

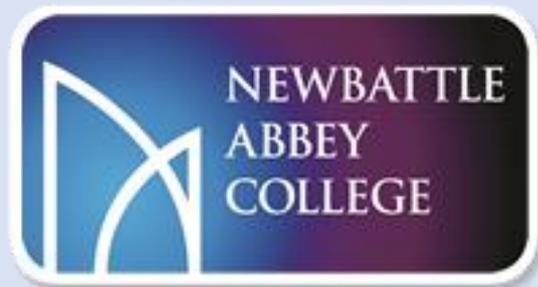
Colaiste Abaid a' Bhatail Nuaidh

# STUDENT HANDBOOK

## 2018-2019



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Colaiste Abaid a' Bhatail Nuaidh

## Useful Information

Newbattle Abbey College is committed to the active pursuit of challenging discrimination, advancing equality and celebrating diversity.

## WELCOME FROM THE PRINCIPAL

Welcome to Newbattle Abbey College. We pride ourselves on our supportive learning community, welcoming students of all ages. We are a small college, where staff and students get to know each other very well. We know that returning to learning can be challenging. You may have to balance home and personal commitments with your studies. Staff are always there to support you with any issues you may have.

Former students tell us that Newbattle has been a life-changing experience for them. We hope it will be a rewarding one for you too. We place strong emphasis on academic and personal development and the welfare of all of our students. We hope that you will settle in quickly and have a successful and enjoyable experience.

Marian Docherty

Principal

## **ABOUT NEWBATTLE ABBEY COLLEGE**

### **COLLEGE MISSION AND VISION**

#### **College Mission**

To be a national residential learning community which:

- promotes lifelong learning
- raises aspirations
- supports learners in transition
- enables learners to change their lives

#### **College Values**

In the delivery of our mission we will:

- empower individuals
- promote quality
- act with integrity and mutual respect
- promote equality and diversity

#### **College Policies**

Copies of all college policies are available from the Administration Office, SharePoint and online at [www.newbattleabbeycollege.ac.uk](http://www.newbattleabbeycollege.ac.uk)

#### **Equalities**

The college believes that equality of opportunity is an important principle. We believe that all learning and work should take place in a context free from all forms of discrimination. The college has an Equality & Diversity Policy.

A copy of the Equality & Diversity Policy document is on the college website and SharePoint: [www.newbattlebbeycollege.ac.uk](http://www.newbattlebbeycollege.ac.uk)

## **ALCOHOL**

There are no licensed bar facilities within the college. Students are permitted to consume alcohol within the college but are requested to drink in moderation and respect other residents (see Student Code of Conduct). **Drinking is not permitted in the Residential Block Courtyard and no alcohol is allowed in public places.**

## **ALUMNI ASSOCIATION**

The Newbattle Alumni Association is an organisation for former students. If you would like further information on the Association and its activities, contact staff in Reception or go online to [www.newbattleabbeycollege.ac.uk](http://www.newbattleabbeycollege.ac.uk)

## **CATERING**

Coffee/Tea are available Monday to Friday in the Dining Room from 8.00am - 11.30am and 12.30pm-3.30pm. The Dining Room will be closed outwith these times, opening again at 5.30pm for dinner service.

Vending machines are located in the Crypt and in the Residential Block and are available for snacks and drinks. Any issues regarding the vending machines should be directed to the Catering Department. Water coolers are available in the Dining Room, Rural Skills Unit, student kitchen in the residential block and kitchen on the second floor in the main house.

Cups, plates and cutlery must not be removed from the Dining Room.

To help our Housekeeping Staff and maintain the college to a good standard, please use lids provided for your hot and cold drinks. Also for your safety, please do not take food and drinks into the IT Rooms.

## **CHILDCARE**

Regrettably, the college is unable to offer childcare facilities on the campus. A list of local childcare facilities and childminders is available from the Midlothian Childcare Information Service Tel: 0131 271 3754 or Childcare Partnerships in their local authority area ([www.scottishchildcare.gov.uk](http://www.scottishchildcare.gov.uk)).

## **COMPLAINTS PROCEDURE**

The college has a policy and procedure for handling formal complaints. A copy of this document is available from the college website [www.newbattleabbey.ac.uk](http://www.newbattleabbey.ac.uk). Students are asked to raise any non-academic complaints in the first instance with a College Sub Warden or staff member. If the complaint cannot be satisfactorily resolved at this stage, the formal complaints procedure will be implemented.

## **COUNSELLING SERVICES**

The college offers a free and confidential counselling service to students. Counselling can help students with a wide range of problems and difficulties, such as worries about your studies, self-esteem, depression, relationships, stress, drugs or alcohol. If you feel that you would like to use this service, please contact the Support for Learning Team, who will make an appointment for you to see one of the college's appointed counsellors.

For legal or financial advice, students can also contact the local Citizen's Advice office, which can be found at 8 Buccleuch Street, Dalkeith. Telephone: 0131 660 1636.

Other telephone help lines are:

Samaritans 0131 221 9999

Nightline 0131 557 4444

### **DATA PROTECTION ACT**

The college is registered as a data user with the Office of the Data Protection Commissioner. Data is held by the college on all current and former students in accordance with the Data Protection Act 1998 and Freedom of Information Act (Scotland) 2002 and is treated as confidential. Students and former students have the right to a copy of their personal data as currently held by the college and have the right to object to data processing that causes damage or distress. Further information on the Data Protection Act can be found on the [www.dataprotection.gov.uk](http://www.dataprotection.gov.uk) website.

### **DALKEITH**

Dalkeith is the main local town and shopping centre nearest to the college. A range of shops and services can be found in the town.

### **DEPOSITS**

A sum of £100 will be required from each residential student and will be deducted from the bursary payment or via an alternative system. This sum shall be held in security of any sums due by the student at the end of their studies at Newbattle in respect of lost keys, fobs, breakages, unreturned equipment/ library books, outstanding accounts or any other charges or outlays due by the student to the college. The deposit will be refunded by mid July 2019 once all course equipment, keys, fobs etc. have been returned and room inspections carried out in the residences.

For non residential students a £5 deposit will be taken for a key fob during induction week. The deposit will be returned when the key fob is returned on completion of your course.

### **DISCIPLINE**

The college expects all students to observe the rules and regulations detailed in the Student Code of Conduct. Students who breach these regulations may be subject to disciplinary action.

### **DRUGS**

Illegal substances are forbidden on the college premises. Should any student be found to be in possession of such substances on the college premises or property, the Police will be informed and the student will be subject to disciplinary action.

### **EMAIL**

All students will be issued with a college email address for their personal and college use. It is important to check your email on a regular basis and it is

recommended that this is done on a daily basis as internal communication to students is often made by email. If your email is not checked on a regular basis, you may miss important announcements and information.

Students are asked to familiarise themselves with the College ICT Users Policy and to sign an agreement form for use of the College ICT facilities and email service.

## **EMERGENCIES AND ACCIDENT PROCEDURE**

### **• What to do in the event of an Emergency accident**

If you have an accident, or have an accident reported to you by a member of staff, student or visitor, you must complete the relevant form in the accident book that is held in the Reception.

Should a major accident occur and a 999 call be necessary, you must contact staff in Reception or the College Sub Warden immediately stating the nature of the injury, the name of the casualty, and the nearest access point to the casualty. Serious incidents must be reported immediately to the Principal or a member of the Senior Management Team. When dialling from a college phone, dial 9 for an outside line and then 999.

### **• What to do in the event of an Non Emergency accident/incident**

You should call 101 to report crime and other concerns that do not require an emergency response. For example, if:

- Your car has been stolen
- Your property has been damaged
- You suspect drug use or dealing in your neighbourhood

Or to:

- Give the police information about crime in your area
- Speak to the police about a general enquiry

### **• What do I do in the event of fire or other emergency?**

If you discover a fire, break the glass on the nearest fire call point. The breaking of the glass will set off the alarm signal immediately.

Call the Fire and Rescue Service on 999. (Dial 9, if necessary, for an outside line).

The alarm signal means evacuate. Leave the building by the nearest exit, closing doors behind you.

Do not stop to collect your belongings.

Fire wardens will supervise the evacuation of the building from each floor.

The buildings should be cleared in an orderly fashion and staff and students must assemble well clear of the building and the fire path. The main assembly point for the college is the front car park area.

During an emergency evacuation, students and staff must NOT attempt to deal with any but the smallest of fires with the appropriate fire extinguishers, or attempt to re-enter the building for any reason until the all clear is given by the Fire Officers.

It is a serious offence to interfere with the alarm system and will be subject to immediate expulsion.

Should you or your guest feel that you would require assistance to evacuate the building in the event of a fire, you must inform college staff of your concern when you sign your lease or register your guest.

**PLEASE DIAL 999 ONLY IN THE EVENT OF SERIOUS EMERGENCIES FOR  
AMBULANCE, FIRE, AND POLICE SERVICE**

### **EQUAL OPPORTUNITIES**

The college believes that equality of opportunity is an important principle that underpins all learning and working situations. Our Equalities and Diversity Policy is on the College website at [www.newbattleabbeycollege.ac.uk](http://www.newbattleabbeycollege.ac.uk)

### **EXTRA CURRICULAR ACTIVITIES**

The Student Representative Council (SRC), which is elected by the student body each year, often organises a programme of extra curricular activities. Social events and activities for students are organised throughout the year so keep your eye on the notice boards for the latest information. Hiring of classrooms for extra curricular activities must be booked in advance through the Admin Team.

Outwith the college, you can take advantage of some of the leisure and recreational facilities in the local area. For further details on what's on offer, see the section on LEISURE AND RECREATION on page 16.

### **FIRE PRECAUTIONS**

It is the duty of all of us as members of the college community to take reasonable care for personal safety and to ensure we do not undertake any act that will adversely affect the safety of others. All members of the college community should make themselves aware of the appropriate regulations which are posted in each building. Regular fire drills will be held and everyone should be familiar with the location points of fire alarms, assembly points, extinguishers and fire exits and aware of the procedures in the event of fire.

