

SWC

SOUTH WEST COLLEGE

2024/25

HIGHER EDUCATION

Student Handbook

Dungannon. Enniskillen. Omagh
www.swc.ac.uk

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Chief Executive's WELCOME

South West College is a vibrant, award winning College, where our students are at the heart of all that we do. We aim to provide you with every opportunity to gain the Higher Education qualifications and experience you need to succeed and allow you to progress and gain rewarding work in the career you choose.



Designed in partnership with local universities, employers and delivered by tutors who have industry experience, our Higher Education courses aim to help you achieve the skills, knowledge and experience employers' value. At SWC, we have partnerships with Queen's University Belfast, Open University and Ulster University, ensuring that whether you wish to proceed directly into the working world, or continue your education beyond SWC, a variety of pathways and progression opportunities are available to you.

All our College staff, tutors and Student Services are here to support you, providing advice and guidance in a caring environment to ensure you fulfil your potential. Our lecturers are experts in their field and courses are delivered in state-of-the-art, industry standard teaching and training facilities which are continually being reviewed and updated.

We want your time with us to be rewarding, we want you to have fun, build lasting friendships and gain the skills and qualifications needed for a rewarding career. Our Students Union offers a range of social and sporting activities, clubs and societies to ensure that your time spent with us is fun and meaningful.

This Higher Education student handbook will provide you with the information you need to support you on your Higher Education journey in South West College. Our vision is **Inspiring Learning and Empowering People** - I look forward to meeting you soon and sincerely hope that your experience here will be both inspiring and empowering.

A handwritten signature in black ink that reads "Celine McCartan". The signature is written in a cursive, flowing style.

Celine McCartan
Chief Executive & Principal



Our Vision

Inspiring Learning,
Empowering People

Our Mission

SWC works, in partnership, to provide inclusive lifelong learning opportunities, to enrich lives, support business and to promote community, economic and social wellbeing

Accredited Qualifications From



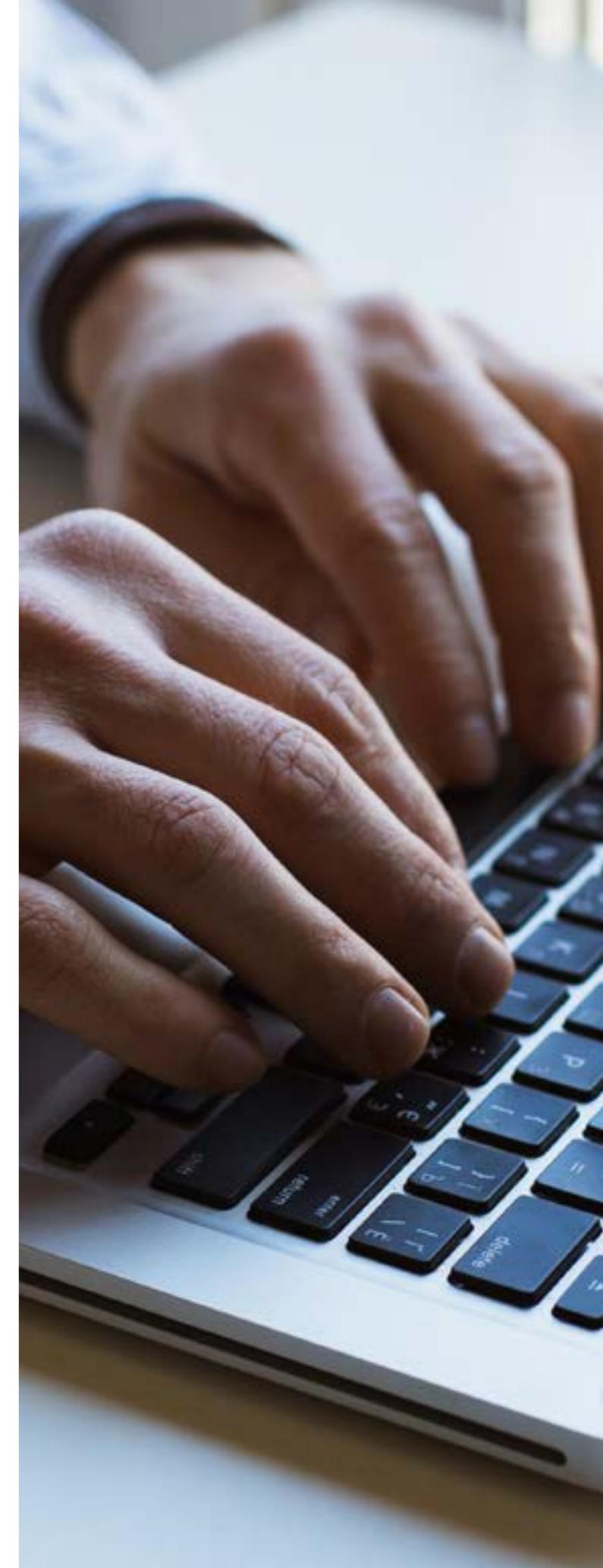
Our Values

Respectful
Accountable
Engaging
Committed

Corporate Governance

South West College's Corporate Governance Structure

The College's Governing Body is comprised of members appointed by the Economy Minister, members nominated by staff and students of the College, the Chief Executive and people co-opted by the Governing Body. The Governing Body is responsible for the effective and efficient management of the college, including its financial performance and the quality of its teaching, learning and assessment. The Governing Body approves all major developments and receives regular reports on the activities of the College. It has several committees including the Audit and Risk Committee, the Finance and General Purposes Committee, the Staffing Committee and the Curriculum & Quality Assurance Committee



Introduction

The online HE Student Handbook is a reference point for all HE students for the academic year 2024/25. It provides a summary of SWC's Higher Education structure, regulations, and support services. You will also receive detailed information directly related to your programme during your Induction and in your Course Handbook.

The College has a number of policies and procedures that are relevant to you as a Higher Education student. This handbook will provide links to key College policies and procedures therefore it is important that you access and read the policies and procedures on our College website by visiting swc.ac.uk/about/corporate/policies-procedures.



College Policies & Procedures

Customer Complaints and Compliments Policy

https://swc.ac.uk/assets/files/Customer-Complaints-and-Compliments-Policy-V3.0_signed-Compliant-AA.pdf

Declaration and Handling of Criminal History Disclosures Policy and Procedures

https://swc.ac.uk/assets/files/Declaration-and-Handling-of-Criminal-History-Disclosures-Policy-and-Procedures-Students-V2.0_signed.pdf

Extenuating Circumstances Policy:

<https://swc.ac.uk/assets/files/Extenuating-Circumstances-Procedure-Compliant-AA.pdf>

Feedback on Assessment Policy

<https://swc.ac.uk/assets/files/Feedback-on-Assessment-Policy-V3.0-signed-passed-AA.pdf>

Fees and Charges Policy 2024-25

https://swc.ac.uk/assets/files/Fees-and-Charges-Policy-2024-25-approved_2024-07-25-105215_xdsm.pdf

Fitness to Practice Policy

<https://swc.ac.uk/assets/files/Fitness-to-Practice-Policy-V3.0-signed-2.pdf>

HE Attendance Policy

swc.ac.uk/assets/meetingMinutes/HE-Attendance-Policy-Signed.pdf

Higher Education Assessment Appeals Policy

https://swc.ac.uk/assets/files/Higher-Education-Assessment-Appeals-Policy_2024-09-06-115253_bkrq.pdf

Higher Education Tutorial Policy

<https://swc.ac.uk/assets/files/Higher-Education-Tutorial-Policy.pdf>

Higher Education Admissions, Admissions Appeals and RPL Policy

https://swc.ac.uk/assets/files/Higher-Education-Admissions-Admission-Appeals-and-RPL-Policy_2024-09-06-115541_jyoc.pdf

Higher Education Submission of Coursework Policy

<https://swc.ac.uk/assets/files/Higher-Education-Submission-of-Coursework-Policy.pdf>

Higher Education Internal Moderation Policy

<https://swc.ac.uk/assets/files/Higher-Education-Internal-Moderation-Policy.pdf>

Management of Work Based Learning in Higher Education

<https://swc.ac.uk/assets/files/Management-of-Work-Based-Learning-in-Higher-Education-V3.0-signed-passed-AA.pdf>

Plagiarism Policy

<https://swc.ac.uk/assets/files/Plagiarism-Policy-V3.0-signed-passed-AA.pdf>

Policy for the Promotion of Positive Student Behaviour

<https://swc.ac.uk/assets/files/Policy-for-the-Promotion-of-Positive-Student-Behaviours.pdf>

Student Engagement Policy

swc.ac.uk/assets/meetingMinutes/Student-Engagement-Policy.pdf

SWC Assessment Policy

<https://swc.ac.uk/assets/files/HE-Assessment-Policy-V3.0-signed-passed-AA.pdf>



Equality, Diversity & Inclusion

Equality, Diversity & Inclusion

The College values the diversity brought to it by individuals and believes that the College benefits from engaging students from a variety of backgrounds, allowing it to meet the needs of a diverse student population in a multicultural society.

South West College is also committed to supporting students to explore diversity and support tolerance and acceptance of different cultures and interests. This takes place through induction, on-going training and promotional literature aimed at existing and potential students.

In addition, the College is obliged to treat all students with dignity and respect and to seek to provide a positive learning environment which is free from harassment, victimisation or discrimination in relation to religious beliefs, political opinion or persuasion, racial group, age, marital status, gender, sexual orientation, disability or dependency.

Equality Statement

South West College is committed to ensuring that everyone who comes in contact with the College is treated fairly and should not experience inequality, prejudice or discrimination on the grounds of age; gender; disability; marital status; family or dependant responsibility; nationality; race or ethnic group; religious belief; political opinion; or sexual orientation.

For further information contact:

Dungannon Campus	Sharon Watters (Mon - Wed) sharon.watters@swc.ac.uk	028 8225 0109 ext 3614
	Caroline McCaffrey (Thurs & Fri) caroline.mccaffrey@swc.ac.uk	028 8225 0109 ext 3614
Erne Campus	Dermott Feely dermott.feely@swc.ac.uk	028 8225 0109 ext 2225
Omagh Campus	Judith McCusker judith.mccusker@swc.ac.uk	028 8225 0109 ext 5226

Why Higher Education students choose South West College

Reasons to chose HE at South West College

We Care About YOU!

At SWC we offer excellent student support services which can help you with finances, welfare, careers guidance, learning support, counselling and much more. We're here to ensure you get the most out of your time at college and achieve the qualifications and skills you need to succeed.

It's an experience like no other

With industry-standard facilities and equipment, you are guaranteed a dynamic and modern learning experience. You'll also find we have a range of exciting learning technologies available in unique learning spaces in the College Innovation Centres; IDEA, CREST & IMAGE.

We want to make you employable

We offer a wide range of courses designed to support your career development. We've worked with employers and industry to develop our courses to make sure you are gaining the skills and knowledge they need. You'll also find opportunities to undertake work placements. All of our lecturers have worked in industry so they know first-hand what's expected of you and they can enrich your learning with real experiences. These connections ultimately lead to an increasing amount of our students gaining employment.

