



University of the
Highlands and Islands
Highland Theological
College

Oilthigh na Gàidhealtachd
agus nan Eilean
Colaiste Dhiadhachd
na Gàidhealtachd

HIGHLAND THEOLOGICAL COLLEGE

HANDBOOK

Session 2011-12



University of the
Highlands and Islands
Oilthigh na Gàidhealtachd
agus nan Eilean

Contents

Principal's Welcome	3
General Information	4
HTC Mission Statement	9
Staff	10
Student Finance	12
HTC Academic Calendar	15
Student Representation	17
UHISA (UHI Millennium Institute Students' Association)	19
HTC Learning Centre	20
IT Guidelines	20
Photocopying Copyright Rules and Charges	23
Regulations	24
Grievance Procedure	25
Library	26
Useful Names and Telephone Numbers (Doctors, dentists, banks, buses, trains, etc)	30
Appendix I. Action to be Taken in the Event of Fire	33
Appendix II. ILA. Individual Learning Account – FE & HE Students	35
Appendix III. Higher & Further Education Fees for 2009/10	37
Appendix IV. Further Information on Student Fees	39
Appendix V. Other Sources of Funding from SAAS for HE Students	43
Appendix VI. Fee Waiver Scheme for Part-time HE Students	45

Principal's Welcome

Welcome to the Highland Theological College! The College is usually known as 'HTC' and we have been in existence since 1994. I hope that you enjoy living and studying in the Highlands, especially those of you who have come north for the first time.

If you are a BA, MTh or PhD student, then you are also a student of The University of the Highlands and Islands, Scotland's newest university. UHI received university title in February of this year, a fact that was formally celebrated at a special event in Inverness on 25th August. HTC is a full Academic Partner of UHI, which is an exciting initiative for the area, and HTC is delighted to be part of it.

HTC stands in the evangelical and Reformed tradition of Christian theology but all are welcome to study here and our courses require students to read a wide range of theology across all the main traditions. We do believe, however, that theological study is best carried out in the context of a life of faith. Because of this, HTC is a worshipping as well as an academic community and we encourage you to join us for daily worship.

In other words, there is no incompatibility between Christian faith and rigorous academic study. Indeed, it is our duty as Christians to do our very best work and to do it for the Lord. Work hard at your studies, do not cut corners and always try to produce your best work. That kind of discipline is not only the proper approach for a serious student, it will also equip you well for whatever you do in the future.

HTC seeks to maintain high academic standards. We were the first College in UHI to be validated to deliver an honours level BA degree and we were the first College in UHI to undergo Subject Review by the Quality Assurance Agency for Scotland. In that review we achieved the highest rating in each category.

The other important thing to say is that you must show respect for others in our community. Every so often a student comes who imagines that he (it has usually been a he!) has all the truth or his denomination has all the truth. This has

sometimes led to a somewhat discourteous and dismissive attitude towards students (and staff) who took a different view. It is good to share our views and to debate with one another and try to persuade one another. That is part of the fun of study! Yet it must be done respectfully. Peter tells us that we should always be prepared to give an answer to everyone who asks us to give the reason for the hope that we have, but to do it “with gentleness and respect”. (1 Peter 3:15)

It is a great privilege to have the opportunity to study and learn. Make the most of your time in the College. Work hard and enjoy your studies.

The Rev Hector Morrison (College Principal)

General Information

Structure

The parent body of HTC is the Highland Theological Trust, whose Trustees meet annually. The operational control of the college is in the hands of a Board of Governors drawn from several different denominations. The Principal of the College, the Management Group, and the College’s Academic Board are responsible for running the college on a day-to-day basis.

Academic Year

For most of our taught courses we operate a two semester system. All relevant information about term dates, vacations and examination weeks are contained in the new academic calendar available on the line. (See below. This information can also be found on the College web site <http://www.htc.uhi.ac.uk>). The MTh course is, however, spread over a full year (the equivalent of 45 weeks, or three semesters, of study).

Accommodation

HTC does not have any residential accommodation; however, we can help students

to find what they need. If you have any questions, please contact Mrs. Kay Munro at Reception (tel. 01349-780000; e-mail Kay.Munro@htc.uhi.ac.uk).

Attendance

Students should attend regularly and punctually all elements of the course for which they are enrolled. If you cannot attend college for any reason, it is courteous to inform your tutors of this fact, so please phone (01349 780000) or e-mail (Kay.Munro@htc.uhi.ac.uk) Reception to inform us of this and to indicate when you expect to return to College.

Frequent, unexplained absences are likely to have a negative impact on your studies and should be avoided at all costs.

Access Course students who receive bursaries should note that the receipt of such bursaries is dependent on their attending the college for the stated number of hours each week. Failure to do so may result in the bursary being withdrawn. For Access students receiving bursaries, then, absences for periods longer than five days must be supported by a medical certificate, except where the absence is due to exceptional circumstances such as bereavement.

Facilities

A **student common room** is available for the use of all students. Students must keep this room clean and tidy. It is suggested that the student representatives should ensure that a cleaning rota is set up for this purpose.

Each student will be allocated a **pigeon-hole or tray** in the Student Common Room. Please respect the confidentiality of the material placed in these.

Computing facilities are available in the Library and the Common Room for typing assignments and for using e-mail etc. In addition, both the Learning Centre and the Computer Suite may be used by students when no classes are scheduled for these rooms. Please check notices on doors before entering. If you have any questions about these matters please see Fraser Jackson.

First Aid

The designated First Aiders for the college are Martin Sheringham (Estate Manager) and Angela Spence (Academic Officer) and Martin Cameron (Library Manager). If you require any assistance please see Martin S, Angela or Martin C. If you require any first aid treatment while at College or if you suffer any falls or accidents (even minor ones), you must let one of them know so that it can be properly recorded.

Fire Safety

- Fire notices are posted throughout the college.
- All fire appliances are checked annually.
- Stairways and fire exits must never be obstructed.
- Combustible materials (such as waste paper) must not be allowed to accumulate.
- The College is a non-smoking facility so smoking is prohibited in all areas.
- On hearing the fire alarm leave the building **at once**, through the nearest exit, and assemble at the assembly point. Do not attempt to re-enter the building until instructed to do so by senior staff. (Fuller details can be found in Appendix I.)

Learning Support

If you have any academic problems or questions about any of your modules then, in the first instance, please contact the module tutor. For other problems or difficulties (personal, financial, etc.) please contact your student advisor.

For all students doing the *BA Theological Studies* course, student advisors are allocated annually and information in this regard is obtainable from the academic office. Should you feel that your allocated student advisor is not suitable, you can discuss this with the Programme Leader.

Module tutors and student advisors should normally be seen by appointment, Tuesday-Friday, depending on timetable arrangements.

