HIGHER
EDUCATION
HANDBOOK

2021 - 22

SWC

CONTENTS

COLLEGE POLICIES AND PROCEDURES

September 2021

Dear Student

It is my pleasure, on behalf of South West College (SWC), to introduce the 2021-22 Higher Education Student Handbook.

As the local and regional economy begins to recover and return to normality, it is essential that we support that recovery with high quality, accessible and affordable Higher Education programmes. We must retain the talent that is so evident within the south west region, for the benefit of the south west region, if our economy and our communities are to grow and prosper in the years ahead.

SWC has facilitated the growth and expansion of world class, Higher Education in the south west region, by partnering with local and national universities. This has enabled us to bring an unrivalled array of subjects to our college campuses across the south west, for the benefit of students and employers alike; increasing the number of full-time, part-time and higher-level apprenticeships, year-on-year, over a ten year period.

SWC strives to ensure that our Higher Education offering is affordable, without diminishing in any way its quality, thereby ensuring our students do not generate excessive levels of debt, during their undergraduate studies.

The College provides a range of services that ensures, students who face the greatest barriers to success, as a result of their socio-economic background, rural isolation or previous educational experience, are given an opportunity to succeed, despite their challenging circumstances. There are many support mechanisms available including scholarships, bursaries, funds and loans.

Flexibility in delivery has allowed SWC to support the regional workforce to upskill and reskill, enhancing their life opportunities and contributing to their employers' effectiveness and efficiency, in a rapidly changing world. A range of part-time degrees supported by Virtual Learning, Blended Learning and alternative delivery models, has now made Higher Education a realistic proposition for the vast majority of the workforce. Higher Level Apprenticeships are also available at SWC; these programmes of study enable students to achieve a Foundation Degree whilst acquiring highly sought after skills in the workplace, effectively, to 'earn-while-you-learn'.

The College places great emphasis on the quality of the Higher Education provided to our students; on that basis, the majority of our HE qualifications are delivered in partnership with three outstanding universities, Queen's University Belfast, Ulster University and The Open University.

I sincerely hope that you will enjoy and benefit from your Higher Education studies in the South West College, and you achieve your personal goals.
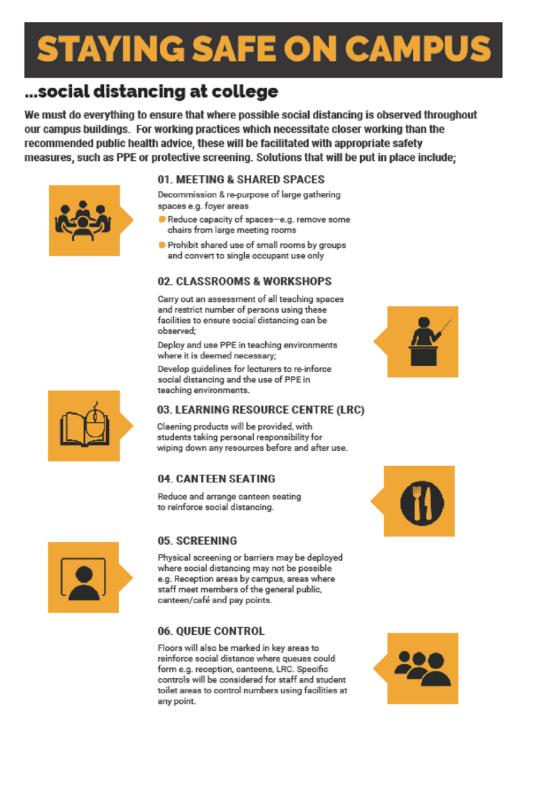
Yours sincerely

Michael McAlister
Chief Executive

STAYING SAFE ON CAMPUS

The safety, health and wellbeing of everyone is of paramount importance and this is the primary concern and purpose of this guide. This guide sets out principles and practical steps that SWC students will be required to follow to keep themselves and the workplace safe. It also sets out necessary steps to be followed if students are concerned about safety.

This guide is intended to be universally used across all College campuses and does not replace existing legislation or industry-specific guidance.

STAYING SAFE ON CAMPUS

...social distancing at college

We must do everything to ensure that where possible social distancing is observed throughout our campus buildings. For working practices which necessitate closer working than the recommended public health advice, these will be facilitated with appropriate safety measures, such as PPE or protective screening. Solutions that will be put in place include;

01. MEETING & SHARED SPACES

Decommission & re-purpose of large gathering spaces e.g. foyer areas
- Reduce capacity of spaces—e.g. remove some chairs from large meeting rooms
- Prohibit shared use of small rooms by groups and convert to single occupant use only

02. CLASSROOMS & WORKSHOPS

Carry out an assessment of all teaching spaces and restrict number of persons using these facilities to ensure social distancing can be observed;

Deploy and use PPE in teaching environments where it is deemed necessary;

Develop guidelines for lecturers to re-inforce social distancing and the use of PPE in teaching environments.

03. LEARNING RESOURCE CENTRE (LRC)

Claening products will be provided, with students taking personal responsibility for wiping down any resources before and after use.

04. CANTEEN SEATING

Reduce and arrange canteen seating to reinforce social distancing.

05. SCREENING

Physical screening or barriers may be deployed where social distancing may not be possible e.g. Reception areas by campus, areas where staff meet members of the general public, canteen/café and pay points.

06. QUEUE CONTROL

Floors will also be marked in key areas to reinforce social distance where queues could form e.g. reception, canteens, LRC. Specific controls will be considered for staff and student toilet areas to control numbers using facilities at any point.

STAND APART
KEEP YOUR DISTANCE ← 👣 →
Be socially safe
#socialdistancing

07. CIRCULATION WITHIN COLLEGE

Steps will be taken in campus buildings to reinforce directional flow of people:
- 'Keep to the left' strategy
- Directional arrows in corridors.
- Single flow within stairwells.
- Restricted use of lifts (single person)

08. STUDENT TIMETABLING

- Staggered break and lunch breaks will be introduced as an additional measure aimed at minimising the opportunity for large gatherings.
- Class groups will as far as possible be timetabled within the same room.

09. IT ROOMS

Cleaning products will be provided in all classes, with lecturers and students taking personal responsibility for wiping down their machines before and after use.

10. EQUIPMENT & TOOLS

Similar equipment cleaning regimes should be introduced in other practical based subjects e.g. hairdressing, hospitality, construction trades etc. where multiple students access and use individual items.

11. SPECIALIST WORKSHOPS & SALONS

Specific steps will need to be taken when we bring both staff and students back into workshops, salons and kitchens. This is likely to involve the wearing of PPE, measures to promote social distancing and minimising contact with surfaces touched by others.

12. SMOKING AREAS

A maximum of 6 people will be permitted in smoking areas at one time. Social distancing measures should always be followed.

COLLEGE LIFE

ARRIVING AT COLLEGE

To avoid too many people arriving on campus at the same time, we have adjusted your timetables to provide staggered start, break and finish times where possible. This will help reduce the number of people in any one space at college at one time.

Please sanitise your hands on arrival to college and when leaving the building, using the stations provided. If for any reason this provision is temporarily unavailable, please wash your hands in the washroom/toilets en route to your destination.

MOVING AROUND CAMPUS

We will be adopting a 'keep to the left strategy' for all students circulating around the college to minimise contact when travelling along corridors

Where possible, we will introduce a one-way system, with directional arrows and notices, to help maintain social distancing. You must follow this one-way system where available, walking in a single file along corridors and walkways.

Please note, some areas do not allow for one-way systems. In these situations, briefly passing others in the corridor is acceptable. In busy areas, markers on the floor will reinforce social distancing requirements.

BASE ROOMS FOR STUDENTS

All students will be allocated a base room - they will go straight to this room when they arrive and movement away from this room will be severely restricted. When students arrive on site they will not leave the site again until the end of the college day. When classes conclude students will be advised to return home by the most efficient mode of transport.

EATING ARRANGEMENTS

Catering and eating arrangements will be different with students collecting take away food from the canteen and consuming in their base room during break times. Messaging around bring a packed lunch will also be helpful as this will reduce the numbers of students moving around the campus at break times.

Please remember to sanitise your hands on arrival to college, again when you enter your base room and when leaving the building, using the stations provided.

CAMPUS FACILITIES

Toilet and washroom facilities

Toilets and washrooms will remain open throughout our campuses, as they are essential to support college operations and hand washing cleanliness. You will notice that some cubicles, urinals and sinks may be out of order to encourage social distancing. Only one person at a time may be permitted in smaller toilet facilities. Toilet and washroom areas will be supplied with handwashing and drying equipment and will be regularly cleaned. Sanitiser will be available at or near these facilities.

Food on campus

College cafeterias will be open and serving a range of food and drinks for students, however the service provided will be carry-out only and students will be required to eat in designated areas including their base rooms. Students may wish to bring a packed lunch to college, which will also be consumed in the dedicated areas

Lifts

Please avoid using lifts unless essential (for example, for people with mobility requirements.).
The maximum capacity of the lift will in such cases be significantly reduced, to a maximum of 1 person (+ learning support worker.)This is to ensure social distancing can be achieved.
You will find a reminder next to each lift.

CODE OF CONDUCT
...looking after yourself & others while in college

It is really important that we look after one another's health, safety and wellbeing on campus.

In order to do this, you must arrive to your lessons on time and respect social distancing rules on route to and within your classrooms.

In class you must stay at your desk, keep your belongings close by and not share equipment.

Once your lessons are over, please leave college immediately and get home quickly and safely.

When at college, you must respect all social distancing and health and safety measures outlined in this handbook.

If you need to eat and drink at college, you must bring food and water with you. Ideally, this can be eaten outside if the weather permits. If not, students can eat and drink in their classrooms, and are in fact encouraged to do so if they cannot eat outside.

YOUR RIGHTS & RESPONSIBILITIES...

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

01. South West College will provide a friendly, welcoming atmosphere.
02. South West College has an Equal Opportunities Policy. All students and trainees are entitled to enjoy and use all of the facilities that the College offers. Any mistreatment of an individual because of race, religion, gender, sexual orientation or disability will be treated as a disciplinary matter.
03. Students are entitled to an induction programme which introduces them to the College and to their own particular programme.
04. Students are entitled to have previous achievements and qualifications recognised and valued.
05. Students are entitled to an individual learning plan.
06. Students are entitled to know how they will learn and how they will be assessed and accredited.
07. Students are entitled to assessment which is fair and unbiased.
08. Students are entitled to be treated with respect by other students and by staff.
09. Students are entitled to help and support with problems that are affecting their learning.
10. Students are entitled to teaching of a standard that allows them the opportunity to achieve their particular aspirations.

In addition to rights, each student and trainee has a responsibility 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:

01. Each student is expected to treat other students and College staff with respect.
02. Each student is expected to treat the College premises and equipment with respect.
03. Each student is expected to attend all classes/lectures/workshops punctually.
04. Each student is expected to carry out work or assessments set by College staff by set submission dates.
05. Each student is expected to carry out reasonable instructions given by College staff.
06. Each student is expected to comply with College regulations.
07. Each student is expected to act in a manner ensuring Health & Safety for themselves and others.

STUDENT PROTOCOL
If You Become Unwell At College

South West College

If you begin to experience any of the following symptoms at college, the below procedure should be followed:

A HIGH TEMPERATURE
this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

A NEW, CONTINUOUS COUGH
this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

ANOSMIA
the loss or a change in your normal sense of smell (it can also affect your sense of taste)

What you should do...

01 Inform your lecturer immediately and make arrangements to leave the building. Do not wait until your symptoms worsen as you may be putting other staff or students at risk. We will support you in this.

02 Your lecturer will contact our COVID Supervisor to inform them that you are unwell and arrange for them to either meet you at your classroom and accompany you off the campus or take you to the Isolation room.

03 A COVID Supervisor will be in touch with you to exchange contact details and to complete an assessment to determine who you have been in contact with and where you have been in the building. You will be given the following information to support you in what you should do next

    You should
1. Request A Test immediately at www.nidirect.gov.uk/coronavirus and Book a Free Test or Telephone 119 to arrange where you will go for testing.
2. Isolate
3. Get Tested
4. Get Results
5. Contact the COVID Supervisor with your results

    Test ✔ Trace ✔ Protect ✔ [HSC] Health and Social Care

04 You will be given a contact number for the COVID Supervisor so you can let us know about your test results

05 If a staff member is required to provide assistance you will be moved to the isolation room you will be required to
- Both wear a facemask only if a distance of 2 metres cannot be maintained
- If administering any support to you they will also have to wear gloves & an apron;
- Where there is a risk of fluids entering the eye (e.g. from coughing, spitting or vomiting), eye protection will also be worn;

On your return home, you should seek the advice of a medical practitioner and follow NHS advice.
Please note: college will reserve the right to collate this info.

"HAPPY BIRTHDAY TO YOU, HAPPY BIRTHDAY TO YOU...

Your Personal Hygiene at SWC

The best way to prevent the spread of infections, including COVID-19, is good personal hygiene. This means washing your hands well and often, using soap and water and drying them with paper towels.

Wash Hands

Cover Sneezes

Avoid touching your face

FACE COVERINGS

In light of new guidance, all staff and students at South West College are now asked to wear a face covering whilst in the College corridors and other communal spaces where two metre distancing cannot be maintained.

Disposable masks will be available on each campus, if required. We thank you for your support

ABOUT SOUTH WEST COLLEGE

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 dependent responsibility; nationality; race or ethnic group; religious belief; political opinion; or sexual orientation.

EQUALITY – YOUR VIEWS MATTER

Section 75 of the Northern Ireland Act 1998 requires all public authorities to have due regard to the desirability of promoting good relations. South West College has given a commitment to review policies to give better equality outcomes and would welcome consultation with students of the College.

The key stages are as follows:

- Preparing equality schemes
- Screening policies for impact assessment
- Conducting equality impact assessment
- Ongoing monitoring of impact, consultation and policy review

For further information, contact: Catherine McCrory Tel**:** 028 8225 0109 Ext 3603

USEFUL CONTACT NUMBERS:

	DUNGANNON CAMPUS	ERNE CAMPUS	OMAGH CAMPUS
Mainline number all Campuses	028 8225 0109	028 8225 0109	028 8225 0109
HE & Employability Service	Ext 3691	Ext 2231	Ext 5225
Information / Admissions Office	Ext 3614	Ext 2237	Ext 5210
Examinations	Ext 3607	Ext 2212	Ext 5218
Student Learning & Support	Ext 3614	Ext 2225	Ext 5226
Training	Ext 3692	Ext 2315	Ext 5422
Textphone (For deaf & hearing impaired individuals)	028 8772 0625	028 6634 2278	028 8225 5237

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 RIGHTS, EACH STUDENT AND TRAINEES 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.

EQUALITY & DIVERSITY

SOUTH WEST COLLEGE'S COMMITMENT TO EQUALITY & DIVERSITY

The South West College is committed to the principles of Community Relations:

- Equality
- Diversity
- Interdependence

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. The 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, ongoing 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.

