

TERMS AND CONDITIONS

In order for the Regional Writing Centre (RWC) to function and in order for it to justify its funding to the UL Administration, the RWC requires that students and staff availing of the resource share some specific personal information. In order to verify the status of those who avail of tutoring sessions in the Regional Writing Centre (RWC), the RWC requires students or staff share their names and student ids. In order to communicate with those people about their appointed session with our tutors, we request that students and staff share a phone number and their UL email address.

The university asks the Regional Writing Centre to justify the UL funds allocated to it through the submission of annual reports that demonstrate that we have met the remit set for us by the UL Administrators in charge of allocating that funding. The information that we need in order to make our case each year includes the student's faculty, the name of their degree programme, the name of the module or programme that they are writing for, the name of the person assessing or supervising the written work, the year of study, the type of assignment, whether English is their first language and, if not, what their first language is, whether they are over the age of 23 at the time they started their degree programme, identifying them either as a traditional student or a mature student. We also ask whether the paper they are working on had been submitted for feedback and, if so, whether there had been any indication in the comments that the student's work had any plagiarised material detected.

Our peer tutors report on the learning goal of the student or staff member who avails of a session with them, and reports on what was done during the session and what the student or staff member must do before returning to talk about this same or any similar type of paper. Our expectation is that those availing of a session in the RWC apply what is learned in the session before returning for another session on that issue.

Students or staff are allowed to make one appointment at a time, and avail of no more than one hour of tutor time per week. It is expected that students or staff making appointments with tutors in the RWC keep their appointments or give notice to the RWC at least two hours before their appointed time of their inability to keep the appointment. If a student or staff member fail to keep their appointment or fail to give adequate notice, the RWC reserves the right to make the appointment software unavailable to that person until the following semester. Offenders are able to drop in, but cannot guarantee that a tutor will be available when they arrive.

The RWC also assumes that the people availing of RWC resources will treat staff with respect and behave in a dignified manner. The RWC reserves the right to ask security to remove anyone who the RWC Co-Directors deems a danger to its staff.

Review our Privacy Policy for more on the information we gather and what we do with it and for your rights as regards that information.

If a UL student or staff member is unwilling to agree to these terms, the RWC reserves the right to refuse access to some of our resources.