

# **Student Handbook**

**2011/12**

Student Handbook .....	1
Useful Phone Numbers .....	3
Useful Websites .....	5
College Calendar.....	6
Notable Dates and holidays.....	7
Religious Days and Festivals .....	7
Thinking Ahead to University.....	8
Our Charter- a Partnership Approach.....	9
Learner Agreement .....	11
Learner Engagement.....	11
Guidance and Progression.....	12
Student Finance .....	14
Adam Smith Foundation .....	16
Learning Support Information .....	17
General Information.....	18
Learning Centre.....	19
Health and Well-being .....	20
College Policies and Procedures.....	20
Student Code of Conduct .....	21
Health and Safety .....	24
Environment and Sustainability .....	25
Use of College Networks and Resources .....	26
Legal things! .....	27
Introducing the Learning and Teaching Gateway .....	28
Data Protection.....	29
Assessment Procedure .....	29
Complaints Procedure .....	30
Skills Development Scotland .....	31
Give a little, gain a lot – Volunteer.....	31
Students' Association .....	31

## **Useful Phone Numbers**

If you are off sick please phone your campus using the number below:

St Brycedale 01592 223532

Priory 01592 223729

Stenton 01592 223031

Levenmouth 01592 223264

## **General College Numbers**

St Brycedale (switchboard/reception)  
01592 223400

Priory Reception  
01592 223712

Stenton (switchboard/reception)  
01592 223000

Levenmouth (switchboard/reception)  
01592 223260

Southfield (switchboard/reception)  
01592 223200

## **Students' Association**

St Brycedale  
01592 201359

## **Transport**

Stagecoach (Kirkcaldy)  
01592 642394

Stagecoach Fife Buses (Glenrothes) 01592 610686

Traveline (Public Transport Info)  
0871 200 22 33

National Rail Enquiry Service  
0845 7484950

BAA Edinburgh Airport  
0844 481 89 89

## **Emergency**

Kirkcaldy Police  
01592 418700  
Glenrothes Police  
01592 418600

## **Health**

Dovecot Clinic - Family Planning/Well Woman 01592 753566  
NHS Helpline Scotland  
0800 22 44 88

(8 am - 10 pm, 7 days)  
Victoria Hospital, Kirkcaldy  
01592 643355  
Glenrothes Hospital  
01592 743505

### **Money Matters**

Benefits Agency  
01592 647500  
Citizens Advice and Rights Fife  
08451 400 095  
Trading Standards Money Advice  
01592 583123

### **Housing**

Frontline Fife Housing Services  
01592 800430  
Fife Council Housing Department  
08451 55 00 33  
Fife Council Emergency Homeless  
Hotline (after hours)  
0800 0286231  
Shelter Housing Aid Centre  
0808 800 4444

### **General**

Fife Council General Enquiries  
08451 55 00 00  
Adult Basic Education  
01592 413538  
Fife Institute (FIPRE)  
01592 583305  
Glenrothes Opportunity Centre  
01592 583344  
Kirkcaldy Opportunity Centre  
01592 583345  
Leven Opportunity Centre  
01333 569383  
Careers Scotland Centres  
0845 8 502 502

### **Support Services Helplines**

Childline (up to 18 years)  
0800 1111  
Cruse Bereavement Line  
0845 600 2227  
Domestic Violence Unit  
01592 418460  
Drinkline 0800 7314 314  
National Drugs Helpline  
0800 776600  
Rape and Abuse Line (evenings only) 0808 8000123

Samaritans  
08457 909090  
Smokeline  
0800 848484  
Social Work Services  
08451 55 00 00  
Social Work Emergency Service  
(after hours)  
01592 415000  
Victim Support  
0845 3030900  
Woman's Aid  
01592 261008

## Useful Websites

### College Sites

[www.adamsmithcollege.ac.uk](http://www.adamsmithcollege.ac.uk)

[College Website](#)

[enquiries@adamsmith.ac.uk](mailto:enquiries@adamsmith.ac.uk)

[College Email Address](#)

[ilearn@adamsmith.ac.uk](mailto:ilearn@adamsmith.ac.uk)

In session 2011/12 the College is launching our new interactive learning service, named iLearn. This service, which will give our students access to the latest online learning, replaces our old VLE and signifies an exciting development in our initiative to make ASC a leading e-enabled College. Watch out for our iLearn launch event early in Semester 1. [www.adamsmithstudent.com](http://www.adamsmithstudent.com)

[Students' Association website](#)

[enquiries@adamsmithstudent.com](mailto:enquiries@adamsmithstudent.com)

[Students' Association email address](#)

[president@adamsmithstudent.com](mailto:president@adamsmithstudent.com)

[Student President email address](#)

### Education

[www.dfes.gov.uk](http://www.dfes.gov.uk)

[Information about future funding arrangements, tuition fees etc](#)

[www.nus.org.uk](http://www.nus.org.uk)

[National Union of Students \(NUS\)](#)

[www.ucas.ac.uk](http://www.ucas.ac.uk)

[Universities and Colleges Admissions Service](#)

[www.student-support-saas.gov.uk](http://www.student-support-saas.gov.uk)

[Student Awards Agency for Scotland](#)

[www.thestudents.net](http://www.thestudents.net)

[Student information](#)

[www.gradunet.co.uk](http://www.gradunet.co.uk)

[Jobs for graduates](#)

[www.learndirect.co.uk](http://www.learndirect.co.uk)

[For information and advice about learning opportunities](#)

### Government

[www.ukonline.gov.uk](http://www.ukonline.gov.uk)

[The easy way to find government information and services online](#)

[www.scotland.gov.uk](http://www.scotland.gov.uk)

[Official website of the Scottish Executive](#)

[www.fifedirect.org.uk](http://www.fifedirect.org.uk)

Information about the range of public services, news and events in Fife

## **Miscellaneous**

[www.bunac.org](http://www.bunac.org)

Work and travel programmes for students

[www.studenttrips.co.uk](http://www.studenttrips.co.uk)

Student travel guide

[www.studentmoneynet.co.uk](http://www.studentmoneynet.co.uk)

Advice on financing further education

[www.raleigh.org.uk](http://www.raleigh.org.uk)

Youth Development Programme

[www.skill.org.uk/scotland](http://www.skill.org.uk/scotland)

Promotes equality of opportunity for disabled people over 16

[www.childcarelink.gov.uk/fife](http://www.childcarelink.gov.uk/fife)

Fife Childcare Information Service

[www.mapquest.co.uk](http://www.mapquest.co.uk)

Route Planner

[www.visualthesaurus.com](http://www.visualthesaurus.com)

Thesaurus with a difference

[www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

Find out about jobs online

[www.careers-scotland.org.uk](http://www.careers-scotland.org.uk)