The Programme Leader of the *BA (Hons) Theological Studies* programme is Len Cazaly. Any matters relating to module choices, timetables etc., should be directed to him. If students wish to raise wider issues then this should be done through the student representatives on the BA (Hons) Theological Studies Programme

Committee and the Academic Board. These representatives will be elected during the first few weeks of the first semester.

The Programme Leader for the *Access Course* is Rev Donald MacIver. Mr MacIver is a retired Free Church minister teaching as PT tutor at HTC. Any matters relating to timetables and other general aspects of this course should be directed to Mr MacIver in the first instance. The Student Advisor is Angela Spence who should be able to help you in the days when Mr MacIver is not present on campus. In her absence, Access students should feel free to approach Jamie Grant, Vice Principal. Access students will be represented by one student on the Access Course Committee where they may raise any relevant issues. They will also have representation on the Academic Board.

The Programme Leader for the *MTh in Reformed Theology* is Dr Jason Maston. Any matters relating to module choice, timetables etc., should be directed to him. If students wish to raise wider issues then this should be done through the student representatives on the Programme Committee and Academic Board. Dr Jason maston normally acts as student advisor to those on the MTh.

The *Research Degrees* programme coordinator is Dr Jamie Grant. Any matters relating to these programmes should, in the first instance, be directed to him. If students wish to raise wider issues then this should be done through the student representatives on the Academic Board.

* * * * *

We want to be sure that each student benefits from his/ her course, so do not hesitate to speak to someone as soon as difficulties arise. It is always easier to get things sorted out if a problem is recognised early on.

Students who suffer from specific difficulties which may affect their learning (e.g. dyslexia or a physical disability) should speak to their student advisor. The College will be as helpful as possible in these circumstances, and will normally modify examination times and procedures so that such students are not disadvantaged. Extra tuition may also be available by arrangement with your module tutors to meet

specific circumstances (e.g., catching up after a period of absence; or help in overcoming a particular area of difficulty).

The Highland Dyslexia and Dyspraxia Association provides information support for SAAS funded students. This information can be found in the Library. Helpful web-sites are:

UHI Disabilities Website

<http://www.uhi.ac.uk/en/students/support/disability-matters>

British Dyslexia Association

<http://www.bdadyslexia.org.uk/>

National Bureau for Students with Disabilities

<http://www.skill.org.uk/>

As part of the extended Induction programme for the BA, we will be offering additional classes in study skills during the early weeks of semester 1. It is likely that these will be supplemented by further classes in, for example, English Grammar, in semester 2. However, we would like to alert students to the resources for Study Skills to be found, for example:

- on the UHI web-site: <http://www.uhi.ac.uk/en/students/support/study-skills>
- through the Open University web-site <http://www.open.ac.uk/skillsforstudy/>

In addition BA students may like to avail themselves of HTC's Access Course module on Study Skills for Theology. Anyone interested in this option should speak to the Registrar, Mrs Angela Spence (Angela.Spence@htc.uhi.ac.uk).

Worship

As you will see from our Mission Statement (following page), we are a worshipping community as well as an academic community. We invite everyone using our building (whatever course you might be taking) to join us for worship at 12.00 on Tuesdays during weeks 1-12 of each semester (except during the October Study Week in semester 1).

Careers Guidance

From time to time representatives of a variety of Christian missionary and other agencies are invited to address the students and make them aware of vocational opportunities. These meetings normally happen over lunch-time (1-2pm).

Also, literature from a variety of Christian and other organizations is placed on the notice-boards in the college, and information on further opportunities for study are available in the library.

In addition, a range of information is available on the UHI web-site.

You ought to try the following address:

<http://myworldofwork.skillsdevelopmentscotland.co.uk/> which is a service supporting skills development.

HTC Mission Statement

The Highland Theological College exists to provide opportunities for men and women to study the Christian faith, on a full-time, part-time or open learning basis, from an evangelical and Reformed perspective, in the context of a worshipping community.

The College is committed to high academic standards of teaching and learning in its Access, HE and postgraduate level courses. Through its staff and students, the College seeks to make a contribution to biblical and theological scholarship.

The College also seeks to serve the churches of the Highlands and Islands by responding to requests for training and education at a non-certificated level.

In addition to its core business of providing theological education and training, the College also seeks to serve the wider community by facilitating other educational opportunities, both in its capacity as an Academic Partner of the University of the Highlands and Islands and in partnership with other agencies.

Above all, our intention is to glorify the one God, who is Father, Son and Holy Spirit and who has chosen to make himself known to us.

Equal Opportunities

HTC has adopted the following Equal Opportunities' policy statement of UHI, with respect to student applications and admissions: "UHI operates a fair and open admissions system committed to equality of opportunity and non-discrimination. We consider all applications on merit and on the basis of ability to achieve, without discrimination on grounds of gender, age, disability, religion, socio-economic background, sexual orientation or race. We welcome applications from all prospective students and aim to provide appropriate and efficient services to students with disabilities."

Staff

The Principal & Lecturer in Old Testament

The Rev Hector Morrison BSc BD MTh HEAM PGCPD

Vice-Principal & Lecturer in Biblical Studies

Dr. Jamie Grant LLB MA PhD

College Secretary

Mr Lewis Vernal BD DMS

Finance Officer

Mrs Barbara MacPhail

Lecturer in New Testament

Dr Jason Maston BD PhD

Lecturer in Church History (Part-time appointment)

The Rev Dr. Nick Needham BD PhD HEAM

The Rev Dr Bruce Ritchie BD PhD

Lecturer in Pastoral and Practical Theology

The Rev Dr Innes Visagie BA (Hons) BTh MTh PhD

Lecturer in Systematic Theology (Part-time appointment)

Dr Robert Shillaker BSc BA (Theol.) PhD

Librarian

Mr Martin Cameron BA DipLib MCLIP

Registrar

Mrs Angela Spence BA (Hons)

Academic Officer

Miss Ruth Craigie

Development Officer

Miss Marina Mackenzie BSc (Hons)

Receptionist & Administrative Assistant

Mrs Kay Munro

Estate Manager

Martin Sheringham

IT Technician and Library Cataloguer

Mr T. Fraser Jackson LLB DipLibIS

Occasional/ Part-time Lecturers on the BA Theological Studies degree

Miss Sandra MacDonald BA 'Buddhism' in Exploring Other Faiths module

Mr. Leonard Cazaly BA (Hons.), MTh 'Islam' & 'Judaism' in Exploring Other Faiths
module, Hebrew text.
Ms Carol Fettes LIB, BSc, BD Greek & Hebrew Grammar