South West College is a dynamic, innovative and entrepreneurial College, focused on delivering results and outcomes for its students, industry and the local economy. The College catchment covers the counties of Tyrone and Fermanagh, a rural and industrious region.

The College is recognised locally, nationally and internationally and has gained numerous awards for its high-quality and industry-relevant education and training provision. It also has a vital role in helping to promote social inclusion by providing those with low or no qualifications and those with barriers to learning with the skills and qualifications they need to find employment. The industrial profile of the region necessitates a particular focus on the development of higher-level technical and professional skills. South West College has strategically responded to this need through the development of innovative apprenticeships and a modern Further Education curriculum.

The College has also developed a wide range of higher education programmes, including Foundation Degrees, BSc Top Ups, and Full Honours Degrees with specialisms and pathways, many in STEM subjects. It works closely with a wide range of partners, including universities, schools, businesses and local councils.

The College is a key player in the economic development of the region, working closely with the business community in developing the skills necessary for current and future jobs.



Study close to home



A smaller, friendlier and supportive learning environment



Affordable learning, meaning less student debt



University accredited courses (The Open University, Ulster University, Queen's University of Belfast)



Qualifications that lead to careers



Expert lecturers with industry knowledge



Excellent academic and pastoral support



Flexible learning opportunities



Work experience with leading local employers



World class technologies, equipment and learning resource centres



Excellent results - of students who completed an Open University Degree programme in 2021/2022: 39% achieved a first-class honours and 76% achieved a

General Information

At South West College we believe that we can provide an environment that's right for you. We start with your individuality, ambitions and experiences and combine these with our bespoke courses to ensure you are ready for your chosen career.

The College campuses provide a dedicated, relaxed and supportive learning environment perfect for student engagement, staff-student interactivity, social development and most importantly inclusivity.

All campuses have excellent study facilities with Innovation Centres, Learning Resource Centres and private study areas. What isn't standard is the unrivalled support we offer you whilst you're part of the SWC family.

College Telephone Number

For enquiries at all Campuses:

Tel: 028 8225 0109

Web: www.swc.ac.uk/contact

Email: admissions@swc.ac.uk

We know that your learning experience depends on your physical and mental wellbeing and the quality of our teaching and learning input, and this combined will ultimately lead to your success.

Support is available throughout your journey and we have dedicated student support workers who are here to support and help you achieve your full potential.

Campus Opening Hours

Dungannon

Circular Road, Dungannon, BT71 6BE

Mon – Thurs 8.30am – 5.00pm

Fri: 9.00am – 4.00pm

Erne

1 Cornagrade Road, Enniskillen, BT74

6DU

Mon – Thurs 8.30am – 5.00pm

Fri: 9.00am – 4.00pm

Omagh

2 Mountjoy Road, Omagh, BT79 7AH

Mon – Thurs 8.30am – 5.00pm

Fri: 9.00am – 4.00pm

Technology & Skills Centre

Killyhevlín Industrial Estate,

Enniskillen, BT74 4EJ

Mon – Thurs 8.30am – 5.00pm

Fri: 9.00am – 4.00pm



Your attendance at College

South West College Higher Education Attendance Policy seeks to ensure that all Higher Education students understand the importance of attending and engaging with all lectures and learning opportunities, including work experience/placement as required by their course. It also outlines how the College will monitor attendance and the implications of poor or non-attendance.

Please read the **Higher Education Attendance Policy** for further information and guidance.

- Attendance and punctuality at all classes is compulsory (for online and face to face learning)
- The minimum attendance requirement is 90% per academic year
- You must provide a valid reason for any absence from class
- Authorised absences e.g., hospital appointments must be approved by your personal tutor in advance
- The College disciplinary procedure may be invoked for poor attendance
- Continued unauthorised absences may result in your being withdrawn from the course

Exam Entry and Timetable

It is the responsibility of all students to ensure they are entered for relevant examinations by the due closing date; similarly, the student is responsible for ascertaining the timing(s) of examination(s) sitting. Enquiries should be made to the Course Tutor or Examinations Office at the campus

you attend.

Unique Learner Number

While at the College, you will be issued a Unique Learner Number (ULN). The ULN is a personal 10-digit number which will remain with you throughout your life, similar to your National Insurance (NI) Number. Like your National Insurance Number, your ULN will be protected and only used for the purpose that it is intended for. It will only be used to pull together your educational experiences and outcomes, enable you to view your learner record online and be used by government agencies who have responsibilities for education.

Changing your contact details

It is very important that you notify us if your contact details change so that important notifications such as letters and exam certificates can reach you. Students can update or change their address by logging into their own enrolment information and change the address online. Some courses require students to also complete a university or other awarding body change of details form. Your Course Director will provide guidance on any additional forms and paperwork that is required by awarding bodies.

For further information please contact the Admissions Office at your local campus.

South West College Academic Calendar 2024/25

Ulster University Academic Calendar 2024/25

STUDENT CALENDAR SEPTEMBER 2024 - AUGUST 2025			
AUGUST/SEP	26-08-2024 - 09-09-2024	Mon-Wed	Ulster University (Y1 1 only) HE Online Application (OLA) opens/closes
	02-09-2024	Mon	All full-time FE and Traineeship students (2 nd Yr) (including Essential Skills) commence
	02-09-2024	Mon	All Work Based Learning students (L1, L2 and L3) (2 nd Yr) commence
	02-09-2024 [w/c]	Mon	FE and WBL Student Inductions including Student Services, Course Specific e.g. icebreaker activities, EPIC, Practical Skills Bootcamps, Assessment Induction, etc.
	03-09-2024 - 11-09-2024	Tue-Fri	Ulster University (All FE Groups) HE Online Enrolment (OLE) opens/closes
	05-09-2024 - 08-09-2024	Thu-Fri	Entitlement Framework students (Yr 11/12) commence
	09-09-2024 [w/c]	Mon	Entitlement Framework students (Yr 13/14) commence
	09-09-2024 [w/c]	Mon	All full-time FE and Traineeship students (2 nd Yr) (including Essential Skills) commence
	09-09-2024 [w/c]	Mon	Semester 1 - All HE classes commence
	09-09-2024 [w/c]	Mon	All Work Based Learning students (L1, L2 and L3) (2 nd Yr) commence
18-09-2024 [w/c]	Mon	All part-time FE students commence (unless otherwise stated)	
OCT/NOV	18-10-2024 [w/c]	Mon	HE Staff Student Consultative Meeting (Semester 1 Wk 6)
	21-10-2024 [w/c]	Mon	HE Course Committee Meeting (Semester 1 Wk 7)
	28-10-2024 - 01-11-2024	Mon-Fri	Halloween break (5 days) (No full-time or part-time classes)
	20-11-2024	Wed	Parents' Evening for all 2 nd Yr students (including Yr 14 EF students)
DEC - JAN	04-12-2024	Wed	HE Graduation
	20-12-2024 - 03-01-2025	Fri-Fri	Christmas Break for all students
	06-01-2025 [w/c]	Mon	All full-time and part-time FE (including EF), Traineeships and Work Based Learning classes recommence with face-to-face teaching, all campuses reopened
	20-01-2025 [w/c]	Mon	Semester 2 - all HE classes commence
	21-01-2025	Tue	Open Day Dungannon Campus
	22-01-2025	Wed	No classes
	28-01-2025	Tue	Open Day Enniskillen Campus
FEB - MAR	03-02-2025 [w/c]	Mon	New part-time FE classes commence
	04-02-2025	Tue	Open Day Omagh Campus
	05-02-2025	Wed	Parents' Evening for all 1 st Yr students (including Yr 13 EF Students) and those on a one-yr programme
	10-02-2025 - 14-02-2025	Mon-Fri	Mid-term break for all students, all campuses closed
	20-02-2025	Sat	UCAS deadline
	03-03-2025 [w/c]	Mon	HE Staff Student Consultative Meeting (Semester 2 Wk 6)
	10-03-2025 [w/c]	Mon	HE Course Committee Meeting (Semester 2 Wk 7)
	17-03-2025	Mon	St Patrick's Day Public Holiday - College closed
29-03-2025	Sat	GET Engineering (DGH Campus)	
APR - MAY	18-04-2025 - 25-04-2025	Thu-Fri	Easter Break for all students
	29-04-2025	Tue	Apprentice Connect (DMM Campus)
	30-04-2025	Wed	Apprentice Connect (DGH Campus)
	01-05-2025	Thu	Apprentice Connect (TSC Campus)
	05-05-2025	Mon	May Bank Holiday - College closed
	26-05-2025	Mon	Spring Bank Holiday - College closed
JUN	26-05-2025 [w/c]	Mon	LJH HE Summer classes commence
	24-06-2025	Tue	End of Year
JUL	14-07-2025 - 18-07-2025	Mon-Fri	College closed (including 2 Public Holidays)

SEMESTER 1 - AUTUMN	Monday 23 September 2024 – Friday 24 January 2025
Christmas vacation	Monday 16 December 2024
Examinations begin	Monday 6 January 2025
SEMESTER 2 - SPRING	Monday 27 January 2025 – Friday 30 May 2025
Easter vacation	Monday 18 April 2025 – Friday 2 May 2025
Revision week	Tuesday 6 May 2025
Examinations begin	Monday 12 May 2025
SEMESTER 3 - SUMMER	Monday 21 July 2025 - Friday 12 September 2025

QUB Academic Calendar 2024/25

Semester 1 & 2	Weeks 1-13	16 September - 13 December 2024
	Christmas Holidays	16 December 2024 - 3 January 2025
	Weeks 14 - 23	6 January - 4 April 2025
	Easter Holidays	7 April - 25 April 2025
	Weeks 24 - 31	28 April - 30 May 2025

Useful College Contacts

Title	Name & Contact
Chief Executive	Celine McCartan Celine.mccartan@swc.ac.uk
Director of Curriculum	Padraig McNamee Padraig.mcnamee@swc.ac.uk
Director of Corporate Services	Sharon McGrath Sharon.mcgrath@swc.ac.uk
Director of Development and Support	Ciaran McManus Ciaran.McManus@swc.ac.uk
Head of Business and Industry Support	Nicola Quinn nicola.quinn@swc.ac.uk
Head of Department, Sustainability Construction and Transport	John Moss John.moss@swc.ac.uk
Head of Department, Engineering, IT and Creative Industries	Sinead McGee Sinead.magee@swc.ac.uk
Head of Department, Commercial and Business Services	Chris Evans Chris.evans@swc.ac.uk
Head of Department, Health Life and Personal Sciences	John Moore John.moore@swc.ac.uk
Head of People and Culture	Camilla James Camilla.james@swc.ac.uk
Head of Finance	Sean O'Donnell Sean.odonnell@swc.ac.uk
Head of Higher Education	To be appointed
Head of Quality and Student Engagement	Brian McIlduff Brian.mcilduff@swc.ac.uk
Student Engagement and Support Manager	Sharon Pritchard Sharon.pritchard@swc.ac.uk
Higher Level Apprenticeship Programme Manager	Noreen McGirr Noreen.McGirr@swc.ac.uk
HE Development Coordinator	Julie Kelly julie.kelly@swc.ac.uk