Careers Guidance

## **College Calendar**

5 September 2011

NC/HN FT Semester 1 starts

12 September 2011

Degree Semester 1 starts

17 October 2011

October Break – 1 week

26 December 2011

Christmas Break – 2 weeks

9 January 2012

Start of Term

30 January 2012

Non-Teaching Period – 1 week

6 February 2012

Semester 2 starts

2 April 2012

Spring Break – 2 weeks

7 May 2012

May Day Holiday

18 June 2012  
Semester 2 ends

## Notable Dates and holidays

<b>For the UK and Republic of Ireland</b>		<b>2011</b>	<b>2012</b>
New Year's Day	Jan 1	Jan 1	
Bank Holiday (Scotland)	Jan 3	Jan 2	
Holocaust Memorial Day	Jan 27	Jan 27	
St Valentine's Day	Feb 14	Feb 14	
St David's Day (Wales)	Mar 1	Mar 1	
St Patrick's Day (Rep Ire and N Ire)	Mar 17	Mar 17	
Vernal Equinox (Spring begins)	Mar 20	Mar 20	
Mothering Sunday	Mar 13	Mar 18	
Good Friday (UK)	Apr 22	Apr 6	
Easter Monday (UK and Rep Ire)	Apr 25	Apr 8	
St George's Day (England)	Apr 23	Apr 23	
May Day (UK and Rep Ire)	May 2	May 7	
Spring Bank Holiday (UK)	May 30	May 28	
Bank Holiday (Rep Ire)	Jun 6	Jun 4	
Father's Day	Jun 19	Jun 17	
Longest Day	Jun 21	Jun 20	
Bank Holiday (N Ire)	Jul 11	Jul 12	
Late Summer Holiday (UK)	Aug 29	Aug 27	
Autumnal Equinox	Sep 23	Sep 22	
British Summer Time ends	Oct 30	Oct 28	
Halloween	Oct 31	Oct 31	
Remembrance Sunday	Nov 13	Nov 11	
St Andrew's Day (Scotland)	Nov 30	Nov 30	
Shortest Day	Dec 21	Dec 21	
Christmas Day	Dec 25	Dec 25	
Boxing Day	Dec 26	Dec 26	
St Stephen's Day	Dec 26	Dec 26	

## Religious Days and Festivals

### 2011

August	1	First Day of Ramadan
September	29/30	Jewish New Year
	18	Day of Atonement
	23	First Day of Tabernacles

October	8	Day of Atonement
	13	First Day of Tabernacles
	26	Diwali
November	10	Birthday of Guru Nanek Dev Ji
	27	First Sunday in Advent
	26	Islamic New Year
December	25	Christmas Day

## **2012**

January	5	Birthday of Guru Gobind Singh Ji
	6	Epiphany
	23	Chinese New Year
February	22	Ash Wednesday
March	8	Holi
April	1	Palm Sunday
	6	Good Friday
	7	First Day of Passover
	8	Easter Day
	15	Low Sunday
May	13	Rogation Sunday
	17	Ascension Day
	27	Feast of Weeks
	27	Whit Sunday - Pentecost
June	3	Trinity Sunday
	7	Corpus Christi

## **Thinking Ahead to University**

### **Mid September 2011**

UCAS open for receiving UCAS applications.

### **Throughout September**

Thinking about University? Speak to your Curriculum Head, Guidance or Careers. Read some prospectuses in the Library. Plan to visit University Open Days.

### **Monday 26 September 2011**

UCAS workshops begin next week – check the notice boards for times and venues. Pick up an

Apply 2010 booklet from Guidance or Reception.

### **Monday 3 October 2011**

UCAS applicants – book into one of the online demos running this week and next and the week beginning 24 October 2011.

### **Saturday 15 October 2011**

Deadline for UCAS applications to Dentistry, Medicine, Veterinary Medicine/Science and Oxford and Cambridge.

### **Monday 21 November 2011**

All UCAS applications must be completed and sent to your Curriculum Head to be guaranteed to meet the UCAS deadline.

### **Sunday 15 January 2012**

UCAS closing date for 'on time' applications for all courses except some art and design courses with 24 March 2012 deadline.

### **Friday 24 March 2012**

Deadline for art and design courses that do not have a 15 January 2012 deadline - **Friday 30**

### **June 2012**

Applications received after this date are entered into Clearing.

## **Our Charter- a Partnership Approach**

**Adam Smith College's mission is to inspire learning. To make this happen we must work together to create a working environment where everyone can reach their potential and be successful.**

This Charter explains our joint responsibilities, so we do everything we can to create an inspiring learning environment that reflects the workplace.

### **We will**

- work to create an inspiring learning environment.
- promote employability skills and sustainable working practice.
- treat everyone equally and with respect.
- support you as a student by giving you access to:
  - personal, educational and vocational advice;
  - learning support;
  - financial support;
  - IT facilities, study space and library resources.
- provide a safe, secure and healthy environment.
- provide you with your course handbook and an assessment schedule.
- give regular feedback on your progress and attainment.
- ensure all teaching sessions last the timetabled duration.

- minimise travel between campuses.
- ensure there is minimal disruption to timetables due to room changes or staff absences.
- make the College a smoke free environment.
- comply with the Data Protection Act to safeguard your personal information.
- engage with you in dialogue to improve the College experience.
- provide training for class representatives.
- listen to your comments, compliments and complaints, and deal with issues through a clear and fair complaints procedure.

### **You will**

- attend all classes on time and be prepared to learn.
- maximise your learning on the course by:
  - asking if you don't understand;
  - making every effort to achieve;
  - handing in homework and coursework on time;
  - taking responsibility to develop as an independent learner;
  - contributing to a positive atmosphere for learning.
- strike a balance between your work, life and College.
- treat everyone equally and with respect.
- use the internet appropriately, in line with the Acceptable Use Policy.
- engage in sustainable practice wherever possible.
- tell us if you have concerns so we can try to resolve matters.
- participate in dialogue to improve the College e.g. College surveys, focus groups and course committees.
- ensure that the personal information we hold about you is always correct.
- follow the College Code of Conduct which relates to the following:
  - treating people equally and with respect;
  - using appropriate language, non threatening behaviour and not harassing others;
  - following the College's dress code;
  - respecting the learning and teaching environment;
  - not using mobile phones or electronic devices in learning zones;
  - following health and safety practices;
  - smoking only in designated areas;
  - not drinking alcohol or taking drugs;
  - not cheating.

We expect students to respect the College as a work environment and to follow the Code of Conduct. If you break the Code of Conduct, the Disciplinary Procedure may be implemented.

By working together your experience at College will be positive and will maximise your potential.

**Adam Smith College is an inclusive College and is committed to the fair and equal treatment of all individuals regardless of gender, religion, age, race, class, disability or sexual orientation. The College supports equal opportunities and has policies to give guidelines to staff and students. You can find these on the College's website.**

## Learner Agreement

### Our agreement with you is to provide:

- Appropriate teaching to help you meet your units of study.
- Access to Library/study facilities/support and guidance (educational, vocational and personal).
- Opportunity for student representation on Students' Association and College Board.
- Individual interviews at least two times a year to discuss progress.
- A prompt and fair procedure for complaints/grievance/appeals/disciplinary matters
- Equal opportunities so you achieve your full potential.
- A forum to say what you think.

