



University of the
Highlands and Islands
Highland Theological
College

Oilthigh na Gàidhealtachd
agus nan Eilean
Colaiste Dhiadhachd
na Gàidhealtachd

HIGHLAND THEOLOGICAL COLLEGE UHI

COLLEGE HANDBOOK

Session 2018/19

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Principal's Welcome

Welcome to the Highland Theological College UHI. The College is usually known as HTC, with its southern base being known as HTC-Paisley. We have been in existence since 1994, although our southern base, firstly in Glasgow, but now in Paisley (attached to the Wynd Centre, 6 School Wynd), was only added in 2015.

For those of you who have travelled to study with us on campus in Dingwall, I hope that you will soon settle into the area, and that you will enjoy living and studying in this wonderful part of God's good creation. As you settle into studying, let me encourage you also to settle as quickly as possible into the life of one of a number of good, Christian churches and fellowships available in the area. The majority of you, however, will not have moved home in order to study with HTC. For you, the fellowship of your local congregation will be important as you pursue your studies. But can I also encourage you to be more than a minimalist when it comes to studying with us. Your period of study should not simply, or primarily, be about gaining a qualification. Those who get most out of their studies with us are those who put most into their studies. So, do set aside sufficient time daily and weekly for your studies. Be as engaged as you can be with the various tasks required of you, but in particular make the most of the opportunities for interaction with other students. This may be by accessing BA classes remotely on your own computer or laptop, by engaging in discussions on the Virtual Learning Environment (Blackboard), or by making the effort to come to our Conference Days, held one Saturday per semester at HTC-Dingwall. Some distance-learning students come into college for occasional days or even weeks. We would encourage you to do this if it is a possibility for you, but do inform us of your intention beforehand by contacting [Anne Rodgers](#) at Reception (01349 780000) or, in the case of HTC-Paisley, [Pamela Adkins](#) (01349 780400). In recent years, open learning students accessing their classes by VC have often also linked up regularly with one another by Skype to create a virtual students' common room experience. Engaging with fellow students and staff in any or all of these ways will enhance your experience of study greatly and reduce the 'barriers of remoteness' that distance learning students can often experience.

While HTC's primary mission is to provide opportunities for the study of the Christian faith, the college also serves as an access point for a small number of local students on a number of other UHI degrees, such as Archaeology, Scottish Cultural Studies, Scottish History,

History, Politics, and Sociology. Occasionally, we have students who are studying a joint degree, particularly in History and Theology. If you are a student on one of the non-theological UHI degrees, we welcome you warmly to HTC and hope that you will settle well into your own programme of studies.

If you are a BA, MTh (Res) or PhD student, then you are also a student of The University of the Highlands and Islands, Scotland's newest university, which received university title in February 2011. 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.

For those of you studying theology, 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, so we encourage you to join us for weekly worship. These times of worship are open to all students – not just those on theology programmes – as well as to HTC and UHI staff. Remote students can also access our Tuesday worship slots and Thursday mission slots (both 11.20 am – 12 noon). You will receive information about the particular code to use for this.

Let me encourage you to work hard at your studies, and always to try to produce your best work. But let me encourage you also to grow in your faith during your time at college, through your own devotions, through opportunities for worship and fellowship, and in interaction with staff and other students. Of course, you ought to show respect for others in our college community too, whether or not they are Christians, and regardless of the church tradition to which they belong. It is good to share your views and to debate with one another and to try to persuade one another of the positions you hold. That is part of the fun of study! Yet it must be done “with gentleness and respect” (1 Peter 3:15).

I hope your time of studying with us at HTC will be a truly positive experience that will prepare you for your future life and ministry.

Hector Morrison

General Information

Structure

The parent body of HTC is the Highland Theological Trust, whose Trustees meet occasionally as required throughout the year. The operational control of the college is in the hands of a Board of Governors whose membership is drawn from several denominations, while academic affairs are overseen by the College's Academic Board. The Principal of the College, along with the other members of the Management Group, Blair Gardner, Jamie Grant and Marina MacKenzie Day 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 below](#). You will also [find a copy](#) on the UHI website.