WHAT YOU CAN DO TO PROMOTE EQUALITY AND GOOD RELATIONS

- Strive to promote a harmonious environment and acceptance of other people's beliefs and cultures by giving careful consideration to what you wear, say and do.
- Be aware of other people's views, perspectives and of aspects of the College's services which may adversely affect them.
- Respect diversity and difference, challenge racism wherever it occurs and promote inclusiveness in the day to day life of the College.
- Be aware of Human Rights and try to preserve the rights of individuals as far as possible.

WHAT YOU WEAR

The College strives to promote a harmonious environment and educate students to the sensitivities of wearing clothing or displaying emblems, which are deemed offensive. It has taken the view that the wearing of any clothing or emblem which is deemed to have a "sectarian significance" whether intended or not should be viewed as unacceptable. In this context of "sectarian significance", the Equality Commission has highlighted Rangers and Celtic tops, bags, etc., explicit paramilitary regalia and inappropriate wearing of symbols as having sectarian overtures. The wearing or display of such items is actively discouraged by the College.

WHAT YOU SAY AND DO

Inappropriate references to race, culture, religion, sexual orientation and disability should be avoided. There are terms which students should never use in any context and which, if used, can constitute bullying, racial or sectarian harassment and can cause extreme offense.

BULLYING

If you are experiencing bullying please contact a member of College Staff and we will ensure you receive appropriate support. All forms of bullying are completely unacceptable and the College will deal with bullying seriously taking appropriate disciplinary action.

It is your responsibility to:

1. Help to ensure a learning environment in which the dignity of every student is respected and which is free from sectarianism, racism and harassment.
2. Adhere to associate College policies and practices.
3. Challenge racist, sectarian or discriminatory remarks or behaviour among your fellow students. Remember this includes remarks made on internet social chat rooms and text messages and e-mails.
4. Report incidents of racism, sectarianism or discrimination to your student union representative, programme administrator or indeed any member of staff.
5. Support fellow students who are being harassed or bullied.
6. Participate fully in any training/induction programmes, which the Colleges organises in the area of Good Relations/Cultural Diversity.
7. Attend focus groups or forums where issues can be addressed and resolved in an informal manner.
8. Strive to include students of all backgrounds in your day to day college and social life.
9. Make sure you don't shorten names of ethnic minority students or give nicknames. Learn the proper pronunciation of any student's name.
10. Respect the fact that everyone is an individual.

HOW TO MAKE A COMPLAINT

The College is committed to providing the highest quality of service to all students. A complainant should make all reasonable effort to attempt to resolve the situation initially with the person with who the perceived difficulty has arisen or by an approach to the member of staff most directly involved e.g. course tutor.

If the situation is more serious and you wish to make a formal complaint you can invoke the College General Complaints Procedure.

WE WELCOME YOUR VIEWS

The College aims to create a positive, inclusive ethos where issues of good relations, stereotyping and discrimination can be discussed openly.

If you have any views on the Code of Practice we would like to hear them. Please contact Catherine McCrory at: catherine.mccrory@swc.ac.uk.

FITNESS FOR PROFESSIONAL PRACTICE

South West College Fitness to Practice policy refers to the procedures to be implemented when a student is judged unfit for entry to a profession for which there are academic, behavioural and health requirements that must be met in order to ensure suitability to practice that profession. Examples of relevant profession 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 client/patient well-being;

➢ 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.

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;
➢ Academic unsuitability for the demands of the professional training.

Concern that a student may, for behavioural or health reasons, be deemed unfit to be admitted to or to practice in a profession towards which his or her course of study leads, should be disclosed in writing to the appropriate Head of Department. Concerns may arise from one incident or from a pattern of behaviour over time.

Anyone, including College teaching staff and academic support staff involved in student placement who become aware of evidence of health, behavioural or academic unsuitability which may preclude a student from completing the course of study or from undertaking the required professional practice should report the facts in writing to the at the earliest opportunity.

Anyone making such disclosure, as above, must identity his or herself. Anonymous disclosure will not be accepted. In exceptional circumstances the may permit the discloser's identity to remain confidential, provided this is consistent with natural justice.

Boards of Examiners, Student Progress Committees, and the College Disciplinary Committee within departments may also refer students to the Head of Faculty/Head of School or Centre for Excellence Higher Education Manager under this Fitness for Professional Practice procedure.

Students whose courses are covered by the Fitness for Practice ordinance must disclose any criminal convictions to the College before entering the course or immediately such a conviction occurs during the course. This will enable the student to be provided with guidance about entry requirements for registration within the profession concerned. If a student fails to disclose this information and it subsequently comes to light, the student will be referred to the Head of Faculty/Head of School who may instigate the Fitness for Professional Practice procedure.

Issues relating to professional practice may arise as a consequence of behaviour associated with diagnosed or suspected mental illness or from addiction. In such circumstances the Fitness for Professional Practice procedures will only be invoked if medical and counselling interventions have not successfully addressed the behaviour or if the student has refused all such interventions.

GENERAL INFORMATION

CAR PARKING Omagh Campus

The car park beside the main campus is reserved for staff use. This is noted on the sign at the entrance to the car park. 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 within the staff parking area. Blue Badges must be displayed at all times when parked in these bays.

Dungannon Campus

There are ample car parking spaces around the College grounds. The campus is busy and all drivers are asked to drive slowly and with care and to give way to pedestrians. Please co-operate by not parking on double yellow lines, boxes or disabled parking areas – these are there to facilitate emergency services and people with disabilities. Car parking for students may be withdrawn if there is misuse of a car on College premises.

Erne Campus

The car park beside the main building is reserved for staff use. Students should park in one of the nearby car parks – there are two on the Derrychara Road. Reserved car parking for students with disabilities is provided at the front of the College and in the courtyard to the side of the Main Block.

MOBILE PHONES

Increasingly, over the past few years, it has become commonplace for students to have mobile telephones in their possession. On occasion, this has caused some problems during classes and has led to disruptions to both lecturing staff and fellow students. The College policy on mobile telephones during classes is that they must be switched off during the duration of all classes. Students who do not abide by the policy may have the College Disciplinary Procedure invoked against them.

NO MOBILE PHONES SHOULD BE TAKEN INTO ANY EXAMINATION ROOM – THIS IS STIPULATED BY ALL AWARDING BODIES.

CASH MACHINE (OMAGH CAMPUS ONLY)

There is a cash machine located at the entrance to the front of Omagh Campus along Mountjoy Road.

VENDING MACHINES

Vending machines and hot refreshments are located in designated areas around each of the campuses - ask at reception for further information and/or directions.

STATIONERY

A comprehensive range of stationery is available for sale in the Learning Resource Centre Reception at each campus.

CAFETERIA

Each campus has a cafeteria for students, staff and also members of the general public. There is a wide variety of snacks, sandwiches and hot food on offer and the cafeterias

are a popular meeting place for students. 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:

DUNGANNON CAMPUS	**Etcetera Restaurant**	028 8225 0109
ERNE CAMPUS	**The Erne Restaurant**	028 8225 0109
OMAGH CAMPUS	**The Gallery Restaurant**	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 further information or to book an appointment contact:

DUNGANNON CAMPUS	**Beauty Salon**	028 8225 0109 ext 3609
	Hair Salon	028 8225 0109 ext 3615
ERNE CAMPUS	**Hair & Beauty Salon**	028 8225 0109 ext 2229
OMAGH CAMPUS	**Hair Salon**	028 8225 0109 ext 5224

USEFUL COLLEGE CONTACTS
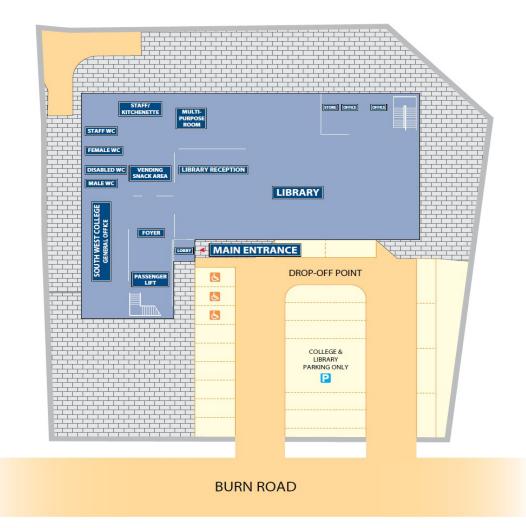
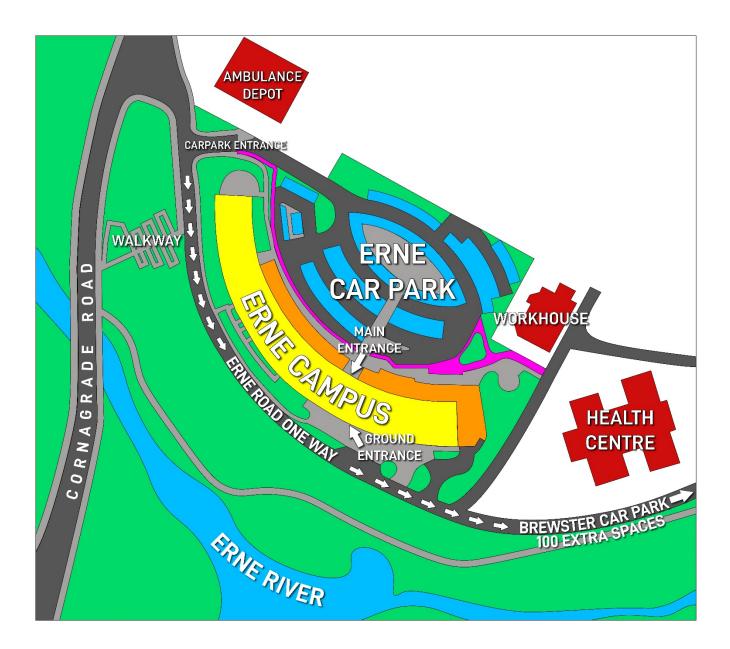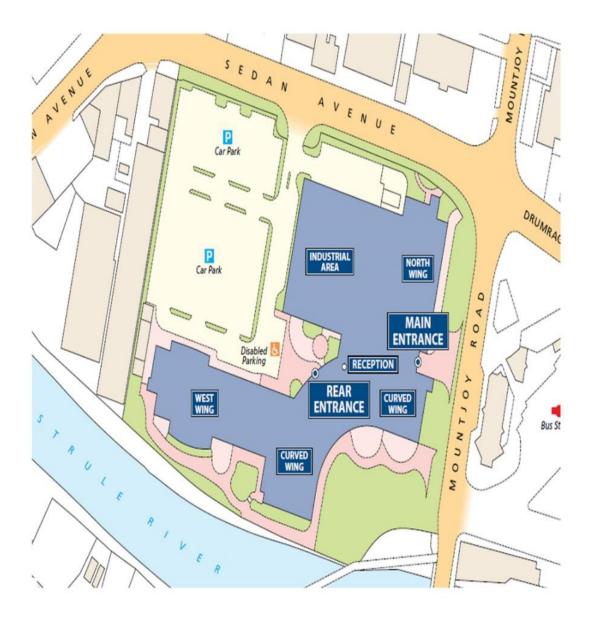| TITLE	NAME
Chief Executive	Michael McAlister Michael.mcalister@swc.ac.uk
Deputy Chief Executive	Jill Cush Jill.cush@swc.ac.uk
Assistant Chief Executive Industry Partnership & Centres for Excellence	Ciaran McManus Ciaran.mcmanus@swc.ac.uk
Head of Faculty – Professional & Social Sciences	Carol Viney Carol.viney@swc.ac.uk
Head of Faculty – Built Environment, Creative & Life Sciences	John Moss John.moss@swc.ac.uk
Head of Faculty – Automotive, Computing & Engineering	Padraig McNamee Padraig.mcnamee@swc.ac.uk
Head of Human Resources	Eimear Rushe Eimear.rushe@swc.ac.uk
Head of Finance	Sean O'Donnell Sean.odonnell@swc.ac.uk
Head of Services	Sharon McGrath Sharon.mcgrath@swc.ac.uk
Senior Business Development Officer	Barry McCarron Barry.mccarron@swc.ac.uk
Quality & Performance Manager	Elizabeth Shackels Elizabeth.shackels@swc.ac.uk
Student Engagement and Support Manager	Sharon Pritchard Sharon.pritchard@swc.ac.uk
Centre for Excellence Higher Education Manager	Liam Curran Liam.curran@swc.ac.uk

CAMPUS MAPS

DUNGANNON CAMPUS

COOKSTOWN CAMPUS

ERNE CAMPUS

OMAGH CAMPUS

STUDENT ENGAGEMENT AND SUPPORT SERVICE

Admissions Officers

DUNGANNON CAMPUS	**Caroline McCaffrey**	028 8225 0109 ext 3614
	caroline.mccaffrey@swc.ac.uk	
ERNE CAMPUS	**Carmel Gormley**	028 8225 0109 ext 2237
	carmel.gormley@swc.ac.uk	
OMAGH CAMPUS	**Nicola McCartan**	028 8225 0109 ext 5210
		nicola.mccartan@swc.ac.uk

Admissions:
Services
- Dealing with enquiries
- Providing comprehensive information on all courses
- Processing applications for prospective students
- Enrol students onto their chosen course of study

Forms
- Application Forms
- Enrolment Forms
- Financial Forms including; Student Support Fund/ Hardship Fund, bus passes, free school meals.

HE AND EMPLOYMENT SERVICE

Each Campus has a dedicated HE and Employability Officer, who is available to offer advice and assistance to students wishing to apply for any course/s. The HE and Employability Officer is also the main point of contact for students as they prepare for Higher Education providing them with support and guidance when completing the relevant UCAS or CAO forms.

OTHER 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. The HE and Employment Officers are also the main contact for employment opportunities.

The 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.
For further information, contact:

DUNGANNON CAMPUS	**Claire O'Neill**	028 8225 0109 ext 3691 clare.oneill@swc.ac.uk
ERNE CAMPUS	**Nichola Melanophy**	028 8225 0109 ext 2231 nichola.melanophy@swc.ac.uk
OMAGH CAMPUS	**Teresa Taggart**	028 8225 0109 ext 5225 teresa.taggart@swc.ac.uk

STUDENT ENGAGEMENT AND SUPPORT OFFICERS

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

The Student Engagement and Support Officer offers a source of support on the following issues:
- Learning Support
- Counselling Service
- Care Leavers Support
- Student union/class representatives
- NUS-USI
- Student talks/visits/seminars
- Student attendance/retention
- Student finance
- Pastoral Care

If you wish to make an appointment or for further information, please contact the Student Engagement and Support Officer.

STUDENT UNION

South West College Students' Union exists to represent and provide services for all students. The guiding principle of the Union is that it is run by students for students. The ethos of the Student Union is to operate democratically, with all students having an opportunity to have their say in how the Union is run; elections are held yearly to fill a

number of positions in the Union. Membership of the Student Union is automatic to all full-time students.

STUDENT PARTICIPATION AND 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 Centre for Excellence Higher Education Manager, Liam Curran on 028 8225 0109 ext. 5311.