Please note that it is a serious offence to interfere with any part of the alarm system or fire extinguishers, including detector heads located in the bedrooms. Interference with any part of the alarm or fire detection system will be regarded as a serious breach of discipline and dealt with accordingly. These responsibilities also apply to guests. Apart from legal requirements, the college cannot be responsible for guests health, welfare or safety. Please ensure that your guests are aware of College Health and Safety Procedures and Code of Conduct.

## WHAT TO DO IN AN EMERGENCY

An emergency telephone is located in the Residential Wing near the entrance to Staircase B. This telephone gives a direct connection to the emergency services in case of an accident or fire. In the case of an incident which is not an emergency but occurs at night and requires attention before the next morning, you should contact one of the college Sub Wardens, who will then contact:

**Security**

**07766 424375**

In the event of an incident which does not have to be dealt with at night, you should inform staff in Reception the next morning.

## FINANCE

Students who attend Newbattle Abbey College, and are eligible, will be offered a Further Education Bursary depending on the course they choose. The amount received depends on individual circumstances and whether students are residential or non-residential. Further Education Bursaries will be issued four weekly on a monthly basis, two weeks in arrears and two weeks in advance. Students enrolled on the Newbattle Arts & Social Sciences Course, Primary Education, Celtic Studies, Preparation for FE and Rural Skills are not eligible to apply for a student loan through SAAS or any other public funding body. HNC students should apply through SAAS to access funding. For more info contact <http://www.saas.gov.uk/>

## DISCRETIONARY FUNDING

Newbattle Abbey College is allocated a small amount of funds every year from the Scottish Funding Council to provide financial help to students whose access to or continuance in further education may be inhibited by financial considerations, or where students, for whatever reason, including physical or other disabilities, face financial difficulties.

## FIRST AID

Students are advised to bring their own medical supplies for minor ailments e.g. aspirin, Elastoplasts, antiseptic and other personal first aid items. A defibrillator is available on the first floor next to the Library. First aid boxes are available at the following locations on the site:

- Reception
- Kitchen
- Kitchen on the ground floor of the Residential Block

During the day, the College First Aiders are Stuart Capperauld, Chef Manager; Tom Notman, Chef Supervisor; Paul Connachan, Rural Skills Tutor and Gordon Wilson, ICT Support Services Technician.

In an emergency the nearest hospital is:

Edinburgh Royal Infirmary  
Old Dalkeith Road  
Little France  
Edinburgh  
EH16 4SU

Tel: 0131 536 1000

### **GARDENS AND GROUNDS**

The college stands in a beautiful 125 acre site. Students and their guests are asked not to cut or pick any of the flowers or shrubs in the gardens.

### **GUESTS**

You are welcome to invite guests to visit but again for health, safety and security reasons, all visitors to the college must be signed in and out in the Visitors' Book located in the reception area.

#### **Non-resident guest meals**

You are welcome to invite guests for lunch or an evening meal provided adequate notice is given. Please see reception staff for details regarding pre-booking and payment for meals for guests.

We ask that you observe the following procedures in relation to guests:

Your guests should leave college premises by 23.30hrs. Exceptions to this rule are when students are granted official permission for guests to stay overnight and when guests attend special events and occasions organised by the college for the benefit of all students. You are expected to ask for accommodation for one guest at a time.

You are personally responsible for the conduct of your guests for the duration of their stay in college.

It is important that the peace and well-being of the college community is maintained. The Principal, or appointed representative, has the right to ask any guest to leave immediately if his/her behaviour is unacceptable.

### **HEALTH & SAFETY**

The college is committed to ensuring the health and safety of staff, students and visitors by taking all reasonable steps to provide and maintain safe working conditions, equipment and systems of work. It is the duty of all members of the college community to take reasonable care for their personal safety and to ensure that they do not undertake any act that will adversely affect the safety of others.

The responsibility for the management of health and safety is vested in the college Principal but the Facilities Manager has a specific responsibility for health and safety and all enquiries should be addressed to him at Reception in the first instance.

## **ICT USERS' POLICY**

All users of the college's ICT facilities will be issued with a copy of the Newbattle Abbey College Email and Internet policies and a Computer Users' Agreement. Each user must agree to abide by these rules when using the ICT facilities and sign the agreement. Any user in breach of these rules and regulations will be subject to disciplinary action.

## **IDENTIFICATION**

Students and staff are issued with identification cards. Please keep your card with you at all times as you may be required to show it.

## **INSURANCE OF PROPERTY**

Students are advised to ensure that all their personal belongings and property are insured during their stay on the college campus. The college cannot accept responsibility for any damage, loss or theft to students' personal property. Most insurance companies will offer competitively priced insurance cover to students. The National Union of Students' website [www.nusconnect.org.uk](http://www.nusconnect.org.uk) offers information on special insurance deals for students.

## **LEARNING CENTRE**

The ICT Learning Centres and Library are available for use by students from 8am - 11.30pm.

## **SUPPORT FOR LEARNING & STUDY SKILLS**

The college offers support for learning. We aim to help all students make a success of their studies and achieve their goals. We know that adults returning to learning are often anxious so if you feel you need support with your learning, you can book times to see the Support for Learning Tutor and Assistant. Further information on learning and study support can be found on page 25.

## **LEGAL ADVICE AND ASSISTANCE**

If you require legal advice and assistance, you should contact the local Citizens Advice Bureau office in Dalkeith Tel: 0131 660 1636.

## **LIBRARY SERVICES**

There is a local library service in Midlothian. The nearest public library to the college can be found in Dalkeith. For further information on the library service contact:

Midlothian Council Library Service  
2 Clerk Street  
Loanhead  
EH20 9DR  
Tel: 0131 271 3980

Current opening hours are:

Dalkeith Library  
White Hart Street  
Dalkeith  
EH22 1AE  
Tel: 0131 663 2083

Monday	9.30am - 8.15pm
Tuesday	1.00pm - 8.15pm
Wednesday	9.30am - 1.00pm
Thursday	9.30am - 8.15pm
Friday	9.30am - 5.00pm
Saturday	9.30am - 1.00pm

Newtongrange Library  
Main Street  
Newtongrange  
Tel: 0131 663 1816

Monday	9.30am - 8.15pm
Tuesday	1.00pm - 8.15pm
Wednesday	9.30am - 1.00pm
Thursday	9.30am - 8.15pm
Friday	9.30am - 5.00pm
Saturday	9.30am - 1.00pm

Facilities include free public access to computers, an open learning centre, a large reference collection, CDs, DVDs, talking books, careers information, European information, photocopier and a fax service.

### **Edinburgh City Library and Information Service**

The library headquarters, based at Central Library, George IV Bridge, Edinburgh, EH1 1EG, offer an extensive range of information and resources. Here, you will find the Music Library, Reference Library, Scottish Library and Edinburgh Room and the Fine Art Library.

The City of Edinburgh Library service offers an Ethnic Library Service with a wide range of resources available from selected community libraries and the Central Library. The service encourages reading for leisure and supports education and cultural needs by providing material in Arabic, Bengali, English, Chinese, Gujarati, Hindi, Punjabi and Urdu. For further information on the services offered by the Ethnic Library Service, telephone 0131 529 5643.

### **LOCAL SERVICES**

#### **Banks**

All banks offer students special discounts and rates. It is worth shopping around to see which bank can offer you the best service to suit your needs. Local banks in Dalkeith can be found at:

The Royal Bank of  
Scotland plc  
63-65 High Street  
Dalkeith  
EH22 1JA  
Tel: 03457 242424

TSB Bank  
26 High Street  
Dalkeith  
EH22 1HR  
TEL: 0131 517 9985

Bank of Scotland  
47 High Street  
Dalkeith  
EH22 1JA  
TEL: 0131 465 2129

Santander  
25-27 High Street  
Dalkeith  
EH22 1LD  
Tel: 0800 0851633

### **PLACES OF WORSHIP**

Churches representing all major Christian denominations can be found in Edinburgh. All churches welcome new members. The following are a few of the local churches in the area.

Newbattle Parish Church  
(Church of Scotland)  
70 Newbattle Road  
Dalkeith EH22 3LH  
Tel: 0131 663 3245

Located opposite the College.

Sunday worship takes place at 1000hrs.

Dalkeith Baptist Church  
North Wynd  
Dalkeith  
EH22 1JE  
Tel: 0131 654 2410

Sunday worship takes place at 1100hrs and 1800hrs.

St David's R.C. Church  
41 Eskbank Road  
Dalkeith  
EH22 3BH  
Tel: 0131 663 4286

Sunday Mass takes place at 1100hrs  
Saturday Vigil at 1800hrs

St Mary's Scottish Episcopal Church  
By Dalkeith Country Park Gates High Street  
Dalkeith  
EH22 2NA  
Tel: 0131 663 7000

0930hrs Sunday Service

Church of Jesus Christ of Latter Day Saints  
Newbattle Road  
Dalkeith  
EH22 3LJ  
Tel: 0131 654 0630

Worship takes place on a Sunday from 1030 - 1330hrs

### **OTHER FAITH COMMUNITIES:**

Central Mosque and Islamic Centre,  
50 Potterrow  
Edinburgh  
Tel: 0131 667 1777

Edinburgh Hebrew Synagogue  
4 Salisbury Road  
Edinburgh  
Tel: 0131 667 3144

Hindu Temple & Community Centre  
St Andrew's Place  
Leith, EH6 7EG  
Tel: 07890726117

Sikh Temple,  
1 Sheriff Brae,  
Leith, Edinburgh EH6 6ER  
Tel: 0131 553 7202

Spiritual Assembly of the Baha'ist  
26 North Fort Street  
Edinburgh, EH6 4HD  
Tel: 0131 554 2446

## **DENTISTS**

An emergency dental clinic is held at Chalmers Dental Centre, 3 Chalmers Street, Edinburgh, EH3 9EW

Tel 0131 536 4800

Monday to Friday 0900am - 6.00pm

## **DOCTORS**

To register with a practice in the area you will need to call Practitioner Services where they will allocate a practice by letter. The Contact number is 0345 300 1024 (option 4). Website link is <http://psd.sct.nhs.uk/>

### **Consulting hours are:**

8.00am - 6.00pm Monday - Friday

Registration forms are available from Reception

### **Nearest Accident & Emergency Services is:**

New Edinburgh Royal Infirmary

Old Dalkeith Road

Little France

Edinburgh

Tel: 0131 536 1000

## **LEISURE AND RECREATION**

The college provides the following recreational facilities:

- full sized snooker table situated in the Student Common Room. Snooker cues can be signed in and out at Reception. If the snooker cue is damaged and requires to be replaced this will be at a cost of £15.00 per cue.
- TV room and small video library
- table tennis tables
- student recreation hut

Newbattle Abbey College students can also take advantage of the wide range of indoor and outdoor leisure activities offered by Midlothian Council.

