

Student Handbook 2011-12

Inspiring Achievement - Building Futures



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Who's Who

You will meet lots of new people at Kilmarnock College, both staff and students. Listed below are some of the key college staff.



Principal

Heather Dunk - Principal

Senior Management Team



Bernadette McGuire
Director of Learning
and Teaching



Jane McKie
Director of
Organisational
Development



Michael Breen
Director of Finance



Robin Andrews
Director of Estates

Heads of Sector

Julie Maxwell – Care, Education and Business Services

Elaine Hutton – Creative Services

Sheila Dunn – Learner Enhancement

Carol Nisbet – Access and Inclusion

David Watson (Acting) – STEM

Student President

Laurenne Baird – Student President

Board of Management

The Board of Management consists of 15 members including the Principal, two staff representatives (one teaching and one non-teaching) and a student representative. The balance of the membership is drawn from industry, commerce and other local interests. The Board of Management photos are displayed in each campus.

Student President Welcome

Hi, my name is Laurene Baird and I am your Student President. I am here to meet with you regularly to ensure that you have someone to voice your opinions on any issues which affect you within college. As President, it is my job, along with the rest of the Executive Committee, to work with the College to ensure that your time here furthers your education, making it as much fun as possible along the way.

The Student Association offers countless opportunities for you to embrace your student life through a variety of activities and events. You will also have the opportunity to become involved in the Student Association through becoming a Class Rep or being elected onto the Executive Committee. This is a voluntary committee of students who have been elected by you. They also have the job of ensuring that your views are heard.

Kilmarnock College is a bright and ambitious college with an equally bright and ambitious Student Association, helping you look forward to a successful future. The College has a very good reputation and is full of friendly faces who are always here to help, don't be afraid to ask.

I am located in the Student Association office across from the Reception at the Main Campus. I hope you enjoy your time at Kilmarnock College, please don't hesitate to pay me a visit.

Telephone: 01563 523501 ext 4104 **Email:** bairdl@kilmarnock.ac.uk



Student Association

Every student enrolled at the College, whether part-time or full-time, is automatically a member of the Student Association (SA). The SA is run by a committee of students for students and its aims are to maintain and improve your student experience through engagement in learning and teaching, and to give you a voice to ensure the best facilities and services are available to you. We hope to achieve this aim, both within the College, and at a national level through affiliated membership of the National Union of Students (NUS). This also means that you are entitled to an NUS Student Card – ask at the SA Office for more details or log on to www.nus.org.uk. This gives access to fantastic discount schemes.

Through the SA and its representative structure, you can collectively have a say about, and make a difference to, the quality of your education and the student experience at the College. The Student President plays an active role on the College Board of Management. The Student President (or another Executive Member) liaises with the Learning and Teaching Committee ensuring that students are represented during College decision-making. The SA also provides a mechanism for Executive Members to represent student needs at various internal and external meetings. By ensuring there is good student representation, this allows you, the student, to express yourself on the issues you feel are important.

The Executive Committee will consist of:

- The Student President
- Vice Presidents (one internal and one external)
- Equal Opportunities Officer
- Events Organiser
- LGBT (Lesbian, gay, bisexual and transgender) Officer
- Liaison Officer
- Mature Students Officer
- Welfare Officer
- Woman's Officer.

All of these positions are filled by full-time/part-time students studying at the College. We will inform you when we are looking for new candidates to run for each position (usually September). Each position will be filled by means of an election, so if you are interested in taking part you will need to campaign. Look out for further information nearer the time.

Clubs and Societies

The SA holds activities and fundraising events within the College as well as trips away. Events include social nights, trips to Alton Towers, Christmas Party and an End of Term Ball, Football Leagues and various awareness events.

The SA also supports many clubs and societies which are initiated or nominated by our students. If you have an interest in creating one of these clubs you need a list of at least 12 people who are interested. Your idea should then be passed to the SA.

Class Representatives

Class Representatives (Reps) are there to voice the opinion of every class group throughout the College. They play an important role in the College as a vital link between students and staff. Every class is invited to nominate someone to represent them. If you wish to be a Rep for your class, the forms are available by contacting the SA or Learner Services at the Main Campus within the first three weeks of semester one. Each Class Rep will receive training and will be required to attend course meetings throughout the year where they can put forward the views of their class group.