### We expect learners to show commitment and responsibility and agree to:

- Ask if you don't understand.
- Take responsibility for your own learning.
- Attend every class.
- Make every effort to achieve.
- Submit work to deadlines.
- Inform College on day one of absence.
- Bring pen, paper, kit needed for each class.
- Follow College Code of Conduct.
- Follow Health and Safety Procedures.

## Learner Engagement

**Adam Smith College is fully committed to engagement with our learners. This means we want to involve learners in as many aspects of College life as possible. So how do we do this and how can you become involved?**

Students on every College course should elect a **Class Representative** who is prepared to gather and put forward the views of his/her fellow students. Representatives are offered training and support to carry out this role by the Students' Association and SPARQS (Student Participation in Quality Scotland).

Each College course has a Course Review team, the main function of which is to review the performance of the course every year. This helps identify areas of strength and weakness and shapes future improvements. Class representatives are automatically members of review teams and contribute to the evaluation of the course from a learner perspective.

The **College Learner Forum** membership includes two class representatives nominated from each Centre/Institute Learner Forum. This Forum also meets twice a year, immediately after Centre/Institute Forums. Its remit is to consider any actions referred from Centre/Institute Forums. It also deals with wider College level issues which impact on the experience of learners. The

minutes and recommendations of the College Learner Forum are forwarded to the Academic Board.

Learner representatives, who are the office bearers from the Students' Association, are members of several of the College's major policy-making committees, including the Learning and Teaching Committee, the Diversity Committee and the College Academic Board. As full members of these committees, they have an influence on the quality of the educational provision and of the learner experience at Adam Smith College.

Each College course has a **Course Review Team**, the main function of which is to review the performance of the course every year. This helps identify areas of strength and weakness and shapes future improvements. Class representatives are automatically members of course review teams and contribute to the evaluation of the course from a learner perspective.

Towards the end of each semester, students are invited to help assess the delivery of one or more units by completing a **Student Unit Evaluation Questionnaire**. This short survey assists individual lecturers to check the effectiveness of their delivery of specific units, and helps them to recognise what worked well and what might be improved.

Once each academic year, all students are encouraged to take part in a **College Course Evaluation Questionnaire**. This online survey is designed to provide crucial feedback from learners about their views and opinions on their course of study. This information is used to inform the discussion at Course Committee meetings.

**The College continuously reviews its learner engagement procedures and looks for new, innovative ways to involve students more actively and effectively in representative, consultative and decision-making processes so that the student voice is fully heard in all its operations.**

## **Guidance and Progression**

Your Curriculum Head is the first person you should talk to if you have any educational concerns about your course. Curriculum Heads have overall responsibility for your programme of study and provide first line guidance.

Specialist Guidance and Progression Advisers will provide educational, personal and vocational advice to help you make the most of your studies and improve your future career prospects.

They can help you with:

### **Personal Matters**

Such as health, housing and welfare

### **Financial Matters**

Advice on funding for college and university courses, student support funds, childcare and benefits.

## **Next Steps**

Interview practice and help with CVs. Advice on courses at college and university including help with UCAS online applications

## **Progression**

We will help you decide on your next step before your course finishes. We will give you information on progression to further study and employment. We can tell you about student awards, loans and/or supplementary grants you may be entitled to. Assistance with applying to UCAS online can also be given.

## **Progression Routes**

Adam Smith College works in partnership with a number of Scottish Universities including: University of Abertay Dundee, University of Dundee, Glasgow Caledonian University, Napier University, University of Edinburgh and the University of St Andrews to provide direct routes onto related degree programmes for students who successfully complete Higher National programmes. The College also offers several degrees.

## **Guidance is:**

- Available to you whatever your ethnic background, beliefs, abilities, sexual orientation or gender.
- Relevant to your educational, personal, social and vocational requirements.
- Unbiased.
- Ongoing throughout the year.

## **Careers Service**

Skills Development Scotland staff are available to see students by appointment. Book an appointment at each main campus reception. A careers library is also available at each main campus with resources to help people consider job options and a range of educational opportunities.

## **Referral**

Through Guidance you can also be put in touch with a range of agencies, e.g. Penumbra, Fife Gingerbread, Money Advice and Cruse.

## **Confidentiality**

Whilst there is a policy of confidentiality within the team, which is respected at all times, there are exceptions. These are:

- If we consider you are a danger to yourself or others, e.g. Health and Safety.
- If children under the age of 16 appear to be at risk, e.g. Child Protection.
- If there is a need to protect an Adult at Risk.
- If legislation requires us to provide information to others, e.g. money laundering.
- If you agree to others being told.

Please see the Guidance Policy and Procedures for more details.

## **Counselling**

If you need counselling, this can be arranged for you. After you have been seen by one of the Guidance and Progression Advisers, an appointment may be made with external counsellors or other agencies.

## **Contact**

Guidance Staff are available at the four main campuses each week. Check with reception for days and times, or look at the notice boards in each campus.

You can telephone to make an appointment with the Guidance team or a Skills Development Scotland adviser on:

St Brycedale Campus 01592 223400

Priory Campus 01592 223712

Stenton Campus 01592 223000

Levenmouth Campus 01592 223260

The Guidance and Progression Advisers also attend other campuses on request. Email [guidance@adamsmith.ac.uk](mailto:guidance@adamsmith.ac.uk)

## **The Guidance Team are:**

Vicki Anton, Guidance and Progression Adviser

Susanne Scott, Guidance and Progression Adviser

Gail Burton, Guidance and Progression Adviser

John Blakey, Guidance and Progression Adviser

## **Student Finance**

Managing money at college is a concern for all students. There are various funds set up which you are entitled to apply for:

### **Education Maintenance Allowance (EMA)**

If you are 16 or 17 at the start of a full-time NQ, NC, Highers or SVQ level programme you can apply for an EMA. This is an allowance to help with your living costs while you study. You will also be given help with travel expenses if you live over two miles from the College.

The amount of money you receive will depend on your household's income.

### **Bursary**

If you are 18 or over and undertaking a full-time NQ, NC, Highers or SVQ level programme you are eligible to apply for a Bursary which may help you pay for living costs and travel expenses. The amount of money you receive will depend on your household's income.

### **Money Does Matter**

Money Does Matter is a support fund to help students with additional costs such as registered childcare, travel, rent etc.. The amount of money you receive will depend on your household's

income.

**Please note:**

Higher National students who are lone parents should now apply to the college through Money Does Matter for the lone parent childcare grant support.

Application forms for Money Does Matter can be collected from any College reception desk.

If you need any help or support with finance, including Money Does Matter applications, make an appointment with the Guidance Team.

**Higher National (HN) Certificate/Diploma and Degree Programmes**

In order for course fees to be paid **all students must apply for Tuition Fees through Student Awards Agency for Scotland (SAAS)**. Depending on your circumstances you may be eligible for additional financial help in the form of:

- **Living Costs:** A student loan that is paid back when you start working.
- **Young Students Bursary:** Financial support for students who are under 25 and living in a low income household. This money does not have to be paid back.
- **Supplementary Grants:** Financial support for certain categories of student. This money does not have to be paid back.
- **Disabled Students' Allowance:** Financial support to cover expenses you may incur as a student. This money does not have to be paid back.