HE Academic Mentor

Cross Campus	Anne McKay anne.mckay@swc.ac.uk
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Learning Resource Centre (LRC) Co-ordinators

Dungannon Campus	Melissa Grimes melissa.grimes@swc.ac.uk
Erne Campus	Doreen Dunwoody doreen.dunwoody@swc.ac.uk
Omagh Campus	Kerry-Jo Chesters kerry-jo.chesters@swc.ac.uk

Student Engagement & Support Service: Admissions

Dungannon Campus	Caroline McCaffrey caroline.mccaffrey@swc.ac.uk
Erne Campus	Emmet Murphy emmet.murphy@swc.ac.uk
Omagh Campus	Nathan McLaughlin nathan.mclaughlin@swc.ac.uk

HE Employment Officers

Dungannon Campus	Claire O'Neill claire.oneill@swc.ac.uk
Erne Campus	Nichola Melanaphy nichola.melanaphy@swc.ac.uk
Omagh Campus	Teresa Taggart teresa.taggart@swc.ac.uk

Student Engagement & Support Officers: Student & Learning Support

Dungannon Campus	Sharon Watters (Mon - Wed) sharon.watters@swc.ac.uk Caroline McCaffrey (Thurs & Fri) caroline.mccaffrey@swc.ac.uk
Erne Campus	Dermott Feely dermott.feely@swc.ac.uk
Omagh Campus	Judith McCusker judith.mccusker@swc.ac.uk

Safeguarding

Lead	Sharon Pritchard sharon.pritchard@swc.ac.uk
Assistants	Cookstown & Dungannon - Sharon Watters sharon.watters@swc.ac.uk
Erne Campus	Tom Corr tom.corr@swc.ac.uk
Omagh Campus	Johanne Doherty johanne.doherty@swc.ac.uk

Facilities on our campuses

Car Parking

Omagh Campus

The car park beside the main campus is reserved for staff use. Students should park in one of the nearby car parks. Reserved car parking for those in possession of a valid Blue Badge is provided at the entrance to the building. Blue Badges must be displayed at all times when parked in these bays.

Dungannon Campus

There are ample car parking spaces around the College. The campus is busy & all drivers are asked to drive slowly & with care. Please co-operate by not parking on double yellow lines, boxes or disabled parking areas. Car parking for students may be withdrawn if there is misuse of a car on College premises.

Erne Campus

The car park is located to the main entrance of the building off the A32 Cornagrade Road & is available for both staff & students. The carpark includes designated blue badge parking bays which are clearly marked. An overflow carpark is available at Brewster Park GAA which is a 2 minute walk from Campus.

Cafeteria

Each campus has a cafeteria for students, staff & also members of the general public. There is a wide variety of snacks, sandwiches & hot food on offer. For opening times please check at your campus reception.

Restaurants

Cuisine at its finest is the mantra of the South West College training restaurants at Dungannon, Enniskillen and Omagh. The tasteful elegance of each restaurant provides the perfect location for a relaxing meal served to the highest standards by young training professionals.

For enquires and meal bookings contact:

One Eighty | Dungannon Campus | 028 8225 0109
Erne Restaurant | Erne Campus | 028 8225 0109
The Gallery | Omagh Campus | 028 8225 0109

Hair & Beauty Salons

Each campus at South West College has its own in-house Hair and Beauty salons where hairdressing and beauty therapy students practice the latest techniques and treatments to develop their training skills. These salons are open to the general public offering attractive discounted rates.

For information or to book an appointment contact:

The Salon | Dungannon Campus | 028 8225 0109 ext 3609
The Salon | Erne Campus | 028 8225 0109 ext 2229
The Salon | Omagh Campus | 028 8225 0109 ext 5224



Health & Safety

South West College operates a Health & Safety Policy. It is expected that all those involved with the College will work in the interests of the Health & Safety of all users of the College site at all times. This will include acting in accordance with safety procedures and safe working practices, doing nothing which damages the fabric of the College or its equipment or which otherwise threatens the safety of others, reporting to the College personnel incidents/damage which threatens the well-being of any users of the College.

LEGAL RESPONSIBILITIES

As a student, you have a duty to take reasonable care of your own health and safety and that of others who may be affected by what you do or fail to do. You must co-operate with the College as to enable it to perform or otherwise comply with its statutory duties and you must not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety or wellbeing.

The College takes seriously its responsibilities with regard to Health & Safety, and anyone engaged in activities which are deemed threatening to their own safety or that of others is liable to the College Disciplinary Procedure being evoked. Further details regarding the specific Health and Safety requirements as they relate to your programme of study will be provided by your lecturers during the induction period of your programme.

PLANT AND EQUIPMENT

Only operate plant and equipment that you have been trained on and make sure that you do not interfere with guards or other safety devices on such plant and equipment.

PERSONAL PROTECTIVE EQUIPMENT

Where personal protective equipment has been issued, it must be worn at all times. Within workshops, the minimum requirement is safety boots and safety glasses, which must be worn at all times within the workshops. Within the construction trades (plumbing, brickwork, carpentry and joinery and electrical) hi-viz vests must be worn at all times. Additional items of protective equipment such as ear protection, gloves, masks, and overalls must be worn when required by the trade, equipment being operated or activity taking place. Within workshops the appropriate PPE must be worn at all times. Students will not be allowed in workshops without the proper PPE. No PPE – no excuse.

FIRST AID

In the event of an accident, injury or medical need, contact reception who will dispatch a First Aider to your location to assist. First Aid equipment is for emergency medical use and damaging or interfering with it is legally prohibited.

FIRE/EMERGENCY EVACUATION GUIDELINES

SWC Fire/Emergency Evacuation guidelines will be fully explained at Induction. In the event of a fire:

- Raise the alarm by operating the nearest fire alarm point.
- Evacuate the building and go to the Campus Assembly Point.
- DO NOT take risks.

In the event of a fire alarm sounding:

- Evacuate the building by the nearest exit route and proceed to the Fire Assembly Point. Close all doors after you.
- DO NOT use lifts.
- DO NOT re-enter the building.

ALCOHOL

Students will not be permitted to bring or consume alcohol on College premises. Any student under the influence of alcohol will be removed from the College for their own safety and that of others. Alcohol may be served with meals in the College restaurant as part of the training process and RWE function and in this instance, students over the age of 16 may have a 'light beer, cider perry' with their meal.

DRUG USE

The supply and use of drugs is controlled under the Misuse of Drugs Act 1971 where substances are grouped into three classes A, B and C. The misuse of all legal substances such as solvents, volatile substances, anabolic steroids, alkyl nitrites and prescribed medicines is strictly prohibited on College property. Dealing in such substances will result in the suspension of the student from the College pending a recommendation to the Governing Body for expulsion.

ILLEGAL DRUGS

The using or dealing of illegal drugs/substances on College property is not permitted at any time and will result in the drugs being confiscated and the relevant authorities being informed. Any student found to be trafficking in drugs will be suspended pending a recommendation to the Governing Body for expulsion.

SMOKING AND E-CIGARETTES

The College has a No Smoking Policy which covers the use of e-cigarettes and vapes under this policy. Smoking and use of e-cigarettes and vapes is strictly prohibited within the College properties and within a radius of 3 metres from campus doorways. External areas have been provided for those who wish to smoke, and receptacles will be provided for the disposal of waste smoking materials. These designated areas will be determined by the College and can be availed of only at designated time e.g., break times.

FITNESS FOR PROFESSIONAL PRACTICE

South West College Fitness to Practice Policy refers to the procedures to be implemented when a student is judged unfit to work towards a professional licensed qualification and where there are academic, behavioural and health requirements that must be met in order to ensure suitability to practice that profession. Examples of relevant professions are Nursing, Health Visiting, Health and Social Care, Early Years Education, Occupational Therapy, Physiotherapy, Radiography, Optometry, Podiatry, Chiropractic, Dietetics, Clinical Physiology, Sports Studies, Speech and Language Therapy, Education, Counselling, Social Work, Youth and Community Work. This list is not exhaustive and it may be added to by the College at any time.

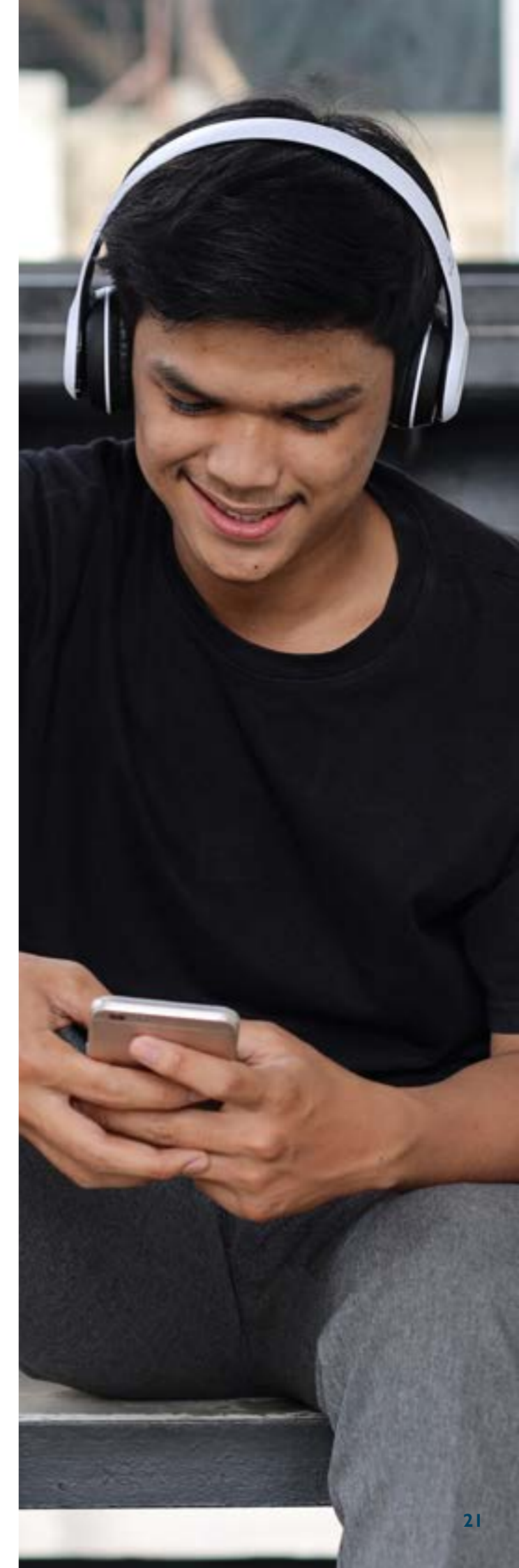
The Fitness for Professional Practice procedure exists to protect:

- The public interest, by safeguarding those they are in contact with as part of their professional practice;
- The student's interests by ensuring that students do not proceed into a career for which they may well not be suited or for which a regulatory body may not register them;
- Physical or mental health reasons;
- Criminal or other serious misconduct;
- Unprofessional conduct or action.