### **Midlothian Ski Centre**

Europe's longest artificial ski and snowboard slope caters for skiers and boarders of all ages. For further information on opening hours and classes, telephone the Centre on 0131 445 4433.

### **Leisure Centres**

Midlothian Council offer a membership scheme 'Access to Midlothian' for their leisure facilities. However, you do not need to become a member of this scheme to use these facilities and you can 'pay as you go'.

Loanhead Leisure Centre George Avenue Loanhead EH20 9LA	Tel: 0131 440 4516  Facilities include a swimming pool, Tone Zone*
Lasswade Centre 11 Hopefield Park Bonnyrigg EH19 2NE	Tel: 0131 271 4533  Facilities include a leisure pool, Tone Zone*, games hall,
Danderhall Community Centre, Newtonchurch Road Danderhall EH22 1LU	Tel: 0131 663 9280  Facilities include a Tone Zone*
Gorebridge Leisure Centre Hunterfield Road, Gorebridge, EH22 4TX	Tel: 01875 821739
Newbattle Community Campus, Newbattle Way Easthouses EH22 4SX	Tel: 0131 561 6740  Facilities include a leisure pool, 25m, 6 lane pool, Hydrotherapy suite including, spa, sauna and steam room, Tone Zone*, Dance studio, 6 court badminton hall Small games hall, Multi purpose Room 3G pitch, Library, Café.
Newtongrange Leisure Centre, 115 Main Street, Newtongrange, EH22 4BG	Tel: 0131 561 5325  Facilities include a Tone Zone*

\* Tone Zone is a fully equipped fitness centre

### **Horse Riding**

Edinburgh & Lasswade Riding Centre,  
Kevock Road, Lasswade,  
EH18 1HX

Tel: 0131 663 7676  
[www.lasswadestables.com](http://www.lasswadestables.com)

For horse trekking in the Pentlands

Pentland Hills Icelandics,  
Windy Gowl Farm,  
Carlops,  
Penicuik,  
EH26 9NL

Tel: 01968 661095  
[www.phicelandics.co.uk](http://www.phicelandics.co.uk)

### **Golf**

Newbattle Golf Club,  
Abbey Road,  
Eskbank,  
Dalkeith,  
EH22 3AD

Tel: 0131 663 1819  
[www.newbattlegolfclub.com](http://www.newbattlegolfclub.com)

18 hole golf course. Non-members welcome on weekdays only.

Broomieknowe Golf Club,  
36 Golf Course Road,  
Bonnyrigg,  
EH19 2HZ

Tel: 0131 663 9317  
[www.broomieknowe.com](http://www.broomieknowe.com)

18 hole golf course. Non-members welcome

King's Acre Golf Course & Academy,  
Melville, Mains, Lasswade,  
EH18 1AU

Tel: 0131 663 3456  
[www.kings-acregolf.com](http://www.kings-acregolf.com)

The newest course which operates a pay and play system.

Melville Golf Centre,  
Lasswade,  
EH18 1AN

Tel: 0131 663 8038  
[www.melvillegolf.co.uk](http://www.melvillegolf.co.uk)

One of the area's finest golf facilities including a 9 hole pay and play course, a 4 hole practice course, 22 covered floodlit driving bays, a golf shop and tuition arrangements.

Vogie Country Park Golf Course  
Operated by Midlothian Council.

Tel: 01875 821716  
A 9 hole golf course

### **Walks**

The Midlothian Ranger Services organise a series of guided walks, tours and events throughout the year such as 'Bat Watch', 'Art in the Park' and 'Hallowe'en Hike'. A brochure entitled 'The Lothians Outdoor Diary', which gives details on each event and information on how to book, is available from the Ranger Service on 01875 821990 or from local libraries.

Vogie Country Park, near Gorebridge Tel: 01875 821716

A beautiful nineteenth century estate with a walled garden, farmland and woods. There is a cafeteria within the grounds and the park hosts many events throughout the year.

## **Bowling**

Newtongrange Bowling Club	Tel: 0131 663 0728
Penicuik Bowling Club	Tel: 01968 676826
Bonnyrigg Bowling Club	Tel: 0131 663 8030
Gorebridge Bowling Club	Tel: 01875 820400

## **Cricket**

Penicuik Cricket Club	Tel: 01968 676901
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## **Football/Rugby Clubs**

Dalkeith RFC	Tel: 0131 663 5140
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## **Cycling**

Midlothian Cycling Club	<a href="mailto:info@midlothiancyclingclub.co.uk">info@midlothiancyclingclub.co.uk</a>
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The city lights of Edinburgh and its recreational outlets are only 30 minutes away by bus from the college gates. A good source of information for 'What's On' in Edinburgh and the Lothians can be found in the weekly publication 'The List' which is available from most newsagents.

## **LOCKERS**

Lockers are available for a £5 deposit. Payment and locker keys are available from Reception. The deposit will be refunded once the locker key is returned at the end of the course.

## **LOST AND FOUND PROPERTY**

Lost and found property should be handed in or reported lost to staff in Reception. Found items will be kept for a period of 3 months after which they will be disposed of.

## **MOBILE PHONES**

The use of mobile phones is prohibited in class or in the College Library and must be turned off in these areas.

## **NATIONAL UNION OF STUDENTS (NUS)**

The National Union of Students (NUS) offers advice and support to students. Membership of NUS can entitle students to a wide range of benefits including discounts on services. If you would like to join the National Union of Students (Scotland), please contact NUS (Scotland), 1 Papermill Wynd, McDonald Road, Edinburgh. Telephone 0131 556 6598; web address: [www.nus.org.uk](http://www.nus.org.uk)

## **NHS**

### **NHS**

NHS 24 provides self care advice for people in Scotland, if you're ill and it can't wait until your GP surgery opens call on 111. The phone line is open 24 hours a day, 365 days a year.

NHS inform

NHS inform Health A - Z - [www.nhsinform.scot](http://www.nhsinform.scot)

high-quality information on more than 800 health conditions and treatments which can be searched by A-Z or body map. Information can easily be printed by section to create an easy to read handout.

NHS inform - Mental Health and Wellbeing zone -

[www.nhsinform.scot/mentalhealth](http://www.nhsinform.scot/mentalhealth)

A gateway to Scottish-focused information on different aspects of mental health and wellbeing such as:

- Stress Management
- Helping Yourself and Accessing Help
- Worried About Someone

NHS inform - Musculoskeletal Zone- [www.nhsinform.scot/msk](http://www.nhsinform.scot/msk)

offers information, advice and top tips to people with muscle or joint problems. Topics covered include:

- Upper Body - Information and advice on neck and upper limb problems.
- Back Problems - Prevent back problems from taking over daily life.
- Lower Body - Information and advice on hip and lower limb problems.
- Whiplash Injuries - Prevent whiplash injuries from taking over daily life.
- Treatment and Recovery - advice on how to treat and recover from sprains, strains and sports injuries.

NHS inform - Alcohol zone - [www.nhsinform.scot/healthy-living/alcohol](http://www.nhsinform.scot/healthy-living/alcohol)

Find out whether you are drinking more than is healthy by completing the Alcohol Zone questionnaire.

Support Services Directory - [www.nhsinform.scot/support-services](http://www.nhsinform.scot/support-services)

From addiction to multiple sclerosis, the Scottish Support Services Directory has local and national organisations ready to help. It can be searched using keywords, or by browsing the A-Z.

NHS Inform - Health Rights - [www.nhsinform.scot/care-support-and-rights/health-rights](http://www.nhsinform.scot/care-support-and-rights/health-rights)

- Information for overseas visitors
- Information about health services in Scotland
- A guide to using NHS services in Scotland

Many of the resources on this website are offered in alternative formats and translations.

Breathing Space

Breathing Space is a free, confidential phone and web based service for any individual who is experiencing low mood or depression, or who is unusually worried and in need of someone to talk to. Call 0800 83 85 87 (Mon-Thurs 6pm-2am and

weekends 24hrs) or visit [www.breathingspacescotland.scot](http://www.breathingspacescotland.scot)

### Living Life

NHS Living Life is a telephone support service based on a Cognitive Behavioural Therapy (CBT) approach. NHS Living Life Guided Self Help is available to anyone over the age of 16 suffering low mood, mild to moderate depression and/or anxiety. Call 0800 328 9655 Monday to Thursday: 10am - 9pm & Friday: 10am - 6pm) to make an appointment. [www.nhs24.scot/our-services/living-life](http://www.nhs24.scot/our-services/living-life).

### NOTICE BOARDS

There are many notice boards throughout the college and the Residential Block. Make sure that you check them regularly for information on coursework and social and learning opportunities.

### PARKING

The following regulations have been drawn up to ensure continuous access for emergency services:

#### Cars

Parking is available for staff, students and visitors. It should be noted that cars parked on the college site are at the owner's risk and the college does not accept liability for damage to, or theft of, vehicles parked on site. Staff, students and visitors will be expected to observe the site speed limit. Residential students should ensure that their cars are taxed and insured.

The area directly in front of Block C is the designated student parking area. Parking in front of the main reception area is reserved for visitors and staff only at all times. Parking in the disabled bays is for disabled badge owners only and must not be used for casual parking. Please check with the Facilities Manager for advice on any parking enquiries.

#### Motor Cycles

Please ensure you have the means to make your motor cycle secure when not in use. Motor cycles must not be ridden on pedestrian paths. For the benefit of the college community we would prefer that engine noise be kept to a minimum and any necessary repairs carried out in a discreet area way from college building.

#### Bicycles

Please ensure you have the means to make your bike secure when not in use. For the safety of the college community bikes should be stored in an area that will not obstruct access to and from the building.

