

## **Being a Student at Perth College UHI**

### **The Student Charter**

We aim to offer all our students an excellent experience of learning and College life. This Charter details what you, as a student, can expect while you study with us, and what your responsibilities are as a member of our College community.

#### **As a Perth College UHI student you can expect:**

- Fairness, opportunity and respect, regardless of your background.
- A prompt, efficient and fair response when we deal with any enquiry you might make.
- A comprehensive Induction Programme that introduces you to the College and your course, and that aims to help you quickly settle into College life.
- An excellent learning experience that involves a range of teaching and learning methods, quality learning resources, effective feedback on assessments and progress, and which supports success and achievement.
- Access to a wide range of catering facilities, library and ICT resources, and other amenities and services to support your learning and overall experience of the College.
- Appropriate and effective advice and support if you have a disability or additional support need.
- A range of impartial information, advice, guidance and support services covering education, careers, employability, student funding, personal well-being and mental-health.
- A range of information documents and resources are available on the following links: [Perth College UHI Student Support Services](#) to outline services and support available within the College. You will receive a Course Handbook which provides information about the content, delivery, and management of your course, and details the assessments you will be required to complete.
- A range of opportunities to comment on your course and your experience of the College as a whole, and to contribute to on-going decision making and development planning within the College.
- A prompt and thorough investigation of any complaint you might make and a conclusion within a reasonable time.
- An environment in which good relations between all people is promoted and in which diversity is recognised and valued.

**As a Perth College UHI student it is your responsibility to:**

- Commit fully to your course of study, and put your best efforts into all of your work.
- Take personal responsibility for your own learning and success by engaging fully with your academic studies.
- Attend all of your classes and always arrive on time.(all absences must be authorised)
- Comply with all College and course requirements, including meeting deadlines for the completion of work.
- Treat all other students and members of the College staff with respect and courtesy.
- Conduct yourself responsibly as part of the College community. Follow the Student Code of Conduct.
- Respect the College buildings and environment.
- Never drop litter or deliberately damage any College property. Only smoke within designated areas on the campus.
- Follow our Health and Safety rules at all times and wherever you are on the campus.

## **Equal Opportunities**

Perth College UHI believes education is a right for all and will actively work towards offering equality of opportunity to all. Positive steps will be taken to ensure that no forms of unlawful discrimination occur. Anyone who considers that he or she has been unfairly discriminated against by Perth College UHI may raise a complaint through the published Complaints Procedure.

The College has in place a number of policies which show how we work to support laws including the Equality Act 2010.

We also work proactively to ensure that our learning, teaching and assessment materials and approaches are accessible to all and promote equality and diversity. If you have any comments or questions about the appropriateness of the materials or approaches being used within your learning experience, please discuss these with your Personal Academic Tutor in the first instance.

## **Data Protection and Freedom of Information Acts**

Perth College UHI complies with legislation surrounding the storing, processing and sharing of personal and sensitive information. As such, any personal data held about you by the College will be covered by the Data Protection Act 2018.

The College also complies with the Freedom of Information (Scotland) Act 2002, and will generally release information about College business and policy to the public, if requested. For further information on this, please visit our website at [www.perth.uhi.ac.uk/foi](http://www.perth.uhi.ac.uk/foi)