STUDENT COUNSELLING SERVICE

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!**

A '**INSPIRE**' Counsellor will be in each Campus **BY APPOINTMENT ONLY**. If you would like to make an appointment in confidence, please contact Student Services:

STUDENT ENGAGEMENT AND 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.

INTERNATIONAL STUDENT INFORMATION

Students joining from overseas often require a little extra help in finding their way around. Here at South West College, our aim is to look after the health and well-being of all our students in the widest sense. When you join South West College you will have access to a network of student support services for academic through to personal, from people who are easy to contact and who can give you friendly and expert guidance.

As part of its English Language Support Programme, South West College offers a number of English language courses (ESOL) throughout the academic year. These aim to build up the confidence and skills you need to work successfully in your chosen course of study and contribute to your future professional development.

For further in-depth information, please refer to the UK Visas and Immigration website
https://www.gov.uk/government/organisations/uk-visas-and-immigration

Or visit the UK CISA (The Council for International Education) website:
www.ukcisa.org.uk

LEARNING RESOURCE CENTRES (LRC)

Learning Resource Centres are located in the Dungannon, Enniskillen and Omagh campuses and include both library services and open access IT facilities. The Learning Resource Centres exist to support the information needs of all members of 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, to help users to access information and resources.

To support Higher Education students in their research, all centres provide a range of mentoring services either in 'group sessions' or 'one to one' including the following:

Getting ready for academic study:
- Student inductions – accessing College systems.
- Referencing – how to reference and referencing tools.
- Using Discovery search tool for academic research.
- Understanding plagiarism and copyright.
- Guidance on how to use course specific digital resources.
- Digital Skills for Life and Work.
- Study Skills.

Library Resources
- Books, Journals & Magazines
- E-books
- Databases
- Newspapers
- Reports
- Heritage Online Library Service
- Inter Campus Loans Service

I.T. Facilities:
- Academic library.
- Computer suite equipped with a wide range of software.
- High speed internet access and Wi-Fi.
- Printing, photocopying and scanning.
- Laptop loans for use in the LRC.
- Stationery shop.
- Student ID cards.
- Resetting student passwords.
- Printing credits.
- Group or individual study space.
- PC booking system.

Membership

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.

Borrowing Books

The number of books you can borrow: Higher Education students may borrow up to 6 items at one time however only 3 of these may be from the short term or restricted loan sections. Students are reminded that some hard copy journals cannot be borrowed from the LRC.

Loan Periods

All materials are input onto the College Library Management System (Heritage) and have varying borrowing conditions which are as follows:

   a) **Reference Only** – materials are referenced only in the LRC and must not be removed from the Centre.
   b) **Short Term Loan** – a loan period of **5 working days** at the end of which material must be returned (1 renewal can be made on short term loan material if there is no outstanding reservation).
   c) **Normal Loan** – a loan period of **10 working days** (2 renewals may be made if there is no outstanding reservation).

Reservations

Students may reserve material by request from the LRC staff. Once a reservation has been placed on an item, no renewals will be accepted. If a recall notice is sent, users are expected to return the item immediately whether or not the material is due for return.

Intercampus Borrowing

Students and staff may borrow materials from the other campuses of South West College. You may borrow in person by visiting the campus or by requesting items from LRC staff on your own campus.

Returning Material

Make sure that you return on or before the due back date. Hand your items to a member at the reception desk or drop them into the return box at the Issue Desk.

Renewing Materials

You may renew your materials on or before the due date by asking a member of staff to do this for you in person or over the telephone.

Overdue Loans

Notices will be dispatched as follows:

a) 5 working days* overdue	A notice requesting the return of overdue material. Further borrowing rights will be suspended until all material has been returned.
b) 10 working days	A second notice required the immediate return of outstanding loans. Further borrowing rights will be suspended until all material has been returned.

c) 15 working days overdue	A third notice that a replacement charge will be levied and further sanctions will be imposed.
d) 25 working days later	An invoice covering the replacement cost of material will be issued and access to the College's intranet will be withdrawn.

Working day is defined as any day when classes are delivered

Journals

Journals are published regularly (weekly, monthly, quarterly or annually) and contain the most recent information on a subject. Print journals can't be borrowed but you can photocopy articles from them providing you keep within copyright regulations (no more than one article from a journal issue). If you have a query about a particular journal, ask a member of staff at the LRC reception desk or log onto your LRC Canvas course

Digital Resources

Digital resources include a collection of information (e.g. journal articles, databases, reference to book chapters, newspaper articles, videos, Government documents, standards, patents) which you can search in a number of ways such as keyword, author and title. 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 your LRC Canvas course or ask a member of staff at the LRC reception desk.

eBooks

As a College we are committed to providing the most up-to-date resources for your studies and have invested greatly in eBooks to assist your learning. eBooks are accessed through Canvas and more information on how to use eBooks will be provided at induction.

Soft Seating Areas

Soft seating areas have been included in the LRCs so you can browse journals, newspapers and magazines. We encourage you to use your own device within these areas.

Computer Facilities

All centres include a wide range of high speed internet access computers which students can access during LRC opening hours. Printers, photocopiers and scanners are also provided to assist in student learning.

Canvas

Canvas is the name of the virtual leaning environment (VLE) the College uses to enhance student learning. You will find all LRC and course information required for your course of study here. Canvas can be accessed from College and from home. More information on how to use Canvas will be provided at the LRC induction.

iPads

The College has invested in a range of electronic devices to encourage interactive learning. These can be used in the LRC but cannot be removed from the Centre.

LRC Mentoring Service

We provide a mentoring service to support and up skill students in a variety of emerging software and new technologies. This can be in the form of peer mentoring or using the

support services of the Learning Resource Centre staff. Group sessions or one to one mentoring is available either face to face or online. Some examples of help offered:

- Getting ready for academic study/study skills
- Understanding Copyright/Plagiarism
- Referencing assignments
- Microsoft Office Suite including email and One Drive
- LRC Canvas
- eBooks
- Discovery tool for Research

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. They have also uploaded all materials online in an accessible format so all students can access course materials.

There is also a range of software and hardware available to support students with learning difficulties or accessibility issues. Please ask LRC staff to set this up with the IT Department if required.

LRC Dos & Don'ts

- Please **DO** have your student ID card available and notify LRC staff if it is lost, stolen or damaged.
- Please **DO** switch off or turn mobile phones to silent on entering the LRC.
- Please **DO** respect other users and behave appropriately so as not to disturb other users of the LRC.
- Please **DO** keep your possessions with you and do not leave them unattended at any time.
- Please **DO** abide by the copyright regulations (listed by each photocopier) when copying from books, periodicals and other materials in the Learning Resource Centre.
- Please **DON'T** bring food or drink (other than bottled water) into the LRC.
- Please **DON'T** lock your computer and leave the LRC-computers will be automatically timed out after 5 minutes.
- Please DO ensure you save your work to the College One Drive, SWC cannot be responsible for work saved to memory pens or other drives.

If you have any queries or require assistance you can contact the Learning Resource Coordinator:

DUNGANNON CAMPUS	**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 CAMPUS	**Kerry-Jo Chesters**	028 8225 0109 ext 5213 kerry-jo.chesters@swc.ac.uk

LEARNING RESOURCE CENTRE OPENING HOURS			
Dungannon Campus	Monday – Wednesday Thursday Friday	8.45am – 8.00pm* 9.00am – 5.00pm 9.00am – 3.45pm	028 8225 0109 Ext 3630
Erne Campus	Monday – Thursday Friday	8.45am – 8.00pm* 8.45am – 3.45pm	028 8225 0109 Ext 2216
Omagh Campus	Monday – Thursday Friday	8.30am – 8.00pm* 8.30am – 3.45pm	028 8225 0109 Ext 5213

LATE NIGHT OPENING IS DURING TERM TIME ONLY
*_*LATE NIGHTS CURRENLTY SUSPENDED UNTIL FURTHER NOTICE DUE TO COVID-19._*
*_LRC WILL CLOSE AT 5PM_*

What will digital learning look like for you?
The aim of the Centre for Excellence Digital Learning is to transform the digital learning experience. At SWC, we have practiced digital learning for many years and have developed our delivery into one of the best learning experiences available.

All courses at SWC have some aspect of online or digital learning, and we will make sure you are comfortable and prepared to meet the needs of your course. We do this to set you up to succeed in your future when moving into the world of work. You will develop digital skills for life and work and build your confidence for learning and working in a digital environment.

Robust online learning platforms have been developed to support everyone's capacity to learn online. We do this so that you are safe at SWC – and that whatever is happening in the world, you can continue to learn and succeed.

A range of interactive technologies are used to make online learning easy to access and engaging. SWC uses the online learning platform Canvas to organise and centralise learning materials, so you can easily find the things you need for writing and uploading assignments. Online lectures are delivered live where you can engage with your lecturer and peers. You will get access to platforms such as ClickView, which is a video streaming service for educational content - it's a bit like Netflix for learning.

Digital Mentors are on hand to provide tailored support for students who are accessing digital learning. They provide advice and guidance on using online platforms and offer support via the dedicated Digital Learning Helpdesk.

At your student induction, you will get a lot more information about digital learning and get to meet your Digital Mentors and LRC staff.

STUDENT NETWORKING

For student views, news etc. check out the South West College on the following platforms:

HIGHER EDUCATION ATTENDANCE POLICY SOUTH WEST COLLEGE

1. Purpose

1.1 To highlight and 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.

1.2 South West College has established a key performance indicator for all Higher Education students including Tier 4, of a minimum 90% attendance per academic year.

1.3 Where applicable, students understand that professional bodies or awarding bodies may have different requirements for attendance and that failing to meet these requirements could mean they will fail aspects of their course.

1.4 To highlight and ensure that all higher education students understand that failure to attend a lecture or learning opportunity disadvantages them and negatively impacts on academic success.

1.5 To understand the responsibility of students to attend where group work and collaborative learning is taking place and the negative impact non-attendance makes to other learners.

2. Tier 4 International Students

2.1 Students and tutors need to adhere to the UKVI guidelines (please refer to admissions or the HE Co-ordinator for further information on this). Tier 4 students will receive attendance monitoring information when they register. This includes a compliance declaration which students must sign and a copy must be retained on file. The College (via the Faculty) will monitor the Tier 4 student's attendance twice a week. Monitored sessions should be selected by Faculties where it is feasible to carry out attendance monitoring and where individual students can be identified in person e.g. tutorials, seminars and lab sessions. If the Tier 4 student has a genuine reason why he/she has missed lectures, tutorials, practical classes, etc. they must contact their Course Director immediately. If he/she is absent for medical reasons they need to bring a letter from their doctor explaining your illness. Submission of coursework and attendance at exams must be monitored by Faculties throughout each semester. If a student has not attended for 10 days / 2 weeks (usually missing 4 consecutive contacts) of study this should be flagged up to the Faculty's UKVI Coordinator and then reported to the Compliance team.

3. Outcomes of Effective Attendance Monitoring

- The impact of effective attendance monitoring should result in the following:
- Increase attendance on higher education courses at South West College;

- Increase the number of students who stay on their programme of study;
- Increase success on higher education courses at South West College;
- Increase the number of students who progress onto the next stage or level of study;
- Increase the number of students who succeed at first attempt at assessment;
- Ensure students have ownership of their own learning and achievements.

4. Definition

4.1   Attendance - means being physically present at the lecture or learning opportunity, arriving on time and staying the duration of the session. Attendance can also constitute class participation through a number technological methods such as:

- Virtual learning involves any type of online learning whereby learners complete the course in their own time and at their own pace with no face-to-face element;
- Blended learning is when a portion of the traditional face-to-face instruction is replaced by web-based online learning;
- Online face-to-face learning involves any type of online learning that is completed in real-time, with a tutor, using a virtual classroom tool (e.g. Blackboard Collaborate).

4.2   The monitoring of virtual attendance will be conducted as follows:

- The student will be timetabled on Syllabus Plus;
- Once the course has been set up, the students enrolled and the activity has been timetabled, an e-register will be generated;
- This attendance will be tracked through the VLE/External site by viewing the activity log (Virtual Academy Support Assistant) and this information will be used to mark the e-register;
- The student must complete their virtual element <u>within the timetabled activity</u> to be marked present ("V");
- Tutors/Co-ordinators will be able to view all student weekly attendance on Pathway and can identify any Virtual attendance issues during the tutorial process and seek the support of the Virtual Academy Support Assistant to follow-up non-attendance in line with DfE guidelines.

4.3   Engagement means to be committed to and interacting with learning opportunities behaviourally, emotionally and cognitively.

5. Responsibilities of the College

5.1   The College, via the tutor, will monitor attendance using the College electronic system;

5.2   Tutors will report any issues or concerns regarding attendance to the Head of School and discuss with student either through the tutorial process or through a scheduled meeting;

5.3   Tutors will provide support and guidance to students with issues regarding attendance and engagement; this may include contacting other specialists and support such as counsellors;

5.4   The College will comply with the monitoring and reporting requirements of external organisations such as UKVI, professional, regulatory, statutory bodies, and awarding bodies;

5.5   Data collected regarding attendance will be stored and used in compliance with the Data Protection Act. Please refer to the College's Data Protection Policy for further information.

6. Attendance

6.1   **Meeting 1** - If attendance falls below 90% (please also refer to section 1.2 and section 3), an attendance tutorial will be booked with the tutor to ascertain issues surrounding attendance. Discussions, action plan (if required) and outcome of the tutorial will be formally noted.

6.2   Attendance will be monitored closely with further tutorials booked as needed.

6.3   Tutors may offer support through action plans or signposting other support.

6.4   Tutors may refer to the awarding body procedures where the student is unable to improve attendance due to ill health or personal circumstance; suspension from studies via a leave of absence may be an appropriate option to discuss (please refer to the SWC Extenuating Circumstances Procedure).

6.5   The student must consider the financial consequences of not attending, of the possibility of repeating a unit or a year if not successful and the impact this has on further study. Tutors are advised to consult and direct students to the Extenuating Circumstance Policy for further guidance. Refer to Student Finance NI for further information

6.6   It will be expected that the student will improve attendance after the initial tutorial **(Meeting 1).**

6.7   Meeting 2 - If attendance does not improve following initial attendance tutorial, or targets on action plan have not been met, a meeting will be arranged between the Course Director, tutor and the student to ascertain difficulties with attendance and strategies to improve attendance. Strategies/support and an action plan will be agreed by all parties and monitored within the college tutorial process.

6.8   If attendance does not improve after the **second meeting**, **a verbal warning will be issued**.

6.9   **Continuing attendance issues** - **Meeting 3.** If attendance does not improve immediately after the verbal warning and actions are not met, the relevant Deputy

Head of School will meet with the student, Course Director and tutor to ascertain difficulties with attendance and non-compliance with action plan. The Head of School will also be informed.

6.10 **A written warning will be issued.**

6.11 If the student does not respond to correspondence regarding meetings, the awarding body, if required, will be informed and the student may be withdrawn from the programme on the third attempt of contact *(not applicable to Open University awards)*.

6.12 The College will inform Student Finance NI of any withdrawal.

6.13 **Non-attendance -** If the student continues to have poor attendance, or not meet actions on action plan, the student will be advised to suspend studies.