Please ask the Facilities Manager for advice on where to secure and store your bicycle or motor cycle when not in use. Bicycles found inside buildings and rooms will be removed.

### PETS/ANIMALS

Students are not permitted to keep pets/animals on the college premises.

## PHARMACIES

Local pharmacies can be found at the following locations:

Boots the Chemists 17 - 19 High Street Dalkeith EH22 1JB Tel: 0131 663 3158 Mon-Fri 8.45am- 5.45pm Sat 9.00am - 5.30pm	Lloyds Pharmacy 17 Eskdaill Court Dalkeith EH22 1AG Tel: 0131 663 6789 Mon-Fri 8.30am - 6.00pm Sat 9.00am - 5.00pm	Lloyds Pharmacy 125 Main Street Newtongrange EH22 4PF Tel: 0131 663 2251 Mon-Fri 9.00 - 600pm Sat 9.00 -12.00pm
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## PUBS AND RESTAURANTS

There are lots of pubs, takeaways and restaurants in Dalkeith to suit every taste and budget. For local information, check out the website [www.yell.com](http://www.yell.com) or [www.thomweb.co.uk](http://www.thomweb.co.uk) for a list of local services or check the college notice board for a list of recommended places.

## POLICIES

Copies of all college policies are available from the Administration Office and on the college website.

## POST

Each student has a 'pigeon-hole' mail box in the Library for mail and information circulars. Students wishing to send mail can do so through staff in Reception on payment of the appropriate postage charge. The mail is collected from the college by 1530hrs, Monday to Friday only.

The college will stop forwarding students' mail one month after departure. Please re-arrange for your mail to be re-directed.

## POST OFFICES

Local post offices can be found at the following locations:

Eskbank Post Office 2 Station Road Dalkeith EH22 3EU Tel: 0131 454 9679	Dalkeith Post Office WH Smith 66-71 High St Dalkeith EH22 1JA Tel: 0845 722 3344	Gorebridge Post Office McCols 23-25 Main St Gorebridge EH23 4BX
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## RECYCLING

Recycling facilities are available with coloured bins designating the different waste products accepted. These are located in the Courtyard and at the rear door. Bins are clearly marked for different waste, please only use for the correct waste as the Local Authority will not uplift if not sorted correctly.

## REPAIRS AND MAINTENANCE

Any faults, defects or damage should be reported Reception or if in the residential block logged as per the residential handbook.

## **ROOM BOOKING**

All rooms must be booked for an extracurricular activity through a member of the Administration Team.

## **SECURITY**

Everyone needs to be aware of security within the residency and the main college building and estate. If you are aware of any suspicious circumstances, please report this immediately to the Security Staff on mobile telephone number 07766 424375 or, during the day, to staff in Reception.

As an aid to security, students are asked to ensure that all doors between the courtyard and residences are kept closed at all times. The doors to the residential and college buildings are locked. You will be given fob to access both areas. The main college building is also locked and alarmed between midnight and 0730hrs. If the alarm is triggered there will be a Police response.

We are committed to maintaining security within the residency. There are some simple steps you can take to help towards this:

- Ensure doors and windows are secure at all times when vacating your room, even if this is only for a short time.
- Keep all money, purses and wallets etc in a safe place within your room, preferably in a locked cupboard (use your padlock for this). It is inadvisable to keep large amounts of cash within your room.
- Report any suspicious persons to the Police. False alarms are a better alternative to doing nothing. Should a crime occur ensure that the Police are advised.
- There are various ways you can mark your property. This, together with noting a good description, makes it easier to identify property should it be stolen.

**For safety reasons, the following areas are out of bounds to students:**

- Boiler House
- College Kitchen/Kitchen Offices
- Kitchen Corridor (except in the case of fire)
- College Business Park

## **Useful telephone numbers**

E' Division HQ of Lothian & Borders Police is based in Dalkeith at Dalkeith Police Station, Newbattle Road, Dalkeith on Tel: 0131 663 2855

Lothian & Borders Police HQ Tel: 0131 311 3131 or call 101 for non-emergencies.

Crimestoppers Tel: 0800 555 111

## **SEXUAL HEALTH**

Dalkeith Medical Centre offers a well woman clinic/family planning clinic on Friday mornings. NHS 24 - Find Local services [www.nhs24.com/FindLocal](http://www.nhs24.com/FindLocal)

## **SHOPPING**

The Midlothian area offers a choice of shops and local markets. The local town of Dalkeith provides a wide variety of services and shops. Local supermarkets in Dalkeith include Tesco's and Morrison's Superstores. The City of Edinburgh is a 30 minute bus ride away and has a full range of department stores.

## **SHOWER FACILITIES**

A shower room is available to non-residential students on the first floor A and B of the residential block. A fob is available from reception to enable access.

## **SMOKING**

Smoking is prohibited throughout the college buildings and Residential Block with no exceptions. This includes electronic and vapour cigarettes. This policy applies to all employees, students, consultants, contractors and visitors. Staff, students and guests who wish to smoke must do so outside the college buildings in the designated areas only. Cigarette butts must be disposed of in a safe and socially acceptable manner. Please note that the use of candles, incense sticks or anything else that burns with a naked flame are strictly prohibited anywhere on the college premises. Please refer to the College Smoking Policy.

## **SPORT AND LEISURE ACTIVITIES**

To help ensure the health and safety of students, staff and visitors, ball games, Frisbees and other throwing games should only take place in areas to the rear of Italian Garden.

## **STAFF LIST**

### **Senior Management**

Principal

Marian Docherty

Depute Principal

Sandra Grieve

Business & Resources Manager

Joyce Clark

### **Administration**

Administration Supervisor

Jackie Kane

Administration Assistant

Jennifer Swan

Administration Assistant

Stephanie Linton

Receptionist/Administration Assistant

Vacant

Curriculum Marketing Administration Assistant

Donna Mackie

Events Co-ordinator/Administration Assistant

Miriam Southam

Administration Assistant/Bookkeeper

Michelle Kerr

ICT Support Services Technician

Gordon Wilson

### **Teaching Staff**

Curriculum Manager

Pauline Sutton

Lecturer - Politics

Craig MacDonald

Lecturer - Sociology

Yulia Lukyanova

Lecturer - Psychology

Lecturer - Literature/Creative Writing

Lecturer - Philosophy/History

Lecturer - Support for learning

Lecturer - Support for Learning

Lecturer - Maths

Lecturer - Maths

Lecturer - IT

Lecturer - Gaelic

Lecturer - Gaelic

Lecturer - Gaelic

Alice Gritti/

Diane Watkins

Patrick Boxall

Neil Hargraves

Gemma Robertson

Morag Kerr

Gerry Jankowski

Laura Farrimond

Hugh Cullen

Michel Byrne

Neil McGregor

Rona Lawson

### **Rural Skills Teaching Staff**

Lecturer - Rural Skills

SRUC

Paul Connachan

Alick Bennett

### **Catering Staff**

Chef Manager

Cook Supervisor

Catering Assistants

Stuart Capperault

Tom Notman

Jackie Deffley

Emma Baird

Amy Williams

Natalie Sneddon

### **Facilities Staff**

Estates and Facilities Manager

Caretaker

Grounds Person

George Currie

David Jack

Jason Dea

### **Housekeeping Staff**

Domestic Team Leader

Domestic Assistants

Frances Smith

Yvonne Webster

Lisa McGee

Lynn Howie

### **College Sub Wardens**

Paul Marshall

Andy Ramsay

### **STATIONERY**

Students are advised to purchase A4 ring binders, pads of A4 lined paper and pens in advance of their arrival at college. A4 paper for printing will be available to purchase from college reception desk or administration office.

### **STUDENT REPRESENTATIVE COUNCIL**

Newbattle has a Student Representative Council (SRC), which is elected by students. Regular meetings with the college management provide the opportunity to discuss issues and share ideas to improve college planning.

## SUPPORT FOR LEARNING

Specialist equipment to assist your learning can be made available and advice on special arrangements for assignments and assessment can be obtained from the Support for Learning Tutor.

## SWAP AND PROGRESSION TO UNIVERSITY

Our Access to Higher Education Courses in Arts and Social Sciences, Celtic Studies and Primary Education are approved by SWAP (Scottish Wider Access Programme). Details of the requirements for the SWAP profiles will be given to you by your Guidance Tutor once these have been made available to the college by SWAPEast.

## UNIVERSITY ENTRANCE

All UCAS applications go through SWAP East. Your Guidance Tutor will assist you with the application process and advise you on which course to choose for a particular job/career. The College Library has details of college and university prospectuses. All information regarding SWAP can be found on their website [www.scottishwideraccess.org](http://www.scottishwideraccess.org)

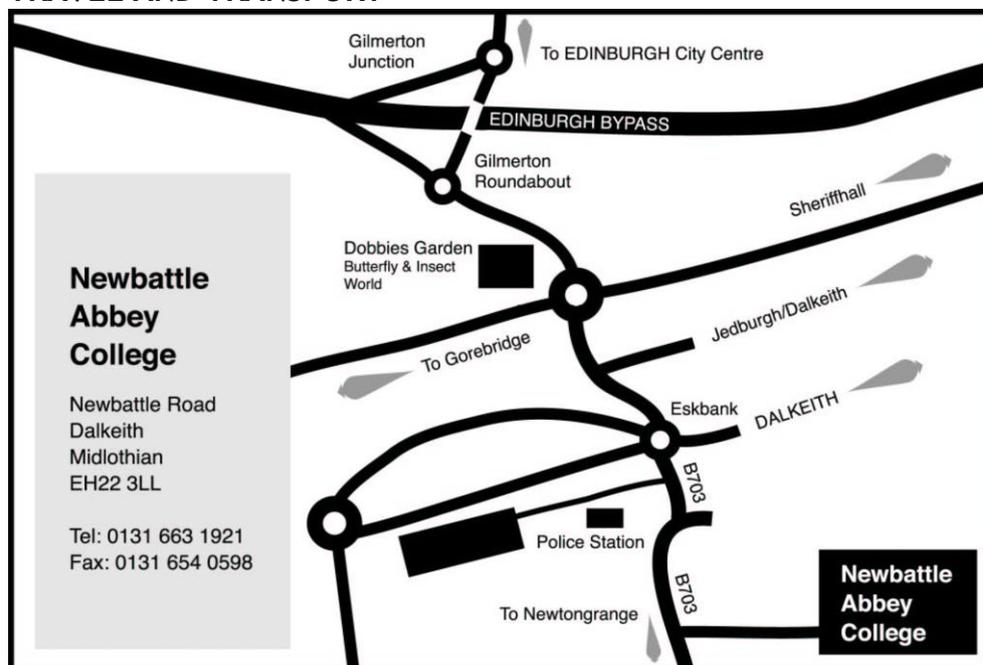
## TELEPHONES

Students are asked not to give the college telephone number to friends or relatives for personal calls unless it is an emergency. Students will not be permitted to use college telephones.