Part-time Tutors on the Access Course in Christian Theology

Rev Donald Maciver BA MA (Programme Leader)
Rev Robert Jones BSc BD
Mr. Leonard Cazaly B.Th (Hons.)
Dr Robert Shillaker BSc, BA, PhD
Rev James Gemmell BD MTh
Rev Trevor Hunt
Rev Douglas Horne
Rev Gordon Kennedy

UHI Staff based at HTC

Dr Iain Morrison BCom (Hons) PGC MSC MA EdD
Head of Student Services

Gillian Anderson BA MCLIP
UHI Librarian

Elizabeth McHugh MA (Hons.) PGDipILS MCLIP NdipM
UHI Electronic Resources Manager

Kevin Sinclair BA (Hons.)
Student Progression Lead Practitioner

Regular Volunteers

You will also see a number of individuals working away in a voluntary capacity in various parts of our buildings. These include:

Miss Geraldine MacLennan	Reception	Miss Claire Vaughan	Reception
Mrs Betty Wilson	Reception	Mrs Christine Craig	Reception
Mr Peter Whitfield	Library	Mrs Marion Whitfield	Library
Mrs Roberta Morrison	Library	Mrs Helen Jackson	Library
Miss Margaret Butteriss	Library	Miss Mary Gillies	Library
Mrs Trish Rigby	Student support		

Student Finance

Payment of Fees

Tuition fees for the BA (Hons) Theological Studies and the Access Course are due to be paid on the first day of each semester (see further below).

Tuition fees for the MTh and DMin programmes usually have to be paid on the opening day of the associated week-long teaching intensive for the particular module. (Details of fees can be found in *Appendix III*.)

BA (CertHE, DipHE)

Full-time BA students who are normally resident in Scotland and eligible for help from the Student Awards Agency for Scotland (SAAS) will normally have tuition fees paid on their behalf. They may also be eligible for a bursary towards living expenses. Application, if not already made, may be made online at <http://www.student-support-saas.gov.uk/> or by downloading Form SAS3 from the website. Full information on student finance may be found in the SAAS booklet *Student Support in Scotland – A Guide for Undergraduate Students* (SAS4, available from the HTC Academic Officer or on the SAAS web site). This is an important document and must be kept in a safe place. It contains valuable information on the various matters affecting finance. The booklet may not, however, cover all the circumstances which may affect you, so if in doubt contact the Awards Agency. Always quote your personal reference number on any piece of correspondence. If you do not have a notification letter, or wish to make a general enquiry, the SAAS Enquiry Line number is: **0845 111 1711**.

Full-time BA students who are normally resident elsewhere within the United Kingdom may be eligible for support from their Local Education Authority (LEA) or other funding body.

If you are a full-time student you may also be eligible for a **student loan**. The advantage of this loan is that first, it is at a low rate of interest; and second, repayments do not begin until your course is ended and you have begun employment. The regulations governing student loans are found in the SAAS booklet *Student Support in Scotland – A Guide for Undergraduate Students* (SAS4).

Part time BA students taking at least 3 modules per year should apply to SAAS for the Part-time Fee Grant (formerly known as ILA500) which provides up to £500 per year.

Part-time BA students taking less than 3 modules should check if they qualify for the ILA200, £200 towards the cost of your studies (see Appendix II).

Part time students may be eligible for the Fee Waiver scheme (see Appendix IV)

Open learning BA students are responsible for all their tuition fees.

You may be eligible for other funding via SAAS in special circumstances. Please see Appendix III for details.

Access Course

Please check our fees schedule for 2011/12 for current costs. All fees must be paid in full before module packs are sent out.

DMin; MTh

Tuition fees for the MTh and DMin programmes usually have to be paid on the opening day of the associated week-long teaching intensive for the particular module.

Invoicing

All students will receive an invoice for their fees regardless of who is paying them. If you have a SAAS Award letter you must give it to the Finance Officer at enrolment or by post if not attending. If another source of funding is settling your fees you need to supply confirmation in writing. If you have a problem with paying tuition fees immediately, then you can discuss that with the Finance Officer, who will do all that s/he can to help you.

Cheques should be made payable to "Highland Theological College" and should be sent to the Finance Officer.

Income Support, Housing Benefit and Council Tax

If you have dependent children or are disabled you may be able to claim income support and housing benefit from the Benefits Agency. When these benefits are calculated, all *available* income is taken into account, including the student grant and *full* student loan, *even if you do not take out a student loan*.

Remember, too, that Dependant's Grants and Lone Parent's Grants cover a period of 52 weeks from 1st September to 31st August. The student loan facility is also intended to cover 52 weeks from the same dates, except in the final year of study.

Most full-time students are not eligible for Housing Benefit at any time during the course, including the summer vacation, but if you are a part-time student you may be able to get help with your rent. Please contact the Benefits Agency if you need further information.

Council Tax is attached to property, not to the individual. If you are a full-time student living alone or sharing a property only with other full-time students, the property is exempt and you will not have to pay council tax. If you share accommodation with adults who are not full-time students you will share liability for the council tax on that property. The amount you have to pay will depend on the value of the property and the number of adults living there.

For more information please contact the Council Tax Office.

Budgeting and Debt

Student income, from whatever source, is seldom adequate to meet needs comfortably, and it is important to be fully aware of the financial implications of full-time study. It is essential to plan a weekly budget for the year ahead.

Should you begin to experience financial difficulties, do not hesitate to approach either your Student Advisor or the Finance Officer.

Before you enter into any borrowing, credit or hire-purchase agreement you must think very carefully about how you intend to repay the money plus the interest

charges. Remember, you will be making promises about payment which you must not break. Think whether you will be able to pay all the instalments, not just the first one or two. If you cannot keep up your payments you may, at the very least, have the goods you have purchased taken from you.

You may, therefore, decide that it is more sensible and cheaper to save until you can pay cash for the item you want. Remember there is no easy way to get out of debt. You must do something or your debts get worse. The sooner you face the problem, the easier it will be to solve.