All the relevant information and the SAAS on-line application form can be found at [www.saas.gov.uk](http://www.saas.gov.uk)

**Higher National Students - Part-Time (undertaking 50% of a full-time course in one academic year)**

The new Part-Time HE Fund is available to support part-time students who are studying 50% of a full-time course. This fund can support students with study costs, travel and registered childcare costs. To find out what help you may be entitled to, a simple application form and information leaflet can be sent to you or obtained from reception.

Further information is available from:

Website: [www.saas.gov.uk](http://www.saas.gov.uk)

E-mail: [saas.geu@scotland.gsi.gov.uk](mailto:saas.geu@scotland.gsi.gov.uk)

**Individual Learning Account**

If you earn under £22,000 and you are studying a part time Higher National Certificate/Diploma (HNC/D) course you can apply for an ILA 500.

This allows you £500 towards the cost of your course.

Visit [www.ilascotland.org.uk](http://www.ilascotland.org.uk) or call 0808 100 1090 for more details or to request an application form.

### **Council Tax**

If you are enrolled on a full-time course and you are living on your own, you will not have to pay Council Tax as long as your course lasts for 24 weeks or more and you are studying for at least 21 hours per week during term time. Hours of study can include self study as well as timetabled classes. If there are other adults in your household you may be entitled to a reduction in Council Tax.

Please check with Fife Council on 08451 55 00 00 who will provide you with an application form to claim exemption or reduction.

### **Benefits**

Normally if you are studying full-time you would not be entitled to claim benefits, but there are exceptions to the rule. If you are unsure, please contact the Guidance staff or the Benefits Agency.

### **Employment -NQ, NC, Highers and SVQ Level Students**

You can work while studying and this will not affect your funding.

### **Employment- HNC, HND and Degree Level Students**

You can work whilst studying and in most cases it would not affect your funding from the Student Awards Agency.

### **Part time Work**

A part-time job lets you enjoy life's little extras. Access the latest part-time and seasonal vacancies which are updated daily via:

Fife Direct website: [www.fifedirect.org.uk](http://www.fifedirect.org.uk)

Jobseeker Direct: Direct line Monday to Friday 9 am - 6 pm and Saturday 9 am - 1 pm: tel 0845 60 60 234 (charged at local rate)

Job Centre: Open Monday to Thursday 9 am - 4.30 pm and Friday 9.30 am - 3.30 pm

Worktrain - National Job and Learning bank website: [www.worktrain.gov.uk](http://www.worktrain.gov.uk)

Jobcentre Plus has a phone line at the local call rate to help you find full or part-time work - tel 0845 60 60 234.

### **Adam Smith Foundation**

#### **What is the student scholarship programme?**

The Adam Smith Foundation is the charitable trust of Adam Smith College. We work with the local business community, trust funds and individual supporters to help you make the most of the opportunities whilst learning here. Through the student scholarship programme there are a variety of awards from £250 to £1,000.

### **How can this help me?**

Designed to assist students who are committed to their studies and successful in their coursework, a scholarship is a sum of money you can use to purchase equipment and materials linked to your course. Last year over 90 students purchased textbooks, computers, kitchen knives, CAD software, paints, canvases and dictaphones. What will you need?

### **Who is eligible?**

Scholarships will be available for full-time students throughout the academic year, linked to specific courses. Once a scholarship is confirmed to us the Adam Smith Foundation notifies your Curriculum Head with details on how to apply.

### **How do I apply?**

Scholarships will be promoted via the academic staff at certain times of the year. Application forms will then be available on the Adam Smith College website ([www.adamsmithcollege.ac.uk](http://www.adamsmithcollege.ac.uk)) and from Curriculum Heads. Firstly, check the guidelines attached to the form to make sure that you are eligible to apply, then complete a simple form and state clearly what you would like to buy with a scholarship and why. Please send the completed form directly to the Adam Smith Foundation office at the College before the specified closing date.

### **Learning Support Information**

Students ask for advice to support their learning for many reasons.

This may be because of:

- Dyslexia
- Mental Illness
- Physical difficulty
- Sensory impairment
- Medical condition e.g. arthritis

Or there is a short term need for support due to:

- Illness
- Absences
- Personal situation
- Stress
- A learning gap

You can ask for a copy of our Inclusion Statement – Disability from reception if you need more information, or look at the College website.

### **How do you get in touch with the learning support staff?**

Speak to your Curriculum Head who can send a referral form to the learning support staff. You can also make an appointment at the library reception to see one of the staff or you can e-mail them on [LSappts@adamsmith.ac.uk](mailto:LSappts@adamsmith.ac.uk)

- **Vivien Clarke, Learning Support Team Leader**

E: [vivienclarke@adamsmith.ac.uk](mailto:vivienclarke@adamsmith.ac.uk) T: 01592 223041

- **St Brycedale and Stenton - Rhona Crisp**

E: [rhonacrisp@adamsmith.ac.uk](mailto:rhonacrisp@adamsmith.ac.uk) T: 01592 223422

- **St Brycedale and Priory - Alison Henderson**

E: [alisonhenderson@adamsmith.ac.uk](mailto:alisonhenderson@adamsmith.ac.uk) T: 01592 223761/223627

- **Stenton and Leven - Angela Dillon**

E: [angeladillon@adamsmith.ac.uk](mailto:angeladillon@adamsmith.ac.uk) T: 01592 223017

### **What happens if you ask for support?**

Your support needs will be discussed with you and a Personal Learning Support Plan agreed. This is sent to your Curriculum Head and your lecturers at the start of your course. This may include one or more of the following:

- Small group tutorials for Core Skills subjects
- Information for lecturers
- Adapted materials eg taped, large print or brailled
- Communication support for Hearing Impairment
- Training to use software which helps with writing
- Specialist assessment e.g. for dyslexia, or Scotopic Sensitivity
- Specialist ongoing guidance
- Exam arrangements e.g. adapted paper, reader, scribe, and rest periods
- Learning support in class

What equipment is available for students with additional support needs?

- Hand-held spellchecker/dictionaries
- Recording devices
- Laptops with helpful software
- Magnifiers

### **The College works with other agencies to help you, including:**

- Social Work service for your personal care needs
- Occupational Therapy advice on physical issues
- Deaf Communication Service
- Fife Sensory Impairment Centre
- Fife Adult Literacies

## **General Information**

### **Accommodation**

Kirkcaldy, Glenrothes and the surrounding areas have strong rental property markets. Accommodation available ranges from rooms in private homes to shared or full rental of flats or houses. Most of these properties are advertised on-line and the College publishes some links on its website, though others are available.

The College also supports students in their search for accommodation via their Accommodation Co-ordinator who can be contacted on [accommodation@adamsmith.ac.uk](mailto:accommodation@adamsmith.ac.uk) or 07545 926178.

They hold a list of accommodation that may not be advertised elsewhere and can advise on accommodation matters.