## TIMETABLE INFORMATION

Course timetable information will be issued to all students at the beginning of each semester.

## TRAVEL AND TRANSPORT



### **By Car**

Newbattle Abbey College is 7 miles south of Edinburgh and just off the A720 Edinburgh City Bypass at the Gilmerton junction.

### **By Bus**

Take First Bus X95 (Edinburgh - Hawick). Request that the driver alerts you at the Newbattle Abbey College stop. See First Bus website for up-to-date information on the X95.

### **By Train**

The nearest railway station from Edinburgh Waverley is Eskbank. You can use the National Rail Journey Planner to find the most convenient route from your location.

### **By Taxi**

If you need to use a taxi service at any time, please see details below:

#### **Midlothian**

Star Cars

Tel: 0131 663 1229

Aerial ABW

Tel: 0131 663 3232

Please note that the College does not own, or offer, a minibus service to students.

#### **Public Transport Information**

Traveline at [www.traveline.info](http://www.traveline.info) is an excellent website which gives impartial advice and enables you to plan your journey using bus, coach and train services. You can also telephone the information line on 0871 200 22 33.

#### **USEFUL WEBSITES AND SOURCES OF INFORMATION**

[www.newbattleabbeycollege.ac.uk](http://www.newbattleabbeycollege.ac.uk) - Newbattle's website

[www.nus.org.uk](http://www.nus.org.uk) - National Union of Students website offering a wealth of information relevant to students

[www.endsleigh.co.uk/students](http://www.endsleigh.co.uk/students) - Endsleigh Insurance, recommended by NUS for cheap and affordable insurance

[www.saas.gov.uk/student\\_support](http://www.saas.gov.uk/student_support) - Student Awards Agency for Scotland

[www.youedinburgh.info](http://www.youedinburgh.info) - website portal for Edinburgh based services and organisations

[www.scotland.gov.uk](http://www.scotland.gov.uk) - website for the Scottish Executive

[www.firstedinburgh.co.uk](http://www.firstedinburgh.co.uk) - for up-to-date information on bus timetables

[www.citylink.co.uk](http://www.citylink.co.uk) - Citylink Buses

[www.midlothian.gov.uk](http://www.midlothian.gov.uk) - Midlothian Council website

[www.edinburgh.gov.uk](http://www.edinburgh.gov.uk) - City of Edinburgh Council website

[www.myworldofwork.co.uk](http://www.myworldofwork.co.uk) - website offering information on funding, childcare, careers, qualifications and learning opportunities on offer in Scotland

[www.citizensadvice.org.uk/scotland](http://www.citizensadvice.org.uk/scotland) - website for Citizens Advice Scotland

[www.scotsman.com](http://www.scotsman.com) - online resource for the Scotsman, Evening News and Scotland on Sunday newspapers and a whole range of local and national information. Has an online job vacancies listing which is updated daily.

[www.southedinburgh.net](http://www.southedinburgh.net) - award winning website with an extremely useful range of links to a wide range of local and national services and organisations

[www.bbc.co.uk/news/scotland](http://www.bbc.co.uk/news/scotland) - BBC Scotland online

[www.jobseekers.direct.gov.uk/homepage](http://www.jobseekers.direct.gov.uk/homepage) - the national jobs and learning site for Scotland

[www.disabilitynow.org.uk](http://www.disabilitynow.org.uk) - the UK's leading disability site featuring news and articles with links to organisations who deal with education and employment issues

[www.education.gov.uk](http://www.education.gov.uk) - a web portal for higher education students offering advice and information on higher education support, Scholarship Search UK, higher education degree courses, childcare and students with disabilities

[www.ukcoursefinder.com](http://www.ukcoursefinder.com) - website offering information on over 5000 higher education courses on offer in the UK

[www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk) - Information on visa applications for non-EU students

[www.ukcisa.org.uk](http://www.ukcisa.org.uk) - Advice to international students

[www.britishcouncil.org](http://www.britishcouncil.org) - The UK international organisation for educational opportunities

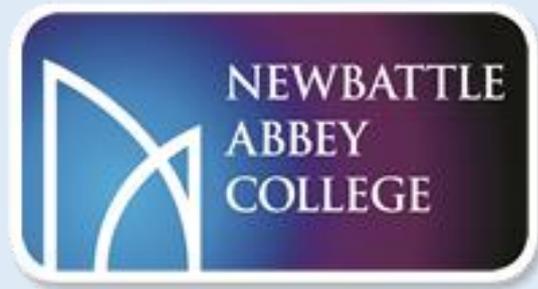
And don't forget - if you can't find the information you are looking for, use the search engines [www.google.co.uk](http://www.google.co.uk) or [www.askjeeves.co.uk](http://www.askjeeves.co.uk) and you are guaranteed to find the information you are looking for. Type in the website address as above, type in your question or key words and the search engine will throw up a number of websites for you to check out. The List is a weekly publication and is available from local newsagents. It contains useful 'what's on' information on events, concerts, eating out etc in Edinburgh and the Lothians.

## **VISITOR ATTRACTIONS**

Midlothian and the city of Edinburgh offer a wealth of historical places to visit. Local places of interest in Midlothian include the Scottish Mining Museum at

Newtongrange, Rosslyn Chapel and Dobbie's Garden World with its Butterfly and Insect World. The Birds of Prey Centre is now at Dalhousie Castle.

For up-to-date information on local tourist attractions, events, activities and accommodation in the area, email [info@visitscotland.com](mailto:info@visitscotland.com) or write to VisitScotland, Ocean Point One, 94 Ocean Drive, Edinburgh EH6 6JH or check out their full information service on their website at [www.visitscotland.com](http://www.visitscotland.com)



Colaiste Abaid a' Bhatail Nuaidh

## Residential Student Information

Newbattle Abbey College is committed to the active pursuit of challenging discrimination, advancing equality and celebrating diversity.

## INTRODUCTION

Welcome to Newbattle Abbey College. We hope that your time with us as a residential student is one which you will remember and value. The residential experience is an important part of the total student experience at Newbattle Abbey College. It provides a unique opportunity to engage with your studies, to form study groups with your peers and to meet a wide range of people. To get the most from the residential experience, it is important that each student takes account of the diverse needs, cultures and values of their colleagues. You should be aware of the need for a safe secure environment, for quiet study time during assessment periods and for restful sleep to optimise learning. In addition to agreeing to the conditions within your formal lease, we expect you to observe a 'Code of Conduct' while living and studying at Newbattle Abbey College. We will make sure that the accommodation is in good, clean and tenantable condition on the date of entry. If you have any concerns about the standard of repair or cleanliness of your room or the accommodation in general, please speak with staff in the Administration Office within seven days of entry. (You will find a copy of your Lease in Appendix I on page 37 and a copy of the Code of Conduct in the Academic Handbook on page 47.

During interview you may have been told about our conference and wedding provision which involves leasing premises and offering short courses to national and international groups, some of whom will be occupying the en suite rooms on the ground and first floors. This is an important part of college life. We would also appreciate your co-operation in maintaining the college buildings and grounds in good condition, avoiding dropping litter in the grounds and using the outdoor ashtrays provided.

On admission to the college, you will be asked to complete and sign a formal lease. A deposit of £100 will be required from each residential student and will be deducted from the first two bursary payments. This sum shall be held in security of any sums due by the student at the end of their studies at Newbattle in respect of lost keys, breakages, unreturned equipment/library books, outstanding accounts or any other charges or outlays due by the student to the college. The deposit will be refunded after room inspection and will be reimbursed by mid July 2019.

Should you lose your key, we will deduct from your bursary payment £20 for a replacement key and £5 for a communal door fob. If your room requires repairs, cleaning or refurbishment due to any damage either accidental or by negligence, the appropriate amount will be invoiced and deducted from your bursary payment.

## **SUB WARDENS**

College sub wardens live in the residency and are former Newbattle students. Their role includes acting as Fire Wardens in the evening and at weekends, supporting new students as they start their residential experience and acting as a source of information and guidance about college matters. Please introduce yourself to them and do not hesitate to consult them about any aspect of your residential experience. Even if they do not have the answer, they will know someone who does!

## **WHAT TO BRING WITH YOU**

We suggest that you bring the following for your own personal use:

- Personal first aid items
- Mugs, plates and a minimal amount of cutlery for personal use
- Towels
- Bed linen (duvet cover, sheets and pillow cases)
- Stationery including paper, pencils, coloured pencils, eraser, pens, ruler, tipex, ring binders etc.
- Small padlock with key

There are kettles and fridges on each floor of the Residential Wing. Irons and ironing boards are also available. You will be responsible for laundering your own bed linen and towels. Throws are available on request.

## **SAFETY AND SECURITY**

We place a high degree of importance on the safety and security of students in residence and believe that everyone has a part to play in maintaining a secure and safe living environment at Newbattle Abbey College.

## **HEALTH & SAFETY**

- Irons, cooking appliances and convector heaters/heating appliances are not permitted in bedrooms.
- The use of 4 electric extensions or plug adaptors is not permitted as they are a potential fire risk.
- Laptops and electrical items should not be left powered up or charging on top of beds as they could overheat and cause a fire.
- To comply with legislation, we carry out a Health and Safety/Housekeeping check in each room once every month. Any appliance from the above list or one which is deemed to be a risk to your own or others' health or safety will be removed from your room and returned to you when you leave.
- Fire safety instruction notices should not be removed or covered in any room.
- The burning of candles, incense or other oils is not permitted in any room within the College

## **ABSENCE FROM COLLEGE**

It is essential that we are aware at all times of everyone who is staying in the residency. For example, if there was a fire we need to be able to account for all residents, guests and staff.