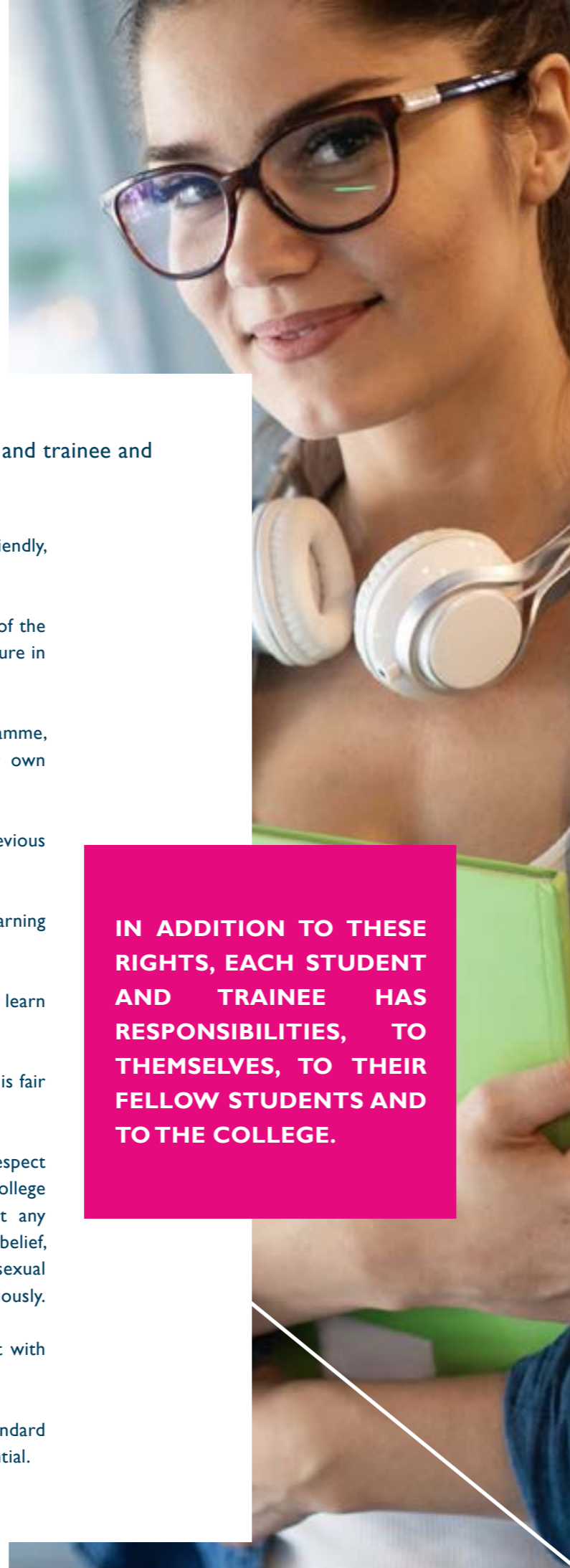
Students may be considered unfit for practice on the grounds of:

- Physical or mental health reasons;
- Criminal or other serious misconduct;
- Unprofessional conduct or action.

Please read the Fitness to Practice Policy further information and guidance.



Student Charter



South West College values each individual student and trainee and each one has the following rights:

- Students and trainees are entitled to study in a friendly, welcoming atmosphere;
- Students and trainees are entitled to enjoy and use all of the facilities that the College offers and to feel safe and secure in College premises;
- Students and trainees are entitled to an induction programme, which introduces them to the College, and to their own particular programme;
- Students and trainees are entitled to have previous achievements and qualifications recognised and valued;
- Students and trainees are entitled to an individual learning plan;
- Students and trainees are entitled to know how they will learn and how they will be assessed and accredited;
- Students and trainees are entitled to assessment which is fair and unbiased;
- Students and trainees are entitled to be treated with respect by other students and by staff. The South West College has an Equal Opportunities policy which states that any mistreatment of an individual because of their religious belief, political opinion, racial group, age, marital status, gender, sexual orientation, disability or dependency will be treated seriously.
- Students and trainees are entitled to help and support with problems that are affecting their learning;
- Students and trainees are entitled to teaching of a standard that allows them the opportunity to achieve their potential.

IN ADDITION TO THESE RIGHTS, EACH STUDENT AND TRAINEE HAS RESPONSIBILITIES, TO THEMSELVES, TO THEIR FELLOW STUDENTS AND TO THE COLLEGE.

In order to fulfil a student's own potential, and in order to contribute to a hospitable environment for all:

- Each student and trainee is expected to treat other students and College staff with respect;
- Each student and trainee is expected to treat the College premises and equipment with respect;
- Each student and trainee is expected to attend all classes/lectures/workshops punctually;
- Each student and trainee is expected to carry out work or assessments set by College staff by set submission dates;



- Each student and trainee is expected to carry out reasonable instructions given by College staff;
- Each student and trainee is expected to comply with College regulations;
- Each student and trainee is expected to act in a manner ensuring Health & Safety for themselves and others.



Registration & Enrolment

REGISTRATION AND ENROLEMENT

In many cases, Higher Education students will be interviewed prior to commencing their course of study, either by College staff or awarding body staff, where appropriate. Every Higher Education student must complete a SWC online application and enrolment*. The forename and surname details contained on the Enrolment Form should be those that appear on your birth certificate and/or passport. These names will be used on all correspondence which the College will send to you. If you change your name e.g., marriage, it is your responsibility to ensure that the College is informed.

ADDITIONAL INFORMATION FOR ULSTER UNIVERSITY ASSOCIATE STUDENTS

SWC students enrolling on an Ulster University (UU) programme as an Associate Student must complete an additional online application and enrolment process with the University. New Year 1 UU students are required to complete the Online Application (OLA) process between 26th August - 9th October, and new & returning students must complete the Online Enrolment (OLE) process between 3rd September and 11th October 2024. Associate Students of UU will be able to access a number of university services and facilities including library resources, concessionary rates for sports centre membership. Students can visit <https://www.ulster.ac.uk/study/undergraduate/associate-students> for full details.

CHANGE OF ADDRESS

Students can update or change their address by logging into their own enrolment information and change the address online. Some courses require students to also complete a University or other awarding body Application Form. Your Course Director will provide guidance on any additional forms and paper work that is required by awarding bodies.

PAYMENT OF FEES

When you enrol as a student at SWC you are agreeing to the rules and regulations as set out in the College's Terms and Conditions. Students are responsible for payment of tuition fees, awarding body registration fees and in some cases a university validation fee. Fees may vary depending on your course of study; and can be found in the College's Fees and Charges Policy on the College website.

The College will not permit students to remain in class unless fees are paid in full, or arrangements made for payment by

instalments/employer payment or fee waiver (if applicable). Payment for Higher Education courses is due at the commencement of the course and fee payment is required for each year of your course. If you do not pay your tuition fees, or default on payment, the College will impose a number of sanctions, including loss of access to the College ICT systems. You also will not be allowed to graduate until your fees are paid in full. Any student with outstanding student fees will be referred to a Debt Recovery Agency. Student Services staff will provide guidance on the arrangements for payment. If you are experiencing financial difficulties in relation to your course, you may get assistance through the Campus Support Fund.

FULL TIME STUDENTS

All Full Time Higher Education students are required to submit evidence of how they intend to fund their course fees during the enrolment process. Your place on the course will not be secured until this evidence is submitted.

There are a number of options for paying your fees:

1. Student Finance NI funding of fees

You must provide a copy of an award letter confirming funding of your fees by Student Finance NI. If you have not yet applied, you can do so via www.studentfinancenl.co.uk. If you have not been approved for funding at the point of enrolment you will need to complete a Direct Debit Mandate to secure your place on the course. If the application for funding is unsuccessful or does not meet the full course fee the student is liable for the outstanding fees. In all instances, the College will refund to the student any overpayments that have been made to their account.

Tuition fee loan payments are issued to the College following an attendance confirmation at the start of each term. If your full tuition fee is not released to the College or your tuition fee loan does not cover the full cost of your tuition fees, the College will invoice you for the remaining fee amount.

2. Payment in Instalments

Courses with a total fee in excess of £200 can be paid in instalments. A 25% deposit is required before the commencement of a course and the required balance may be paid in 3 instalments.

Courses with fees greater than £400 are required to pay a 25% deposit and the remainder in 4 instalments.

Instalments must be set up via Direct Debit. Payments will be debited on the following dates, commencing the month after enrolment:

- 8th November 2024
- 6th December 2024
- 3rd January 2025
- 7th February 2025

3. Employer / Sponsoring Organisation

If your employer or sponsoring organisation is paying the fees on your behalf, they will need to complete the relevant documentation to confirm the sponsorship.

THE TUITION FEE LIABILITY

Higher Education Students who withdraw from or go on a leave of absence will be charged a tuition fee in accordance with withdrawal dates liability as detailed below:

From first day of the first term: 25% of the full annual tuition fee
 From first day of the second term: 50% of the full annual tuition fee
 From first day of the third term: 100% of the full annual tuition fee

PART TIME STUDENTS

Fee payment is required for part-time higher education courses and fees are payable at the point of enrolment. Course fee amounts will be displayed on the course descriptor on the College website. Refer to section 2 for details on 'Paying in instalments'

Concessionary fees are only applicable to the tuition fee element of the course fee. Concessionary fees do not apply to all courses. For details on eligibility for concessionary fees please view the Concessionary Fees section on the website. Part-time students can apply for assistance from Student Finance NI in the form of a means tested tuition fee grant and or tuition fee loan and a means tested course grant, dependent upon household income and course intensity. Tuition fee grants and tuition fee loans are paid directly to the College. The Student Finance award letter must be presented to the College as soon as it is received by the student. If the Award letter is not received within two weeks prior to the direct debit instalment date, the College will proceed with the direct debit payment. If the application for funding is unsuccessful or does not meet the full course fee the student is liable for the outstanding fees. In all instances, the College will refund to the student any overpayments that have been made to their account

STUDENT IDENTIFICATION CARDS

Once enrolment has been completed, all full-time and part-time students will be issued with an identity card showing their name, photograph and course details. Your College identity card is a necessary feature of your life at College. The card is campus specific and students may be required to produce this when using various College and student facilities such as access to IT rooms, the Learning Resource Centres (LRCs) and exit from the College Car Park (permit holders only). It is essential that you wear your identity card at all times while on College property and you must display your College identity card on your desk during examinations. All visitors are required to report to reception to be issued with a visitor's identity card upon arrival. If your card is lost or stolen, please report this as soon as possible to the staff in the Learning Resource Centre. Please note there is normally a fee payable for a replacement card (£2 - may be subject to change). For any queries regarding ID cards, the Intranet and IT support please contact the Learning Resource Co-ordinator (see below):

Dungannon Campus	Melissa Grimes melissa.grimes@swc.ac.uk	028 8225 0109 ext 3630
Erne Campus	Doreen Dunwoody doreen.dunwoody@swc.ac.uk	028 8225 0109 ext 2216
Omagh Campus	Kerry-Jo Chesters kerryjo.chesters@swc.ac.uk	028 8225 0109 ext 5213

SWC students enrolled on Ulster University (UU) courses will receive a photographic ID card identifying their status as an Associate Student of UU, only upon receipt of a passport size photograph which has been uploaded as part of their online enrolment. There will be a charge of £10 for replacement cards.