### **Beauty Salon**

The College's Hair and Beauty Salons are open to students and members of the public. For all Hair and Beauty treatments students receive discount if their ID card is shown. For further information telephone Hairdressing.

### **Car Parking**

Because of the restricted number of spaces available (none at St Brycedale Campus) students are advised to avoid parking on Campus. The College, together with the Students' Association, actively promotes alternatives to single car journeys e.g. car sharing, bus and rail travel or if realistic, cycling or walking. Special Uni-rider bus tickets are available via the College and offer a substantial saving on normal bus fares.

Drivers will be subject to civil fines if they park outwith official parking bays and on double yellow lines.

### **Feeling Peckish?**

Whether you fancy a hot meal, snack, or just a can of juice, the College restaurant can cater for all tastes. Each main campus has a refectory or cafe:

St Brycedale, Stenton, Priory, Southfield and Leven.

### **Campus Locations**

- St Brycedale Avenue, Kirkcaldy
- Victoria Road, Kirkcaldy
- Stenton Road, Glenrothes
- Victoria Road, Leven
- Nasmyth Road, Southfield, Glenrothes

### **Learning Centre**

There are Learning Centres/Libraries in the St Brycedale, Stenton, Priory, and Levenmouth campuses. The aim of these centres is to make your study time at College as rewarding and enjoyable as possible.

Our resources include:

- A stock of approximately 28,000 print books and around 3,000 eBooks, all listed on our online catalogue.
- Journals and newspapers; a range of print copies together with online access through InfoTrac and Emerald (online journal/newspaper services).

- Online resources to support your study, a growing collection that includes a wide range of text and media sources. All students can access these through their network login both in college and from home.
- PC areas with access to the Internet, also Microsoft Office, Microsoft Publisher, and specialist software such as Text Help. Printers (black and colour printing) and scanners are available.
- Photocopying, laminating, binding, as well as a range of stationery and art supplies for sale.
- Study places.

If you need help or support in using the resources or services of the centres please ask the Learning Centre staff, they will be happy to help you. You can also contact us by email on [library@adamsmith.ac.uk](mailto:library@adamsmith.ac.uk)

## **Health and Well-being**

The gym@adamsmith is located within St Brycedale campus and is available for use by College students from all campuses. The gym includes a range of cardiovascular and resistance machines, a mirrored free-weight/conditioning area with benches, a weight cage and a mat area. For an additional cost, our fitness studio and sports hall are offered for hire, to provide an exciting opportunity to participate in various activities such as Fitness Classes, Personal Training, Tennis, Badminton, Basketball, Football and Floor Hockey. Showers and lockers are also available on site.

### **Student Membership Contract Dates:**

Full Year: (5/9/2011 to TBC Early September)

Academic Year: (5/9/2011 to 24/6/2011)

Single Semester: (5/9/2011 - 5/2/2012 and 6/2/2012 - 24/6/2011)

Semester and Summer: (6/2/2012 to TBC Early September)

Summer: (25/6/2011 to TBC Early September)

### **Student Membership Costs:**

Full Year: £35

Academic year: £30

Per Semester: £17.50

Semester and Summer: £23

Summer (renewals only): £10

Summer (new members - Adam Smith Students): £15

Gym opening times are available on the gym information board and website:

<http://www.adamsmithcollege.ac.uk/physicalresources/description/gym/>

## **College Policies and Procedures**

College Policies and Procedures may sound boring but they are designed to provide an enjoyable and safe learning environment for all our students and staff. By accepting a place on a College

course, students agree to follow the Policies and Procedures of the College e.g.

- Student Disciplinary Procedures
- Health and Safety Policy
- Equal Opportunities Policy
- Academic Appeal Policy
- Access to Personal Files Policy
- Attendance Policy
- Alcohol and Drugs Policy
- Harassment and Bullying Policy
- Race Equality Policy
- Inclusiveness Policy
- Internet and Email Acceptable Use Policy
- Academic Deceit
- Data Protection Policy

Full details of each can be found on the Learning and Teaching Gateway or the College website.

The policies of most importance to students tend to be:

- Disciplinary Policy and Procedure
- Acceptable Use Policy for Internet and Email (see page 32 [Use of College Networks and Resources](#))
- Academic Deceit
- Complaints Procedure
- Health and Safety

Key points to note about these are listed here for your information:

### **Student Disciplinary Policy and Procedure**

The Disciplinary Policy and Procedure is based upon the Student Code of Conduct which was jointly developed and agreed with the Students' Association. (See pages 32-34 of the handbook for the Code of Conduct).

Whenever possible, student issues will be resolved without using formal disciplinary procedure. If there's a formal hearing you can be accompanied by a Students' Association representative or fellow student.

**All student-related Policies and Procedures can be accessed either directly from the College website by clicking on the Student info tab on the Home Page or through the VLE using the Student Information and Advice link.**

### **Student Code of Conduct**

**This code expects students to respect the College as a work environment.**

**Students agree to follow the Code of Conduct when they enrol. (\*College Policies and Procedures are available in full on the website or on the Learning and Teaching Gateway for elements marked.\*) Individuals who do not follow the Code of Conduct may be dealt with through the Disciplinary Procedure.**

**1 Attendance<sup>1</sup>** - Full attendance, as far as possible, is expected of all students. Those who get EMAs must have 100% attendance or they will lose their money. Absence below 90% will result in a Stage 1 Guidance Procedure for all students.

It is important that you discuss any problems regarding attendance with your Curriculum Head or a member of the teaching team, who may be able to offer advice and guidance with the difficulty you are experiencing.

**2 Late Arrival/Appointments** - Appointments should be arranged for times outwith classes to avoid disruption. Late arrival or early departure must be agreed with the class lecturer in advance.

**3 Equal Opportunities<sup>2</sup>** - You must observe and follow the College Equal Opportunities Policy, and treat people fairly regardless of their gender, religion, sexual orientation, age, race, class or disability.

**4 Respect for Others** - You must show respect to all members of the College community and must not prevent others from achieving their goals in learning or recreational activities.

**5 Language** - Language or gestures that offend other members of the College community must not be used.

**6 Bullying and Harassment<sup>3</sup>** - Intimidation, harassment, provoking or threatening any individual whilst on College-related activities is not allowed.

**7 Behaviour** - You should behave in a responsible and reasonable manner within the College, and not damage the reputation of the College.

**8 Internet and E-mail Acceptable Use<sup>4</sup>** - By signing the enrolment form you are agreeing that you will use the Internet appropriately and will not transmit, retrieve or store any communications, which are:

- Discriminatory or of a harassing nature;
- Insulting or offensive to any group or individual;
- Obscene or pornographic - this includes images of nudes or sexual acts;
- Abusive, worrying, annoying or threatening to others;
- Chain letters;
- Illegal or against college policy.

**9 Drug and Alcohol Misuse<sup>5</sup>** - Students should not possess, use, supply or be under the influence of alcohol or any illegal/harmful substance in the College environment.