Class Rep Forum

This can be accessed via konline, the College's Virtual Learning Environment. In addition to training and support from staff, Class Reps can access the Class Rep Forum. Here you will find useful documents, websites and handy hints to help you. You can also use the forum to communicate with other Class Reps and college staff.

Student Surveys

As part of the College's commitment to continuous improvement of the quality of your experience as a student, we appreciate your views on various aspects of your course of study.

Students across the College are surveyed three times throughout the academic year in October (Induction), February (On-Course) and May (Pre-Exit).

Your feedback is anonymous and will allow us to evaluate your college experience.

Your sector may also ask for your feedback through comment forms and focus groups.

Respect Yourself, Respect Others

As a student at Kilmarnock College you will be encouraged to participate fully in college life and your local community.

We want to provide a safe environment in which everyone can work, study and achieve. The College rules and regulations regarding promoting positive relationships and student discipline are there for your wellbeing.

To achieve this, it is important that you as a student:

- Respect all members of the College community
- Appreciate that your reason for attending the College is to learn and achieve
- Respect your learning environment.

You can help this to happen by:

- Being punctual for all lessons
- Attending all timetabled sessions (except in cases of illness or authorised absence)
- Completing all course work
- Not taking part in or condoning bullying
- Not using language towards staff or students that is offensive to others
- Not using illegal or mood altering substances
- Complying with college rules and regulations
- Engaging in activities to enhance the sense of community within the College
- Being conscious of litter, disposing of your litter carefully and encouraging others to do the same
- Switching off or putting your mobile phone on silent during classes or when using learning spaces
- Respecting social areas, college resources, college equipment and their rules of use.

The College has a zero tolerance approach to abuse and bullying of all forms. We are fully committed to promoting positive behaviour and these topics, amongst others, will be highlighted throughout the year. It is important that if someone or any situation makes you feel uncomfortable, speak to one of your lecturers or a staff member straight away.

Equality and Diversity Statement

Kilmarnock College is committed to creating and sustaining an excellent learning and teaching experience for our students. This is achieved through recognising the value of every student, respecting the diversity of students and enabling everyone to achieve their full potential.

The College is committed to promoting equality of opportunity regardless of disability, race, religion or belief, gender, sexual orientation, age, marital/partnership status, social inclusion or any other criterion that is not relevant to a student's learning experience.

Through the promotion of equality of opportunity and celebration of diversity, we are working towards our ambition of creating a community of successful students, confident individuals, effective contributors and responsible citizens who will enhance the cultural and economic life of Ayrshire.

Induction

A key part of your journey at Kilmarnock College is your Induction to the College at the start of your course.

Your Induction will take place at the beginning of your course and for full-time students is the first week of your course. During this time we hope to provide a supportive start to your studies. There will be lots of activities during the Induction process including:

- Welcome message from a member of the Senior Management Team
- Meet the Student President
- Meet your lecturers
- Meet your class group
- Enrolment and matriculation
- Funding and Finance overview
- Learner Enhancement/Learner Services overview
- Tour of the College and college facilities
- Introduction to your course and subjects
- Ice breaking/team building exercises
- Health and Safety guidelines.

As well as all these activities (and many more) all full-time students will receive a Student Diary and a USB memory stick to help you during your studies.

When you matriculate you will receive a College Matriculation card which contains your photograph and details of your course. This card is very important and you should carry it at all times when you are in the College. Members of staff may ask to see your card at anytime and the card is required to access many College resources, including the use of the Learning Resource Centre.

Learner Services

The Learner Services team will be your first point of contact at the College and are on hand to help with guidance, information and advice. During your Induction week you will be introduced to your Learner Services Adviser who will be responsible for your sector. An adviser will also be available each day for drop-in and appointments.

We have a wide knowledge base and are dedicated to answering all of your questions and providing a friendly and efficient service. If you need to discuss anything in private please ask any member of the Learner Services staff who can arrange a confidential chat.

Our notice boards, which are situated throughout the College, are updated regularly providing relevant, topical information. A range of workshops to help you with your studies will be held on a regular basis throughout the year. Look out for regular updates on these.

Telephone: 01563 523501 **Email:** learnerservices@kilmarnock.ac.uk

The Learning Resource Centre (LRC)

The Learning Resource Centre (LRC) at the Main Campus hosts a range of useful and accessible resources to help you during your studies, including:

- Computers with a wide range of software and Internet access
- Printing (colour and black and white) and scanning
- Study spaces
- Books, DVDs, CD-ROMs, journals, magazines and Study Skills packs
- Photocopying and binding services
- Assistive technologies and software.