Working closely with Local Universities

Open University

The Open University is the newest partnership to enable South West College to provide a growing suite of higher education courses in areas including, engineering, computing, cyber security, corporate law and finance, transport and supply chain management, building services, media and sport. All programmes by The Open University are delivered on-site at SWC campuses and students have access to The Open University e-learning support resources.

Ulster University

SWC is a partner college of Ulster University. When you study one of their validated courses you are officially an Associate Student of Ulster University. As an associate student, you will be issued an Ulster University student card which will allow you to access a range of services including the library and sports centre.

Queen's University

All SWC students studying Queen's University Belfast courses can avail of the Queen's University Belfast libraries and state-of-the-art facilities.

Students on the Foundation Degree in Early Childhood Studies/ HND/ Advanced Practice in Work with Children and Families can gain entry to degree programmes at Stranmillis College.



Higher Education Regulations for validated awards

The following Regulations apply to all new and existing student cohorts on programmes leading to an Open University (OU), Ulster University (UU), Queen's University of Belfast (QUB) or Pearson validated awards. The Regulations will be referenced in the documentation for each validated programme of study, together with any specific requirements from professional, statutory, or regulatory bodies as agreed in the validation process for the programme. In addition to these regulations, each programme of study will have a Programme Handbook containing procedures and requirements that are specific to that programme.

Course Directors will share a copy of the Regulations with their students. It is important that all students familiarise themselves with these regulations and procedures so that they understand their responsibilities and comply with all procedures to fulfil their full potential and achieve the highest grade possible. You will also find links to the Regulations for your programme as follows:

Ulster University Partnership Handbook

www.ulster.ac.uk/__data/assets/pdf_file/0006/307824/Partnership-Handbook.pdf

Ulster University Assessment Handbook

https://www.ulster.ac.uk/__data/assets/pdf_file/0007/1644163/Final-UGIM-Programme-Regulations_2024.pdf

Ulster University Regulations for Undergraduate and Integrated Master's Programmes

https://www.ulster.ac.uk/__data/assets/pdf_file/0007/1644163/Final-UGIM-Programme-Regulations_2024.pdf

Regulations for Validated Awards of The Open University

swc.ac.uk/assets/files/SWC-OU-Regulations-for-Validated-Awards-2022-23.pdf

Queen's University Belfast Foundation Degree General Regulations

www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/StudyRegulations/FoundationDegreeGeneralRegulations/

Queen's University Belfast Study Regulations For Undergraduate Programmes

www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/StudyRegulations/StudyRegulationsforUndergraduateProgrammes/

BTEC Centre Guide to Quality Assurance 2024 - 2025

qualifications.pearson.com/content/dam/pdf/Support/Quality%20Assurance/btec-centre-guide-to-quality-assurance.pdf

South West College works closely with local universities and industry to provide the best possible Higher Education programmes for our students. We offer a range of courses across a number of curriculum areas, so students can avail of state-of-the-art facilities, experienced and innovative teaching, and progress either towards industry employment or towards a full-time honours degree



Your Higher Education Course

QUALIFICATIONS AND CREDIT FRAMEWORK

SWC aims to provide students with a Higher Education (HE) experience that achieves outcomes detailed in Frameworks for Higher Education Qualifications (FHEQ) of the Quality Assurance Agency (QAA). This framework is an integral part of quality assurance which the College uses to plan, deliver, and monitor its HE programmes and the awards that come from them. The numbering of the FHEQ levels correspond with levels 4 to 8 in the Qualifications and Credit Framework (QCF) for the vocational qualifications system and can assist with transfer and progression between different levels and types of study. The FHEQ is based on the concept that qualifications are awarded for the demonstrated achievement of learning outcomes and attainment, rather than the length or content of study. It provides the basis for a shared understanding, for HE and its key stakeholders, of the link between standards and qualification levels. It aims to support a consistency of approach and transparency about expectations for students and employers by providing a series of general qualification descriptors which summarise the levels of knowledge and understanding and the types of abilities that holders of different qualifications are likely to have.

HE provision at SWC mostly ranges from credit level 4 to 5 (i.e. Higher National Certificate (HNC), Higher National Diploma (HND), and Foundation Degree (FD)). The College also offers full honours degree programmes at level 6 in some specialist areas. ACCA Level 7 qualifications are also offered. Credit levels are indicators of relative demand, complexity and depth of learning and student independence. A summary of the skills expected to be demonstrated by students studying at Levels 4-6 is detailed below:

CREDIT LEVEL 4

- knowledge of the underlying concepts and principles associated with their area(s) of study, and an ability to evaluate and interpret these within the context of that area of study

- an ability to present, evaluate and interpret qualitative and quantitative data, in order to develop lines of argument and make sound judgements in accordance with basic theories and concepts of their subject(s) of study

CREDIT LEVEL 5

- knowledge and critical understanding of the well-established principles of their area(s) of study, and of the way in which those principles have developed
- ability to apply underlying concepts and principles outside the context in which they were first studied, including, where appropriate, the application of those principles in an employment context
- knowledge of the main methods of enquiry in the subject(s) relevant to the named award, and ability to evaluate critically the appropriateness of different approaches to solving problems in the field of study
- an understanding of the limits of their knowledge, and how this influences analyses and interpretations based on that knowledge

Credit Level 6

- a systematic understanding of key aspects of their field of study, including acquisition of coherent and detailed knowledge, at least some of which is at, or informed by, the forefront of defined aspects of a discipline
- an ability to deploy accurately established techniques of analysis and enquiry within a discipline
- conceptual understanding that enables the student:
 - to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline
 - to describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline
- an appreciation of the uncertainty, ambiguity and limits of knowledge
- the ability to manage their own learning, and to make use of

scholarly reviews and primary sources (for example, refereed research articles and/or original materials appropriate to the discipline)

THE UK QUALITY CODE FOR HIGHER EDUCATION

The UK Quality Code for Higher Education is used to assure the standards and quality of UK higher education. It has been developed and is maintained by the Quality Assurance Agency for Higher Education (QAA) through consultation with the higher education sector. Individual higher education providers use the Quality Code to ensure students have a high-quality educational experience. It is published online at www.qaa.ac.uk/quality-code. The expectations within the Quality Code inform SWC's policies, procedures and processes to help maintain the academic standards of programmes and awards, assure and enhance the quality of learning opportunities, and to provide information about their higher education provision.



Understanding SWC Courses

At SWC we offer a large range of courses which are fully recognised by employers and universities. There are many different pathways and progression routes which allow for further study or employment.

Please Note: All Foundation Degrees are accredited by either The Open University, Ulster University or Queen's University Belfast and all have direct articulated pathways to honours degrees at each respective university as well as the option to progress on to BSc Top-Up programmes delivered at South West College.

Higher National Certificate (HNC)

A full-time Higher National Certificate (HNC) takes one year full-time to complete, or two years part-time. Many HNC courses cover the same subjects as an HND, but an HNC is one level below an HND. It's generally equivalent to first year of a university degree and is a Level 4 qualification.

Higher National Diploma (HND)

A Higher National Diploma (HND) is a work-related course provided by Higher and Further Education colleges in the UK. A full-time HND takes two years to complete, or three to four years part-time. Generally, an HND is equivalent to second year of a university degree and is a Level 5 qualification.

Foundation Degree

A Foundation Degree is a degree-level qualification which combines academic study with work place learning. Designed in association with employers, they are qualifications to equip people with the relevant skills, knowledge and understanding to achieve academic results as well as improve performance and productivity in the workplace. Foundation Degrees focus on providing core skills for a particular job or profession to increase employability skills for employers.

A full-time Foundation Degree will take two years to complete, and part-time courses will normally take 3 years. However, at South West College a unique accelerated option is also available part-time over 2 years (2 summer semesters included). Completing an Honours Degree following on from a Foundation Degree will normally take an extra two years.

Accelerated Foundation Degree

Since 2013 South West College has been offering accelerated Foundation Degrees in the areas of Computing, Construction and Engineering Management. This framework has been developed in partnership with Ulster University and is specifically designed to enable work-based learners to complete a part-time Foundation Degree in two years over six semesters, including 2 summer semesters, supported by blended learning. This model of delivery provides greater flexibility for work-based learners.

Honours Degree Top Up

Top-up courses are equivalent to the final year of an undergraduate degree and allow you to 'top-up' an existing qualification into a full honours degree. You may, for example, have completed a foundation degree already, which is equivalent to the first two years of a degree.

Honours Degree

Level 6 Bachelor's degrees with honours are awarded to students who have demonstrated an understanding of integral aspects of their field of study, including the acquisition of coherent and detailed knowledge. They will exhibit an ability to deploy accurately established techniques of analysis and enquiry within a discipline and a conceptual understanding that enables the student to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline - to describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline.

Careers Advice and Guidance

Making the right career decision is important and each Campus at South West College has a dedicated HE and Employability Officer who is available to offer advice and assistance to students in planning their next step, be it entry into higher education or employment. The HE and Employability Officer also provides students with support and guidance when completing UCAS or CAO forms.

From career planning and development, employer visits and job fairs, interviews and employment advice, our team of friendly, qualified careers advisers are on hand to provide advice for all full-time and part-time Higher Education students.

Services provided include the following:

- Careers planning, advice and information
- Progression to Higher Education (UCAS applications)
- Job search skills
- Constructing your curriculum vitae
- Interview techniques
- Signposting to sources of financial support
- Information on career paths.

Information on all the above topics can be found under 'Careers and Employability' on the Study Hub.

SWC HE Employment Officers are available:

Monday - Thursday: 9:00am - 5:00pm

Friday: 9:00am - 3:45pm

Drop in service available but an appointment can be made in advance if necessary

Dungannon Campus	Claire O'Neill claire.oneill@swc.ac.uk	028 8225 0109 ext 3691
Erne Campus	Nichola Melanaphy nichola.melanaphy@swc.ac.uk	028 8225 0109 ext 2231
Omagh Campus	Teresa Taggart teresa.taggart@swc.ac.uk	028 8225 0109 ext 5225



Full-Time Undergraduate Study



Full-time undergraduate study at SWC isn't just about learning, the experience will enrich your life.

You will:

- ✓ Increase your knowledge through studying what you enjoy and have an interest in with the top experts in their fields
- ✓ Get your first true taste of independence and freedom, build self-confidence, experience all aspects of student life, broaden your horizons and meet new people
- ✓ Gain a qualification that's internationally recognised
- ✓ Develop the essential skills you'll need in your career and working life such as; communication, organisation, time management, teamwork, leadership, problem-solving
- ✓ Increase your earning potential. Having a degree makes you more attractive to employers, you will have a greater choice of jobs and you will earn more.
- ✓ Experience student life – yes, you are expected to work hard but it is also fun. Whatever your interests, there are a range of clubs and extra-curricular opportunities available at SWC.

Part-Time Undergraduate Study

Studying for a Higher Education qualification part-time is a popular choice for many people.