**10 Health and Safety<sup>6</sup>** - It is expected that students take proper care of themselves and others so that their actions or omissions do not cause harm to their own health and safety and that of others. Our terms of enrolment stipulate that the College has absolute discretion to remove a student from a course, or even refuse a place, if they pose a risk to themselves or to others which cannot be managed.

**11 Property** - Students should not misuse or cause damage to either College property or property belonging to staff, fellow students, or attempt to unlawfully remove equipment from College premises.

**12 Smoking** - The College is a non-smoking environment. Smoking is not allowed in the College apart from in the designated area.

**13 Gambling** - Gambling is not allowed on College campuses.

**14 Eating/Drinking** - Students should only eat and drink in the designated areas within the College.

**15 Copying - Academic Deceit** - When you hand in an assignment or assessment it must be your work. You must not engage in:

- Plagiarism which is defined as 'copying or passing-off as your own, work which belongs to another';
- Cheating in examinations.

**16 Mobile Phones and Electronic Devices** - Mobile phones, electronic devices and pagers should be turned off and not used during class or in designated learning areas.

**17 ID Cards** - You will be provided with name cards for identification and security. You must present (display) your card when asked.

**18 Dress code** - Students must wear protective clothing as directed by the College, but only in areas where this is deemed necessary, and not in areas such as refectories or other informal spaces. Clothing which could cause offence to others (e.g. football strips) must not be worn.

### **Failure to Comply with the Code of Conduct**

If a student breaches the Code of Conduct, the College may implement the Disciplinary Procedure 7. Details of this are available in full on the Learning and Teaching Gateway and the College website, but the following are key features:

A student shall have the nature of any breach of discipline fully explained and in normal circumstances be given an opportunity to prepare and present a response prior to any form of action being taken by the College;

A student may be accompanied at a Disciplinary Hearing by a friend, Students' Association representative or other appropriate person e.g. National Union of Students representative;

A student shall be notified in writing of the outcome of any hearing and the action to be taken, including the right to appeal.

## **Health and Safety**

Adam Smith College will take all reasonable steps to ensure the health and safety of staff, students and visitors by providing and maintaining a safe working environment.

### **The College will:**

- Provide the necessary information and training to staff and students to ensure their health and safety.
- Have in place effective first aid, emergency and evacuation procedures.
- Include instruction on Health and Safety Policy, Fire and Emergency procedures, First Aid provision and general safety procedures in all induction programmes.
- Identify hazards, assess risks and eliminate or control identified risks.

### **Responsibility**

All students have the responsibility to work safely, report accidents and hazards, wear personal safety equipment where required, comply with instructions given with regard to safety, and to co-operate with College staff to achieve a safe working environment.

### **First Aid**

The College has a number of qualified first aiders who are available in case of accidents and emergencies. They can be contacted immediately through reception staff, the College switchboard by picking up any College phone and dialling 0, or asking any member of staff for assistance.

Lists of First Aiders are posted in Staff Workrooms

### **Fire Evacuation**

Evacuation procedure and fire drills will be practiced during the early part of the academic year. In all campuses the fire alarm is a two tone siren. In general, students should follow the lecturer via the shortest available route to the designated assembly point (posted in every classroom), where the class register will be taken.

Students NOT in class should proceed to their assembly point and confirm attendance with the lecturer. All personnel must remain at the Assembly Points until the all-clear is given.

The College operates a Safe Haven system of fire safe refuges located on the landings of all stairwells, supported by Evac chairs for evacuation from the building. The location of persons remaining in the safe refuges is reported to the Fire Service immediately on their arrival.

### **Health and Safety Support**

Above is only a brief summary of the arrangements in place for your Health and Safety, full details of the College Health and Safety systems are available from the Health and Safety Office. If you require information or assistance contact Bob Grey on ext 3859 or

01592 223859 for Kirkcaldy campuses or Arthur Williamson on ext 3179 or 01592 223179 for Glenrothes campuses.

## **Environment and Sustainability**

The College is committed to sustainable development and aims to embed sound environmental and sustainable practices in all that we do. Copies of Environmental, Sustainability and Energy policies are available on the Portal.

Current projects include:

### **Universities and Colleges Climate Commitment for Scotland**

In February 2010 we published a five year climate change action plan and publish annually outcomes achieved and further action required.

### **Carbon Management**

With help from the Carbon Trust the College was the first in the UK to produce a Carbon Management Plan with initial targets of a carbon footprint reduction of 5% per year over the next five years, equivalent to a reduction of 1250 tonnes CO<sub>2</sub> per year by 2014.

### **Curriculum**

Our strategic aim is to embed sustainable practice in each curriculum area.

### **Recycling**

Currently we recycle paper, card, plastic bottles and cans.

In 2011 we added Engineering and Construction wastes to the list of items segregated and recycled.

We will be expanding this list shortly to include toner and ink cartridges.

## **Environmental/Sustainability Strategic and Management**

### **Steering Groups**

Staff at all levels and the Students' Association are represented on these groups with a remit to consider Sustainability, Curriculum, Energy saving, Recycling, Biodiversity, Travel Planning, use of recycled materials and Energy Efficient new build etc.

The strategic and operational group recommendations are fed in to College planning and implementation process.

### **Students**

Students are the key to all of our Sustainability and Environmental initiatives. The most obvious way you can help is to use the recycling bins provided, close doors to save energy, and to remind the staff to switch lights off when leaving a room.

The above is only a brief summary; if you require information contact Bob Grey, Health Safety and Environmental Manager on ext 3859 or 01592 223859.

## Use of College Networks and Resources

### Introduction

As a student you are now an authorised user of the Adam Smith College Student Network and you will have access to computing facilities, software related to your course, email and network services at College campuses as well as other sites on wider networks.

Over the summer (2011) period, in preparation for the 2011/12 Academic Year, you have access to your documents from any internet connected PC but it doesn't stop there.

Services now on offer include:

- The Learning and Teaching Gateway (LTG) which provides on-line access to resources and systems from anywhere in the world.
- An email system utilising Microsoft's Live@Edu system with 25 GB Storage.
- MySite - your own customisable personal area.
- On line storage, available from any internet connected PC using Microsoft's SkyDrive technology
- More services will be introduced as the year progresses

For more information and a comprehensive manual please see this link: <https://learn.adamsmith.ac.uk/induction>

### How do I get a network account?

This will be generated automatically after you have completed the enrolment process. Your Curriculum Head will issue you with a Student Identity Card which will contain your unique user number.

### What kind of Storage Space do I get?

There are a few types of storage space available to you this year. U:/Drive, Email; Sky Drive and MySite

### What is my email address?

[studentid@student.adamsmith.ac.uk](mailto:studentid@student.adamsmith.ac.uk) (Your Student ID number can be found under the photo on your College ID card).

### How and where do I access my Email?

After you have logged in with your Student Login and password (see Learning and Teaching below) and clicked on the Browser (Internet Explorer). You can access your MySite. From a link in your MySite you can access your e-mail. You can also log into your MySite outside of the College. Note that your email provision is provided through a collaboration between Microsoft and the College via Microsoft's Live@Edu® program. Email data is held by Microsoft's Data Centres in Ireland (Dublin) and is not held within the College. So, any links you have used previously will not work.