6.14 The disciplinary procedure may be invoked for poor attendance.

6.15 The student should be advised to consider the financial implications for failing learning outcomes through non-attendance.

7. Monitoring and Review

7.1 The College will establish appropriate information and monitoring systems to assist the effective implementation of this Policy.

7.2 The College will ensure that adequate resources are made available to promote this Policy effectively and is committed to reviewing this Policy on a regular basis, in consultation with the recognised trade unions, statutory organisations such as the Equality Commission for Northern Ireland and in line with models of good practice.

HIGHER EDUCATION ACADEMIC SUPPORT

ABOUT US:

The HE Academic Support Programme will be available to all Higher Education students studying across all campuses of South West College. The programme will be part delivered via face-to-face workshops and virtually via the Digital Mentors. The Learning Resource Centre (LRC) will be made available for groups of students to complete online HE academic support modules through the Digital Mentors.

The availability of the online resources and the HE Academic Mentor will be promoted during the college-wide induction, and by Course Directors while delivering course-specific inductions. In addition, the HE Academic Mentor will email students, inviting them to either attend physical workshops or access the support material available.

HE ACADEMIC MENTOR:

The HE Academic Mentor offers academic support to SWC HE students across all campuses. Workshops can be provided to class groups as requested by a student group (no minimum number required) or by a tutor. Individual academic support is usually sought out by a student and is offered on a one to one basis. Both types of service have proved useful and the panel members have received good feedback from tutors and students who have availed of the service.

WHAT WE OFFER:

To date, various workshops have been offered to and assimilated to class groups. These can be either requested by a student group (no minimum number required) or by their tutor. Individual academic support is usually sought out by a student and is offered on a 1:1 basis. Both types of service have proved useful and the panel members have received good feedback from tutors and students who have availed of the service.

WORKSHOPS THAT WILL TAKE PLACE:

→ Academic writing (reports, assignments, etc.)
→ Harvard referencing
→ Study skills & exam techniques
→ Presentation techniques

SWC HE ACADEMIC MENTOR:

Anne McKay anne.mckay@swc.ac.uk
For further information, please contact your Course Director.

DIGITAL LEARNING

How do I get help and support?

Digital Mentors provide support and assistance to students via step-by-step guides and videos. Should you have an issue that requires additional help, you can contact the Learning Resource Centre at any of our campuses to receive face-to-face help and advice.

Should you have an issue that requires additional help, you can also come along or contact the LRC at any of our campuses to receive face-to-face help and advice.

Any other questions or issues should be reported to your course tutor who can relay this information on to the relevant team.

Opening Hours:

Monday – Thursday	9am - 8pm
Friday	9am - 3.45pm

Any other questions or issues should be reported to your course tutor who can relay this information on to the relevant team.

Useful links

- SWC Website: http://www.swc.ac.uk
- Gateway: https://gateway.swc.ac.uk
- Email: http://outlook.com/student.swc.ac.uk
- Phone: 028 8225 0109

Online materials to support study skills

There are details of the HE academic support available in Study Hub on Canvas VLE. Useful resources are posted online in the HE academic support section of Study Hub. There are also links with The Open University, Queen's University Belfast and Ulster University so students can access their study skills materials.

Digital Learning Mentors

DUNGANNON/COOKSTOWN CAMPUS	**Aisling Kelly**	**Aisling.kelly3@swc.ac.uk**
ERNE CAMPUS / SKILLS CENTRE	**Craig Warrington**	Craig.warrington@swc.ac.uk
OMAGH CAMPUS	**Diarmuid McGuigan**	Diarmuid.mcguigan@swc.ac.uk

SWC INNOVATION CENTRES TO SUPPORT TEACHING & LEARNING IN HIGHER EDUCATION

Over the years, the College has invested significantly in developing Specialised Technology Centres for each of the College's campuses. These centres are used to support teaching, learning and innovation among Higher Education students and industry.

IDEA Centre (Omagh Campus) – A Product development centre to support SMEs in the region. This centre has just recently been opened and has been equipped with an array of product design and development technologies including rapid prototyping, 3D printing, additive manufacturing equipment and high-end CAD packages including Solid Works, Solid Edge and Solid Plastics.

InnoTech Centre (Cookstown Campus) – This R&D centre at the Cookstown campus has provided R&D support for over 250 companies to date. The InnoTech centre has delivered 100+ innovation vouchers and specialises in a range of areas including Design, Engineering, Electronics and Sustainability. The services of the centre include the delivery and management of Industry Knowledge Transfer Programmes entitled KTP and Fusion for companies in both Northern Ireland and the Republic of Ireland. It is the hub for many European R&D projects.

CREST Centre (Skills Centre, Enniskillen) – A centre for renewable energy and sustainable technologies. This centre has just recently received European funding of approximately £3m, and will come onstream over the next 12-18 months. The intention here is to provide R&D and demonstration facilities for companies in the South West region, who are working in the renewable energy and sustainable technology sectors. Laboratory space will be provided and high level skills training for installers and specifiers will also be provided.

REGISTRATION & ENROLMENT / PAYMENT OF FEES / ID CARDS / VLE

REGISTRATION AND ENROLMENT

In most cases all 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 an online application and College enrolment form. 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. Please contact the College Information Office to complete a Student Amendment Form.

CHANGE OF ADDRESS

Students most notify the College Information Office to complete a Student Amendment Form. 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

Payment for Higher Education courses is due at the commencement of the course. 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).

Course Directors and the Student Services staff will provide guidance on the arrangements for payment.

A student will **not** be issued with an ID card until fee payment arrangements are in place nor will they appear on the College register.

STUDENTS WHO DO NOT PAY FEES **WILL** BE ASKED TO LEAVE THEIR PROGRAMME OF STUDY.

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 (LRC's) 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**	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 CAMPUS	**Kerry-Jo Chesters**	028 8225 0109 ext 5213 kerry-jo.chesters@swc.ac.uk

IT FACILITIES

Each student of the College is provided with a login name when they join the College which enables access to the many IT and library facilities within the College. Students are reminded that their login name and password are for their personal 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 South West College 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.

E-MAIL

All students are given an e-mail account when they register. You should ensure that you check for messages regularly as official College communications are increasingly being sent by e-mail. Students' attention is hereby drawn to the Acceptable User Policy which states that you must not initiate or forward chain or junk e-mail/s.

VIRTUAL LEARNING ENVIRONMENT

South West College Virtual Learning Environment (VLE) – Canvas, which allows students to access learning materials, internet resources, multimedia, course news and events. You can submit coursework, view grades and join in discussions with other students.

LOGGING ON TO THE COLLEGE VLE – CANVAS

1. Click on your browser.
2. On the South West College website, click on the **CANVAS** button.
3. Now enter your **USERNAME** and **PASSWORD** allocated to you by your Canvas Administrator and click **LOGIN.** These are both usually your student ID, the password will be uppercase LOGIN.
4. Your Homepage will appear.
5. Click on the appropriate Course Link.
6. The course page will appear.

If you do not have a username or password or have forgotten your password or would like training in the use of the Virtual Learning Environment (VLE), please contact the ILT Support Officer, in the Learning Resource Centre, at each campus.

DUNGANNON CAMPUS	028 8225 0109 ext 3630
ERNE CAMPUS	028 8225 0109 ext 2216
OMAGH CAMPUS	028 8225 0109 ext 5213

SOUTH WEST COLLEGE ACADEMIC CALENDAR 2021/2022

SWC STUDENT CALENDAR SEPTEMBER 2021 - AUGUST 2022

SEP	01-09-2021	Wed	All full-time FE and Traineeship students 1st Yr (including Essential Skills) commence
	06-09-2021 [w/c]	Mon	Entitlement Framework students (Yr 11/12/13/14) commence
	06-09-2021	Mon	All full-time FE and Traineeship students 2nd Yr (including Essential Skills) commence All Work Based Learning students L1, L2 and L3 1st Yr commence
	06-09-2021 [w/c]	Mon	All HE Student Induction
	13-09-2021 [w/c]	Mon	All Work Based Learning students L1, L2 and L3 2nd Yr commence
	13-09-2021 [w/c]	Mon	All HE students commence
	20-09-2021 [w/c]	Mon	All part-time FE students commence (unless otherwise stated)

NOV	25-10-2021 – 29-10-2021	Mon-Fri	Halloween break (5 days) (No full-time or part-time classes)
OCT	24-11-2021	Wed	Parents' Evening for all 2nd Year students

DEC - JAN	08-12-2021	Wed	HE Graduation
	21-12-2021 – 03-01-2022	Tue-Mon	Christmas Break for all students
	04-01-2022	Tue	All full-time and part-time FE and Traineeships and Work Based Learning classes recommence
	20-01-2022	Thu	All HE Spring Semester commences
	25-01-2022	Tue	Open Day Dungannon Campus
	31-01-2022 [w/c]	Mon-Fri	New part-time FE classes commence

APR - MAY	14.04-2022 – 22-04-2022	Thu-Fri	Easter Break for all students
	02-05-2022	Mon	May Bank Holiday – College closed

FEB - MAR	01-02-2022	Tue	Open Day Erne Campus
	08-02-2022	Tue	Open Day Omagh Campus
	09-02-2022	Wed	Parents' Evening for all 1st Yr students and those on a one year programme.
	14-02-2022 - 18-02-2022	Mon-Fri	Mid-term Break for all students
	17-03-2022	Thu	St Patrick's Day Public Holiday – College closed

JUN	02-06-2022 – 03-06-2022	Thu-Fri	Spring Bank Holidays – College closed
	09-06-2022	Thu	UU HE Summer Semester commences
	21-06-2022	Tue	End of Year

| JUL - AUG | 11-07-2022 – 15-07-2022 | Mon-Fri | College closed (including 2 Public Holidays) |
| | 29-08-2022 | Mon | Summer Bank Holiday – College closed |

ULSTER UNIVERSITY ACADEMIC CALENDAR 2021/2022

International Orientation and Welcome Week	Monday 13 September 2021 - Friday 17 September 2021
SEMESTER 1 - AUTUMN	**Monday 20 September 2021 – Friday 21 January 2022**
Christmas vacation	Monday 13 December 2021 – Monday 3 January 2022
Examinations begin	Wednesday 5 January 2022
SEMESTER 2 - SPRING	**Monday 24 January 2022 – Friday 27 May 2022**
Easter vacation	Friday 15 April 2022 – Friday 29 April 2022
Revision week	Tuesday 3 May 2022 – Friday 6 May 2022
Examinations begin	Monday 9 May 2022
SEMESTER 3 - SUMMER	This semester is for students undertaking studies worth 60 credit points such as a postgraduate student undertaking a Master's dissertation module and will run for the entire summer period between semester 2 ending and semester 1 commencing.

ULSTER UNIVERSITY ASSOCIATE STUDENT STATUS

Information for Ulster University Associate Students
1. Registration and Enrolment

South West College is a Partner Institute of the Ulster University which offers a number of awards through collaborative arrangements. It is important that all students, both fulltime and part-time must complete the Ulster University online application process and subsequent online enrolment process. This includes the uploading of qualifications that demonstrate a student has met fully, Ulster University's general entry requirements and level 3 qualifications.

If you are registered for an Ulster University Award at one of the University's Partner Institutions you will become an Associate Student of the University. As an Associate Student of the University you will be able to access a number of University services and facilities.

As an Associate Student you will be issued with a photographic ID card identifying your status as an Associate Student of the Ulster University only upon receipt of a passport size photograph which has been uploaded as part of your online enrolment.

Your Associate ID card, which will include your personal student ID number, will be grouped for each programme and returned to the named contact at the Partner Institution for distribution. In most cases this will be the Examinations Office.

There will be a charge for replacement cards.

2. **Access to Library and Information Resources** Associate Students may:
   → Consult library stock in any of the four Learning Resource Centres which are located on the University's Belfast, Coleraine, Jordanstown and Magee campuses. Opening hours of the Centres are given on the website http://library.ulster.ac.uk/info/hour.php and more general information is available at https://www.ulster.ac.uk/library/services/services-to-specific-users/library-services-for-associate-students

   → Borrow books – 8 from the standard collection for 28 days and a further 4 from either the short loan (four-hour loan) collection or the one-week loan collection. Books may be renewed in-person, by telephone (028 9036 8530 (24hours)), or over the web. Any item on loan which is required by another user should be returned promptly when contacted about it. Fines apply when items are returned late e.g. £1 per hour per book for short loan items and 50p per day per book for standard loans. Borrowers who fail to return books on time and clear outstanding debts i.e. fines, will not progress to receiving their academic award.
   → Requests for use of electronic journals or books should be channelled through the Partner Institution Librarian or local contact who will discuss possible access with the University Library. Access to our electronic material is controlled by legally binding contracts to which we must adhere and each time we receive a request these contracts will be consulted to ascertain whether we can permit access.
   → Library web pages provide much useful information, and you should consult these for the latest information about opening hours and changes to our service provision http://library.ulster.ac.uk/

3. Sports Centre Membership

On production of a valid Associate Student ID card, students are entitled to become members of the Ulster Sports Centres at a concessionary rate.

Concessionary student rates will also apply to the use of the sports facilities (when available).

Membership of the Ulster Students' Sports Union is also available to Associate Students who wish to join a student club or wish to represent the Ulster University in competitive sport.

Membership forms are available at each of the sports centres in Coleraine, Jordanstown or Magee.

Annual membership packages are also available. Please ask at the sports centre reception desk on each campus for further details or consult https://www.ulster.ac.uk/study/undergraduate/associate-students/sports-membership

4. Student Complaints

Associate Students, having exhausted the complaints procedure in their own institution will have a final right of complaint to the University.

Scope of Procedure

The procedure can be used to complain about any aspect of academic or other services provided by the Partner Institution. It cannot be used in cases relating to personal harassment/discrimination, reviews of academic decision or appeals against decisions taken under disciplinary proceedings. Associate students should note that the complaints procedure cannot be used to challenge the academic judgment of the examiners on your performance. A complaint can be made by an individual or a group of students.

Making a Complaint

If you wish to make a complaint you must fill out form ASC1 which is available via the Associate Student webpage: https://www.ulster.ac.uk/study/undergraduate/associate-students/student-complaints

On this form you must outline the exact nature of your complaint, the steps that have been taken to resolve it to date, your reason for continued dissatisfaction and what form of resolution you would like to see. You are also asked to enclose all documentation that you feel is relevant to your complaint with the form.

Complaints Review Panel

Your complaint should be sent to the Ulster University Student Complains Liaison Officer. Upon receipt of this form a Complaints Review Panel will be established and will meet to review the complaint. This meeting will take place within 30 days of the receipt of the complaint. The panel will have the following members:

→ Lay Member of the University Council who will act as Chair
→ Dean/Associate Dean of a Faculty not involved in the complaint

→ A Head of an Administrative Department → The President of Students' Union

The panel will meet in private and will have available to it all the documentation relating to the complaint. The panel will meet with you to discuss the complaint and with any members of staff involved in the complaint. You have the right to be accompanied by any member of the Partner Institution. The decision of the panel will be based on all the evidence available at that time. The conclusions of the panel will be communicated to you within 10 working days. A report containing the conclusions and recommendations will also be sent to the Vice-Chancellor of the University and the Head of the Partner Institution. If the complaint is upheld the Head of the Institution must respond to the Vice Chancellor and the Chair of the Complaints Review Panel outlining the actions that will be taken to resolve the complaint.