- ✓ Working while you study. Studying part-time allows you to continue to work and maintain your income whilst you learn. Part-time courses are structured to allow you to balance your studies with your work commitments, and many courses encourage you to make use of your workplace experiences and expertise as an integral part of your studies.
- ✓ Balancing personal life and study. One of the greatest advantages of part-time study is being able to combine learning with family or personal commitments. Although sometimes challenging, part-time study allows you to balance different parts of your life, and to study at a rate that suits your personal circumstances.
- ✓ All of our courses are supported through our Virtual Learning Environment, VLE, which allows you to access materials, library resources and study support remotely and in your own time.
- ✓ Financial benefits. Part-time study allows you to maintain your income while you learn. This will help you to balance your personal commitments and to finance your studies.
- ✓ Career enhancement. Part-time study can help enhance your existing career, develop new skills if you are looking for promotion or increase job prospects if you are looking for a career change. The SWC offers a growing range of distinct professional body awards, and many of our courses are accredited or endorsed by professional bodies to make sure you develop the knowledge and skills employers are looking for.

Learning Support

While most of your time at college will be rewarding and fun, there may be times when you need some extra support to ensure that you meet your full academic and personal potential.

What does SWC Provide?

We strive to provide a safe, supportive, and friendly learning environment for all students with learning difficulties and/or disabilities, including specific literacy difficulties, Autism, or Asperger's Syndrome, mental health difficulties or mobility difficulties. Our confidential student learning support service can help students with a disability and/or learning difficulty with a range of different support mechanisms.

Disability Students Allowance

Students on Higher Education programmes who have a diagnosed learning difficulty or disability may be able to apply to their local Education Authority for the Disabled Students' Allowance (DSA). DSA can help with the cost of a non-medical helper, e.g., mentor or note taker, items of specialise equipment, travel, and other course-related costs.

Applying

The quickest way to apply is to sign into your student finance account here. It is strongly recommended that you start this process as early as possible, please also contact your Student Engagement Officer for Learning & Support.

We advise students who require learning support to speak with your campus student support officer to ensure that individual arrangements are put in place that will support you through your time at the College.

Contact

Dungannon Campus: Sharon Watters / Caroline McCaffrey
sharon.watters@swc.ac.uk / caroline.mccaffrey@swc.ac.uk
Erne Campus: Dermott Feely dermott.feely@swc.ac.uk
Omagh Campus: Judith McCusker judith.mccusker@swc.ac.uk

Studies Advice

1. Students will be allocated a Studies Adviser/Personal Tutor with whom problems relating to the course can be discussed in an informal setting.
2. The role of the Studies Adviser/Personal Tutor is to provide you with advice and guidance on anything likely to affect your academic performance.
3. You have the opportunity to meet with your Studies Adviser at specified times and/or by prior appointment. You can make an appointment by e-mail or by going to your campus Student Support Officer. Studies Advisers will be available to meet students outside specified times if the need arises.
4. You should expect your Studies Adviser/Personal Tutor to be available and approachable. If you experience any difficulties in contacting or interacting with your Studies Adviser/Personal Tutor you should inform your Head or Deputy Head of Department.
5. You should not regard your Studies Adviser/Personal Tutor as a convenient source of basic information (e.g. class timetables) which is readily available to you elsewhere (e.g. in your Student Handbook, or the notice board).
6. You are strongly advised to have an initial meeting with your Studies Adviser/Personal Tutor in the first semester.
7. You do not have to meet with your Studies Adviser/Personal Tutor if you feel you do not need to do so.

Student Engagement



Staff Student Consultation

Each course is required to hold a meeting between teaching staff and student representatives of the course. There will be a minimum of one Staff Student Consultative Committee meeting per semester for each course. This meeting gives students the opportunity to raise issues with staff about their course. It also gives staff an opportunity to discuss issues with staff which relate to the course and College life in general. These are formal meetings, where the minutes are recorded. These minutes feed into Staff Committee meetings and are considered as a key part of the annual course review process.

Student Participation & Representation in Higher Education

South West College actively encourages both student participation and representation through the attendance of a class representative at course team meetings. The role of a class representative is to act as a point of contact for students in relation to issues such as curricula, teaching methods, assessment methods and resources. The College is committed to enhancing the student experience at all times and obtain the views of students. In addition to the class representative system the College will seek nominations from students to sit on key College committees such as the Higher Education Academic Board, Senior Management Team Meetings and Curriculum & Quality meetings.

Students who participate in these committees will be able to express the views of students and drive student-led enhancement initiatives. If you would like to get involved, please contact the **Head of Quality and Student Engagement, Brian McIlduff** on brian.mcilduff@swc.ac.uk

All Higher Education students full time and part time at South West College have the opportunity to be involved in quality enhancement and assurance processes in a manner and at a level appropriate to them.

South West College is committed to:

- Foster active student participation in South West College quality systems, including using individual and collective feedback from students;
- implement transparent mechanisms, agreed with students, for the nomination and election of South West College Student Representatives;
- Provide induction and on-going support for students and staff appropriate to their quality assurance roles;
- Monitor, review and enhance the effectiveness of their policies and processes for engaging students in South West College quality processes.

Let's talk Finance

Tuition fees at South West College are significantly lower than at universities. These fees cover the cost of your tuition, registration and exams. With lower tuition fees, the chance to live at home, work part-time, and reduce travel costs, studying a Higher Education course is a fantastic way to gain internationally recognised qualifications close to home.

Our Student Support team is happy to provide information, advice, and guidance on any aspect of student finance and budgeting.

Financial Support

You may be eligible for additional support if you:

- ✓ have a disability, mental health condition or specific learning difficulty
- ✓ have one or more dependent children
- ✓ have an adult member of the family who depends on you financially
- ✓ claim income-related benefits or are aged 60 or above
- ✓ are experiencing financial hardship

Students starting university or college can apply for loans to help with their tuition fees and living costs. How much money you get depends on if you study full-time or part-time and on your living circumstances.

All Higher Education students should apply online at www.studentfinancenico.uk to determine the level of maintenance grant, maintenance loan and/or tuition fees loan that are available to them. Students from the Republic of Ireland can also apply to the Southern Region Education Authority for a tuition fee loan and to their local Education and Training Board for a maintenance allowance.

Full-Time student support

Tuition Fee Loan

The Tuition Fee Loan is available to home students and is not means tested. This covers the fees you're charged each year for your course and is paid directly to the College by the Student Loans Company.

Maintenance Grants

This is a means tested non-repayable allowance. The amount payable will vary depending on the level of household income. Students with a household income of £19,203 or less (including single, independent students) could receive the full £3,475 Maintenance Grant.

Maintenance Loan

The Student Loan is to help with your living costs.

The amount of loan varies as follows:

- Max £6,776 if living away from home and studying outside London
- Max £5,250 per annum living at home
- Loans are reduced if a Maintenance Grant is payable

Hardship Fund

Students who are in financial hardship and have exhausted all other sources of finance can apply to the College Hardship Fund for support with living costs including travel.

Students with dependents

Additional support includes:

- Parents' Learning Allowance (up to £1,538 per year)
- Childcare Grant (up to £148.75 per week for one child & up to £255 per week for two or more children)
- Adult Dependents' Grant (up to £2,695 per year)

Grants for disabled students

Students with a diagnosed learning difficulty and/or disability who is applying for a Higher Education course can apply for additional support to their local Education Authority for the Disabled Students Allowance (DSA). It is important that applications are made as early as possible, preferably prior to commencement on the course.

Further guidance is available at www.studentfinancenico.uk

Students requiring additional examinations support should inform their tutor. Students who were entitled to additional support in their previous school or institution e.g., additional time or a reader must make a new application via the College.

Part-Time student support

Tuition Fee Grant

Students may receive a Tuition Fee Grant of up to £1,230 depending on how intensive the course is, and a Course Grant of up to £265 towards books, travel expenses and other course costs. Payment will depend on your income as a single/married student. Your parental/guardian household income is not assessed as a part-time HE student for student finance. EU students may only receive a fees allowance.

Tuition Fee Loan

A Student Loan is available to help with your Tuition Fees costs, up to a maximum of £3,562.50. The loan is repayable but not means tested. Students can apply for a full fees loan or use the loan as a top up from their tuition fee grant award.

Higher Education Funding for EU residents (including ROI students)

If you're an EU student starting a course on or after 1st August 2021, you must have settled or pre-settled status to get student finance.

For more information, visit www.studentfinancenico.uk

Tuition Fee Loan/Grant

EU students studying full-time Higher Education courses e.g. Level 4 courses, HNCs, HNDs, Foundation Degrees, Degrees, may apply for a tuition fee loan/grant through the EU Customer Services Team in Darlington and through Student Universal Support Ireland (SUSI).

Maintenance Grant

A Maintenance Grant is available for Republic of Ireland (ROI) students who are studying Higher Education courses. New students should apply through SUSI at www.studentfinance.ie and continuing students should apply through their local Education Authority.

Back to Education Allowance (BTEA): Students who live in the Republic of Ireland may be eligible to apply for the BTEA which enables people in receipt of some social welfare payments to retain these payments whilst participating in approved full-time Higher Education courses.

Other sources of support

Social Security Benefits

Although most full-time students are not entitled to social security benefits, certain students in vulnerable groups including single parents and disabled students, may be eligible for social security benefits including housing benefits. Students should ask their local benefits office about how this might affect their benefits. Part-Time students in receipt of benefits can receive support for childcare, travel, and books through grants without affecting their benefits.

If you have any queries or if you simply need advice on what you can apply for, please feel free to contact the Student Engagement Officer at your local campus.

Dungannon Campus	Sharon.Watters@swc.ac.uk
Erne Campus	Dermott.Feely@swc.ac.uk
Omagh Campus	Judith.McCusker@swc.ac.uk

Bursaries & Scholarships

The College has a number of scholarship initiatives which full-time Higher Education students can apply for within the academic year.

HE Bursary

As part of the College's Widening Access and Participation Plan, the College offers a bursary scheme for full-time HE students who meet specific eligibility. Students in receipt of a full maintenance grant (household income below £19,203), may be eligible to receive a bursar of 10% of their full-time tuition fees. Care Experienced an students from ROI may also be eligible to apply for this bursary. Students can apply for the bursary when making their students loan maintenance application to the Student Loans Company. For more information, please contact Student Services.

The Strickland Scholarship

The Strickland Scholarship is a prestigious annual bursary scheme organised by South West College, in conjunction with Strickland. The scheme will provide bursaries to students undertaking an Honours Degree/ Foundation Degree or HND/C in Engineering at South West College.

SSE Airtricity Scholarship

The SSE Renewables Scholarship is a third level scholarship programme funded by the SSE Renewables Regional Fund for three wind farms. The value of the award is equivalent to 50% of the course tuition fee (approx. £2,700 for FT students) Visit website for courses deemed eligible by SSE Renewables and further T&Cs. Applicants must also have a home address in Co. Tyrone, Co. Derry-Londonderry, Co. Fermanagh or Co. Donegal.