HTC Academic Calendar: Session 2011/12

Semester 1	
Week Commencing:	Week Number (numbers refer to the weeks of BA and Access):
09-Sep-11	Induction Day (Friday)
12-Sep-11	Week 1
19-Sep-11	Week 2
26-Sep-11	Week 3
03-Oct-11	Week 4
10-Oct-11	Week 5
17-Oct-11	Week 6 [Reading Week for BA, Access & UHI Network Courses; College Open]
24-Oct-11	Week 7
31-Oct-11	Week 8
07-Nov-11	Week 9
14-Nov-11	Week 10
21-Nov-11	Week 11
28-Nov-11	Week 12
05-Dec-11	Week 13 [BA/Network Revision Week]
12-Dec-11	Week 14 [Exam Week for BA/Network; Study and Exam Week for Access]
16-Dec-11	End of Semester 1
24-Dec-11 – 6 Jan 2012	Christmas Holiday [College Closed from 24-Dec 2011 – 6 Jan 2012]
Inter-semester Break	
9-Jan-12	Inter-semester (College is open)
16-Jan-12	Inter-Semester (College is open)
23-Jan-12	Inter-Semester (College is open)
Semester 2	

30-Jan-12	Week 1
06-Feb-12	Week 2
13-Feb-12	Week 3
20-Feb-12	Week 4
27 Feb-12	Week 5
05-Mar-12	Week 6
12-Mar-12	Week 7
19-Mar-12	Week 8
26-Mar-12	Week 9
02-Apr-12	Easter Holiday Good Friday PH 2-13 April
09-Apr-12	Easter Holiday [College Closed]
16-Apr-12	Week 10
23-Apr-12	Week 11
30-Apr-12	Week 12
07-May-12	Week 13 [BA/Network Revision Week]
14-May-12	Week 14 [Exam Week for BA/ Network Study and Exam Week for Access]
18-May-12	End of Semester 2

Please note that, for timetabling reasons, some BA (Hons) Theological Studies examinations may need to take place in the week immediately following the weeks officially designated “Exam Week”.

A list of public holidays and of the days on which the college buildings will be closed can be found on the college web at: <http://www.htc.uhi.ac.uk>

Please note that MTh students should check details given at induction for their calendar of the weeks when the intensively taught modules will run.

Student Representation

HTC students have a right to representation in a number of different contexts within HTC and/ or UHI. It is the responsibility of students to volunteer to be Student Representatives so that HTC students are provided with adequate representation.

Students should be represented on the following committees within HTC:

1. HTC Academic Board (student representatives for taught degrees – see under SNC below, 1 postgraduate research student representative)
2. MTh Reformed Theology Programme Committee (1 student rep)
3. BA (Hons) Theological Studies Programme Committee (1 student representative from each level of the BA course)
4. Access Course in Christian Theology Course Committee (1 student rep)

UHI students should also elect representatives to serve on UHI Committees:

- a. UHISA Executive Committee (students on UHI degree programmes will be asked to elect a student representative each new session)
- b. UHI Subject Network Committee (SNC) – Theology and Religious Studies. The business of this SNC is now taken as part of that of the Academic Board of HTC, with the result that the two student representatives elected to the SNC function as the Academic Board representatives as well. These student reps even get paid for attendance at SNC meetings!

What does a student representative do?

The role of the student representative on any committee is to provide a voice for his or her fellow students in matters relating to their course and institution. In order to carry out this role effectively, you should ensure that you carry out the following tasks to the best of your ability:

1. Speak regularly with fellow students about their views on the course and institution. Note down their comments so that you remember to mention them at a future meeting.
2. Read the agenda and the minutes which are sent out to all participants before the meeting. Seek the views of your fellow students on any matters listed on the agendas which will have a bearing on them. Note any comments carefully.

3. Attend the meeting, if at all possible. If you simply cannot attend, give your apologies to the Secretary of the relevant Committee or Board in good time.
4. At the meeting, be ready to participate in any part of the meeting (not just the identified 'Student Issues' slot). If you wish to participate, address the Chair of the meeting and, when invited to speak, speak clearly, courteously and briefly. Take notes of anything which seems significant (you can always discard some material later) and ask questions if discussions are unclear or appear to overlook an issue.
5. After the meeting, report the outcomes of the meeting back to your fellow students (you may wish to write up a brief sheet containing the main outcomes). Find out if they are satisfied with the outcomes and note down any responses for possible discussion at a future meeting. If anything is still unclear, contact the Chair of the meeting for guidance.

Why should I be a student representative?

There are a number of good reasons why you should consider becoming a student representative. For example, as a student representative you will:

- develop important skills and experience which you can indicate on your CV when applying for work in the future.
- gain a better understanding of HTC and/ or UHI
- make a difference, hopefully for the better, to the way things are done
- help develop student life within HTC and/ or UHI

For further detail, see the following web pages:

<http://www.sparqs.ac.uk/reps/> (this site has very helpful information on the role of student representatives)

UHISA

[This applies only to students on the BA, MTh and PG theology programmes, and to students on any other UHI degree programmes. It does not apply to students on the Access Course or DMin programme.]

UHISA (UHI Students' Association) is the main representative body run by and for students at UHI. It aims to represent the views of students to UHI and to the wider world, and to develop the social side of student life through sporting, cultural and social opportunities. The executive board of UHISA consists of one member, elected annually, from each of the colleges in UHI. UHISA representatives sit on UHI committees to bring a student perspective to them and to ensure that students are kept informed of developments within UHI. UHISA also supports student activities across the network of colleges and strives to enhance the social experience of being a student at UHI by bringing together people with a wide variety of backgrounds and interests.

Wherever you are in the UHI network, if you are on a UHI course, then UHISA is your organisation, there to serve your needs, represent your interests, and bring you together with other students in UHI.

Further information on the activities of UHISA can be found on <http://www.uhisa.org.uk> or by contacting the college representative, who will be elected in semester 1.

HTC Learning Centre

In recent years HTC has been able to develop its role in and for the wider community, by providing access to a wider spectrum of courses and learning opportunities than had been possible previously, through the HTC Learning Centre. You will see a number of folk from the local community attending a range of non-theological classes in the building, both during the days and in the evenings. Details of these classes can be found at reception and also on the HTC web site <http://www.htc.uhi.ac.uk> and currently include Basic Computing, and ECDL. In the

past HTC students have occasionally availed themselves of one or other of these classes. Should you be interested in doing so, please speak to somebody at reception who would be able to guide you in the right direction.

We are also pleased to welcome into the college learners who are pursuing electronically delivered modules from other UHI courses (in particular, Cultural Studies, and Scottish History) with a measure of student support offered from within HTC. The presence of the Learning Centre students among us enriches the experience of the whole learning community at HTC.

IT Guidelines

- College computers are primarily for academic use and this must always be given priority over other, non-curricular activities.
- Users should not install or run ANY additional programmes, or make ANY permanent changes to a computer's configuration - including display settings, printer settings, icons, menus, etc. - without specific permission from the IT Technician.
- Users should not, under any circumstances, attempt to change or modify ANY aspect of the hardware - including the monitor, keyboard, mouse, system box and components - without specific permission from the IT technician.
- In the event of a printer failure, students should contact the IT technician immediately. Failure to do so may result in other students' printing being delayed. Please note that if you do not contact the IT technician, your print account may be charged for the abortive print (see below.)
- No part of the college's IT resources should be used to send, receive, download, upload, stream, or otherwise copy or store ANY programme or data in ANY way which violates international and UK Copyright Law. This includes text, images, sound, music, video, and software.