For further information regarding the student complaints process you can contact the Student Complaints Liaison Officer at 028 7012 3213 or via studentcomplaints@ulster.ac.uk

5. Responsibilities of Associate Students
As an Associate Student you should note that you have the following responsibilities:
→ Associate Students, while on University premises and using University facilities/equipment, will be subject to the University's Discipline Procedure. → Associate Students will be subject to the University's Computer Acceptable Use Policy.
→ Associate Student will not have their award conferred if there are any monies outstanding to the University including library fines.

QUEEN'S UNIVERSITY BELFAST ACADEMIC CALENDAR 2021/22

SEMESTER 1 & 2	Weeks 1–13	20 September - 17 December 2021
	Christmas Holidays	20 December – 7 January 2022
	Weeks 14-26	10 January – 8 April 2022
	Easter Holidays	11 April – 29 April 2022
	Weeks 27-31	2 May – 3 June 2022
	Summer Holidays	6 June – 9 September 2022

ADDITIONAL DATES	
Graduation (Winter)	8 – 10 December 2021
Formal Assessment period (Undergraduate)	2 – 20 May 2022
Development Weeks (Undergraduate)	23 May – 3 June 2022
Formal Assessment period (Postgraduate Taught)	2/9 May* - 3 June 2022 (*varies by programme)
Graduation (Summer)	30 June – 8 July 2022

INFORMATION FOR ENROLLED STUDENTS TO HIGHER EDUCATION

Important application dates:

7 September 2021	Applicants can pay and send their applications to UCAS, and unis and colleges can start making decisions on applications.
15 October 2021	Applications for Oxford, Cambridge or most courses in medicine, dentistry and veterinary medicine/science should arrive at UCAS by 18:00 (UK time). The reference needs to be completed before the application can be sent to UCAS.
26 January 2022	Applications for the majority of undergraduate courses should arrive at UCAS by 18:00 (UK time) on this day (check course details in our search tool for the correct deadline). The reference needs to be completed before the application can be sent to UCAS.
25 February 2022	Extra starts for eligible applicants.
30 June 2022	If an application is sent to UCAS by 18:00 (UK time) on this day, we'll send it to the chosen universities or colleges. Applications received after this date will automatically be entered into Clearing.

UCAS WEBSITE: **www.ucas.com**

Applications to the Central Applications Office (CAO) for 2021 will commence on 5th November 2021 – please check their website for further details: www.cao.ie.

- Applications for entry to Higher Education in the United Kingdom have to be made through UCAS - ww.ucas.com
- Applications for entry to Higher Education in the Republic of Ireland have to made through CAO - www.cao.ie
- Applications to local Colleges for HND's/Foundation Degrees are usually by direct entry to the College of your choice.
- Detail of the application procedure is available on the UCAS website, www.ucas.com.

Clearing operates during August and September for those applicants:
- Who did not receive an offer earlier in the year who declined all offers made to them.
- Who held conditional offers, but who did not receive the required grades.
- Whose forms were received by UCAS after 30th June.

UNIVERSITY VIRTUAL OPEN DAYS

11 September 2021 (11am – 3pm)   Queen's University Belfast
4 September 2021 (9.45am – 3.15pm)   Ulster University

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 any doubt, please ask your invigilator.

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, writers, or extra time must contact their programme administrator with appropriate evidence at the time of entering 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.

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 organize 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. 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. 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.
→ 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.

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.

EXAMINATION OFFICERS:

DUNGANNON CAMPUS	**Lesley Black**	028 8225 0109 ext 3607 lesley.black@swc.ac.uk
ERNE CAMPUS	**Gail Frazer**	028 8225 0109 ext 2212 gail.frazer@swc.ac.uk
OMAGH CAMPUS	**Liam McCillen**	028 8225 0109 ext 5218 Liam.McCillen2@swc.ac.uk

ESSENTIAL SKILLS

WHAT ARE ESSENTIAL SKILLS?

Essential Skills are the reading, writing, speaking, listening and math's skills needed to work in an everyday setting. Examples of these might be: reading signs, helping children with homework, reading/writing letters, applying for jobs, working with money and budgeting, working out interest rates and percentages, and many more. The Government has recently received figures for NI, and it is thought that 1 in every 4 adults in NI have problems in many of these areas.

WHO ARE THE CLASSES FOR?

The classes are for anyone who wants to improve their skills and get qualifications. We have services for people with visual impairments and portable loop systems for people with hearing difficulties.

Full-time FE students who DO NOT have a GCSE A-C or equivalent in English, Maths and ICT will be expected to attend an essential skills class.

SPECIAL NOTE:

Essential Skills and Higher Education

Students who have not achieved a grade C in English and Maths at GCSE level and who aspire to progress to Higher Education should undertake an essential skill in Numeracy and Communication as an equivalence to gain admission to a level 4/5/6 course at a College or University. It must be noted that Higher Education admissions criteria for College and University courses do vary and in some cases essential skills qualifications may not be accepted. (For example in areas such as Engineering, Computing, and Science).

To this end it is important that if a student wishes to progress to a Higher Education Course they seek the correct advice and guidance from the Course Director and the College's HE and Employment Officers prior to undertaking an essential skills qualification.

If College/University admission tutors declare that essential skills are not accepted then students should undertake the necessary qualification such as GCSEs.

WHAT IS ON OFFER?

Essential Skills also offers help with applying for jobs, CVs, driving theory, reading stories and much more. There are 5 levels in the programme from entry level to level 1 and 2. At each level the learners can obtain a recognised qualification.

WHERE?

The classes can be on site in the College, or tutors can also travel to outreach centres to teach the classes.

HOW?

Classes are normally small, and in a calm and welcoming setting. They are taught by skilled tutors, who make them as much fun as possible. Topics chosen are interesting and relevant to the learners' individual needs and abilities.

For further information, contact the Essential Skills Hotline on 07545 205247 or the Essential Skills Co-ordinator based on each campus:

DUNGANNON CAMPUS	028 8225 0109 ext 3612
ERNE CAMPUS	028 8225 0109 ext 2239
OMAGH CAMPUS	028 8225 0109 ext 5321

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

ESOL courses are available at all College campuses to those individuals wishing to learn and indeed improve their English Language.

For further information contact:

DUNGANNON CAMPUS	028 8225 0109 ext 3648
ERNE CAMPUS	028 8225 0109 ext 2237
OMAGH CAMPUS	028 8225 0109 ext 5210

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

Safeguarding Assistants:

Cookstown Campus   **Joanne Lucas** 07776 996341
joanne.lucas@swc.ac.uk

Dungannon Campus   **Sharon Watters** 07467 339370
sharon.watters@swc.ac.uk

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

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

Omagh Campus   **Michelle O'Flaherty** 07545 205258
michelle.oflaherty@swc.ac.uk

Adult Safeguarding Champion:
Ciaran McManus 07545 205256 ciaran.mcmanus@swc.ac.uk

HELPLINES | ADVICE | COUNSELLING

Action Cancer - Information Service	**(028) 9080 3344**
Aids Helpline	**0800 137 437**
Aisling Centre (Counselling)	**(028) 6632 5811**
National Drugs Helpline	**0800 77 66 00**
Breakthru	**(028) 8775 3228**
Cara-Friend Homosexual Information ▪ **Mens Line** ▪ **Women's Line**	 **(028) 9032 2023** **(028) 9023 8668**
Chinese Welfare Association	**(028) 9028 8277**
Citizens Advice Bureau (Strabane)	**(028) 7138 2665**
Contact Youth Counselling and Information Service	**(028) 9032 0092**
Cruse - Bereavement Care	**(028) 8224 4414**
Disability Action	**(028) 8775 2372**
Eating Disorders	**(028) 9023 5959**
Education Guidance Service for Adults	**(028) 8225 2669**
Family Planning Association	**(028) 9032 5488**
Gingerbread for Lone Parents	**0808 808 8090**
Housing Rights	**(028) 9024 5640**
Law Centre N.I.	**(028) 9023 1614**
Multi-Cultural Resource Centre	**(028) 9024 4639**
Nexus Institute N.I. (Sexual Abuse Counselling)	**(028) 6632 0044**
N.I. Association for Mental Health	**(028) 9032 8474**
N.U.S. / U.S.I	**(028) 9024 4641**
Parents Advice Centre	**(028) 8775 2900**
Rape Crisis Centre	**(028) 9032 9002**
Relate N.I.	**(028) 9037 1502**
Samaritans	**(028) 3833 3555** **(028) 3026 6366** **(028) 8224 4944**
Simon Community (24 hour)	**(028) 9023 2882**
U.S.I.T. Now	**(028) 9032 7111**
Victim Support NI	**(028) 9024 4039**

STUDENT FINANCIAL SUPPORT

The main source of financial help for students comes through Student Finance NI. Application forms can be completed online at www.studentfinanceni.co.uk

Financial support available includes:

- **Tuition Fee Loan**
  To help with the cost of tuition fees (up to a maximum of £4,530).

- **Maintenance Loan**
  To help with living costs (means tested).

- **Maintenance Grant**
  To help with living costs (means tested). The grant is non-repayable of up to £3,475.

- **Special Support Grant**
  Those who are entitled to welfare benefits may be eligible for help with additional course-related costs. Students may receive up to £3,475 depending on household income.

- **Parents' Learning Allowance**
  This allowance is for help with course-related costs for students who have dependent children.

- **Childcare Grant**
  Full-Time students may apply to the relevant Education and Library Board (ELB) for support with prescribed childcare. Students normally receive 85% of their childcare costs in term time and during holidays, up to £148.75 a week for one child and up to £255.00 a week for two or more children. This grant is means tested. Further information and/or advice is available by contacting the relevant Campus Student Engagement Officer.

- **Adult Dependents' Grant**
  This is a grant for full time students who have financial responsibility for other adults (for example husband, wife, partner or another adult family member). How much you get depends on your income plus your dependents' income (for example any benefits your dependents may receive). The maximum grant for the academic year 2021/22 is £2,695.

- **Disabled Students' Allowance**
  To help with extra costs incurred in studying due to a disability or learning difficultly. A range of help is available (through the Disabled Students' Allowance) which is not means tested on household income:
- Specialist equipment allowance of up to £5,266 for the whole course
- Non-medical helpers' allowance of up to £20,938 for full-time students, for part-time students a percentage of the full-time rate to a maximum of £15,703 per year.
- General allowance of up to £1,759 per year for full-time students, for part-time students a percentage of the full-time rate to a maximum of £1,319 per year.

- Extra travel costs as a result of the disability.

- **University/College Bursary and/or Scholarship Institutional Bursaries**
  Universities or colleges provide extra bursaries for students who are in receipt of the full Maintenance Grant or Special Support Grant. Please check with the relevant institution.

SOUTH WEST COLLEGE SCHOLARSHIPS AND BURSARIES

The College has a number of scholarship initiatives which full-time HE students can apply for in the academic year 2021/22. For more information go to www.swc.ac.uk or speak to your Course Tutor. These are as follows:

STRICKLAND SCHOLARSHIP

The Strickland Scholarship is a bursary for engineering students taking a Foundation Degree in Engineering.

This is a prestigious annual competition organised by South West College in Association with Strickland Tracks for Foundation Degree Engineering students which awards 4 bursaries of £2,500 each.

For more information on the Strickland Scholarship or Engineering as a career, go to www.swc.ac.uk or email info@swc.ac.uk.

SSE AIRTRICITY SCHOLARSHIP

Scholarships are available to both undergraduate and postgraduate, part- and full-time students at South West College. For the following programmes:

BSc Hons Degree Level
- BSc Hons Degree in Construction, Engineering and Management
- BSc Hons Degree in Computer Systems
- BSc Hons in Business Administration
- BSc Hons in Social Work

Foundation Degree Level
- Foundation Degree in Construction Engineering with Surveying
- Foundation Degree in Civil and Environmental Engineering
- Foundation Degree in Architectural Technology
- Foundation Degree in Architectural Engineering (Building Services)
- Foundation Degree in Engineering with Specialisms
- Foundation Degree in Computer Engineering

Foundation Degree Level Non-Technical
- Foundation Degree in Business Services
- Foundation Degree in Design with Product & Graphic
- Foundation Degree in Creative Media Production
- Foundation Degree in Early Childhood Studies

Scholarship application forms and FAQs are available online at www.swc.ac.uk.

DALRADIAN SCHOLARSHIP

The Dalradian scholarship is offered to five students every year to the value of £1,000 each. Eligible students must study at South West College and be able to show alignment to programme studies compatible with the following disciplines:

- Geology and associated disciplines
- Civil Engineering
- Environmental Sciences
- Business Administration
- IT and Health and Safety

Application materials are available to download on the [Dalradian website](#) or by telephoning 028 8164 7799 or email pmckenna@dalradian.com

CHIEF EXECUTIVE'S SCHOLARSHIP

As part of the SWC widening access and participating plan, the College offers three fully funded scholarships in the areas of Corporate Law and Finance, Computer Science and Visual Media for the full duration of these programmes. See below information regarding the application process and criteria.

Chief Executive's Scholarship Award Application Form

SouthWest College

About this form:

As part of South West College's commitment to Widening Access and Participation for Partner Schools, we are launching three new fully funded Higher Education Scholarships for the following programmes and College campuses. There will be one scholarship per programme:

1. Foundation Degree in Computing and BSc (Hons) Top Up in Computing (Dungannon Campus). This Scholarship has a total value of £9,595 over 3 years to the successful applicant.
2. Foundation Degree in Creative Media Production and BA (Hons) Top Up in Creative Media Production (Enniskillen Campus). This Scholarship has a total value of £9,595 over 3 years to the successful applicant.
3. BSc in Corporate Law and Finance (Omagh Campus). This Scholarship has a total value of £12,085 over 3 years.

Each Scholarship has a value of between £9,500 and £12,000 depending on the course and covers the successful applicant's full time tuition fees for three years.

Criteria for application:

Applicants must be on target to achieve predicted grades of no less than 3 Bs at A Level (Applicants who attain higher grades will be ranked higher in the application process). Original Evidence of Predicted Grades must be provided.

- Applicants must have a minimum of 5 GCSEs that include English and Maths at grade C.
- Applicants must provide evidence of full time residence in a Quintile 1 or Quintile 2 post code address.
- Applicants, as part of the application process, must also submit a 500-word statement of why they feel they should receive one of the 3 South West College Chief Executive's Scholarship Awards and why they want to study the relevant course and their career ambitions.

Student & Parent Information:

Name of Student:	Date of Birth: / /
Current School:	Current year level:
Parent/Guardian's Name:	
Address:	
Postcode:	
Home phone:	Mobile:
Email:	

Referees – please provide two confidential Referees

Referee 1

Name:	
Address:	
Phone:	Email:

Referee 2

Name:	
Address:	
Phone:	Email:

Declaration

I declare that the information provided below for this enrolment application is true and accurate.