The experienced and friendly LRC staff are on hand to help you locate resources and make the best possible use of the centre and services.

Telephone: 01563 495032 **Email:** learningresource@kilmarnock.ac.uk

Some of the key services are described in more detail below:

Booking a Computer

All PCs in the LRC can be booked via konline, by phone or by simply coming along to the LRC. Remember to bring your Matriculation card.

Borrowing

The LRC holds a variety of written, audio, visual and IT resources that can be borrowed to support you and subjects taught within the College. The catalogue of resources for borrowing is available on konline and can be accessed from any computer in the College. To access the catalogue, click on the Learning Resource Catalogue button. Once you enter the catalogue you will be able to search for resources and find out whether they are available for borrowing. Step by step instructions for using the catalogue are available from the LRC.

We can also arrange for inter campus loans – please ask a member of the team for more information.

- **Books:** standard loans allow you to borrow up to five books for a period of four weeks. Some popular resources may have a different specified loan period, for example one day or three days and this will be clearly labelled.
- **Audio/Videos/DVDs:** you can borrow one audio/visual resource for one week at a time.
- **Laptops:** you can borrow a laptop for a period of two weeks at a time and can be renewed twice, providing no-one has reserved the item. Microsoft Office is installed on all the laptops and the Internet can also be accessed, within the College.

Renewals and Overdue Resources

If you have a resource on loan, you can renew it twice by either popping in to the LRC or by telephone.

The borrowing service operates a fine system starting at £0.40 for the first day per overdue item and will increase in increments during the overdue period. We know that on occasions you will be very busy and unable to return your borrowed resource(s) on time so we have capped the fine to a maximum of £1.90. However, it is very important that you return the resource(s) so that your fellow students are also able to use them.

If the resource is not returned, you will be invoiced for the cost of a replacement. Not returning the resource may impact on your access to services provided by the College including your access to College IT facilities which could affect your coursework.

Study Skills

Planning your study is important and so is finding the most effective method for you. It may take you a few attempts to find how you study best. Learner Services and the LRC have a range of useful resources that will guide and support you including:

- Identifying strengths and improving skills
- Gathering and using information
- Oral presentations
- Reflecting on your experience
- Coping with pressure
- Note taking
- Essay and Report Writing
- Problem solving
- Revising and exam techniques
- Confidence with numbers.

Assessments and Assignments

During your studies you will be set tasks to complete, some of which will be part of your formal assessment for the unit/course. Your lecturer should make clear the purpose of the task and any other important information such as deadlines, etc. If you are not sure, don't be afraid to ask. Set aside time during the week when you can revise and work on your tasks and assessments.

Assessment guidelines

- Always submit assessments on time. Missing a deadline for a formal assessment will count as a failed attempt. You are entitled to two attempts at an assessment, if you don't complete/pass the first or second attempt then this is recorded as a fail. Permission for a third attempt may be given by the Curriculum Leader if there are special circumstances.

- You have an opportunity to appeal against an assessment decision if you don't agree with your result. If you wish to make an appeal speak to your lecturer, Curriculum Leader or Learning Adviser within seven days of receiving the result.
- Don't copy anything from other students or the Internet and use it as your own. If you use material from other sources, ensure it is clearly referenced. Contact the LRC regarding how to reference.
- Pass completed assessments to your lecturer, if this is not possible and you must pass it to another member of staff ensure you get a receipt and check later that your lecturer has received it.
- Don't assume you have passed, always check your result.

Virtual Learning Environment (VLE)

Kconline is the College's Virtual Learning Environment (VLE). Its purpose is to support you throughout your studies and help you succeed with your course. It also provides students and lecturers with a flexible and easy way to interact with each other outside of the classroom. Interactive features such as videos, quizzes and chat rooms will enhance your learning experience with the College, and assist you in achieving your goals.

Visit kconline regularly to keep up-to-date with important course information, as well as College news and surveys.

You can access kconline 24/7 by navigating to www.kconline.co.uk, and logging in using your College username and password.