- Students will be given a private network log-in, a UHI e-mail account which must be used for all communication with the staff, and space for file storage. Users will be held responsible for the appropriate use of these resources. System administrators may access or examine files or accounts that are suspected of unauthorised use or misuse.
- Your login is your UHI student number, e.g. 05123456. If in doubt, check the number on your ID card. Your password is your date of birth in ddmmyyyy format (e.g. 23071956).
- To tie in with the Virtual Learning Environment, all emails from HTC staff will be sent to students' HTC accounts, not to private accounts. If you wish to set up a rule to forward emails to the home account which you normally use, **it is your responsibility** to make sure that the rule is working throughout the year.
- You can check your HTC email account from any computer with web access. The page is <http://webmail.uhi.ac.uk> (note NO www) and your login details are as above. Those of you who use AOL need to open MS Internet Explorer, Mozilla Firefox or Netscape Navigator while connected, as AOL's browser does not allow the use of non-AOL logins and passwords. Again, contact Fraser Jackson for help or advice.
- No user should delete, move, or otherwise modify ANY files other than those in their own network folder, or those that they have personally created or downloaded.
- The e-mail system should not be abused in any way - i.e. sending unsolicited or inappropriate messages to other users (either on or off campus); sending or receiving large files (over 2Mb) without prior arrangement with IT staff; unauthorised reading or tampering with another user's e-mail; knowingly spreading any form of harmful programme such as a computer "virus".

- No user should attempt to remove or bypass ANY security measures placed on any part of the network or the files therein, nor should they use college computing resources to do likewise on any other system.
- Users will be held accountable for their conduct under any applicable College or UHI policies, procedures, or contractual agreements.
- Users must not use the College facilities to access inappropriate material on the Internet, or any other source.
- Network and Groupwise (email) accounts will be closed at a time not before the first Monday after the end of the second semester. At this point all personal messages and files will be deleted. If a continuing student wishes the college to archive files or information stored in his account prior to this time, then s/he should inform the ICT technician, carefully specifying the information to be preserved. Archived information can then be restored to the account when it is re-created at the beginning of the next academic year.
- Any violation of these guidelines may result in stricter security measures and restrictions on the use of all student computers, removal of a user's network or e-mail account, or, in extreme cases, further discipline by the College or the civil authorities.

Helpdesk

BA students receive an interactive CD-Rom as part of their induction pack, introducing them to the college IT facilities. Students are encouraged to make use of this in the first instance if they have any problems. If the problem persists, students are requested to email details of the issue to the IT technician on the dedicated helpdesk address: htc.helpdesk@uhi.ac.uk

Data Protection Act

Students should be aware that their personal information will be held on computer files within the Highland Theological College and the UHI network. As specified in the Data Protection Act, students have the right to access and review this information if they request to do so.

PC Printing Charges

Please note that HTC operates printing charges for students who print material through the HTC computers. The first 250 sheets will be free of charge. After that, the student will be charged at a rate of 3p per sheet. An automatic counting system has been linked to each student's log-on details.

Photocopying Copyright Rules

Please note that our CLA License Copying Guidelines normally allow students to photocopy the following quantities:

- up to 5% or one complete chapter (whichever is the greater) from a book
- up to 5% or one article (whichever is the greater) from a journal or periodical
- a short story or poem not exceeding 10 pages in length

Students should ensure that they keep to these guidelines. A fuller set of guidelines is in place near to the office and library photocopiers.

More lenient guidelines regarding the enlarged photocopying of materials for partially sighted students and staff are available. For further details contact Mr Martin Cameron, Librarian.

Please note that OL students are no longer required to complete and sign photocopy request forms. You should simply make the Librarian aware of your needs by e-mail or post. The Librarian normally processes these requests as they come in. At particularly busy times of the session please note that you may have to wait your turn in the system.

Regulations

General Comments

Students on the Access, BA and MTh programmes will find a summary of the main regulations governing their specific programme in the appropriate *Student Programme/ Course Handbook*. Electronic versions of these will also be available on the college web-site at: <http://www.htc.uhi.ac.uk> . Students are referred to *the Definitive Course Document of the BA (Hons.) Theological Studies* for further information about the degree and its operation. A hard copy of this is located in the HTC library.

Information regarding the Governance and committee structure of HTC is available in the *HTC Quality Assurance Handbook*, a copy of which is also available in the HTC library. An electronic version is also available on the HTC web-site.

Student Conduct

Good conduct is expected from all students. Students must conform to such rules as the Principal may lay down for good order and discipline. Disciplinary action may be taken against a student, for any act which contravenes a standard deemed by the Principal to be reasonable and acceptable.

Students must not, while on College premises or while engaged in College activities

- commit physical assault or serious threatening behaviour;
- abuse staff or other students verbally or in writing;
- damage College property, or that of other students or staff;
- interfere with any fabric or equipment so as to impair the health and safety procedures;
- commit any criminal act;
- engage in any activity or behaviour which is discriminatory or constitutes harassment;
- use the College facilities to access inappropriate material on the Internet, or any other source.

Furthermore, students must not behave in the community in such a way as may be reasonably deemed to harm the reputation of the College or its relationship with the local community.

Grievance Procedure

The College has a procedure designed to protect students from the unfair application of the above code of conduct. This procedure allows you to pursue a problem which you feel needs to be solved.

Step One: You should first attempt to resolve the problem through informal discussion. In the first instance this should be with the person directly concerned, whether this be another student or a staff member.

Step Two: If this is not possible you should speak to your Student Advisor.

Step Three: If this is not possible, you should go to the Programme Leader.

Step Four: If you have tried all this, and are still dissatisfied, you can submit a formal written statement to the Principal. The Principal will provide a written response.

Step Five: If you are still dissatisfied you have the right to appeal to the Board of Governors, which is the final recourse for appeal.

UHI Students please note:

None of the above prejudices the right of UHI registered students to pursue the grievance process outlined in the UHI regulations. For support for students click on <http://www.uhi.ac.uk/en/students/support>

Library

The Highland Theological College has a library of around 60,000 books, theological journals, CD ROMS and audio tapes. The library is housed in three locations: the main library sequence which contains almost all the books and journals you will require for your course; the library extension which houses the William Temple collection and other donated books; and the library annexe which houses special theological collections including the Theological Collection from the Fort Augustus Abbey Library and from Rutherford House. These latter books are intended mainly for research purposes.

Opening Times

Monday – Wednesday (9:00am-5:30pm), Thursday (9:00am-9:00pm), Friday (9:00am-5:00pm) during term. Different arrangements will apply during the inter-semester periods and vacations.