### **To maintain a secure and safe environment:**

Always let catering staff know if you are likely to be missing meals.

Always inform the College Sub Wardens or staff in Reception if you are going to be away overnight.

## **GUESTS**

### **Resident guests**

If rooms are available, you may apply to Reception to have a guest stay overnight. Bookings and payment must be made in advance to Reception.

### **2018/2019 charges for Bed & Breakfast are:**

Standard Room	£15 per person per night
Room with en-suite	£20 per person per night

Students' children under the age of 12 years will be charged £10 per child per night. It is the parents' responsibility to ensure that the child's environment remains safe and secure.

## **ROOMS**

The rooms in the Residential Block are study bedrooms furnished with a bed, desk, chair and wardrobe. Study lamps and notice boards are provided in each room. The study bedrooms on the ground and first floor have en suite facilities and the rooms on the second and third floor have shared facilities. An inventory is issued to each student with the formal lease. No additional furniture is permitted in your room.

Single rooms are for single occupancy only and must not to be used as double rooms under any circumstances.

Posters are only allowed on the room noticeboard and are prohibited on all walls and on the outside of your door. You will be charged for any repairs to damage caused by hanging posters or other items.

Students are not permitted to paint their rooms.

There will be a charge of £20 for lost or damaged room keys and communal door fob charged at £5.

If your room requires repairs, cleaning or refurbishment due to any damage either accidental or by negligence, the appropriate amount will be invoiced and deducted from your bursary payment. The cost for your room to be cleaned will be £24 which will be invoiced and deducted from your bursary payment.

## **CLEANING**

Bin liners are supplied for your room bin on a regular basis. However, please ensure for Health and Safety purposes, that you regularly empty the contents of your waste paper bin into the large bins located on the 2<sup>nd</sup> and 3<sup>rd</sup> floors adjacent to the doors which lead to the stairwells.

Rooms are inspected on the first Wednesday of every month, unless otherwise informed, for health and safety and housekeeping purposes. You are expected to maintain your room in a clean and tidy condition at all times. If your room is found to be in an unacceptable state and potentially a risk to your or others health and wellbeing, you will be notified and given three days to bring it back to a clean condition. Your room will then be re-inspected. In the event that you fail to do so, housekeeping staff will be instructed to clean the room at your expense. The cost for your room to be cleaned will be £24, which will be invoiced and deducted from your bursary payment.

The cleaning and management of the student residential kitchen is the responsibility of residential students.

## **CHANGE OF ROOM**

In exceptional circumstances a room change will be considered by the Curriculum Manager. If the vacated room is not left in the same condition as when you arrived, a charge to clean or repair will be incurred by you.

## **HOLIDAYS**

The college closes for two weeks over Christmas and New Year and **you will need to make alternative arrangements for accommodation**. Please ensure that you do this well in advance of the holiday. You will be required to leave your room by 11am on Friday, 21 December 2018 and can return after 5.00pm on Sunday, 6 January 2019 (breakfast on 7 January 2019 will be the first meal). College campus to be vacated by 12 noon.

During the spring break the college will remain open and your board and accommodation will be provided as normal. Please refer to your lease for details.

When you have completed your course, you will be required to make arrangements to remove all your possessions as the college is unable to store them. Any items left will be disposed of and you will be charged for their disposal. A room inspection will take place before the end of your course. Keys and communal door fobs to be handed and signed back in at reception before leaving. This will affect

your deposit if you do not comply. You should vacate your room by 11.00am on Friday, 14 June 2019. College campus to be vacated by 12 noon.

## **EQUIPMENT**

You may use your own electrical appliances within the Residential Block. However, all appliances used on the college premises must be correctly fused and must not present a risk. The college reserves the right to remove appliances that do not conform to current standards. The use of heating and cooking appliances is not permitted in the study bedrooms. College equipment in all communal areas must not be removed from these areas. Laptops/phones/hair straighteners must not be left charging in rooms unsupervised or laid on beds or carpets they must be placed on solid surfaces whilst charging.

## **TV Licences**

You may wish to have a television in your study bedroom but if you do, you must purchase a personal individual TV licence. The college TV licence does not cover personal TVs. TV licences can be purchased from the local Post Office. Please note that the college cannot permit the installation of aerials, satellite dishes or cabling and all personal TVs must have an indoor aerial.

## **Banned Equipment**

Certain items of sporting equipment must not be used or stored on the college campus. These items include air guns, sporting knives, crossbows, swords and weapons of any sort, compressed gases, inflammable substances and very bulky equipment which might impede evacuation in an emergency. If you are in any doubt about the use or storage of any item of equipment, you should seek approval from the Facilities Manager.

## **CATERING**

**Your meals will be provided at the following times:**

Breakfast	Monday to Friday : 8.00am - 8.45am. Continental style. Breakfast is provided at weekends on a self-catering basis in the student kitchen.
Lunch	Monday to Friday:12.30pm - 1.00pm. There will be no lunch service on a Saturday and Sunday.
Evening Meal	Monday to Sunday : 5.30pm - 6.00pm. To avoid waste you must inform catering staff if you require an evening meal on a Saturday and Sunday. Also if you are out of the college during term time and will miss meal service(s), please advise the catering staff in advance.

If you have particular dietary requirements, please inform the college **in advance** of starting your course. While the college will attempt to cater for most dietary needs, we cannot guarantee to be able to meet all requirements at short notice.

The college regularly caters for private groups and residential events, which may include private bar and dining facilities. Students are not permitted to access these areas before or after the event has been cleared away. Private catering does not extend to residential students.

If you cannot take your meals in the Dining Room, due to illness, can you inform the Catering Department by email, letting them know who will be collecting your food for you. Food taken from the Dining Room, that is to be reheated, is the sole responsibility of the individual Student.

Cups, plates and cutlery must not be removed from the Dining Room. Disposable plates/bowls and plastic cutlery are available on request at the discretion of the Catering Manager.

## **NOISE**

Residents are asked to respect fellow students at all times. In particular, great care must be taken at times when other residents may be expected to be studying or sleeping. This is particularly important during examination periods. Radios, televisions and stereos etc should be played with discretion and never in public rooms or outdoors. The volume must be kept at a minimal level. **Loud music is not permitted after 11.00pm.**

Complaints about excessive noise or anti-social behaviour should be reported, in the first instance, to one of the college Sub Wardens. Should the problem not be resolved satisfactorily, the matter will be referred to the Curriculum Manager. Residents who cause disturbance will be subject to disciplinary action. Refer to 'Code of Conduct' in the Academic Handbook on page 47.

## **LAUNDRY**

Washing machines and clothes drying machines are available in the residential block. Instructions for use must be carefully followed. Tokens to operate these machines can be purchased from Reception, Monday to Friday, 9.00am until 5.00pm at £1 per token for a wash or dry.

## **MEDICAL CARE**

Staff in Reception should be informed if you are ill and confined to bed.

First aid boxes are available at the following locations on the site:

- Reception
- Kitchen
- Kitchen in Residential Block

To register with a practice in the area you will need to call Practitioner Services where they will allocate a practice by letter. The Contact number is 0345 300 1024 (option 4). Website link is <http://psd.sct.nhs.uk/>

### **PETS/ANIMALS**

You are not allowed to keep animals/pets on the college premises, unless agreed by senior management.

### **DAMAGE AND DEFECTS**

Any faults, defects or damage to your study bedroom, bathrooms etc should be reported to reception or the Facilities Team, who will record the fault on the repairs log. These records will be checked daily by the Facilities and Housekeeping staff and the appropriate action taken. You will be held responsible for loss or damage to college property resulting from your actions.

### **STUDENT PROPERTY/INSURANCE**

The college does not accept responsibility for your property and personal effects, including motor vehicles, bicycles in the college buildings or grounds. You are advised to insure personal belongings and property for the duration of your stay. You may be able to extend your normal household insurance to cover loss or damage to personal and other effects.

### **SPORT AND LEISURE ACTIVITIES**

To help ensure the health and safety of students, staff and visitors, ball games, Frisbees and other throwing games should only take place in areas to the rear of Italian Garden.

## **STUDENT ACCOMMODATION AT NEWBATTLE ABBEY COLLEGE**

We, Newbattle Abbey College, a company incorporated under the Companies Acts with Company Number SC262968 and having our registered office at Newbattle Abbey College, Dalkeith, Midlothian, EH22 3LL acting as agents for the Trustees of Newbattle Abbey College (hereafter called "the Landlord") hereby offer to lease to you (hereafter called "the Tenant") a Room situated in the Residential Block including the heritable fittings and fixtures therein and thereon (all hereinafter call "the Premises") together with the furniture and effects in the premises conform to the Inventory annexed hereto ("the Inventory"). The conditions of this offer are:

### **1 Period of Lease**

- 1.1 The lease shall endure a period of thirty nine weeks, being for the periods from 1700hrs on 2 September 2018 ("the date of entry") to 1100hrs on 21 December 2018 inclusive, 1700hrs on 6 January 2019 to 1100hrs on 14 June 2019 inclusive.
- 1.2 For the avoidance of doubt, the Tenant shall remove from and leave vacant the Premises, for the period from 1100hrs 21 December 2018 to 1700hrs 6 January 2019.
- 1.3 The Tenant shall not be entitled to any refund of rent for any period during which he does not occupy the Premises.

### **2 Rent**

- 2.1 The Rent shall be £116.79 per week and will be deducted from bursary payment.
- 2.2 If any installment of rent shall be in arrears for seven days after, the same shall become due (whether legally demanded or not) or if the Tenant shall commit a breach of any of the conditions contained in this offer, then and in any such case, it shall be lawful for the Landlords by notice to the tenant to bring this lease to an end forthwith and to repossess the Premises, subject to the provision of sections 4, 5 and 6 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1985 but without prejudice to an reserving any right of action or remedy by the Landlord in respect of any previous breach of any of the obligations of the Tenant hereunder.

