures). Other policies may be communicated by a student handbook, the weekly Fednews newsletter or in our VLE, Hedwig.

**You can expect us to:**

- Appoint a Director of Studies to oversee your studies;
- Provide teaching and supervisions appropriate to your course;
- Assess work according to the validating university's marking policies;
- Provide timely feedback;
- Provide access to university libraries in Cambridge and to libraries of the CTF's Houses;
- Arrange Federation worship; and
- Provide administrative support to enable us to fulfil these responsibilities

**Failure to act in accordance with these expectations and policies may lead to action under the disciplinary policy that is relevant to your course of study.**

### **Disciplinary policies**

BTh &DTM students

- [www.cambridgestudents.cam.ac.uk/new-students/rules-and-legal-compliance/discipline](http://www.cambridgestudents.cam.ac.uk/new-students/rules-and-legal-compliance/discipline)

Anglia Ruskin students

- [web.anglia.ac.uk/anet/staff/sec\\_clerk/rul\\_regs.phtml](http://web.anglia.ac.uk/anet/staff/sec_clerk/rul_regs.phtml)

Other students who are members of one of the CTF's Houses

- Your House's relevant procedure

Other students who are not members of one of the CTF's Houses

- [CTF Disciplinary policy](#) and regulations regarding the discipline of students

### **Complaints**

Details of how to make a complaint can be found on our website at [www.theofed.cam.ac.uk/policies-and-procedures](http://www.theofed.cam.ac.uk/policies-and-procedures). There are various different procedures depending on your course of study and the nature of your complaint.

April 2018

# Cambridge Theological Federation Students: Agreement

## From Federation students to the Federation

This code of practice was created by the Student Forum and adopted by them in March 2018.

### Who we are

Communities of faith who are studying in fellowship, we support one another, respect each other's beliefs and value our differences and diversity.

## Courses

### You can expect us to:

- Take part in all forms of assessment relating to our modules.
- When required give proper consideration of ethical issues to strengthen our research; make sure we are familiar with our research ethical approval requirements and obtain ethical approval for our research if required.
- Make sure that we have understood all assessment information including deadlines, exam dates, and how we should present and hand in our assignments.
- Be aware of the academic rules relating to our studies and complete all assessments in our own words, and keep to the guidance on good academic practice.
- Present our written work in a word-processed format, and include all appropriate references correctly.
- Organise our workload so we can hand in our assignments on time.
- Use the feedback we receive on our work to improve in future assessments.
- Follow the rules and regulations for asking for extensions for work to be handed in.
- Keep proof of submission and copies of written work until our marks have been confirmed.
- Fill in module evaluation surveys when we are asked to do so.
- Actively take part in all aspects of our learning experience for our own benefit of and that of our fellow students.

### We expect you to:

- Provide feedback in good time
- Take account of our feedback when evaluating and planning.

## Timetables

### You can expect us to:

- Check our timetables at the start of every term on Hedwig.
- Make sure our personal record of our timetable includes all the modules we should be studying.
- Ask our Director of Studies if we have a question about timetable or if something appears to be missing or incorrect.
- Go to the classes listed on our timetable
- Choose our optional modules in good time.
- Follow the rules and regulations found on Hedwig or Moodle for module changes once term has commenced.

**We expect you to:**

- Tell us when timetables are confirmed and final.
- Provide us with a timetable that includes all our modules.
- Provide information about optional modules with sufficient detail and with sufficient time to be able to make our choices.

**Respect and behaviour****You can expect us to:**

- Show respect at all times for fellow students, staff and members of our community whether in person or online.
- Show respect for the environment and shared spaces by using litter bins and recycling facilities and only smoke, eat and drink in designated areas.
- Behave in a way which is not disruptive to other students and staff in all study areas.
- Arrive on time for classes and stay for the whole of the teaching session unless we have otherwise informed the member of staff.

**We expect you to** show the same respect.

**Support during studies****You can expect us to:**

- Tell you if we are going to be absent from classes and fill in paperwork accordingly.
- Inform staff about an unavoidable or unexpected absence as soon as possible.
- Contact our course leader if we have any questions about our course.
- Check our CTF email account regularly, preferably daily.
- Ask for help when we need it, by email, or in person.
- Play our part in keeping the libraries tidy and clean.
- Use and respect designated zones for the specified purpose only, and take care not to disturb others.

**We expect you to** respond to requests for help, or direct us to where we can get the help we need.

**IT****You can expect us to:**

- Remember our username and password and follow any security processes (e.g. do not write password down).
- Report any issues we have with the online services like Hedwig or Library.

**We expect you to** do your best to resolve issues with online services so that disruption to our work is minimised.

## Communication

### You can expect us to:

- Treat our staff politely, with courtesy and respect.
- Provide staff with all relevant information and documents we need to help the Federation meet our needs or deal with our questions.
- Tell us as soon as possible if we have any special requirements that mean adjustments need to be made.
- Go to any supervisions, tutorials or appointments we have arranged with a member of staff, or let them know beforehand if we are not able to be there.
- Give the Federation feedback if asked to, to help improve services.
- Know who our course and Federation representatives are and give them feedback on our experience when required.

**We expect you to** do the same

## Complaints and Procedures

### You can expect us to:

- Be aware of the Academic Regulations and the Rules, Regulations and Procedures for Students.
- Be aware of and follow the Code of Conduct for students.
- Use the ways provided for giving feedback before using the formal complaints procedure, and use the student complaints procedure through the various committees.
- Be reasonable in response to any action taken to sort out a problem.

## Finance

### You can expect us to:

- Clear any debts we still owe, including library fines, before leaving the CTF.

March 2018