Loan Periods

Students can borrow a maximum of 12 books at any one time. Some books can be borrowed for four weeks, and renewed for further four week periods unless the book has been reserved by another library user. Most course books, however, are on heavy demand and are issued for one week; these are clearly marked on the internal labels. A copy of each book listed under the “indicative bibliography” for essays is available for reading in the library or for overnight loan. If you wish to take a book out on overnight loan, you should speak to the librarian first. Books taken out on overnight loan **must be returned to the library by 9.15 am**. Students who fail to return such books on time may find that the privilege of borrowing books on overnight loan will be removed from them.

Reservations

If you require a book that is out on loan, it is important that you complete a reservation slip and hand it to the librarian. Otherwise, you may find that the book you are looking for continues to be borrowed by the same person for repeated periods (see previous paragraph). No charge is made for this reservation service.

Fines

When you borrow an item from the library you are obliged to return it on, or before, the due date. There is no intention at present to charge fines for overdue items. We will keep this under review but please be considerate to other library users. Be aware that several of the other UHI library sites do charge fines.

Reference Section

Reference books can only be used in the library, and may not be taken to any other room in the college without the librarian's express permission. Periodicals are also for reference only, and may not be removed from the library without the librarian's express permission.

Borrowing

A catalogue and circulation system with link-up to the UHI network of colleges is in place. **The borrower is responsible for returning books to the library.**

Self-issue

If no member of staff is present at the issue desk, borrowers should complete a self-issue slip and place it in the box provided. Returned books should be placed on the issue desk with a note stating "For Return". They should NOT be placed directly into the basket at the door.

Please note that a book should not be transferred from one student to another as there may be a reservation request in place.

Distance learning students are responsible for return postage of books they have borrowed. Such books must be returned by recorded delivery or, for students living in the vicinity of a UHI academic partner college, books may be returned there.

Locating a Book

The on-line library catalogue which covers all the stock in the main library can be located at the following address:

<http://libcat.uhi.ac.uk/>

There is also an author-title database covering most of the other library material. An electronic version of this is available via the library journals' computer.

Most of the books which you require for your studies should be found in one or other of the above mentioned lists. However, occasionally you may be looking for additional material as, for example, you seek to compile your own bibliography for a project, etc. At such times you may wish to check whether the item you are looking for is available in one of the other 'sections' of our library:

- Within the library extension, the books on the central shelves are listed alphabetically by author's name. This makes them reasonably easy to locate.
- Again, within the library extension, the books on the long wall and at the end are from the William Temple collection and are shelved roughly according to subject category. All these books are listed under the William Temple Collection database, which again is available on the 'Public' folder for searching.
- The main part of the Rutherford House collection is held in a separate room. These books are laid out on the shelves in Library of Congress classification order. The database will be available in the 'Public' folder for students to search on a 'read only' basis.

If you wish to browse through the library extension, then please clear this with the librarian first. Again, if in searching the databases you find a title you were looking for and wish to locate it physically in either the library extension or the library annexe, you should speak to the librarian first. It is important that students do not rummage through boxes or shelves themselves.

Periodicals and Other Resources

The periodicals and journals which the college presently purchases are displayed centrally in the main library. You should be aware, however, that we have considerable back numbers of many other journals particularly amongst the materials in the Rutherford House collection. An index of all the journals which we have is available in the library.

You should also note that we have a number of journals available only on CD-ROM including The Westminster Theological Journal; Bibliotheca Sacra; the Journal of Evangelical Theological Studies; and Christian History. Please check with the librarian about these.

HTC also takes advantage of UHI's subscription to "ATLAS", a wide collection of on-line theological journals. This resource can be accessed here:

<http://www.uhi.ac.uk/en/libraries/e-resources/a-z-online-resources> (select "A" and scroll down to ATLA)

Through UHI, we also have subscriptions to several other online journal collections, including those of Cambridge, Edinburgh and Oxford University Presses. Please contact the Librarian for further details.

Furthermore, you should note that the library also contains a growing number of other CD-ROMs and audio-tapes. Indices of these are available in the library.

Please make use of all the library's resources.

Photocopying

A photocopier is available for student use in the Library, at a cost of 3p per sheet.

Inter Library Loan

This service is available for staff, Honours and post-graduate students only.

Our **Librarian** is **Mr Martin Cameron**. Please see him if you have any questions, or need any assistance.

Electronic Searching for Books

On-line Catalogue

To access the catalogue on which about 12,000 HTC books are listed follow the following procedure:

1. Go on to the web
2. Click on the following address: <http://libcat.uhi.ac.uk>
3. Click on tabs above the search box, most likely, 'Title' or 'Keyword'
4. Fill in the search box
5. In the lower right hand box you can restrict your search to books only at 'Highland Theological College'
6. Click 'submit'. If there are any items fitting the search description these will show up on the screen.
7. If you see your desired book, click on the title. This will bring you to a page with the details of the book, including the 'shelf-mark' by which you should be able to locate it on the shelves.

Author-title Databases

1. Access your UHI PC account
2. Under 'computer' access 'public' folders
3. Under public folder access 'Copy of Library Catalogues (read only)'
4. For periodicals, open the periodicals sub-folder and open the relevant file.
5. For books, open 'combined library'.
6. Follow menu instructions.

Useful Names and Telephone Numbers

Please note that students living away from home for a period of 3 months or more must, by law, register with a local doctor. This is important because:

- Medical attention may be difficult to obtain if you are suddenly taken ill and not registered with a GP;
- Absence from College for a period of more than 5 days requires a medical certificate.

You may still visit your family doctor when you go home.

Medical Practices	
Wood, MacPherson & Reed, The Surgery, Pavilion Court, Dingwall 862148 (restricted hours)	Dingwall Medical Group The Health Centre, Ferry Road 863030 or 863034
Hospital Ross Memorial Ferry Road 863313	Optician Goskirk & McGinty Tulloch Street 863376
Community Dental Service 01349 864367 Dental Helpline 9 -4 Monday to Friday 08456442271.	
Banks	
Royal Bank of Scotland High Street 862131	Clydesdale Bank High Street 08457240024
Bank of Scotland High Street 08457 801 801	TSB Tulloch Street 0845 300 0000

Dispensing Chemists	
Boots, High Street 862282	Alliance Pharmacy High Street 862241
Bus times For information call (01463) 239292	Train Information National rail enquiry service for advanced timetable and fare information. 24 hour service. (0845) 7484950

Appendix I

ACTION TO BE TAKEN IN THE EVENT OF FIRE

If the alarm continues for more than 30 seconds, you must treat it as a genuine alarm.

Assembly Point: Car Park at rear of building

Refuge Points: 1st floor link corridor either side of lift
1st floor corridor near computer suite
Ground floor link corridor by access door to front (older) wing

In the event of fire, the Receptionist or person responsible in Reception will inform the fire service.