### **3 Contents of the Premises**

- 4 At or prior to the date of entry an Inventory of the contents of the Premises will be drawn up and signed by both parties. At termination of the lease, the Inventory will be checked and similarly signed.

- 4.1 The Tenant will be responsible for any damages to or loss of any of the contents of the Premises as may be evidenced by the Inventory at termination.

## **5 Occupation**

The Tenant will occupy the Premises as residential accommodation for a student in full-time study and will not do anything which might vitiate any insurance cover taken out by the Landlord in respect of the Premises or increase the premium thereon.

## **6 Assignment and Sub-Letting**

The lease will not be assigned by the Tenant and the Tenant will not sub-let, charge or part with possession of the Premises or any part thereof. The Tenant will not take in any lodgers or boarders.

## **7 Maintenance of Premises**

- 7.1 The Tenant accepts the Premises in their present condition as being in good and habitable condition and repair and undertakes to maintain them in like condition. (Door locks must not be changed).
- 7.2 The Tenant shall not drive any nails or drawing pins into the walls or interfere in any way with the decoration or fixtures of the Premises or make any alterations or additions thereto without first obtaining the Landlord's permission in writing. In relation to fire and the insurance cover against this risk the Tenant will not use any heating or cooking appliances other than those supplied by the College.
- 7.3 The Tenant will be responsible for the expense of having the Premises cleaned after them if, in the reasonable opinion of the Landlord they are not left in a satisfactory condition.

## **8 Nuisance**

The Tenant will not do, suffer or permit anything in or on the Premises that may be or may become a nuisance or cause damage to the property of the Landlord or the occupiers of any neighboring properties.

## **9 Animals**

The tenant will not keep any dog, cat or other animal in the Premises or the grounds.

## **10 Landlord's Obligation**

The Landlord will keep the Premises wind and watertight and will keep the Premises (and the contents thereof) insured against fire and such other risks as the Landlord shall from time to time decide. Any property belonging to the Tenant which is brought into the Premises will not be covered by the Landlord's insurance.

## 11 Landlord's Inspection and Viewing

The Tenant will allow the Landlord or the Landlord's employees, workmen or agents to inspect the Premises periodically during the lease on the Landlord giving the Tenant forty eight hours' notice and will provide facilities for the carrying out of any repairs or alterations or fire, health and safety inspections, to the premises which the Landlord may reasonably consider to be necessary. The Tenant will also allow access without notice in the case of essential repairs being required to avoid adverse damage to surrounding fabric and facilities.

## 12 Residential Student Handbook

The Tenant will comply with the whole terms of the Residential Student Handbook applicable to the Premises and the building of which they form part from time to time. The Tenant must comply at all times with College Health and Safety and Fire regulations.

## 13 Type of Tenancy

The Tenant acknowledges that the Premises are let to the Tenant as a student pursuing a course of study at Newbattle Abbey College, and that the lease is not an assured tenancy in terms of Section 12 of the Housing (Scotland) Act 1988, and Schedule 4 of that Act. In addition, in the event of the Tenant ceasing to be a student of Newbattle Abbey College the Landlord may recover possession of the Premises in accordance with Section 2 (1) (c) of the Rent (Scotland) Act 1984 and Case 14 of Schedule 2 of that Act and also in accordance with the Housing (Scotland) Act 1988.

Signed by:

(on behalf of the Landlord)

Designation: Business & Resource Manager Date:

I *(insert name)* accept the foregoing offer on the terms and conditions therein provided.

Student: Date:

Witness: Date:

## Newbattle Abbey College Inventory of Student Study Bedroom

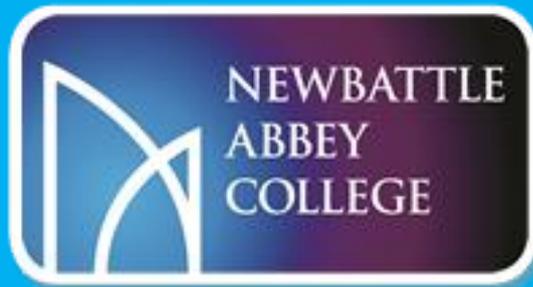
Description of room content	Tick (✓) if agree	Comment if disagree
One single bed in serviceable condition		
One desk in serviceable condition		
One hard chair in serviceable condition		
One soft chair in serviceable condition (Ground floor rooms only)		
One Wardrobe in serviceable condition		
Windows and Curtains in serviceable condition		
Sink in serviceable condition		
Floor covering in serviceable condition		
Wall coverings and windows in serviceable condition		
One shelf over sink in serviceable condition (where applicable)		
Paintwork in serviceable condition		
Ceiling light in serviceable condition		
Ceiling in serviceable condition		
Soft furnishing including: Duvet, pillows, mattress protector, blanket (students must provide their own sheets and duvet covers)		

Signed:

Room No.

Date:

(Return signed copy to Administration + keep copy for your own records)



*Colaiste Abaid a' Bhatail Nuaidh*

## **Academic Information**

**2018/2019**

## INTRODUCTION

This section is designed to give you information about the academic aspect of your college experience. It will help you to gain the maximum advantage from your time at Newbattle.

During the early days of your course you may feel overwhelmed by new information. Please take time to read the details below. Should you have any questions about the course or particular subjects, please ask your Subject Tutors, Support for Learning Tutor or Guidance Tutor, all of whom will be happy to explain in more detail.

## COLLEGE CLASSES ACADEMIC YEAR 2018-2019

### SEMESTER 1

Induction Week	3-7	September 2018
Semester 1 commences	10	September 2018
Reading Week 1	15-19	October 2018
Winter Break	21	December 2018 at 11am
Classes resume	7	January 2019
Semester ends	25	January 2019

### SEMESTER 2

Semester 2 commences	28	January 2019
Reading Week 2	11-15	February 2019
Spring Break	5-19	April 2019
Classes resume	22	April 2019
Semester ends	14	June 2019 at 11.00am

Careers guidance advice for students can be available throughout the year from a Skills Development Scotland Advisor. Appointments must be pre-booked.

## CLASS TIMES

Morning classes run between 0900hrs and 1230hrs (with a short break). Afternoon sessions begin at 1330hrs and some classes may run until 1630hrs. You will be given a timetable during Induction Week. Your timetable will depend on your subjects.

## ATTENDANCE & ABSENCE

Academic success at Newbattle Abbey College depends on your regular attendance at classes. Classes are designed to provide the basic material you need to cover any given unit in any set week. The college also provides the opportunity for study in small groups, for example on essay writing or study skills, as this can assist academic progress.

In general, students are not permitted to enter any course after the end of the third week of a semester. In exceptional cases, students may be admitted with the permission of the Curriculum Manager after discussion with the Subject Tutor. It is very important that you make every effort to attend all lectures, tutorials and seminars. **If you cannot attend, for whatever reason, you must let the staff in Reception know before 0900hrs on the day of absence.**

## **ABSENCE PROCEDURES**

An attendance register is kept by all tutors. If you are absent on more than two consecutive occasions, your Guidance Tutor will contact you to enquire about reasons for your absence and to find out if you require additional support.

If your attendance does not improve, the Subject Tutor or Guidance Tutor will ask the Curriculum Manager to meet you to discuss the reasons for your poor attendance. Following this meeting, additional support or formal attendance management procedures will be put in place to help you improve attendance. Continued poor attendance will lead to the loss of your opportunity to be assessed for a pass on the course. You will be notified, in writing, if this action is taken.

**We expect you to maintain 100% attendance.** Your bursary award is subject to withdrawal where attendance is less than 100% within a four week period or where progress and conduct is considered unsatisfactory. Full details will be provided in your Terms and Conditions of Award.

If you require an absence to be approved for medical, dental, or urgent personal reasons, **you should request approval at least 24 hours in advance.** This request should be by email to your Guidance Tutor who will consider your request. If you are unable to contact your Guidance Tutor, contact the Curriculum Manager who will provide you with evidence of approval which you should give to the Subject Tutor. Subject Tutors will record your absence as approved.

## **APPROACH TO ACADEMIC GUIDANCE**

You will be allocated to an Academic Guidance Group and will meet with your Guidance Tutor at certain times during the week, over the period of the year. The purpose of Academic Guidance is to assist your learning and help you monitor your learning progress. Academic Guidance is a mandatory part of your course.

As a student at Newbattle Abbey College, you have both entitlements and obligations. Early in your course, a Learning Agreement will be established. This is a statement of goodwill which outlines the joint entitlements and obligations of staff and students.

### **IN SEMESTER 1 YOU WILL:**

- be introduced to the College Mission and Vision
- learn about Scottish Qualifications Authority (SQA) awards
- complete an Individual Learning Plan
- be introduced to different teaching approaches
- learn to identify your learning preferences and learning styles

## **CLASSROOM ETIQUETTE**

Class Tutors will mutually agree ground rules for classroom etiquette within each class group. Food and drink is not permitted in the ICT Learning Centres.

## **USE OF THE COLLEGE LIBRARY**

The College Library and Resource Room is open during the day between 0900hrs and 2300hrs. At least one classroom will be open until 2300hrs (in the Main House), Monday to Friday. It is important that students show courtesy to fellow students by following certain rules and regulations when using the College Library. See Library Guide on page 51.

## **ASSESSMENT**

Learning & Teaching staff work to an Assessment and Moderation Policy. Copies of this can be obtained from staff in the Administration Office.

The procedures in place for assessment and moderation have the following aims:

- to ensure that academic standards are maintained to the appropriate level and type of qualification
- to allow students the best possible chance to succeed in assessments, within the academic standards set
- to ensure that assessments are consistent across different groups of students, different assessors and different modes of attendance
- to ensure that the assessments used are valid, reliable and practicable
- to meet the requirements of other awarding bodies and national academic standards

A schedule of summative assessments will be available to you during the first weeks of each semester.

### **Formative Assessments**

Informal formative assessments will be used during the session to help you to prepare for formal, summative assessments.

### **Summative Assessments**

Summative assessments will take place when you have been well prepared in each subject.

### **Special Arrangements**

Special assessment and examination arrangements for students with additional support needs can be arranged through the Support for Learning Tutor.