### What is SkyDrive?

SkyDrive is an online storage area accessible from anywhere in the world with an internet

connected PC. It is hosted at Microsoft data centres in various locations around the world you can access your Skydrive from your MySite.

### **How much storage space does SkyDrive offer?**

Twenty Five (25) Gigabyte (Gb) (equal to over 17,000 3.5" Floppy disks)!

### **What is MySite?**

MySite is a personal website, which contains links to all ICT provisions, such as storage space and email. It also contains various other links to Class Sites, a connection to student records portal, combined calendar, shared documents, pictures, Google Search and a change password facility.

and you can customize it however you want.

### **How do I access MySite?**

If you are in the College you simply need to Login to a student PC and open the web browser (usually Internet Explorer) and you will then go to a page where you can select MySite. If you are outside login to <https://my.adamsmith.ac.uk> using your username ([id@student.adamsmith.ac.uk](mailto:id@student.adamsmith.ac.uk)) and password. You must login the first time within the College to setup your Mysite.

### **Abiding by Adam Smith College's Internet, Network and Email Acceptable Use Policy (AUP)**

When you sign your SR1 and become a student you are agreeing that you will abide by the AUP which includes appropriate use of PCs, Laptops, Internet access and the email system and will not transmit, download, forward, retrieve or store any communications, which are:

- Discriminatory or of a harassing nature.
- Insulting or offensive to any group or individual
- Obscene or pornographic - this includes images of nudes or sexual acts.
- Abusive, worrying, annoying or threatening to others.
- Chain letters.
- Designed to HACK into other systems.
- Illegal or against College policy (see full policy in the College Libraries/Learning Centres).

Please remember that legal action can be taken against you and the College if you send emails that are:

- against the law of slander and libel
- abusive i.e. with a lowering effect on any person, or the organisation to which they belong
- breaching copyright of published material or work written by others without their consent.

### **Legal things!**

#### **Account activation and continued use**

Account activation happens when you first log in and change your temporary password. Account continuation is when you continue to use it after activation. Activating and continuing to log into your account whether within or outwith the College implies acceptance of the Adam Smith College Acceptable Use Policy. Failure to adhere to this policy means that you can be subject to disciplinary and/or legal action.

Please note that you are subject to the provisions of a number of legal acts including: the Computer Misuse Act 1990, the Data Protection Act 1998 and the Copyright, Designs & Patents Act 1988, The Telecommunications Act, the Obscene Publications Act and the Protection of Children Act.

## Introducing the Learning and Teaching Gateway

**ICT Access** – While you are with us you will have access to state of the art PCs offering up-to-date software. As well as Global access to: Online Storage; Email; MySite-your own web site; the Learning and Teaching Gateway (**LTG**) and much more. Follow the instructions below to log in and start accessing the new facilities.

### Instructions

Before you can access **any** of the new features you must first log in to the system itself. This can be done from any internet connected PC. But on the **very first time** you log in you must be **in College** so that you can change your temporary password.

**Note:** leave at least **twenty four** hours after you enrol (as a rule of thumb this will generally be from when you have been issued with your photo ID card).

- Go to a PC within the College and log on. You may need to press the key combination **CTL+ALT** together then press the **DEL** key once this will display the log in window.
- Use your **College** email address ([studentID@student.adamsmith.ac.uk](mailto:studentID@student.adamsmith.ac.uk)) as your username. Your **studentID** number can be found under your photo on your ID card.
- On the very first time you log in use your **Date of Birth** as your initial (temporary) password (the format should be **ddmmyyyy**. E.g. for 1st August 86 or 1/8/86 you should enter 01081986).
- Follow on screen instructions to change your password to one of your choosing, which has to be a minimum of six (6) characters in length and should contain both letters and numbers and, cannot be the same as your username.

**Once you have completed the Log In guide** (previous page) you can take advantage of all the different systems the College's ICT provision offers, using any **Internet connected PC**:

- **Inside the College:** log into a PC using your **username and password**, then open Internet Explorer. This will automatically show you your **MySite**. From here you can access the **LTG** and other features using the links provided.
- **Outwith the College:** If you are outside of the College here's how to access the different sites.

REMEMBER: the following links go in the **address bar** of the browser not the search box. Also, you may need to log in using your **username and password** combination.

The address bar

MySite: <https://my.adamsmith.ac.uk>  
Learning and Teaching Gateway: <https://learn.adamsmith.ac.uk>  
Induction Site: <https://learn.adamsmith.ac.uk/induction>

The full student manual is available both online, at the Induction site, and as a hard copy by request from Peter Leswell ICT Services 01592 223115 ([peterleswell@adamsmith.ac.uk](mailto:peterleswell@adamsmith.ac.uk))

## Data Protection

It is essential that the College collects stores and processes information about you in order to:

- Provide effective communication.
- Support your academic, personal and financial needs.
- Organise the certification of your chosen subjects and course.
- Comply with the conditions under which the College is given money from the Scottish Parliament to operate.

Some of the above data processing involves transfer of your information to other organisations.

Typically these are:

- The Scottish Further Education Funding Council (SFC).
- Organisations which make academic awards e.g. The Scottish Qualifications Authority (SQA).
- European Social Fund (in special circumstances).
- Careers Scotland.
- Scottish Enterprise.
- Fife Council
- Skills Development Scotland

In collecting, storing, processing and/or transferring any information about you, Adam Smith College complies with the provision of the Data Protection Act (1998).

### Data Protection Act (1998)

Occasionally, we may need to check details relating to your registration/certification with external agencies, such as the Scottish Qualifications Authority. This is done using secure means, and is in line with the provision of the Data Protection Act (1998). Please assist us by keeping us informed of any changes to your information, particularly name and address. If we don't have your correct address, your certificates may not reach you. 'Change of Details' forms are available from the College's reception areas.

## Assessment Procedure

### Every student should expect:

- The schedule of assessments to be realistic and achievable.

- Assessment to be at an appropriate level and designed to test the objectives of the module or unit.
- Setting and marking for assessments to be consistent and fair.
- Work to be clearly marked and returned within a reasonable period of time.
- A record of your achievements is stored centrally within Student Records. You have the right of access to your personal data.

### **Appeals Procedure**

The College provides an assessment and certification service which is fully moderated, both internally and externally. This service ensures all candidates receive consistent and fair treatment. You should be aware of:

- when you are being assessed;
- how you are being assessed;
- who is carrying out the assessment;
- what your result is.

You will have an opportunity to retake work submitted for assessment, normally on one occasion, unless you have good reason for requesting a second re-assessment.

In certain very specific circumstances, you may be able to appeal an assessment decision, in which case details of how to appeal are contained within the College Appeals Policy. Please consult with your Curriculum Head in the first instance.