Inclusive Learning

This team is located next to Reception in the Main Campus and are here to help you with any additional support needs which might affect your studies. We recognise that support varies depending on each individual. We offer help in a variety of ways and will discuss with you what would be most beneficial. Here are some of the ways we can assist:

- Individual help to provide support and review your progress throughout your course
- Small group support
- Equipment loan, eg. laptops, digital voice recorders, adapted keyboards, etc.
- Access to and training in, assistive software, ie. text help, read and write, and mind mapping to help with spelling, grammar and structuring essays and reports
- Adapted course materials
- Dyslexia screening
- Alternative assessment arrangements (eg. extra time, use of a laptop, reader/scribe, etc.)
- Disabled Student's Allowance (HNC/D level students only).

We want to make all students feel welcome and comfortable in their learning environment.

Telephone: 01563 523501 Ext 4106 **Email:** inclusivelearning@kilmarnock.ac.uk

Finance

The Finance Office is located to the right of the main stairs at Reception in the Main Campus.

The Finance Team collects all student fees and can help you set up instalment plans for the payment of fees. In some cases students may qualify for a fee waiver and we can advise on your eligibility.

Telephone: 01563 523501 Ext 4060/4062 **Email:** studentfinance@kilmarnock.ac.uk

Management Information Systems (MIS)

The Management Information Systems (MIS) Team are responsible for processing all student applications and enrolments. We hold details of the course and subjects that you have undertaken at the College and process your results to the Scottish Qualifications Authority (SQA) or other awarding bodies.

It is extremely important that you keep your details up-to-date, and you must notify us if you change address or if you change your name. This will ensure that any letters from the College and, importantly, your certificates go to the correct address.

October this year sees the launch of our Student Columbus System. This online information system allows students to access their own personal details, including:

- Name, address, etc.
- Enrolments (past and present)
- Timetable
- Attendance record.

This system will be used to update your personal details or provide self certification when absent.

This will be a secure system and students will only be able to access their own information (access will be controlled by your student login/password)

There will be a pilot scheme launched during the Induction sessions.

Student Funds Service

The Student Funds Service can be found at the Main Campus.

There are various funds that provide financial support for students depending on which course you are studying. Students studying non-advanced courses come under Further Education Funding. Students studying advanced courses come under Higher Education Funding.

Further Education Funding

On Further Education courses you may be entitled to:

- Educational Maintenance Allowance (EMA)
- Further Education Bursary
- Further Education Discretionary Fund
- Further Education Childcare Fund.

Funding for non-advanced level courses is subject to certain qualifying criteria as defined by the Scottish Funding Council's policies with regard to Further Education Funds, this includes residency requirements, parental/spouse income and any previous funding received.

If you have previously received bursary support from any college you may initially be refused funding for a second course. Please check with us on 01563 495033 to determine if you are eligible.

Student Age/ Support	Type of Course	Fees Paid	EMA	FE Bursary	FE Discretionary	FE Childcare
16 to 18	Full-time	✓	✓	✓**	✓	✓
Under 25 and parentally supported***	Full-time	✓		✓	✓	✓
	Part-time	✓*		✓	✓	✓
Over 25 or under 25 and self supporting	Full-time	✓		✓	✓	✓
	Part-time	✓*		✓	✓	✓

* If you qualify for a fee waiver

** Travel and course expenses only

*** A parentally supported student is one who is under the age of 25 and lives with a parent(s) and the parent's partner (if applicable).

For more details download the Further Education Student Guide at www.kilmarnock.ac.uk/prospective_students/fees.

Higher Education Funding

You can apply for Higher Education Funding if you are studying full-time at an advanced level on either an HNC or HND course.

You must apply to the Students Awards Agency for Scotland (SAAS) for this support.

You can apply for:

- Tuition Fees
- Student Loan
- Travel Expenses
- Supplementary Grants.

You can download the Higher Education Student Support Guide at www.saas.gov.uk for more details. Our own Higher Education Student Guide is also available at www.kilmarnock.ac.uk/prospective_students/fees.

Telephone: 01563 495033 **Email:** student_funding@kilmarnock.ac.uk

College Computers and IT Equipment

The College has a large number of computers and other IT equipment available to enhance your studies and your learning experience. All college computers have fast Internet access and you can access both black and white and colour printers. In addition to the computers and IT equipment in classrooms, there are several student areas where you can use a computer and access the Internet. At the moment you can get Wi-Fi access at the Touch Down area at the front of the Main Campus.