Students are asked to sign in on the attendance board when entering the building. Lecturers will be aware of students in attendance of their classes. If students leave the building, even for a short period, please ensure the attendance board is updated.

In the event of a fire, the safety of the individuals within the building is paramount. If you detect a fire before alarms are activated then your first duty is to raise the alarm.



This can be done using the call points throughout the college or by raising a verbal alarm. If you are able to use fire extinguishers then the fire may be tackled accordingly. There are many extinguishers throughout the building and all have a content and use card above them in order that the correct extinguisher may be selected for the circumstance. If the fire is extinguished or the situation becomes unsafe, you should exit the building and report at the Assembly Point. On no account should property be placed above safety, and on hearing the fire alarm, all persons within the college should make their way outside to the Assembly Point via the closest exit. In the event of power failure, emergency lighting and luminous signage will assist those within the building to exit. Students with disabilities should not use the lift but should instead wait at one of the clearly marked Refuge Points until they

can be safely evacuated from the building. Under no circumstances should anyone re-enter the building before the Fire-Marshal or fire services have approved an 'all-clear'.

Fire Marshall: Martin Sheringham

Assisted by Deputies (nominated members of staff)

Fire Alarm Tests: The Fire Alarm is tested weekly each Monday morning @ 8.30am.

Fire Alarm Drill: A Drill shall be carried out at least once each semester.

Appendix II

ILA – Individual Learning Account – HE Students

Please find below the address for the Scottish Executive website which gives details of how you can receive payment towards the cost of your studies with Highland Theological College.

You may or may not have heard of Individual Learning Accounts. These are grants available for people living in Scotland who are studying on a part time or open learning basis. Most of our modules are eligible for this funding and I detail the main criteria below:-

1. Aged 16 or over and living in Scotland.
2. Earning £22,000 a year or less - you can apply for an ILA of £200 for the year. This can be used to pay towards our **Further Education** course titled Access to Christian Theology.
3. For **Higher Education** students the ILA £500 grant has changed to the Part-time Fee Grant and is now administered by SAAS. To qualify for this funding you should have an individual income of £22,000 a year or less. You also need to complete a minimum of 40 SCQF credits per year (3 modules in a year, which could be 1 module in semester 1 and 2 in semester 2). This scheme provides up to £500 a year towards the cost of tuition fees. You would not be eligible if you were studying 1 module per semester, but the ILA £200 would apply in that case. 4 Modules per semester is classed as full time so would not be eligible for ILA. In this case students should apply to SAAS for funding – www.SAAS.co.uk
4. And for academic year 2011/12 students can apply for the ILA £500 towards part-time taught postgraduate (Masters).

Important Info :

This is not a loan so does not need to be repaid.

The £22,000 limit is the applicant's income only – Spouse or Partner's income is not taken into account.

You must apply for your ILA before booking a course as you cannot use your ILA for a course you have already started.

If you are currently eligible for Fee Waiver it is advised that you continue with Fee Waiver rather than seeking ILA Funding.

To apply for ILA funding online contact:-

<http://www.ilascotland.org.uk/ILA+Homepage.htm> and click on '**apply now**'.

Appendix III

Higher & Further Education Fees 2011/12

UK/EU Students – Higher Education (HE) fees

<i>Full-time UHI Undergraduate HE programmes</i>	<i>£1,820</i>
Part-time UHI Undergraduate programmes (per module)	£161
Full-time Postgraduate Research (UHI/AU Registr'n)	£3,732
Part-time Postgraduate Research (UHI/AU Registr'n)	£1,866
Full-time Postgraduate Taught MTh (UHI/UHI degree from validation Oct 2011)	£4,050 ++
Part-time Postgrad Taught MTh (UHI/AU Registr'n) per mod(20 credits)	£450
Part-time Postgrad Taught MTh (UHI/AU Registr'n) dissert'n	£1,350

SAAS pay tuition fees for eligible Scottish domiciled and EU students.

Further information on eligibility is on the SAAS website: <http://www.student-support-saas.gov.uk>

Other UK students should apply to their Local Education Authority (LEA) for tuition fees support.

++ Self-funded students from the UK or EU studying for the MTh may be eligible for a UHI postgraduate bursary to assist them in paying their fees.

Non-EU Students – Higher Education (HE) fees

Full-time UHI Undergraduate HE programmes: ***£7,200***

Part-time UHI Undergraduate programmes (per module)	£900
Full-time UHI Postgraduate Research (Aberdeen Uni Validation)	£10,500
Part-time UHI Postgraduate Research (AU Validation)	£6,300
Part-time UHI Postgraduate Research (AU Validation)Registr'n by Sep 2010	£4,040
Full-time UHI Postgraduate Taught MTh (AU Validation)	£8,550
Part-time UHI Postgrad Taught MTh (AU Validation) per mod	£905
Part-time UHI Postgrad Taught MTh (AU Validation) dissert'n	£2,850

For non-EU UHI students, there is a “no increase” guarantee for up to four years of continuous full-time study. This means that fees are held at the same level throughout the course.

Doctor of Ministry – UK/EU and non-EU

Part-time Doctor of Ministry, RTS (per module)	£500
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Access to Theology – Further Education (pre-HE) fees

College support available on application for a limited number of Full-cost modules

Open Learning (per module / Scottish resident)	£105
Open Learning (per module / Full-cost)	£420

Appendix IV

FURTHER INFORMATION ON STUDENT FEES

Applicants who have been ordinarily resident within the UK for three years and who have not received funding for Higher Education previously will normally be regarded as eligible for full payment of tuition fees.

Further information on eligibility is on the SAAS website: <http://www.student-support-saas.gov.uk>

OFF-CAMPUS EXAMINATION FEE

A £25 fee is chargeable for each off-campus examination. This is to cover administration, invigilation and postal costs. Any additional charge (e.g. for room hire) made by your chosen venue is the responsibility of the student.

REFERRAL FEES

A Referral Fee of £25 is payable by **all** students for **each** module where s/he is required by the Examination Board to resit/ resubmit assessments. (This does not apply to students who are deferred for valid reasons.)

WITHDRAWAL FROM THE PROGRAMME/MODULE: UNDERGRADUATE [BA]

All students seeking to withdraw from a programme or module should consult the programme leader and module leader in the first instance. You must also discuss the matter with the HTC Registrar and Finance Officer and complete any relevant paperwork.

Full-time (FT) and Part-time (PT) students.

- Students who withdraw from a **programme/module** before the end of week 2 will not owe any fees to HTC.

- Students who withdraw from a **programme/module** between the beginning of week 3 and the end of week 6 of either semester will have the following fees due:
 - FT students: 25% of expected fee.
 - PT students: 25% of expected fee.