### **Academic Deceit Procedure**

This procedure is to make sure that people do not get an unfair advantage over other students by submitting work which is not their own. If you use material from a book or the Internet you must let the tutor know where the quote came from. The College expects people to be honest and if you are not, e.g. you cheat in an assessment, the disciplinary procedure may be used.

### **Complaints Procedure**

Adam Smith College wants to improve our service to you and all of our customers. We are keen to hear from you so we can achieve this. If you want to Complain, Comment, or Compliment us on anything we do, please feel free to let us know. You can do this in many ways:

#### **Complaints**

You can do this by writing to us, emailing us, phoning us, or completing a Complaints form (which is available at all Reception Desks) or from the Students' Association. All complaints should be directed to:-

Gill Ritchie  
 Director of Quality  
 St Brycedale Campus  
 Kirkcaldy KY1 1EX  
 Tel: 01592 223487

email: [gillritchie@adamsmith.ac.uk](mailto:gillritchie@adamsmith.ac.uk)

**Comments and Compliments should also be sent to Gill Ritchie.**

### **Skills Development Scotland**

Skills Development Scotland is a national organisation which, in partnership with Adam Smith College, provides a professional careers guidance service to students. We can help you improve your career decision making skills and enable you to become effective career planners. We want to help you raise your career expectations and aspirations while overcoming any barriers to the achievement of your potential.

or

Contact your local Opportunity Centre to see a Careers Adviser.

**[www.careers-scotland.org.uk](http://www.careers-scotland.org.uk)**

Glenrothes 01592 583344

Kirkcaldy 01592 412555

### **Give a little, gain a lot – Volunteer**

Volunteering while studying can really give your CV a boost and make you stand out from your classmates. The benefits from volunteering are endless; it benefits your personal development and your local community. You can volunteer in a variety of organisations, you can even do team challenges with your class.

For further details on what volunteering opportunities are out there go to:

**[www.volunteeringfife.org](http://www.volunteeringfife.org)**

### **Students' Association**

The Students' Association is here to help make sure you have the best experience possible at College; we want to have a positive impact on your student life. We are run by students for students, so you can have your say in what the Association does and how it is run so we urge you to take advantage of one of the many ways you can get involved. You automatically become a member of the Association as soon as you enrol at College.

The Students' Association team will be on hand throughout the year to provide you with support and guidance on personal, College or course related issues. We offer a range of services but you can use us how you wish. From helping you set up a club or society to assisting you with your promotion of a class group event, we are here for you. When you need us, we are also here to act as an advocate and a representative for you in disciplinary hearings, appeals, complaints and grievances.

### **Get Involved!**

You can become actively involved by running for election as a student officer, student volunteer, class representative or maybe by starting up a new club or society.

At the start of semester one your class will be encouraged to elect two class representatives. Class reps feedback the views of their classmates to us, the College as well as to their own department. If you haven't elected class reps yet, ask your Curriculum Head or one of your lecturers if this can be organised. They will have the class rep registration form, which needs to be completed and returned to the Quality Unit. Being a class rep is an excellent opportunity to ensure you and your fellow classmates have a voice during your learning experience. You will be expected to meet with a variety of people throughout the year including other class reps, departmental staff, the Students' Association and the Executive Director of your Teaching Centre. You get your very own End of Year Awards Ceremony too!

Around May every year, we hold elections for student officers. We encourage all students to participate in elections, whether it be standing for election or simply voting, it's important to us that you get involved. Direct involvement in the Association is heartily recommended; not only will it provide key skills for your CV and potential employers but an opportunity to become part of a team of students working for the students and of course the chance to make new friends.

### **Awards**

Students who get involved as class reps, student officers or individuals who simply want to help out at any Association event and/or activity can register for a volunteer award. If you think you might be interested in registering for an award pop in and see us.

### **National Union of Students (NUS)**

The Association is affiliated to NUS. It's one of the largest student organisations in the world, representing the interests of over seven million students in Higher and Further Education in the UK. The Scottish section of NUS is NUS Scotland which has been campaigning for nearly forty years to protect the rights and promote the interest of all students in Scotland.

The Association works with NUS both locally and nationally on issues such as:

- funding and student hardship
- housing
- childcare
- employment rights
- student health and safety
- ethical and environmental issues

### **NUS Card**

As a member of the Association you are entitled to an NUS Extra card. The Card is the definitive student discount card with a range of exclusive discounts, offers and competitions designed to make student life more exciting, more memorable and more rewarding. You can find all of these details at [www.nus.org.uk](http://www.nus.org.uk)

Use your card to make your money go further on books, clothes, sports stuff, CDs, travel, computer gear, gigs, eating out ... there are discounts for the essential things in life and some

great savings on the luxuries as well. NUS claims all the discounts are exclusive to NUS Extra cardholders, so you won't be able to access any of their great deals without the card.

The card costs £11 or £12.99 if you want to upgrade your card to include the International Student Identity Card (ISIC). The ISIC upgrade, at £1.99 provides 40,000 discounts in over 140 countries worldwide and normally costs £9 to buy on its own, so that's an immediate saving of £7. Further information, about the discounts available and how to purchase a card, is available on [www.nus.org.uk](http://www.nus.org.uk). You must have a debit/credit card and be able to upload a photo of yourself to the site.

### **Advice and Support**

If you need advice on a course or College matter (even a more personal issue) and you're unsure where to go, or would prefer not to approach a College member of staff you can always contact us first and we will do our best to help. Remember you can contact us if you want us to accompany you to a disciplinary hearing or appeal, our main aim will be to ensure any hearing is conducted fairly. We are also here if you need support with a complaint or grievance, and we can offer advice and help in attendance procedure matters if you are faced with being withdrawn.

### **Campaigns and Events**

This year we are hoping to expand our current Going Greener Campaign and Give It A Go! Programme. We'll also be focussing on mental health, bullying and discrimination and plan to visit class groups to deliver workshops on these themes as well as other topical issues such as knife crime. News and forthcoming events can be found on our website [www.adamsmithstudent.com](http://www.adamsmithstudent.com) or our facebook page, the link for which you can find on our website.

### **Freshers' Fair**

This takes place 12 September 2011 and provides you with the opportunity to meet us and learn what we can do for you and what you can do with us. The event also has a diverse array of local businesses and organisations (some with lots of freebies!!!) beneficial to students.

### **So where can you find us?**

We have an office at St Brycedale Campus (BF07) and one at Stenton Campus (B1.22 in the Burness Building). Remember, it doesn't matter how old you are, where you come from, or what you're interested in, we could have something for YOU, so we're worth checking out. Come along and make the most of your college life by getting involved in YOUR Students' Association. We always welcome your comments or enquiries so don't be a stranger and keep in touch. We represent you on a vast range of College committees so to ensure your views and opinions are heard at these meetings we need your feedback. You can call us on 07507661919 or email [enquiries@adamsmithstudent.com](mailto:enquiries@adamsmithstudent.com).

You can call us on

Kirkcaldy 01592 22 34 84

Glenrothes 01592 63 06 36

SA mobile 07507 66 19 19

or email [enquiries@adamsmithstudent.com](mailto:enquiries@adamsmithstudent.com).