		/ /
Primary Caregiver's Name	Primary Caregiver's Signature	Day Month Year

Page 1 of 2

Application Guidance

Applicants must be on target to achieve predicted grades of no less than 3 Bs at A Level (Applicants who attain higher grades will be ranked higher in the application process). Original Evidence of Predicted Grades must be provided.

- Evidence of 5 GCSEs that include English and Maths at grade C.
- Evidence of A Level qualifications.
- Evidence of full time residence in a Quintile 1 or Quintile 2 post code address.

Applicants, as part of the application process, must also submit a 500-word statement of why they feel they should receive one of the 3 South West College Chief Executive's Scholarship Awards and why they want to study the relevant course and their career ambitions.

This evidence must be submitted, along with completed applications, and returned to Breidge Morrison (breidge.morrison@swc.ac.uk) at the Chief Executive's Office, Omagh Campus by 20th August 2021. Applications received after this date will not be considered.

Successful applicants for each scholarship will be notified in writing by 31st August 2021.

Checklist

☐ Signed Scholarship application form;

☐ Evidence of 5 GCSEs that include English and Maths at grade C;

☐ Evidence of A Level qualifications;

☐ Evidence of full time residence in a Quintile 1 or Quintile 2 post code address;

☐ 500-word statement of why they feel they should receive one of the 3 South West College Chief Executive's Scholarship Awards and why they want to study the relevant course and their career ambitions;

☐ A personal statement outlining reasons why the student wishes to attend the College. Reasons could include:

- Future plans;
- An outline on what attributes the student would bring to the College;
- A description on the attitude and motivation of the student.

☐ Please add any further comments to support this application for example, the student's involvement in extra-curricular or community activities.

In accordance with the College's Widening Access and Participation Plan full-time Higher Education students can avail of the following bursaries subject to meeting a number of criteria:

South West College Bursary Scheme

HND	£260
Foundation Degrees	£260
Bachelor of Honours full-time	£453

The College's bursary scheme will promote and welcome applicants from underrepresented groups and areas of disadvantage. Bursaries are designed to assist students with course related costs such as books, equipment, childcare and travel.

All bursaries will be means tested and in order to be eligible for bursaries students must meet the following criteria:

1. The student residual family household income as verified by the relevant Education Authority must not be greater than £19,203.

2. Students must be a permanent resident in Northern Ireland.

3. Students must be registered on a full time Undergraduate course leading to a First degree, Foundation Degree or Higher National Diploma.

4. The bursary payment will be paid by the end of March 2022.

NB Higher Education students are only entitled to a bursary payment in the current academic year of study.

For further information, students should contact Ciara Chisholm on Ext 5381 or ciara.chisholm@swc.ac.uk.

- **Social Work:** Students may apply for the full student package i.e. tuition fee loan, maintenance loan, relevant grant. They may also apply for a means-tested bursary and a contribution towards expenses related to work based learning from; Office of Social Services, Room C4 22, social Work incentive Scheme, Castle Buildings, Belfast BT4 3SQ – Telephone 028 9052 0517

- **Nursing Bursaries**: Central Services Agency, Bursary Admin Unit (Nursing), Business Services Organisation, 2 Franklin Street, Belfast BT2 8DQ – Tel: 028 9055 3661

- **University Scholarships:** Most universities have some bursary schemes for students which may be attached to specific courses or for specific groups, such as mature students or women. For example, Queen's University has the QWGA Scholarship Scheme which is open to women aged over 25 and on a low income. Details are available from the Academic Affairs office (Tel: 028 9027 3006). Contact the relevant University faculty in the first instance.

Full information and guidance on student funding is available in the Student Finance NI booklet 'A Guide to Financial Support for Higher Education Students' or contact the campus Student Learning and Support Officer.

Non UK EU students should apply for tuition fee loan to:
European Team in Darlington: Telephone: 0141 243 3570 or email: **EU_Team@slc.co.uk**

HARDSHIP FUNDS

The Hardship Fund is a discretionary grant from the Department for the Economy administered by the College for the purpose of providing assistance for students with particular need.

Students eligible to apply to the Hardship Fund are those aged **over 18** (by the application date) and who are following a full-time course or a **part-time** externally accredited vocational course.

Hardship Funds are available to help students in severe financial hardship who have already applied for their full financial support. There is no automatic entitlement to these funds and they are based on individual circumstances. A hardship fund payment is normally non-repayable.

Applications will only be considered if supported by **relevant, original and detailed documentary evidence**.

Hardship application forms may be submitted through the student app. Completed forms should be emailed to the Student Engagement Officer, Learning and Support at your campus.

FINANCE FOR PART-TIME STUDY
TUITION FEE LOAN
You could get a Tuition Fee Loan to help pay for your tuition fees. The Tuition Fee Loan available will be reduced by any amount of the Tuition Fee Grant that you get. The Tuition Fee Loan available is:
- up to £3,397.50

If the tuition fee charged by your university or college is more than the Tuition Fee Loan available, then you'll have to fund the difference yourself (this may be the case if you choose to study in England, Scotland or Wales or certain courses at private higher education colleges). You must be studying an average course intensity of at least 25% to get a Tuition Fee Loan. The Tuition Fee Loan is paid directly to your university or college. The Tuition Fee Loan must be paid back. You'll also be charged interest on your Tuition Fee Loan from the first day the money is paid to your university or college until the loan is repaid in full or cancelled.

TUITION FEE GRANT AND COURSE GRANT

To help with the costs of your study you can apply for a Tuition Fee Grant and Course Grant. The amount of Tuition Fee Grant and Course Grant available to you depend on your course intensity and household income.

COURSE INTENSITY

Course intensity is how long it takes to complete your part-time course compared to the equivalent full-time course. You should check your course intensity with your university or college each year. The following table sets out the maximum Tuition Fee Grant and Course Grant you may get based on course intensity.

Course intensity	Maximum Tuition Fee Grant	Maximum Course Grant
50% - 59% of the equivalent full-time course	Up to £820 or the fee charged by your university or college, whichever is lower	Up to £265
60% - 74% of the equivalent full-time course	Up to £985 or the fee charged by your university or college, whichever is lower	Up to £265
75% or more of the equivalent full-time course	Up to £1,230 or the fee charged by your university or college, whichever is lower	Up to £265

HOUSEHOLD INCOME

Household income is made up of your income and your partner's income, if applicable. As your household income increases the Tuition Fee Grant amount available will be reduced first, then the Course Grant.

Household income	Tuition Fee Grant	Course Grant
£16,842 or below	Maximum based on course intensity	£265
£16,843 - £25,420	Reducing as income increases	£265
£25,421 - £26,029	£0	£265
£26,030 - £28,067	£0	Reducing as income increases
£28,068 or over	£0	£0

These figures are based on a single student with no children. When each of the following applies, these figures will increase by:

- £2000, when a partner is counted;
- £2000, where a child dependent is included; and

- £1000, for each additional child dependent.

For example, if you have two dependent children then the thresholds would increase by £3000. Therefore the maximum Tuition Fee Grant and Course Grant would be payable if you earned £19,842 or under.

You must be studying an overall average course intensity of at least 50% to get a Tuition Fee Grant and Course Grant.
The Tuition Fee Grant is paid directly to your university or college and the Course Grant is paid directly to you as a lump sum. You don't have to pay these grants back.

GRANTS FOR DISABLED STUDENTS (PART-TIME)

Students with a specific learning difficulty (dyslexia) will normally be supported through the Disabled Students' Allowance. The level of support will be based on a needs assessment. Please contact the Student Engagement Officer, at your campus, for further information and guidance on the application process.

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

Non-home EU students are **not** supported through DSA and are advised to contact the student officer for information and guidance on a separate application process. For example, students from the ROI make application to the HEA in Dublin.

OTHER SOURCES OF FUNDING

SOCIAL SECURITY BENEFITS

The rules about studying are different for each benefit. Fee and course grants should not affect the amount of means tested benefits. Other payments, for example from the Hardship Fund, may affect the amount.

As a part-time student, you can usually still claim benefits that depend on your household income (means-tested) benefits, such as Jobseeker's Allowance and Housing Benefit if you're unemployed.

Please remember the information given here is general. If you think you might be eligible for benefit please contact your local Jobs and Benefits office, Social Security Office, Housing Executive of your campus Student Support Officer.

USEFUL CONTACT NUMBERS

Student Awards section at your local Education Authority:

Belfast ELB   Tel: 028 9056 4000

North Eastern ELB   Tel: 028 2565 5025

Southern Eastern ELB Tel: 028 9056 6200

Southern ELB   Tel: 028 3751 2432

Western ELB   Tel: 028 8241 1411

Entering Higher Education can be a daunting prospect. If you are concerned about financial matters before entering your chosen University/College or are having difficulties during the course (for example if your fee or course grant is late), contact your Student Support Officer.

Or

Queen's University
Connie Craig, Student Financial Adviser   Tel: 028 9097 1049

University of Ulster
Frank Dunleavy, Student Financial Adviser   Tel: 028 9036 6056

University of Ulster Coleraine
Linda Martin, Student Funding Adviser   Tel: 028 7012 4136

University of Ulster Magee
Paul Cassidy, Executive Assistant Student Services Tel: 028 7167 5233

For SWC Open University validated courses contact Ciara Chisholm Tel: 028 8225 0109 ext 5381.

Non UK EU students should apply for tuition fee loan to:
European Team in Darlington: Telephone: 0141 243 3570 (9am to 5.30pm) or email: **EU_Team@slc.co.uk**.

This is not an exhaustive list and students enrolled on certain higher education courses may be eligible for additional financial support. Contact Student Services or the University/College direct for further information.

GENERAL ACADEMIC COURSE INFORMATION FOR HIGHER EDUCATION STUDENTS

Although certain aspects of each course offered will be specific to that particular course, there are certain features that are common to all courses. You should familiarise yourself with the Course Student Handbook issued by the Course Director for further details on all the issues listed.

TEACHING AND LEARNING APPROACH

The aims of the course and of the syllabus for each individual module will be achieved in a variety of ways through the application of a range of teaching and learning methods. The methods have been chosen to allow for flexibility in differed disciplines within the course and to suit the needs and interest of you, as students, and your tutors. Whilst a number of approaches to teaching and learning have been identified, it is anticipated that a mixture of approaches will be used for each module.

The teaching, learning and assessment approach has been developed specifically to support the initiative and aims of the Enterprise in Higher Education Project within the Higher Education Project within the Campus. That project seeks to create course frameworks whereby each student will be given the opportunity to develop enterprise competencies as an integral part of his/her academic programme. The teaching and learning approach for each course will seek to ensure that you acquire the key competencies which have been identified by the EHE project and are given the opportunity to apply these competencies in a range of ways. The assessment procedures will be such that you will be able to achieve their full potential.

The principal teaching and learning methods are as follows:

LECTURES

Generally lectures will provide a means for communication between lecturer and students and will be used mainly for the exposition of concepts and techniques and the synthesis of material relating to the disciplines. The lectures will be planned to stimulate and guide further reading.

SEMINARS/TUTORIALS

Seminars will consist of groups of students (normally 5-8) and staff. The emphasis will be on student initiation and participation. Seminars will be used for the following purposes:

1. To encourage you to read widely and develop an understanding of this reading;

2. To develop a full range of skills including communication, leadership, teamwork negotiation and persuasion, presentation, problem analysis and solving, decision making and self-awareness;

3. To encourage you to play an active part in learning;

4. To promote understanding of the integration of disciplines;

5. To provide opportunities for you to present your concerns to your peers and tutors for clarification.

GROUP DISCUSSIONS/DEBATES/CASE STUDIES

These will provide a practical method whereby certain theoretical perspectives can be applied, tested and evaluated. Their main purposes are as follows:

1. To allow you to develop powers of analysis and evaluation in defining problems, formulating solutions, implementing those solutions and assessing their impact;
2. To promote the extension of knowledge and understanding of topic areas;
3. To enable you to apply theoretical concepts and principles to practical solutions;
4. To enable you to develop skills in debate about issues;
5. To facilitate the self-learning situation;
6. To enable you to participate in team work situation and develop their ability to communicate, negotiate and lead.

DIRECTED READING

Lectures are not designed to spoon-feed facts nor are seminars an opportunity to repeat lectures. Rather, as you are reading for your qualification, you are required to read widely in the topics covered in the modules. Such activity allows you to acquire knowledge whilst at the same time developing skills in information gathering and time management.

VISITING SPEAKERS

Guest speakers, both from Industry and the academic community, will be invited to give lectures to students on particular topics relevant to the subject. This type of teaching and learning provides students with real life examples form expert industrial practitioners and helps learners to apply theoretical concepts and models.

ASSESSMENT

All Higher Education courses within the South West College, 'assessment' describes any processes that appraise an individual's knowledge, understanding, abilities or skills. There are many different forms of assessment that a student may encounter, serving a variety of purposes. These include:

- promoting student learning by providing the student with feedback, normally to help improve his/her performance;
- evaluating student knowledge, understanding, abilities or skills;
- Providing a mark or grade that enables a student's performance to be established. The mark or grade may also be used to make progress decisions;
- enabling the public (including employers), and higher education providers, to know that an individual has attained an appropriate level of achievement that reflects the academic standards set by the awarding institution and agreed UK norms, including the frameworks for Higher Education qualifications. This may include demonstrating fitness to practise or meeting other professional requirements.

The way in which students are assessed fundamentally affects their learning. Good assessment practice is designed to ensure that, in order to pass the module or programme, students have to demonstrate they have achieved the intended learning outcomes.

To test a wide range of intended learning outcomes, diversity of assessment practice between and within different subjects is to be expected and welcomed, requiring and

enabling students to demonstrate their capabilities and achievements within each module or programme.

ASSESSMENT OF STUDENTS

Students need to be aware of the purpose and implications of different assessment tasks, and in particular the opportunities provided for them to show the extent to which they have achieved the intended learning outcomes of a module. It is important that students know whether the outcomes of each assessment are to be used for formative and/or summative purposes.

Assessment is usually construed as being diagnostic, formative or summative. An assessment process can, and often does, involve more than one of these assessment purposes. For example, an assessment component submitted during a module may provide formative feedback designed to help students improve their performance in subsequent assessments. An end-of module or end-of-programme examination or other assessment normally results in a summative judgment being made about the level the student has attained, but any feedback on it may also have an intended formative purpose that can help students in assessment later in their programme, or on another programme.

FORMS OF ASSESSMENT

Performance in all modules will be assessed. Two modes of assessment will be used, coursework and examinations. Candidates will be assessed in each module by course work and written examination or by course work only.

Course work may be based on any of the following; class tests, written or computer assignments, oral presentations, individual or group projects, reports, seminar papers, debates or other simulation exercises.