Logging On/Off College Network

During Induction week you will be advised how to access the College Network.

Logging On

- Press power button and wait for machine to start up
- Press ALT and CTRL (hold down both together) and press DELETE
- Click 'switch user'
- Click 'other user'
- Click in the first box and enter your username
- Click in the next box and enter your password
- Click the arrow to the right of password box or press 'enter' on the keyboard.
- The Windows desktop will now appear.

Logging Off/Shutting Down

- Click on windows icon (bottom left)
- Click 'shut down'.

It is preferred that you shut down your computer after using it as this helps support the College's efforts in reducing our carbon footprint.

Username and Password

To log on to the College Network you will require your username and password, this will be issued to you during Induction. The password you choose is your password only and must never be given out to friends to use. Please ensure you keep this username and password as you will need it throughout the year. If you have forgotten or wish to change your password, please go to the ICT office. You will need your Matriculation card or another form of photographic identification to do this.

College Email

You will be issued with a college email account within your first few weeks at College. College staff will use this email address to communicate with you so it is important that you become familiar with it and use it regularly. You can access your email account through the link on kconline or by visiting www.outlook.com. You will get information on how to access your email account during Induction or by visiting the ICT Services section on kconline.

E-zines

You will receive college e-zines to your student e-mail address at various times throughout the year. These will keep you up-to-date with what is going on in the College. If you have something interesting you would like to feature, email marketing@kilmarnock.ac.uk.

Printing

Printing is available in most IT classrooms and there are also colour printing stations available on each floor, the blue floor colour printing station is located in the LRC. All printers are set to print duplex (double sided) and the printing you generate is monitored. We encourage everyone to think about their carbon footprint, please proof read work carefully on screen before printing. If you need more than one copy – always print one copy and photocopy the rest. Always ask yourself – do I really need to print this?

Internet Access

We offer free Internet access. Firewalls are in place to stop access to sites that are deemed inappropriate for the College environment. If you can't access a website that would be helpful to your coursework because it has been blocked, please contact your class lecturer providing them with the web address that you would like unblocked.

Internet access is available from all College computers including those in the Touch Down area, the LRC and other social/study spaces.

Computer Use Policy

Everyone is asked to read the College's Computer Use Policy which is in place to ensure that your learning environment is safe, accessible and usable. You will find the full policy on [kconline](#).

We have Monitoring Network Software in place that monitors the College computers, servers and network. It records whether students have downloaded/installed software and the sites they have visited and alerts us if there has been any inappropriate activity.

Facebook

To keep up to date with College news when you are not in the College join our Facebook page www.facebook.com/Kilmarnockcollege.

Health and Safety/First Aid and Wellbeing

The Health, Safety and Wellbeing of students and staff is of great importance to us and we seek to provide a safe and secure place to learn and work. There are some general points below but you will also receive Health and Safety guidance during your Induction. We also have regular fire alarms and drills.

Fire Refuge Points

There are refuge points located in the top stairwells of each floor of the Main Campus building for those who need assistance in evacuating. A Fire Marshall will assist you and ensure that you are evacuated safely. Anyone who needs help to evacuate should advise their Fire Marshall at the beginning of term.

Each area within the College has a designated fire assembly point away from the building; these are clearly displayed on signs near doors in all rooms. Under no circumstances should you use the lift when vacating the building. Evacuate via the nearest exit route and assemble in the designated area with your lecturer and fellow students.

Your lecturer will provide details of fire evacuation requirements during the first few weeks of your course, if you are unsure ask for more information.

Fire Extinguishers

This equipment is provided throughout the College in case of an emergency. You should not tamper with or misuse this equipment. This equipment should only be used by staff trained and confident in its use and only when safe to do so.

First Aid

Should you, or someone you are with, require a First Aider, you should speak to your lecturer or contact Reception. They will contact the nearest First Aider, and will let you know that help is on its way. An Accident/Incident form must be completed immediately after the incident, by the appropriate member of staff and returned to the Health, Safety and Wellbeing Advisor.

Security

Please take care of your belongings whilst in the College, don't leave bags, etc. unattended. The College does not accept responsibility for any loss.

Smoking, Drugs and Alcohol

Smoking is not permitted in any of the College's campuses. Designated areas have been established for smokers and these are clearly sign posted.