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 [Anne Rodgers](#)

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. Please phone 01349 780000 or e-mail Anne.Rodgers@uhi.ac.uk) to inform us of your absence and when you expect to return to College. Paisley students should call 01349 780400 or email Pamela.Adkins@uhi.ac.uk. 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, 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 at Dingwall

At HTC-Dingwall 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 on-campus Access and Higher Education (BA, PhD) student in Dingwall 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 Common Room and ante room outside the server room for typing assignments and for using e-mail etc. Please check notices on the door before entering. If you have any questions about these matters please see our ICT Technician, [Mike Day](#)

Facilities at Paisley

HTC-Paisley has three Video Conferencing classrooms where classes will come in from Dingwall. Lecturers endeavour to run their class from Paisley once each semester when time permits. There is a lending and reference library and computers for students' use that are linked to the UHI network. There is a small tea making facility and students should ensure they clean up after themselves. The Wynd Centre has a café where you can buy soup, sandwiches, toasties and cakes and we would encourage you to make use of this facility over lunch. There is also a vending machine.

Visitors to Sign In

For safety reasons, it is essential that any visitors to the college should be signed into the appropriate register at Reception. They should also sign out before leaving.

First Aid

The designated First Aiders in Dingwall are Michael Forbes (Estates Manager), Anne Rodgers (Receptionist) and Martin Cameron (Librarian) and in Paisley Pamela Adkins (Education Centre Administrator). If you require any assistance or any first aid treatment while at College or if you suffer any falls or accidents (even minor ones), please see Michael, Anne, Martin or Pamela. 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 within the buildings and immediately adjacent to the entrances. This prohibition also applies to the e-cigarettes.
- On hearing the fire alarm leave the building **at once**, through the nearest exit, and assemble at the assembly point, in Dingwall the College car park and in Paisley across the road to the lane on the right. Do not attempt to re-enter the building until instructed to do so by senior staff. (Fuller details can be found in Appendix I.)

Worship

As you will see from our [Mission Statement](#) 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 11:20 on Tuesdays.

Careers Guidance

We have a regular meeting slot on a Thursday at 11:20 where representatives from a variety of Christian missionary and other agencies are invited to address the students and make them aware of vocational opportunities. We strongly encourage students to attend as it also broadens their network whilst studying.

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 Careers and Employability](#) web page and you might also find [My World of Work](#) helpful.

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

Title	Name	Role / Lectures In	Email
The Principal	Hector Morrison	Old Testament	Hector.morrison@uhi.ac.uk
Vice-Principal Academic	Jamie Grant	Biblical Studies	Jamie.grant@uhi.ac.uk
Vice-Principal Operations and Finance	Blair Gardner		Blair.gardner@uhi.ac.uk
Lecturer	David Kirk	New Testament	David.Kirk@uhi.ac.uk
Programme Leader and Tutor Access Course Lecturer (PT)	Len Cazaly	Hebrew Language; Hebrew Texts; Exploring Other Faiths	Len.Cazaly@uhi.ac.uk
Lecturer (PT)	Nick Needham	Church History	Nick.Needham@uhi.ac.uk
Lecturer (PT)	Bruce Ritchie	Church History	Bruce.Ritchie@uhi.ac.uk
Programme Leader BA (Hons.) Philosophy, Politics and Economics Lecturer	Innes Visagie	Pastoral and Practical Theology; Philosophy	Innes.Visagie@uhi.ac.uk
BA Programme Leader BA (Hons.) Theological Studies Lecturer	Robert Shillaker	Systematic Theology	Robert.Shillaker@uhi.ac.uk
Librarian	Martin Cameron		Martin.Cameron@uhi.ac.uk
Registry Officer	Kathryn Stewart		Kathryn.Stewart@uhi.ac.uk
Academic Officer	Katie Morrison		Katie.Morrison@uhi.ac.uk
Finance Officer	Barbara MacPhail		Barbara.MacPhail@uhi.ac.uk

Student Support Officer	Cathy Steed	Access Course tutor (PT)	Cathy.Steed@uhi.ac.uk 01349 780 000
Development Officer	Marina MacKenzie Day		Marina.Day@uhi.ac.uk
Receptionist	Anne Rodgers		Anne.Rodgers@uhi.ac.uk 01349 780 000
Administrator HTC-Paisley	Pamela Adkins		Pamela.Adkins@uhi.ac.uk 01349 780 400
IT Technician	Mike Day		Mike.Day@uhi.ac.uk
Estate Manager	Michael Forbes		Michael.Forbes@uhi.ac.uk
Occasional/Part-time Lecturers on the BA Theological Studies degree	Sandra MacDonald	'Buddhism' in Exploring Other Faiths module	Alexandra.MacDonald@uhi.ac.uk
	David Miller	Mission in the Contemporary Setting	David.Miller@uhi.ac.uk
	Jonathan Fraser	Introduction to Youth Ministry	Jonathan.Fraser@uhi.ac.uk
	Tommy MacNeil	Evangelism	Tommy.MacNeil@uhi.ac.uk
	Trevor Hunt	BA Placement Coordinator	Trevor.Hunt@uhi.ac.uk
Part-time Tutors on the Access Course in Christian Theology	Len Cazaly John Ferguson Shona Gillies Trevor Hunt Robert Jones Mike Lind Norman MacIver Carine MacKenzie Jon MacKenzie Bruce Ritchie Cathy Steed	Programme Leader	Len.Cazaly@uhi.ac.uk