SWC Higher Education Community Scholarship Scheme

As part of the College's commitment to Widening Access and Participation, we offer five fully funded Higher Education Scholarships for full-time study on our Foundation Degree / Degree top-up courses (three-years duration)

- ✓ Ulster University Foundation Degree in Science in Computing and The Open University BSc (Hons) Top-Up in Computing Science (Dungannon Campus).
- ✓ The Open University Foundation Degree in Visual Media Arts and The Open University BA (Hons) Top-Up in Visual Media Arts (Film & Games) (Enniskillen Campus).
- ✓ Ulster University Foundation Degree in Construction Engineering with Surveying and the Open University BSc Hons in Construction Engineering and Management (Omagh campus)
- ✓ The Open University Foundation Degree in Sport and Exercise and The Open University BSc (Hons) Degree in Sport and Exercise Top-up (Omagh campus)

JP McManus All Ireland Scholarship Scheme

The JP McManus All Ireland Scholarship Scheme is valued at £5,500 per annum and is offered to the 25 top-performing students from low-income households who intend to take up full-time undergraduate courses (T&Cs apply)

CITB NI Built Environment Award

CITB NI offers a bursary worth £1,000 to encourage more school leavers to consider a career in construction and undertake a third level Built Environment related qualification. The bursary is aimed at first year full time students and is intended to assist with the cost of their training. (T&Cs apply) A key eligibility requirement is successful completion of a level 2 or level 3 Construction-related BTEC.

Institution of Civil Engineers QUEST Scholarship

The Institution of Civil Engineers Quest Technician Scholarship is available to students on further or higher education courses that could lead to becoming a qualified ICE technician member. The scholarship has a value of up to £1,000. To find out more about the QUEST Scholarship, you can visit <https://www.ice.org.uk/careers-learning/develop-your-career/advice-for-students> (T&Cs apply)

Gary Bennett Scholarship

The Gary Bennett Scholarship has been created to honour Gary's memory and foster a passion for sustainability for another generation of students. The Gary Bennett Scholarship will be awarded annually to the top-performing student who wishes to study the Open University Bachelor of Engineering Honours or Foundation Degree in Building Services with Sustainable Energy at South West College.

For more information about bursaries and scholarships, please contact:

William.Young@swc.ac.uk



"The College has fostered an environment which thrives to serve all its students."

Community Scholarship Winner
Lydia Kelly



Health & Wellbeing

At SWC we live by the philosophy that health and wellbeing is “a state of complete physical, mental and emotional wellbeing and not merely the absence of disease or infirmity” (World Health Organisation, 1946)

To support our students we have adopted an approach as a ‘healthy college’ recognising the importance of investing in the health and wellbeing of students by providing a physical and social environment/culture which is conducive to teaching, learning and working. We strive to have a strong culture where we work to promote student empowerment to maintain your health and wellbeing whilst also providing you with the opportunity to achieve your full potential, in turn benefiting yourself, the staff and the College. As an SWC student, you will benefit from a range of opportunities including physical activity sessions, free health clinics, fresh fruit days as well as a range of health and wellbeing themed workshops throughout the year.

FOR FURTHER INFORMATION CONTACT

Niall.Marlow@swc.ac.uk



“We offer a range of services to support your wellbeing. These are free of charge and available for all of our students.

If you would like to avail of our support, please feel free to drop in to the Student Services office at your campus.”

Dermott Feely
Student Engagement Officer
Erne Campus



Meet our Staff.
Find out more about
Student Engagement Officer,
Niall Marlow.



Help & Support

IS LIFE DIFFICULT?

Each Campus has its own confidential Student Counselling Service that can help with whatever difficulty you are facing, including stress, anxiety, depression, worries, bullying and many more. Always remember 'it is good to talk' and we are here to help whatever the situation!

Student Engagement & Support

Each campus has a confidential Student Engagement and Support service that can help you with any learning difficulties you may be experiencing, including: additional learning support, help for wheelchair users, visual and hearing support, epilepsy, asthma etc.

The Student Engagement and Support at each campus available at the following times:

Monday - Thursday: 9.00am - 5.00pm
Friday: 9.00am - 3.45pm

If you wish to make an appointment outside the above times, please contact the Student Engagement at your relevant campus.

Counselling

Hopefully, your time at South West College will be an enjoyable and fulfilling experience but there may be times when things do not go to plan and you may want to consider counselling, which will give you the opportunity to talk, in confidence, with an independent and trained professional. Each campus has its own confidential student counselling service to help with whatever difficulty you are facing.

To make an appointment with a counsellor, please contact the Student Support team at your campus.

Dungannon Campus:
 Sharon.Watters@swc.ac.uk
 Erne Campus: Dermott.Feely@swc.ac.uk
 Omagh Campus: Judith.McCusker@swc.ac.uk



Child Protection & Vulnerable Adults

South West College is as accountable as any other organisation for the protection of children and vulnerable adults. Every child has a right to be protected from harm and to feel safe and secure in an educational environment. The designated person for Child Protection and Vulnerable Adult issues for South West College are as follows:

Safeguarding Lead

Erne Campus: | Sharon Pritchard
 Sharon.pritchard@swc.ac.uk | 028 8225 0109 ext. 2308

Safeguarding Assistants

Cookstown & Dungannon Campus | Sharon Watters
 sharon.watters@swc.ac.uk | 07467 339370

Erne Campus | Tom Corr
 tom.corr@swc.ac.uk | 07876 545870

Technology & Skills Centre | Deborah Brown
 deborah.brown@swc.ac.uk | 07391 738244

Omagh Campus | Johanne Doherty
 johanne.doherty@swc.ac.uk | 07545 205258

Adult Safeguarding Champion

Ciaran McManus
 ciaran.mcmanus@swc.ac.uk | 07545 205256

Extern	028 9084 0555
Lifeline	0808 808 8000
Young People Gambling Support Service	020 3902 6964
Rainbow Project	028 9031 9030 (Belfast) 028 7128 3030 (Foyle)
Fermanagh House	028 6632 0210
PIPS - Suicide Prevention Ireland	0800 088 6042
MENCAP	0808 808 1111
CRUSE - Bereavement Care	0808 808 1677
Disability Action	028 8775 2372
Eating Disorders	028 9023 5959
Family Planning Association	020 7608 5240
Gingerbread for Lone Parents	0808 802 0925
Housing Rights	028 9024 5640
Law Centre NI	028 9024 4401
Multi-Cultural Resource Centre	028 9032 9581
Action Cancer - Information Service	028 9080 3344
Aids Helpline	0800 137 437
Aisling Centre (Counselling)	028 6632 5811
National Drugs Helpline ("Frank")	0800 77 66 00
Nexus Institute NI (Sexual Abuse Counselling)	028 6632 0044
Breakthru	028 8775 3228
Cara-Friend	028 9089 0202 (Office) 0808 8000 390 (LGBTQI+ Switchboard)
Chinese Welfare Association	028 9028 8277
Advice Services:	
• Advice Northwest (Strabane)	0300 303 3650
• Community Advice (Fermanagh)	028 6632 4334
• Omagh Independent Advice Centre	028 8224 3252
• Contact Youth Counselling and Information Service	028 9045 7883

Learning Resource Centres

The Learning Resource Centres exist to support the information needs of everyone at the College including students, lecturers, managers and support staff. The LRCs offer an excellent range of services and facilities designed to provide access to both the latest technology and traditional learning resources. Experienced staff are available to answer enquiries and to help users access information and resources.

To support students in their studies all centres provide a range of mentoring services either in group sessions or one to-one including the following:

- ✓ Student inductions - accessing College Systems
- ✓ Referencing - how to reference
- ✓ Using Discovery tool to research assignments
- ✓ Understanding plagiarism, copyright rules & 'TurnItIn' feedback
- ✓ Study skills
- ✓ Microsoft Office

FACILITIES

- ✓ Computer suite equipped with a wide range of software
- ✓ Free Wi-Fi
- ✓ Canvas learning environment
- ✓ Printing, photocopying and scanning
- ✓ Laptop loans for use in the LRC
- ✓ Stationery shop
- ✓ Student ID cards
- ✓ Resetting student passwords & topping up printing credits



If you need additional help please ask a member of staff at the LRC reception desk or contact us at:

Dungannon:
Melissa Grimes
028 8225 0109 Ext 3630
Melissa.Grimes@swc.ac.uk

Erne Campus:
Doreen Dunwoody
028 8225 0109 Ext 2216
Doreen.Dunwoody@swc.ac.uk

Omagh:
Kerry-Jo Chesters
028 8225 0109 Ext 5213
Kerry-Jo.Chesters@swc.ac.uk

OR email servicedesk@swc.ac.uk

Resources

As a College we are committed to providing the most up-to-date resources for your studies and have invested greatly in our resource bank to support your learning. All current enrolled students and college staff are entitled to borrow materials from the LRC library facility. To borrow resources or use computers in the Centre you will need to use your ID card. The card will be issued to you at your LRC induction.

Books

We stock a wide variety of books covering many subject areas, Higher Education students may borrow up to 6 items at one time, subject to availability.

Journals

Are published regularly (weekly, monthly, quarterly or annually) and contain the most recent information on a subject. Print journals may not be borrowed but you can photocopy articles from them providing you keep within copyright regulations (no more than one article from a journal issue).

Digital Resources

Include a collection of subject specific information e.g. journal articles, databases, reference to book chapters, newspaper articles, videos, Government documents, standards, patents. They are very useful for finding information on specific topics for your assignments and dissertations. For a full up-to-date list of digital resources available log onto Canvas and choose the LRC Canvas course from the dashboard, then select the Digital Resources section.

eBooks

Are also accessed through the LRC Canvas course or the Student Gateway shortcut and more information on how to use eBooks will be provided at induction.

Accessibility

To ensure that all learners reach their potential and have the support they require, the College has invested in a wide range of accessibility software. Learning materials can be provided in alternative formats. Please ask LRC staff to set this up with the IT Department if required.

IT Services

At South West College our IT Services team are here to support the IT needs of everyone at the College. This includes students, lecturers, managers and support staff. IT Services are here to help and ensure you meet the needs of your course when it comes to IT hardware, software and your digital learning experience. We also strive to provide you with a robust infrastructure which will ensure that the college systems and data are as safe as possible from a cyber-attack. Our IT Services team are available via our ServiceDesk if you require any support for any of our College systems.

Logging On

Each student at the College is provided with a user name when they join which enables access to the many IT and library facilities. Students are reminded that their user name and password are for their individual use only. They must not be used to permit any other person to gain access to the College network or its attached resources or the internet. As you would expect there are regulations on the use of IT facilities at SWC and you are required to understand and abide by them. These are designed to ensure that members of the College can enjoy access to the facilities free from the adverse effects of misuse by others.

OneDrive

With your SWC account, you get 1TB of cloud storage, allowing you to backup and share your documents with your tutors. Accessing your files is very important, which is why we strongly encourage you to save your files to OneDrive. This allows you to access your work inside and outside the College.

Canvas

Canvas is the name of the Learning Management System (LMS) used by the SWC to enhance student learning. You will find all course and LRC information required for your course of study here. You can submit coursework, view grades and join in discussions with other students. Canvas can be accessed from College and from home.

eduroam Wi-Fi

eduroam Wi-Fi is your secure wireless network for students and can be used at all SWC campuses. Once you configure your laptop/mobile device, your device will reconnect to eduroam automatically when it is in range. You will only need to reconfigure if your College account password has been reset throughout the year.