### **Submission of Assignments**

You are expected to submit assignments by the agreed submission date. In some circumstances, an extension to the submission date may be agreed at Class Tutor's discretion. Where an extension is granted, the Class Tutor will confirm in writing the new submission date, with the reason for granting it, and will inform your Guidance Tutor. Late submission of one or more assignments may result in a failure to pass the unit.

### **Assessment Feedback**

Tutors will endeavour to return assignments within fourteen days of any given cut-off date. These will be returned on a confidential basis. Constructive feedback will be given for each assignment. If at any stage you require additional or

immediate discussion, tutors can be approached directly. Check with your tutor for availability.

### **Re-assessment and Re-enrolment**

Every student is entitled to two re-assessments. Re-assessments should normally take place within the unit delivery time. In the case of a marginal fail, or in exceptional circumstances (e.g. long term illness, bereavement or similar personal issue), the assessor may decide to allow a further assessment attempt, in consultation with the Curriculum Manager and the Internal Moderator. For full details of the college assessment and moderation policy, please refer to the Policy on Assessment and Moderation, which can be obtained from the Administration Office.

### **Assessment Appeals Procedure**

The College Appeals Procedure will be applied if you wish to appeal against the result of an internal assessment. The formal procedures are set out in the College Appeals Procedure, which can be obtained from the Administration Office.

## **STUDENT COMPLAINTS PROCEDURE**

### **Complaints from Students Concerning Academic Matters**

The Student Complaints Procedure is intended to help both students and tutors to be aware of their rights and obligations if making or handling complaints. If you feel you have a complaint against a tutor you should, in the first instance, raise the issue informally with the tutor. If the matter remains unresolved, arrange a meeting with the Curriculum Manager (you may wish to bring a friend with you for support).

We try at all times to resolve difficulties through reasoned discussion. However, if you want to make a formal complaint, this should be submitted in writing following the Student Complaints Procedure (Academic Matters), which you can access from staff in the Administration Office.

If at any time it becomes apparent that the complaint should be dealt with under Disciplinary or Unlawful Discrimination, the relevant policies and procedures will be applied. If the complaint is an appeal against the assessment of results, this will be dealt with according to procedures outlined in the policy on Assessment and Moderation.

### **Complaints from Tutors**

Complaints from tutors about students relating to academic matters can usually be resolved by the subject tutor discussing the matter informally with the student. Absence from classes and late submission of work without prior approval are examples of the type of things that may arise and the Subject Tutor usually arranges an informal meeting to discuss the matter and the effect that your absence is having on progress. The Subject Tutor may then refer the matter to Guidance Tutors or the Curriculum Manager.

If your absence from class continues, formal disciplinary procedures may then be put in place. You can access the Disciplinary Procedures from staff in the Administration Office.

### **PLAGIARISM**

Plagiarism means presenting someone else's ideas, words or information as your own and/or making use of someone else's work without acknowledgement. In order to avoid plagiarism, you must not construct your assignments or research projects by relying on sentences and phrases taken directly from the Internet or any published texts. This applies even if you combine them with words of your own. There is, however, no problem in using arguments and ideas provided that you restate them in your own words and acknowledge your source. This demonstrates that you have properly understood them.

Plagiarism is viewed seriously and can sometimes be considered to be a disciplinary issue. However, early in your course, you will be given a clear explanation of what the term means and how you can avoid it. You may also wish to have a look on the web to find out more about plagiarism.

### **USE AND ABUSE OF THE INTERNET**

During Induction Week, you will be given the college's Email and Internet Policies and will be asked to sign a Computer User's Agreement, which outlines the protocols and etiquette for internet use. You will also be introduced to college email policy and given an email account.

### **ICT**

The college has its own dedicated ICT Support Services Technician. If you require assistance with College ICT you can find him in Room 205. There will be introductory lessons on the use of College ICT and associated systems during induction week, there will also be a lesson and handouts given on how to access your Office 365 account when out of college.

### **ACADEMIC POLICIES AND PROCEDURES**

The following Academic Policies and Procedures are available from the college website: [www.newbattleabbeycollege.ac.uk](http://www.newbattleabbeycollege.ac.uk)

- Student Admissions Procedure
- Student Complaints Procedure
- Assessment and Moderation Policy & Procedures
- Student Attendance and Progression Policy & Procedure
- Student Disciplinary Policy & Procedure
- Core Skills Policy & Procedure
- Policy on Approaches to Learning and Teaching

### **EQUALITIES**

The college believes that equality of opportunity is an important principle. We believe that all learning and work should take place in a context free from all forms of discrimination. The college has an Equalities and Diversity Policy for dealing with discrimination and harassment. A copy of the Equalities and Diversity Policy is available in the Administration Office.

## **CHILD PROTECTION**

The college recognises its obligation to protect those who are under 18 and vulnerable adults. The policy which addresses the principles outlined in the Protection of Children (Scotland) Act 2003, Part V of the Police Act 1997 is the 'Child Protection Policy' which is available on the college website.

## **RESULTS**

On completing your course:

- Check that you have been informed of all your results and that you have received all appropriate certificates within the timescale notified by staff. If a student has taken a national qualification (National 5 or Higher) these results will be published on SQA results day at the beginning of August. All other certificates are dispatched following this date.
- Use your new skills and knowledge to take a fresh look at your opportunities.
- Develop yourself further through contributing to society, building on your self-reliance and capabilities.

As a learning organisation we are committed to widening access to education, raising learner aspirations and developing learner potential. Staff at Newbattle Abbey College work hard to enable you to achieve. We expect you to do so also and look forward to a successful year together.

## **GENERAL INFORMATION**

The postal address of the college is:

Newbattle Abbey College  
Newbattle Road  
DALKEITH  
Midlothian  
EH22 3LL

Tel: 0131 663 1921

e-mail: [office@newbattleabbeycollege.ac.uk](mailto:office@newbattleabbeycollege.ac.uk)

website: [www.newbattleabbeycollege.ac.uk](http://www.newbattleabbeycollege.ac.uk)

## STUDENT CODE OF CONDUCT

### **Before You Start Your Course You Should:**

- Make sure that you have obtained sufficient information and advice about the level and content of your chosen course
- Make sure that you can commit the necessary effort to ensure your best chance of success
- Supply the college with complete and accurate information to enable you to enrol and, if eligible, apply for financial support

### **What We Expect Of You**

- We expect that you show respect for the opportunity given to you.
- We expect 100% attendance.
- We expect you to display high standards of behaviour and self-discipline.
- We expect that you show respect towards your fellow students, staff and visitors.
- We expect you to commit to your studies, work hard and achieve your potential.
- We expect you to use your unique skills and talents to help build a positive affirming learning community.

### **As A Student You Should:**

- Attend 100% of your course
- Take time to read the college policies in the Student Handbook
- Behave in a way that would be entirely acceptable within any formal environment, for example in the workplace
- Treat all visitors, staff and other students with courtesy and respect
- Be aware that absenteeism, authorised or unauthorised, will seriously affect your ability to achieve your qualification
- Make sure that you attend on time and keep staff fully informed if you are absent
- Restrict eating or drinking to appropriate designated areas
- Comply with the college Smoking Policy
- Not use personal music players and internet chat rooms in a classroom whilst under instruction
- Switch mobile phones off in classrooms and only use them in designated areas
- Avoid language or actions that may cause offence, such as swearing and behaving disruptively or in a discriminatory manner
- Wear appropriate dress that is safe, fit for purpose and does not cause offence
- Respect college facilities, property and its environment, avoiding damage, inconsiderate disposal of litter, or disposal of gum, careless driving or parking, and disturbing other residents
- Actively participate in class groups and in all learning opportunities in order to get the greatest advantage out of your time at college
- Put in as much extra effort as is required for you to make good progress
- Keep track of your own progress and, if you have concerns or difficulties, contact your Guidance Tutor, Support for Learning Tutor or Curriculum Manager as soon as possible

- Keep the college informed of changes to personal details for example, change of address, change of surname etc.
- Try not to let problems and issues get you down. Contact your Class Tutor, Guidance Tutor or Curriculum Manager if you have a problem. All staff are there to help and have wide experience of students in similar circumstances to you.
- Pay particular attention to assessment instructions being aware that you are assessed entirely on your own work and that any use of the work of others is a very serious breach of discipline.
- Be aware of the college's Student Disciplinary Policy and Procedures. Ensure that you avoid all actions constituting disciplinary offence, including theft, violence, malicious damage, deception, intimidation or misuse of drink, use or sale of illegal drugs on college premises or its environs, all of which offences may lead to dismissal from the college.

## **LIBRARY GUIDE FOR STUDENTS**

Eating or drinking in the College Library is not permitted at any time.

### **Opening Hours**

The Library is open from 0900hrs - 2300hrs Monday to Sunday.

### **Borrowing a Book**

Books can be borrowed for 14 days, after which the renewal procedure should follow. Please complete a Loan Record slip for each book and place the white slip in the metal box located on the table beside the staff desk. Take the yellow slip as a receipt and reminder of when you borrowed it. Students are allowed to borrow a maximum of 5 books per person at any one time from the open shelves. This is in addition to core texts. Books must not be passed from student to student without being checked back into the library first.

### **Returning Books**

All you have to do is place the book on the Returns shelf with the yellow slip sticking out of the top.

### **Renewing Books**

Please complete a new slip as normal. This time write 'renewal' along the top of it and remove white and yellow slips as normal. This way you can extend the loan time, if required.

### **Overdue Books**

An email will be sent to remind students about any overdue books. If the item is not returned within the time specified on the email, a charge of 20p per day will be implemented. Borrowing rights will be suspended until the item has been returned and outstanding fines have been cleared.

### **Reference Books**

There are certain books (reference books) you cannot borrow and can only be viewed in the library. These reference books can be found on the book shelf next to the photocopier and have a label with 'REF' on the spine.

### **Lost Books**

A replacement charge will be made for any lost books and an invoice will be sent to you. Borrowing rights will be suspended until the outstanding invoice has been cleared.

## **Damaged Books**

Loss and damage of a book should be reported to an Administration Assistant immediately. Materials and books must not be defaced. Please do not highlight passages, or write notes in pen or pencil inside college library books or on borrowed photocopied material.