Examples of assessment that support student learning include:
- Designing a 'feedback loop' into assessment tasks so that students can apply formative feedback (from staff or peers) to improve their performance in the next assessment;
- Setting assessment tasks such as extended assignments that involve students researching a topic and producing work based on their research. This can be supported by other student activities such as class tests, the presentation of seminar papers, and group discussion and debate;
- Individual or group presentations;
- The use of peer assessed activities during formal teaching sessions where students, either in pairs or groups, comment constructively on one another's work. This technique enable students to understand assessment criteria and deepens their learning in several ways, including:
  a) learning from the way others have approached an assessment task (structure, content, analysis) and
  b) learning through assessing someone else's work, which encourages them to evaluate and benchmark their own performance and to improve it.

Peer assessed activities can be used in a variety of learning situations, including practical work and in large or small classes

- The use of self-reflective accounts, or other types of student self-assessment;
- Involving, for example, employers, patients or clients in providing part of the feedback to students on their performance;
- Enabling students to experience a range of assessment methods that take account of individual learning needs and, where appropriate, encouraging them to reflect on and synthesise learning from different parts of their programme. In some circumstances, synoptic assessment may help to support these aims;
- Where oral examinations take place, ensuring that opportunities are available for a student to practise and receive constructive feedback, and that the practise and feedback are timed to enable students to refine their work and, if necessary, to further develop the personal skills needed to present their arguments effectively.

ATTENDANCE

It is a Campus requirement that you attend lectures and seminars. Extended absences of 3 days or more must be explained to the Course Director and documentary evidence of the reason (e.g. doctor's line) must be produced at his/her request. Student attendance is constantly monitored both internally and by relevant external agencies via electronic registration and unexplained absences of more than 3 days may mean that student loans are affected or students may even be withdrawn from a course.

You should refer to your student handbook for attendance requirements for your programme. All students are encouraged to constantly stay in touch with Course Directors, personal tutors and teaching staff regarding their attendance.

COURSEWORK

a) Coursework must be submitted by dates specified by the Tutor/Course Committee according to the calendar. Students must keep a copy of all work submitted and be prepared to produce the copy within 24 hours in the event of disputed submissions.

b) Students may seek prior consent from the Tutor/Course Committee to submit coursework after the official deadline. Requests for late submission of coursework should be made **in advance** to the Tutor/Course Director. Such requests must be accompanied in the case of illness by a medical certificate.

c) Coursework submitted without consent after the deadline will not normally be accepted. It will have to be resubmitted and the mark awarded will ordinarily not be a mark greater than the minimum pass mark. If there are mitigating circumstances, which the student would like to be considered, the late coursework will have to be accompanied with a letter of explanation. For further details, refer to your student handbook.

d) Additional fees will be imposed for marking repeat work in certain situations. For all University of Ulster courses, a resit fees of £40 is charged for each piece of work which is failed without extenuating circumstances. On all other courses, a late submission fee of £20 is charged for work submitted after the deadline for submission but before the final course committee meeting without extenuating circumstances. For further details on this issue, you should refer to your student handbook.

e) If a student considers they have good reason for not being able to submit their work on time and is unable to contact the lecturer before the submission date, they must provide evidence (e.g. authorised medical certificate or other valid documentation) together with a covering letter explaining the circumstances why the lecturer could not be initially contacted by the student or reasons for no submission of work.

THE ROLE OF EXTERNAL EXAMINERS

External Examiners/Moderators from the Awarding Bodies will visit the College at various points in the academic year to assess the quality of the provision and review the standard of student's work.   At course induction each Tutor will inform students of the roles and responsibilities undertaken by the External Examiner for each Higher Education programme. Throughout the year the Course Tutor will share with the student body the External Examiner's comments/reports. Students should have the opportunity to meet with the External Examiner within the duration of the programme.

STUDENT ENGAGEMENT AND INVOLVEMENT IN QUALITY ASSURANCE

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.

GENERAL ADMINISTRATION

Day-to-day administration of each course is the responsibility of the Course Director. Student problems are mainly dealt with in the first instance by the Personal Tutor. All major decisions in the running of the course are taken at Course Committee meetings. The membership of the committee is composed of the Course Director, the Personal Tutor, the Head of Department and Module Lecturers.

THE SUBMISSION OF COURSEWORK AND FRONT COVER SHEETS

All course work must be submitted on or before the hand in date indicated by the lecturer. Two copies should be submitted one in hard copy form and the other electronically. **Students should be aware that the College has plagiarism detecting software to identify where students have committed academic related offences.** All assignment

work submitted must have a completed cover sheet attached outlining full personal, course, modules and assignment details. This form also includes agreed completion dates and actual submission dates. Every student is solely responsible for handing in completed assignments by the dates specified. The following times and areas are designated for the submission of assignments:

TIME	LOCATION
8.30am - 9.00pm (term-time)	Reception
9.00am - 4.00pm (outside term-time)	Reception

All students will be issued with a receipt and you are requested to retain your receipt as evidence of submission.

RETURN OF WORK

All work submitted to Module Tutors should be returned to students with a grade/mark and appropriate comments within a reasonable time frame (within 2/3 weeks). You should clarify this turn-around time for your course with your Course Director and Module Tutor at induction.

LATE SUBMISSION

Students who fail to submit assignment work or who fail to attend for examinations must notify both the Tutor for that module and the Course Director by the date on which the work/exam was to be completed. This notification should be in writing. Penalties for late submissions should be discussed with your Course Director at induction via the student handbook.

RE-SUBMISSIONS

In the event of non-submissions students will be sent a letter by Module Tutors outlining re-submission dates and penalty. Failure to meet the re-submission date for this work will normally result in failure in that module though extenuating circumstances will be considered.

RE-SUBMISSION FEES

Additional fees will be imposed for marking repeat work in certain situations. For all University of Ulster and Queens University Belfast courses, a resit fee of £40 is charged for each piece of work which is failed without extenuating circumstances. On all other courses, a late submission fee of £20 is charged for work submitted after the deadline for submission but before the final course committee meeting without extenuating circumstances. For further details on this issue, you should refer to the regulations in your student handbook.

REGISTRATIONS

Students are responsible for payment of tuition fees, awarding body registration fees and in some cases university validation fee. You should find out at induction with your Course Director when these payments fall due and the mechanism for payment of such fees. You will be liable to a late registration fee in the event of non-payment of fees by the appointed

date or unexplained late submission of work. You cannot graduate from your course if any fees remain unpaid. If you are experiencing financial difficulties in relation to your course, you may get assistance through the Campus Support Fund (see page 20).

TIMETABLE

You will receive at induction with your Course Director a timetable for the first semester and second semester. Your timetable will indicate the subject being taught, the lecturer, the room number, start and finishing times.

EXAM BOARDS

The official College and Awarding Body Exam Board for all Higher Education Courses will meet in mid-June to determine the results obtained by students and make recommendations with respect to final awards, progression, repeats or failures for each candidate. All student results are provisional until they are approved by a formal awarding body examination board or reviewed by the external moderator.

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.

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.

HIGHER EDUCATION GRADUATION

All students who successfully complete their course of study by the middle of June and whose qualification is recognised by the relevant Awarding Body/College Exam Board will be invited to attend the Awarding Body and College Higher Education Graduation ceremony. Any student who has not completed their course of study by the time of the Exam Board in June can in certain circumstances complete their course of study before the Exam Resit Board in the following September. However, these students may not qualify for the College Graduation ceremony until September of the following year but may participate in the winter graduation held by the regional Universities.

- Have I acknowledged all my sources of ideas and information, by references in the text and in the Bibliography?

- Does the assignment move smoothly and logically from one part or section to the next and from one paragraph to another?

- Have I made a convincing case, which I could support in a discussion?

- Once you are satisfied on these counts, it is essential to take a copy of your assignment. If the original goes astray - and it sometimes happens - all your work will not have been for nothing.

- Do use the feedback provided by your lecturer as a learning stage. She/he might suggest new ideas, differing opinions, other examples, improvements of one sort or another. These are worth considering, especially while the assignment is still fresh in your mind.

- Finally, talk to your fellow students. Exchange ideas with them, discuss work together. You may see how differently other people have tackled the same subject: you may learn something about topics which you did not tackle. The feedback and information you receive from your papers may even be as valuable as that from your lecturers.

ASSESSMENT

The College operates an Assessment Policy which:

a) aims to provide fair and informed assessment for its students;

b) complies with the assessment regulations of accredited awarding bodies;

c) provides an assessment schedule for the course within six weeks of commencement specifying hand out and hand in dates;

d) includes a procedure for appeals against assessment.

Assessment may be formative and/or summative. Formative is designed to support and guide students in their learning, using inclusive methods, whilst summative is designed to enable students to demonstrate fulfilment of the objectives of the course of study and achievement of the required standard. The policy relates to both types of assessment but especially to summative due to its role in certification. Course teams are encouraged to integrate formative assessment within their programmes. Assessment strategies are designed to fulfil requirements of the curriculum as specified by the relevant Awarding Body.

Support is offered to students as appropriate, to enable them to reach the required standard, providing equality of access to opportunity for assessment

Special arrangements for assessment, e.g. environmental, extra time for students with learning difficulties and disabilities etc., may be made in accordance with the awarding body procedures, where these have been notified in advance to the Examinations section. Extra support to overseas students may be provided in line with awarding body regulations. Please see Appendix 3 for the College Assessment Policy.

ACCREDITATION OF PRIOR LEARNING (APL)

Within APL there are two main categories:

a) APCL – the Accreditation of Prior Certificated Learning, that is, learning for which certification has been awarded by an educational institution or another education/training provider;
b) APEL – the Accreditation of Prior Experiential Learning, that is, uncertificated learning gained from experience.

Accreditation of Prior Learning (APL) is the generic term used for awarding credit on the basis of demonstrated learning that has occurred at some time in the past. The process acknowledges that adults can learn not only by attending courses but also through paid or unpaid work, and their own self-directed learning.

The South West College recognises the need for an Accreditation of Prior Learning (APL) Policy as part of its mission to widen access and participation. The use of APL will vary according to the needs of the course and student group. The overall aim of the Policy is to provide a framework within which APL will be implemented flexibly and fairly. Please refer to Appendix 1 of the College APL Policy.

PLAGIARISM

When writing papers you must not plagiarise.

DEFINITION

Plagiarism is passing off the ideas or words of someone else as though they were your own. It applies equally to the work of other students as to published sources. It takes many forms with widely different levels of culpability. It covers a long continuum lying between legitimate co-operate amongst colleagues at one end to downright cheating and theft of intellectual property at the other. **Students should be aware that the College has a plagiarism detecting software package.** Please refer to the College's Plagiarism Policy.

HOW TO AVOID PLAGIARISM

All work is marked on the assumption that it is the work of the student: the words, diagrams, computer programmes, ideas and arguments should be their own. However, much coursework, and project work, will be based on what students have read and heard and it is important that they show where, and how, their work is indebted to their sources. Students are therefore advised as follows:

COPYING

Never copy anything without explicit acknowledgement as described below 'quoting'. This includes copying the work of other students.

QUOTING

Quoting directly from a book or paper is entirely provided that it is referenced properly:

- Quotations should be in inverted commas
- Sources should be given in a format which would enable another person to look it up easily, for example by:
    - a) *numbered footnotes; or*
    - b) *quick reference (e.g. Smith, 1986, p89) with a more detailed source in the bibliography at the end.*

Whatever system is followed, students should list sources used in a bibliography or reference section at the end of each piece of work.

PARAPHRASING

Paraphrasing means putting someone else's ideas into your own words. Paraphrasing is entirely acceptable provided that it is acknowledged.

A rule of thumb for acceptable paraphrasing is that an acknowledgement be made in every paragraph. There are many ways in which such acknowledgements can be made (e.g. "Smith goes on to argue …" or "Smith provides further proof that …."). As with quotation, full details of the source used must be given at some point in the work.

GENERAL INDEBTEDNESS

This can be the trickiest area - when in doubt students should err on the side of caution. If the whole way in which students think about an issue is basically drawn from one source then the source should be mentioned. If the ordering of evidence and argument on the organization of material reflects one particular source, then this should be stated.

PENALTIES FOR PLAGIARISM

Plagiarism is a very serious offence against scholarship. It is appropriate that the punishment should reflect the seriousness of the offence. In cases of established plagiarism in coursework a zero mark may be awarded. In cases of suspected plagiarism a student may be asked to resubmit coursework at the discretion of the Course Director. It may be necessary for the resubmission to be on a different topic or comprise different questions from the original coursework.

Substantial plagiarism in a dissertation can result in a mark of zero.

COPYING OTHER STUDENTS' WORK AND ALLOWING WORK TO BE COPIED

Please note that copying the work of another student is no different from plagiarising published sources. Students who plagiarise work and students who knowingly allow their work to be plagiarised will be subject to the appropriate penalties.

Where, after proper investigation, a deliberate attempt to deceive is established, the students may be expelled from the Campus.

REFERENCES AND BIBLIOGRAPHIES

Students are expected to acknowledge books and journal articles used in the preparation of assignments and project work by including a list of references and a bibliography with each one. It is therefore essential to record full bibliographical details of texts consulted while studying. These details (author, title, publisher, place and date of publication, journal reference etc.) can be noted conveniently on cards or slips, arranged in alphabetical order. It is also useful to note the source of the reference - whether it was found in the library catalogue, periodical index, a published bibliography or a book. This record then enables any item to be traced quickly if it is needed again at a later date.

In the presentation of a written work a **reference** is necessary to acknowledge a piece of writing by another author which has been referred to or quoted directly. A **bibliography** is a list of literature on a given subject, which, in the case of an essay or report, means a list of books, and journal articles which were read and found relevant to it. There is no need to put an item in the bibliography if it has already been quoted in the references.

There are several systems in use for citing work by other writers and organising the publication details in a standard format. A modified version of the Harvard system is commonly used and is recommended as follows:

BIBLIOGRAPHY

At the conclusion of your assignment or report, you should always include a bibliography section which lists all the books, magazine articles, internet information and any other source material which you have used for information in your piece of work.

These works are listed by author's surnames, where possible, and include the following details:

Bennett, Roger   Employee Relations (3rd Edition)
                          Pitman Publishing 2004

Corrigan, Kieran   Class notes, Organisation and Behaviour May 2001

 Labour Relations Agency www.lra.org.uk   Visited 20 March 2006.

Mullins, Laurie   Management and Organizational Behaviour (8th ed.)
                          Pitman Publishing 2006

Naylor, John   Management
         Financial Times Publishing 2002

Tierney, Susan   'HRM within the modern day organization'
        Belfast Telegraph 15 February 2007.

If you quote directly from a book or writer, you should highlight the quote in your piece of work and include the details in a reference page which is set out exactly the same as the bibliography.

If you include both a reference and a bibliography for your assignment, the reference page comes first.

GENERAL UNIVERSITY COURSE APPEALS PROCEDURES

EXTENUATING CIRCUMSTANCES AND ACADEMIC APPEALS PROCEDURES:

GUIDANCE FOR PARTNER INSTITUTIONS AND COLLABORATIVE PROVISION.