The College has a zero tolerance policy on alcohol and drugs. Students found to be under the influence of, or in possession of either, will have disciplinary measures taken against them.

Footprint

The College is committed to reducing its carbon footprint. Footprint is a campaign which will run throughout the year and there will be many ways you can get involved. Check out plasmas, posters and our Facebook page for the latest information.

College Facilities

Places to Eat

The Kaleidoscope Café in the Main Campus offers a range of hot and cold food throughout the day. The Fairtrade Café serves hot drinks and snacks. The Centre for Sporting Excellence, at Townholm, also has a Café service.

The Gallery Restaurant

We also have a training restaurant at the Main Campus called The Gallery Restaurant which serves gourmet lunches, prepared and served by hospitality students. This is open Tuesday to Friday during term time and is open to the public. Bring your friends and family but make sure you book first as the restaurant is very popular.

Student Spaces

There are areas which have been set aside for informal learning, group work or using a computer such as the Quiet Study Area and the LRC. You can also access a computer, relax and chat to friends in Touch Down, Time Out and Kaleidoscope Café. You will be shown these areas during your guided tour as part of your Induction.

Sports Facilities

Kilmarnock College's Centre of Sporting Excellence (COSE) is based at Townholm in Kilmarnock and is the ideal place to improve your Health and fitness. The three story centre hosts a range of popular sporting facilities including multi-purpose courts, a fitness and cardiovascular room and a multi-purpose aerobics studio.

Following a short induction to the gym, all students can access the facilities.

Opening times (subject to change):

- Monday 4.30pm – 9.00pm
- Tuesday 4.30pm – 6.00pm
- Wednesday 4.30pm – 9.00pm
- Thursday 4.30pm – 9.00pm

Telephone: 01563 549051

Hair and Beauty

We have training salons where students and the public can receive a range of current treatments and services.

Hair @ KC

Hair treatments range from a cut and blow dry to hair extensions and colouring. Based at the Main Campus the salon is open Monday to Friday (late night on Tuesdays and Thursdays).

Telephone: 01563 495026

Aqua Spa

Kilmarnock College has a selection of beauty and nail treatment salons at the Main Campus. Treatments range from facials, waxing, Minx nails, microdermabrasion, tanning and massage.

Telephone: 01563 523501 Ext 4005/5048/4022

Go on treat yourself, or your friends and family! Gift vouchers are available to purchase. Access the www.kilmarnock.ac.uk for timetables and price lists.

Car Parking

There is a limited number of car parking spaces available to staff and students at the College. There are also designated visitor and disabled parking spaces.

Please park considerately and only in designated spaces. Please also drive carefully and look out for other vehicles and pedestrians. Cars, motorcycles and cycles are left at the owner's risk and we do not accept any responsibility for damage or loss.

Cycle Shelter

There is a secure area at the College to store your bicycles. Gates have been fitted on to the cycle shelter next to the Gallery Restaurant building. These gates are fitted with a padlock and keys are available for staff and students who wish to use the shelter. There is a £2.00 deposit for a key which should be paid at the Finance Department. Your £2.00 will be refunded when you return the key.

Cash Machine

There is a cash machine located in the Reception area of the Main Campus. This machine does not charge for withdrawals.

College Calendar

The College year consists of two semesters.

Semester One

Start of Semester One	29 August 2011
Autumn Break	17 October 2011
Classes start back	24 October 2011
Christmas Break	22 December 2011
Classes start back	5 January 2012
End of Semester One	20 January 2012

Semester Two

Start of Semester Two	23 January 2012
Mid Term Break	13 February 2012
Classes start back	20 February 2012
Spring Break	2 April 2012
Classes start back	16 April 2012
Public Holiday	7 May 2012
Jubilee Holiday	5 June 2012
End of Semester Two	8 June 2012

Complaints, Compliments and Suggestions

If you are unhappy with any aspect of your experience at the College, you can obtain a form to report this from Reception or Learner Services. We are also always very happy to hear about when our service has exceeded your expectations or where you have ideas about how we could improve.



EUROPE & SCOTLAND
European Social Fund
Investing in your Future



 scotland's colleges

Kilmarnock College

Holehouse Road
Kilmarnock KA3 7AT

Tel: 01563 523501

Fax: 01563 538182

www.kilmarnock.ac.uk

Kilmarnock College is a registered
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