

OUR COLLEGE VALUES

Welcoming to All

Students at the Centre of Everything We Do

Always Striving for Better

Everyone who works at the college wants you to succeed. This agreement lays out the behaviours that will keep us all safe and give you the best chance to achieve

Our priorities for you are:

SAFETY - SUCCESS - REPRESENTATION - RESPECT

College Management Commit to:	College Lecturers Commit to:
Always seek your views to help improve your learning experience	Always ask for your feedback and ensure you can participate in student surveys
Make sure you have the right facilities and equipment to study	Plan lessons well and communicate clearly with you
Ensure you get support to be a successful learner	Provide a high quality and varied learning experience
Make sure you are treated with courtesy and respect	Treat you with courtesy and respect
Challenge and deal with inappropriate behaviours to keep everyone safe	Challenge unacceptable behaviours
Support you to treat everyone else with courtesy and respect	Give you constructive and clear feedback on how you can improve your work
Make sure staff have opportunities to keep their qualifications and experience up to date	Make sure you know about student support and how to access it
Give you opportunities to learn about employment	Make sure you have all you need to be prepared for assessments including a timetable of assessments in advance
Make sure you are treated fairly and without discrimination	Mark assessments and give you feedback within two weeks of submission, or as agreed where this is not possible.
Ensure staff talk to you about progression onto further learning or work	Your course tutor will guide and support you to develop underlying skills to succeed at college

College Students Commit to:
Attend every class and be on time. Be organised and bring whatever you need for the class
Be ready for class - dressed and sober (from alcohol/drugs)
Report absences promptly so that your funding is not affected
Follow health and safety requirements and be aware of college policies (see the student handbook)
Treat people and college property with courtesy, kindness and respect
Be responsible for your own learning and take an active part in classes. Ask your lecturer if you need any further support
Accept constructive feedback from staff, use this to develop your skills
Not cheat, for example by copying (plagiarising) others work, letting others copy your work or using artificial intelligence like ChatGPT to produce assessments

If you are having difficulty attending class, please tell your lecturer
If you cannot submit assessments on time, you must use the mitigating circumstances form to agree on an extension with your lecturer
Keep backup copies of all assessments until the end of the academic year
Take part in opportunities that allow you to engage with employers and speak to Skills Development Scotland who are based on the campus and available to support you moving into employment
Co-operate with others when asked
Keep comments in class and online appropriate and respectful. Think before you post and remember that things written down can be taken out of context
Don't take photos, make screenshots or record audio or video, except when everyone agrees to this in advance through the college lesson recording policy
Don't share links to online classes – ask your lecturer to do this if required
Respect the privacy of others
If online, put your camera on unless there is a good reason why not - it really helps to build trust and communication if we can see each other. If you can't have your camera on, please tell your lecturer why so we can understand

Student support will:
Provide you with support to overcome barriers to your learning, help with course work, study skills, assessment arrangements, emotional and mental health support, assistive technology and equipment support
Signpost you to further support e.g. counselling, housing, health agencies, financial advice, food banks, benefits advice etc if needed.
Encourage your attendance to increase attainment on your course
Support you to make your application to university through the Universities and Colleges Application Service (UCAS)
The college is committed to providing equal access to assessment. If you need any alternative assessment arrangements, please let your lecturer and student support person know about these. If you are not sure what you need, you can also speak to your student support person about this

Your Student Association will:
Support you with all aspects of college life and signpost you to practical and emotional help
Represent your needs and ensure your feedback is considered in college decisions
Ensure plans are in place to keep improving your college experience
Give you opportunities to get involved in college life through the Student Association and other volunteering opportunities

West Lothian College is a 'Clean Air, No Smoking' campus

Please don't smoke or vape anywhere on college grounds apart from the shelters at the edges of the campus car parks. Support to stop smoking is available from NHS 24.

In addition to the above, you also need to comply with your responsibilities under the Email and Computer Network Responsible Use Policy, which you are asked to accept every time you log in to a college computer. Breaches of these commitments will be dealt with either using the Student Attendance and Fitness to Study Policy or Student Positive Behaviour and Discipline Procedure. You can read these and all policies on the college website.

This agreement will be discussed with you in class, then you will be asked to sign onto the college systems and sign the agreement electronically. You can access the agreement here bit.ly/RespectKindness2526 or via the QR code below.