Please note that the student may be responsible for payment of these fees depending on their funding status. The student must confirm withdrawal in writing in order to avoid being liable for full fees.
- Students who withdraw from a **programme** after the end of week 6 will be required to pay 100% of the expected fee (both FT and PT).

Open Learning (OL) students.

- Where OL students withdraw from a **programme or module** before the end of week 2 of either semester, and the open learning materials are returned to the college, each module fee will be refunded **minus** an administrative charge of £25.
- Where OL students withdraw from a **programme or module** between the beginning of week 3 and the end of week 6, 25% of each module fee will be retained by HTC. The student is required to confirm withdrawal in writing in order to avoid being liable for full fees.
- Where OL students withdraw from a **programme or module** after the end of week 6, no refund will be made to the student.

Resulting the 'Withdrawing' or 'Not Completing Module' in Student Records:

- Withdrawing from a programme or modules before the end of week 2:
 - modules are not shown on the student record.
- Withdrawing from a programme or modules between the beginning of week 3 and the end of week 6:
 - modules are shown on the student record but are not resulted.
- Withdrawing from a programme after the end of week 6:
 - each assessment not completed will be resulted as 0/W (Zero marks/ Withdrawn). The module result will show as F (Fail).
- Not completing a module but continuing on a programme after the end of week 6 can have one of two outcomes:

- if there are no Mitigating Circumstances, each assessment not completed will be resulted as 0/F (Zero marks/Fail). The module result will show as F (Fail). The student will be Referred and allowed to re-sit each uncompleted assessment with the maximum module mark being capped.
- if there are Mitigating Circumstances, each assessment not completed will be resulted as 0/MC (Zero marks/Mitigating Circumstances) or 0/IN (Zero marks/Incomplete). The module result will show as D (Deferred). The student will be Deferred and allowed to re-sit each assessment without the module mark being capped.

Students who fail to give formal notice in writing by 31 March of their intention to withdraw from a programme and who fail to complete assessments will normally be deemed to have failed to programme.

WITHDRAWAL FROM THE MODULE/ COURSE: TAUGHT MASTERS [MTh]

For FT students: Students who withdraw from the MTh course by the end of week 4 from the start of Module 1 will not owe any fees to HTC. Students withdrawing between then and the end of week 7 from the start of Module 1 will need to pay £750. Students withdrawing between then and the end of week 10 will need to pay 50% of the expected fee; while students withdrawing after the end of week 10 will be required to pay 100% of the expected fee. The student is required to confirm withdrawal in writing in order to avoid being liable for full fees.

For PT students: Students who withdraw from an MTh module without notifying the college at least one week prior to the start of the module may be held liable for the module fee

PAYMENT OF FEES

Students are responsible for making full and timely payment. If fees are to be paid by SAAS, please forward a copy of the SAAS award to the Finance Office.

Fees are invoiced at the start of the Session for Full Time students and at the start of each semester for Part-time and Open Learning students. Open Learning students receive a letter with their enrolment form requesting that payment be sent when they return the form.

Prompt payment of fees is expected but, where necessary, arrangements can be made for payment by instalments and if at any time you wish to discuss your fees, or any financial matters, please do not hesitate to contact the Finance Officer.

SETTLEMENT OF FEES AND GRADUATION

In keeping with what happens generally in Higher Education Institutions, we regret that students who have outstanding financial debts to HTC will not be permitted to graduate and will not receive certificates or transcripts until all debts have been cleared.

Appendix V

OTHER SOURCES OF FUNDING FROM SAAS FOR HE STUDENTS

There are sources of funding beyond SAAS Grant and Student Loan which are available to UHI enrolled students. You have to meet the conditions which apply to be able to access these additional funds and it is worth exploring the SAAS website at www.saas.gov.uk for additional information. Eligible students wishing to make application should contact the Finance Officer.

Discretionary Loan

A £500 Discretionary Loan may be available. This is intended to help with the living costs of those who may need some extra help. You must have applied for your full student loan before you can be considered for the Discretionary Loan which will be added to the total Student Loan repayable. Application can be made each Semester.

Discretionary Fund

The Discretionary Fund is provided by the Government to UHI to pass on to students who, for whatever reasons, face financial difficulties or whose access to higher or further education might be inhibited by financial considerations.

Full-time and part-time students in further, higher or postgraduate courses who satisfy the residence requirement for a student loan are eligible to apply for a payment from the Hardship Funds.

On behalf of UHI, HTC is responsible for the administration of Discretionary Funding, including deciding which students should receive payments and how much each payment should be. It is also responsible for the equitable handling of appeals.

The Discretionary Fund Application Form should be completed and forwarded to the Finance Officer.

Disabled Student's Allowance

Extra help is available if you have a disability and wish to go into, or continue studying in, higher education. The Disabled Students Allowance (DSA) is for eligible, Scottish domiciled students who have more costs for their course because of their disability. These extra costs may be due to physical disabilities, sight or hearing difficulties, medical conditions, specific learning difficulties and so on.

You can apply for DSA at any time before or during your course. DSA is available to full-time, part-time, and distance-learning students with disabilities, however, both part-time and distance-learning students must be studying at least 50% of a full-time course to qualify for support.

If you are successful in your application please inform the Registrar.

For further details please visit:

http://www.saas.gov.uk/student_support/special_circumstances/disabled_students_allowance.htm

Dependants' Grant

You must be eligible for a student loan for living cost support, before you can claim for this grant. You can claim this grant for your husband or wife, dependant children and any younger brothers or sisters for whom you have a legal responsibility. You need to be married to claim for a husband or wife. However, a marriage need not have taken place to claim a grant for any child who you have legal responsibility for. If your dependants have any income it may affect your entitlement to this grant. For further details click on:

http://www.saas.gov.uk/student_support/index.htm

The above web-site will also bring you to information about:

Lone Parent Grant

Additional Childcare Grant for Lone Parents

Care Leavers Grant

Appendix VI

FEE WAIVER SCHEME FOR PART-TIME HE STUDENTS

HE fee waiver grants may be available for eligible part-time students. The Core Criteria which must be met are that you are undertaking Part-time study of a credit-bearing Undergraduate course and you are domiciled in Scotland or from the European Union other than the UK.

You/Your Family must also meet one other condition from the following:

- Income Support
- Housing Benefit
- Working Tax Credit
- Pension Credit
- Income-based Seekers Allowance
- Sever Disablement Allowance
- Disability Living Allowance
- Incapacity Benefit
- Carer's Allowance / "Underlying Entitlement" to Carer's Allowance
- Attendance Allowance
- Registered as a Job Seeker and have been so for at least six weeks
- Please ask for an Application Form for detail of other Income Based Criteria

Fee Waiver Application Forms can be obtained from the Finance Officer, to whom they should be returned when completed.