At your LRC induction, you will find out how to access the above systems and meet staff that will provide digital support throughout your course of study.

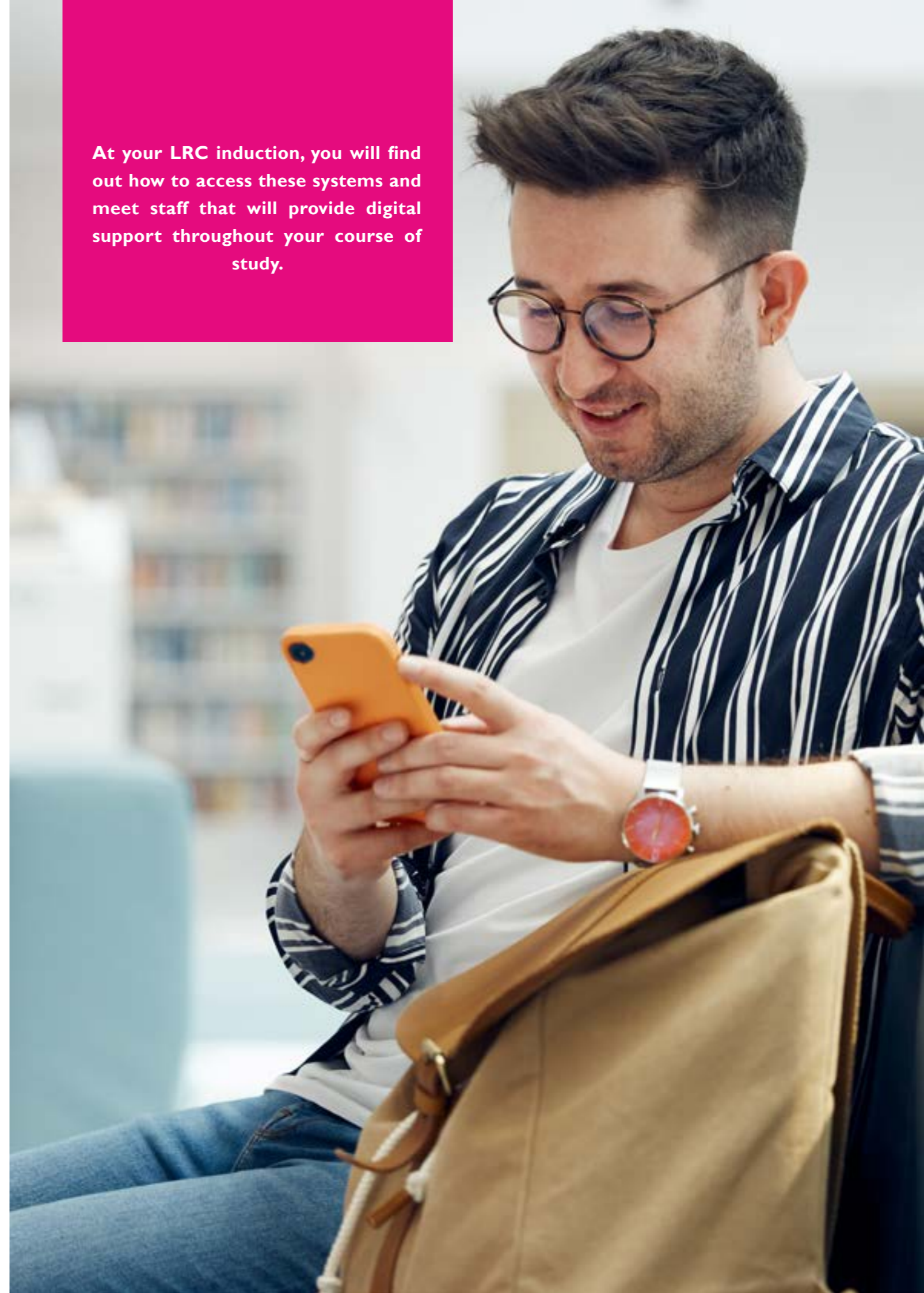
SWC Service Desk

If you require support for any College systems submit a ticket on SWC Service Desk:
<https://sdesklive-studentswcac.msapproxy.net/>

Useful links

- SWC Website: www.swc.ac.uk
- Gateway: <https://studentswcac.sharepoint.com/studentgateway>
- Email: outlook.com/student.swc.ac.uk
- Canvas: swc.instructure.com

At your LRC induction, you will find out how to access these systems and meet staff that will provide digital support throughout your course of study.



Examinations

All students must ensure that they are familiar with the Examination Process before entering the examination as these guidelines apply to all examinations. If you are in doubt please, please ask your course director or seek guidance from a member of the exams department.

While every assistance is given to students entering examinations, it is your own responsibility to ensure that you are entered for examinations correctly and that you present yourself at the appointed time and place for the examinations. Students requiring examination concessions such as readers, scribes or extra time must contact student services at the start of the academic year with appropriate evidence. Approvals must be in place by 21st Oct for January examinations and 21st February for Summer examinations.

Late Examination Entries

Students are advised that all Awarding Bodies charge an additional fee for LATE EXAMINATION ENTRIES. Depending on the Awarding Body, these fees can vary in cost and in some cases can be as much as double the initial entry fee.

Please note that failure to attend an examination paid for by the College may result in South West College requesting that examination fees are reimbursed by the student.

Dungannon Campus	Lesley Black lesley.black@swc.ac.uk	028 8225 0109 ext 3607
Erne Campus	Gail Frazer gail.frazer@swc.ac.uk	028 8225 0109 ext 2212
Omagh Campus	Liam McCillen liam.mccillen2@swc.ac.uk	028 8225 0109 ext 5218

Preparation for Examinations

Examiners are looking for sound knowledge of the subject matter supported by evidence of critical judgment, a firm grasp of principles and evidence of the ability to relate knowledge to the situations posed in the examination.

There are a number of weaknesses among examination candidates of which the main ones are:

- Inadequate preparation.
- A tendency to reproduce lecture notes or parts out of textbooks without evidence of real understanding or critical appreciation.
- Reliance on lecture notes unsupported by intelligent reading.
- Failure to read the question carefully and direct answers to the question as it is posed.
- Introduction of irrelevant material.
- Failure to organise and plan answers in a logical manner
- Inability to write continuous prose in a clear and logical fashion
- At the end of a typical exam question you should ask yourself the following - the examiner will be asking the same questions
 - Does the answer meet the point of the question?
 - Is the written style clear? Is the answer, on the whole, grammatical? Is the structure sensibly chosen?
 - Is there a balance between the various points of the answer?
 - Are there serious errors of fact or judgment?
 - Are the examples carefully chosen and relevant to the point that they are supposed to illustrate?
- Are there explanations of the examples or are they left to "speak for themselves"?
- Are appropriate writers actually named in the answer to show evidence of reading?

Examination Guidelines

Before the examination you must:

- Bring photographic evidence of identity e.g. student card, driving license or passport.
- If issued with a Statement of Entry, please bring this with you to the examination.
- Check the starting time of the examination and ensure you are present at least 15 minutes before the official start time unless requested to attend earlier.
- Check to see if a calculator or a dictionary is permitted. Only calculators of a certain specification may be used. All calculator covers should remain on the floor at all times. Individual candidates are responsible for bringing a calculator into the exam room if permitted. It is not the responsibility of the College to provide calculators.
- Check the location of the room well in advance of the exam date and time. Exam timetables are available to view on Gateway >Student Hub>Exam Timetables.
- Bring adequate pens (black/blue), rulers, pencils etc. into the examination room.
- Only clear pencil cases are permitted into the examination room. Pencil cases must be placed on the floor at the start of the exam.
- Enter the examination room only when authorised to do so by the invigilator.
- All personal items including, coats and bags must be left in the designated area outside the examination room, at your own risk.
- Put all coats and bags at the front or back of the room as instructed by the invigilator, and not by your examination desk.
- Switch off devices capable of transmitting and receiving data, personal stereos or other items which may distract other candidates and leave them in your coat or bag.
- Give the invigilator any papers which may accidentally have been brought into the examination room.
- Go to the designated seat number as directed by the seating plan and remain silent.
- All mobile phones, electronic devices, ear pods, watches or unauthorised material, must be left in the designated room, at your own risk.

Code of Conduct during Exams

During the examination you must:

- Be on time for all your examinations.
- Follow the instructions of the invigilator.
- Place your photographic identification on your desk so that it is visible to the invigilator.
- Use only South West College examination stationery for all work including all rough work.

You must not:

- Become involved in any unfair or dishonest practice in any part of the examination.
- Sit an examination in the name of another candidate.
- Have in your possession any unauthorised material or equipment which might give you an unfair advantage.
- Start writing until told to begin by the invigilator.
- Attempt to read the work of any other student.
- Talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
- Use correction fluid or correcting pens.
- Bring food or drink into the examination room. However, in the event of a 3 hour examination, water may be taken into the room but there must be no labels on bottles.

Leaving the examination room:

- In examination lasting one hour or more candidates must remain in the exams room under supervision for at least one hour. Respect other candidates by moving away quietly from the examinations room when finished. No re-admittance to the examination room will be allowed.

After the examination you must:

- Stop writing when the invigilator tells you.
- Remain in your seat without talking.
- Leave all papers on your desk.
- Leave the examination room immediately when the invigilator tells you to do so.

Student Complaints / Compliments

South West College is committed to providing the highest quality of service to all students. Should you have a complaint, we ask that you make all reasonable effort to attempt to resolve the situation initially with your course tutor.

If this is not possible and you have not received a satisfactory response, or the situation is more serious, and you wish to make a formal complaint you can invoke the College General Complaints Procedure, by visiting the College website www.swc.ac.uk

Promotion of Positive Student Behaviour Policy & Procedure

The Policy and Procedure for the Promotion of Positive Student Behaviour aims to guide the College approach to encouraging positive student behaviour and to set the context for the development of the procedures to be used when disciplinary action becomes appropriate. The policy provides a Code of Conduct which seeks to promote positive messages about the type of behaviour that is considered to be acceptable with the aspiration that students will buy into the College ethic.

The College adopts a two-tier approach to encouraging positive student behaviour, comprising an informal and formal Disciplinary approach. The College will engage with students informally in the Tier 1 Approach in the first instance unless the seriousness of the behaviour calls for an immediate Tier 2 approach. When invoking the Tier 2 Approach, the College will abide by the principle of natural justice i.e., the right to be heard, the right to a fair and unbiased judgement and the right to appeal.

The disciplinary stages, details on investigating authorities and disciplinary authorities are detailed in the Promotion of Positive Student Behaviour Policy and Procedure which can be accessed at <https://swc.ac.uk/assets/files/Policy-for-the-Promotion-of-Positive-Student-Behaviours.pdf> It is important that you read this policy in full.



Higher Education in Further Education

*The Alternative
Pathway to Success*



**DID YOU
KNOW WE
OFFER BSC
(HONS)
TOP-UPS?**

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SWC
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DISCLAIMER:

At the time of print this Higher Education Handbook is as up-to-date as possible, although please be aware that information changes from time-to-time. If some information requires further clarification, please consult your Course Director.