Definitions:

The Ulster University and Queens University Belfast generally operate two linked procedures (Extenuating Circumstances and Academic Appeals) to deal with the assessment of students who are unable to attend, submit coursework or sit examinations. The procedures also deal with circumstances in which the student feels their performance was adversely affected by events beyond their control. The key principles of the procedures include the following:

- Challenges to academic judgment are not permitted under either procedure.
- Examiners will not allocate additional marks to compensate for extenuating circumstances. The student must undertake further assessment in the module(s) concerned.
- An Appeals Panel cannot make academic judgments. If an appeal is upheld the student will be permitted to complete, take, or repeat the assessment.
- An appeal will not be allowed on the grounds of complaint about the delivery or management of a course. Students should raise any concerns or complaints about any aspect of programme delivery or supervision as soon as they arise.

Students should note that where academic appeals arise involving other awarding bodies such as The Open University and PEARSON the College will apply its own internal policies and procedures relating to academic appeals and extenuating circumstances. Please see the College's Academic Assessment Appeals Procedure.

EXTENUATING CIRCUMSTANCES

Extenuating circumstances are circumstances beyond the control of the student which either prevented attendance at an examination, or submission of course work by the due date. It may also be the case that a student attended an examination or submitted coursework but their performance was adversely affected by extenuating circumstances. Although often medical in nature, anything which is unforeseeable or unpreventable may be considered an extenuating circumstance (for example, a family bereavement).

The following is an extract from the University's Regulations governing student assessment in coursework and examinations:

(a) Save in exceptional circumstances:

   (i)   Written medical evidence, or evidence of compassionate circumstances, relevant to the performance of a candidate in an examination must be presented to the Course/Subject Director not later than five working days following the examination;

   (ii) Written medical evidence, or evidence of compassionate circumstances, relevant to the performance of a candidate in coursework must be presented to the Course/Subject Director by the date on which the work was due to be submitted.

(b) The term 'exceptional circumstances' will be given a restrictive interpretation.

(c) Evidence of ill-health must be authenticated by the candidate's medical advisor.   Medical certificates should be forwarded directly to the Course/Subject Director. Self-certification will not be accepted.

It should be noted that the presentation of extenuating circumstances is the student's responsibility and is their main safeguard against what might otherwise be unfair assessment. Claims for extenuating circumstances should be made at the time the circumstances occurred and submitted no later than the deadlines stipulated above.

Evidence of extenuating circumstances shall be considered by the relevant board of examiners or, in respect of semester one performance, by the course committee.

Students should note that a successful outcome of such a plea will always involve further assessment in the module(s) concerned; the examiners will not allocate additional marks to compensate for the extenuating circumstances.

In relation to the submission of coursework, a student may have made a request to the course director for an extension to the deadline for submission of coursework in the light of extenuating circumstances. If an extension has been granted, the board or course committee should take this into account in considering further evidence.

If the board or course committee considers that the extenuating circumstances have had an adverse effect on the student's performance, the board/committee will allow him/her to take the assessment again, normally as for the first time ("first sit") with no restriction on the maximum mark which may be obtained. Where the student is already taking the assessment again (repeat candidate), the student is allowed a further attempt with the normal restriction that the maximum mark obtainable is the pass mark. If the Board considers that the circumstances did not affect the candidate's performance, a progress decision, including as appropriate the consequence of failure, is made in accordance with regulations. Please see the College's Submission of Coursework Policy and Extenuating Circumstances policy.

Students may obtain the appropriate Extenuating Circumstances Form from the College Campus Examination Office

DISCIPLINARY PROCEDURES

1. INTRODUCTION

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.

2. CODE OF CONDUCT

South West College wans its students to enjoy their time at College and to be the best that they can be. To help students do this, the College has a Code of Conduct, which all students are expected to adhere to:

Be Secure: a safe environment is a stimulating environment
- Wear your lanyard and ID badge whenever you are in College
- Report any concerns about your safety, or the safety of a friend, to the College's safeguarding team or any other member of staff
- Follow all health, safety and fire instructions especially in workshops, kitchens or when moving around the building
- Be safe online

Be Willing: a willing student is a winning student
- Be prepared – make sure you have everything you need to study
- Be on time
- Be ready to take part

Be Considerate: a considerate student will receive consideration
- Be courteous to other students, staff and visitors
- Treat everyone as you would like to be treated
- Be considerate of those students who face challenges that you don't have
- Respect your learning environment

Be SWC

2.1 Disciplinary Sanctions

Where students present with behaviour which is not of a standard expected by SWC, then the College has a number of approaches to help bring students into line with expected conduct. These include engagement with Course Directors and Academic Mentors, through the College tutorial process and recorded in the student's individual learning plan.

In the rare event that a student's conduct warrants it, the College has a Disciplinary process. This is in line with a typical policy that any organisation would have and will help to prepare students for the same kinds of expectations that will pertain when they progress from the College to employment or Higher Education. This Disciplinary policy is intended both as a learning and developmental tool, to clearly mark when behaviour is

not in line with the College expectation and to encourage behavioural change; and as a means of protecting the College environment and atmosphere in the event that any behaviour is having a detrimental effect on these.

Examples of breaches of the Student Code of Conduct and appropriate disciplinary sanctions are provided in Appendix B: Guidance on Disciplinary Sanctions of the policy.

3. ENCOURAGING POSITIVE STUDENT BEHAVIOUR

The College will establish a two-tier approach to encouraging positive student behaviour:
- Tier 1 The Informal Disciplinary Approach
- Tier 2 The 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.

For the purposes of implementing the Tier 2 Approach, the College will establish a tiered authority structure as follows:

1. The Investigating Authority
2. The Disciplinary Authority
3. The Appeal Authority.

The role of the Investigating Authority is described in Appendix E of the policy. The role of the Disciplinary Authority is described in Appendix F. The personnel who are designated as the authorities will vary according to the stage that the disciplinary process has reached as outlined in Appendix D of the policy.

4. DISCIPLINARY APPEALS PROCEDURE

The Appeals Procedure gives the student the right to submit an appeal to an Appeals Panel and guarantees that the student will not suffer any disadvantage where they do so in good faith. While privacy and confidentiality will be maintained, the student should be aware that evidence which is submitted will normally be made available to staff involved in considering the appeal and will be held on file by Student Services at the conclusion of the process.

4.1 PROCESS FOR LODGING AN APPEAL
- The appeal must be made in writing and must set out the grounds on which it is made. The appeal must be addressed as follows:
- Verbal or First Written Warning - to the Head of School
- Final Written Warning – to the Head of Faculty
- Suspension – to the Chief Executive
- Dismissal – to the Chair of the Education and Quality subcommittee of the College Board of Governors.

COMPLAINTS PROCEDURE CUSTOMER SUMMARY

It is our aim to provide all students, trainees and other customers, clients and stakeholders with a high quality service. Occasionally situations may arise when individuals are not content with aspects of the service they are receiving or with the way they are being treated.

If you have a complaint about any aspect of our service the following process should be followed:

1) Initially complaints should be resolved by an approach to the member of the College staff most directly involved.
2) If resolution is not possible or you feel this is inappropriate, the Customer Complaints From should be completed and the form forwarded to the Legal and Compliance Officer, Omagh Campus (or left at one of the Campus Receptions marked for the attention of the Compliance & Legal Officer) or can be emailed to complaints@swc.ac.uk.
3) Your complaint will be acknowledged within five working days and investigated and answered within twenty working days or reasons given as to why an extended period is necessary. Please note 'working days' are those days on which the College is open. Weekends, statutory days, Bank Holidays and other College closures are classed as 'non-working' days.
4) If you are still unhappy or feel that your complaint has not been adequately dealt with, you will have access to an appeals mechanism. Appeals should be submitted in writing, with full details of the grounds for appeal, to the Chief Executive.

This procedure is set out in our Complaints Policy which is available from your Campus Reception. The Complaints Policy aims to enable students to bring matters of concern about their experiences of our services and provision to our attention and to provide the College with the opportunity to investigate those concerns with the aim of a satisfactory resolution.

Remember we are happy to try and resolve any genuine complaint which you may have. It is only by doing so that we can attempt to improve the service which we offer.

Please return the Complaints Form to the Risk and Compliance Officer & Cookstown Campus Manager, Joanne Lucas: joanne.lucas@swc.ac.uk

6. DISCIPLINARY PROCEDURES FOR ACADEMIC MALPRACTICE

Your exams are an opportunity to demonstrate your skills, talent and hard work. It is an offence for a candidate to infringe, or attempt to infringe, the regulations governing the conduct of examinations or to engage, or attempt to engage, in conduct for the purpose of gaining for himself or herself, or for another candidate, an unfair advantage with a view to obtaining a better result than he or she would otherwise achieve.

Examples of Sanctions are:
- copying from the examination script or other work undertaken for assessment by another candidate;
- personation of others;
- fabrication of results;
- plagiarism, that is, the act of taking or copying someone else's work, including another student's, and presenting it as if it were one's own, or where a student's

own work is re-presented without being properly referenced (see below 'Plagiarism Policy and Procedures' for complete definition and other information);
- collusion;
- contract cheating: engaging third parties to undertake assignments; and
- having inadmissible material within your reach during an examination, e.g. mobile phone, other electronic device, notes.

The above list of unacceptable behaviours is not exhausted and the College can bring action in relation to other unacceptable behaviours.

Students should note that there are severe penalties for such offences. The following action is typical of the penalties imposed upon a student who is found guilty of a first offence:
- a reprimand;
- a warning;
- a fine – currently up to a maximum of £250
- no credit for the coursework or examination concerned;
- postponement for a year of the repeat of the coursework or examination (where a repeat has been granted) and withholding of permission to gain further credit towards a qualification in the interim.

Below indicates a variety of serious behaviours and sanctions that will be applied.

Types of Offence	Level of Offence	Minimum penalty for minor offence	Maximum penalty for major offence	Comments
Failure to comply with rules or directions or interference with normal working of the College	Minor	• Reprimand • Fine to £100	• Fine to £250 • Suspension of privilege for a period not exceeding one semester	
Conduct by which is liable to bring discredit to the College, either on or off campus	Minor	• Reprimand • Fine to £100	• Fine to £250 • Suspension of privilege for a period not exceeding one semester	

Complaints from general public	Major	• Reprimand • Fine to £250 • Suspension of privilege for a period not exceeding one semester	• Fine to £500 • Suspension from any or all studies at the College • Suspension from any or all academic or other privileges • Recommendation to the Higher Education Academic Board (HEAB) for a suspension from any or all studies at the College • Recommendation to the HEAB for a student's expulsion • Report to the appropriate civic authorities	
Misuse of equipment	Minor	• Reprimand • Fine to £100	• Fine to £250 Suspension of privilege for a period not exceeding one semester	
Offences in connection with examinations (academic stream)	Major	• Reprimand • Fine to £250 • Suspension of privilege for a period not exceeding one semester	• Fine to £500 Work is disallowed Suspension from any or all studies at the College Suspension from any or all academic or other privileges • Recommendation to the HEAB for a student's expulsion	

Falsification of records (academic stream)	Major	• Reprimand • Fine to £250 • Suspension of privilege for a period not exceeding one semester	• Fine to £500 Suspension from any or all studies at the College Suspension from any or all academic or all academic or other privileges • Recommendation to the HEAB for a student's expulsion	
False pretences, personation in regard to academic activities, attainments or financial records (academic stream)	Major	• Reprimand • Fine to £250 • Suspension of privilege for a period not exceeding one semester	• Fine to £500 • Suspension from any or all studies at the College Suspension from any or all academic or all academic or other privileges Recommendation to the HEAB for a student's expulsion.	
Theft, fraud etc. in relation to academic activities, attainments or financial rewards	Major	• Reprimand • Fine to £250 Suspension of privilege for a period not exceeding one semester	• Fine to £500 • Suspension from any or all studies at the College Suspension from any or all academic or all academic or other privileges • Recommendation to the HEAB for a student's expulsion	
Refusal to provide identification	Minor	• Reprimand • Fine to £100	• Fine to £250 Suspension of privilege for a period not exceeding one semester	

Interference with free speech	Minor	• Reprimand • Fine to £100	• Fine to £250 Suspension of privilege for a period not exceeding one semester	
Criminal offences against other members of the College	Major	• Reprimand • Fine to £250 • Suspension of privilege for a period not exceeding one semester • Report to the appropriate civic authorities	• Fine to £500 • Suspension from any or all studies at the College Suspension from any or all academic or other privileges Recommendation to the HEAB for a student's expulsion • Report to the appropriate civic authorities	
Infringing safety regulations	Major	• Reprimand • Fine to £250 • Suspension of privilege for a period not exceeding one semester • Report to the appropriate civic authorities	• Fine to £500 • Suspension from any or all studies at the College Suspension from any or all academic or other privileges Recommendation to the HEAB for a student's expulsion	
			• Report to the appropriate civic authorities	
Infringing arrangements for compliance with Data Protection Act	Minor	• Reprimand • Fine to £100	• Fine to £250 Suspension of privilege for a period not exceeding one semester	

Infringing College policies: Smoking Harassment Computer misuse Substance misuse	Minor	• Reprimand • Fine to £100	• Fine to £250 Suspension of privilege for a period not exceeding one semester	

HEALTH & SAFETY POLICY

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. 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.

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.

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.

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 worm 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

Occupational First Aiders:

A list of trained First Aiders for each campus is displayed on all notice boards. In the event of an accident or injury, these persons should be called upon to assist.

First Aid equipment is for emergency medical use and damaging or interfering with it is legally prohibited.

FIRE EVACUATION GUIDELINES
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
Smoking is strictly prohibited within the College properties. Smoking is also strictly prohibited within a radius of 3 metres from campus doorways to prevent smoke entering the building. No smoking signs will be clearly displayed at the entrances to and within the premises. External areas have been provided for those who wish to smoke and receptacles will be provided in those areas 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.

ELECTRONIC CIGARETTES (E-CIGARETTES)
The use of electronic cigarettes is an issue which is now more prevalent and the College is keen to take a responsible approach to their use. E-cigarettes are battery powered products designed to replicate smoking behaviour without the use of tobacco. Ecigarettes contain nicotine and a variety of other chemicals. As an unregulated and uncontrolled

product, studies have shown that the vapours from some e-cigarettes have been found to contain carcinogens and toxins.

As a consequence and to avoid confusion on interpretation and enforcement of the College No-Smoking Policy, e-cigarettes will be treated as cigarettes under this policy i.e. prohibited inside all College premises or near to building openings or within College vehicles. Those who avail of e-cigarettes should do so outside the premises and at the appropriate times.

DISABILITY POLICY FOR STUDENTS

POLICY STATEMENT

The Disability Policy for Students sets out the College's commitment to both potential and existing students with a disability and those whose disability worsens during their studies. The College will seek to encourage students to disclose a disability and to ensure that students with a disability are protected from discrimination and have equal access, where appropriate, to the full range of College facilities and services. The College will treat all students with respect and dignity, and seek to provide a positive learning environment free from disability discrimination, harassment or victimisation.

South West College recognises its obligations under the Disability Discrimination Act (DDA) 1995 (as amended by Article 5 of the Disability Discrimination Order 2006), Special Educational Needs Disability (Northern Ireland) Order 2005 and its statutory obligations.

Copies of the Disability Policy for Students are obtainable from Student Services in each Campus or you can download the policy from the College website: www.swc.ac.uk

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

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.

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