UHI Staff based at HTC	Kevin Sinclair	Student Progression Coordinator	
Regular Volunteers	Geraldine MacLennan, Christine Craig, Rosemary Harding, Julia Reid	Reception	
	Margaret Butteriss	Library/Reception	
	Roberta Morrison, Brian Burn, Shona Gillies, Mike Lind, Elizabeth Barnie	Library	
	Joyce Goel	HTC-Paisley	
	Susan Drew, Lorna Holland	Admin Support (Development):	
	John Walmsley	Estates	
	Hamish Reid	Estates	

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. (Details of fees can be found in [Appendix II.](#))

BA (CertHE, DipHE)

Full-time BA students who are normally resident in Scotland and eligible for funding should apply online through [SAAS](#). They use one form to assess your entitlement to Course Fees, Student Loans for Living Costs, Young Persons Bursary, Independent Students Bursary and other supplementary grants for Dependants, Lone Parents and Vacation Grant for Care Leavers.

The Student Awards Agency for Scotland

Saughton House, Broomhouse Drive

EDINBURGH

EH11 3UT

t: 0300 555 0505 (for General enquiries choose option 4)

www.saas.gov.uk

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.

Part time BA students taking at least 2 modules per year should apply to SAAS for the Part-time Fee Grant. Forms are available on the SAAS website.

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

Access Course

Please check our fees schedule for [current costs](#). Fees for each module must be paid in full before the module pack is sent out.

Invoicing

All students will receive an invoice for their fees from HTC regardless of who is paying them. If your fees are payable by SAAS we will get notified by them but we may have to ask for a copy of your Award letter as confirmation. 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 please contact our Finance Officer, [Barbara Macphail](#) (or telephone Reception: 01349 780000), to discuss the matter and she will do all that she 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 1 September to 31 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 Personal Academic Tutor (PAT) 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.

Calendars

Joint Academic Calendar 2018/19

For Access, BA/TS and Network Students

Semester One			Semester Two		
	Monday	UG Degree Course		Monday	UG Degree Course
	4 Sep-18	Induction Paisley			
	10-Sep-18	Induction Dingwall			
1	10-Sep-18	Week 1	21	28-Jan-19	Week 1
2	17-Sep-18	Week 2	22	04-Feb-19	Week 2
3	24-Sep-18	Week 3	23	11-Feb-19	Week 3
4	01-Oct-18	Week 4	24	18-Feb-19	Week 4
5	08-Oct-18	Week 5	25	25-Feb-19	Week 5
6	15-Oct-18	Holiday	26	04-Mar-19	Week 6
7	22-Oct-18	Week 6	27	11-Mar-19	Week 7
8	29-Oct-18	Week 7	28	18-Mar-19	Week 8
9	05-Nov-18	Week 8	29	25-Mar-19	Week 9
10	12-Nov-18	Week 9	30	01-Apr-19	Easter Holidays Easter: 21Apr19
11	19-Nov-18	Week 10	31	08-Apr-19	
12	26-Nov-18	Week 11	32	15-Apr-19	Week 10
13	03-Dec-18	Week 12	33	22-Apr-19	Week 11
14	10-Dec-18	Degree Exams	34	29-Apr-19	Week 12
15	17-Dec-18				
16	24-Dec-18	College Closed 24/12-04/01	35	06-May-19	Degree Exams
17	31-Dec-19				
18	07-Jan-19	Marking	36	13-May-19	
19	14-Jan-19	Marking	37	20-May-19	Marking
20	21-Jan-19	Marking	38	27-May-19	Marking
			39	03-Jun-19	Marking
			40		

Highland Theological College

Vacations & Public Holidays 2018-19

Semester Dates: All UHI UG Courses

Semester 1	10 Sep 2018	to	21 Dec 2018
Inter-Semester Break	07 Jan 2019	to	25 Jan 2019
Semester 2	28 Jan 2019	to	17 May 2019

Student Vacation Periods: Access & All UHI UG Courses

Autumn Break	15 Oct 2018	to	19 Oct 2018
Christmas	24 Dec 2018	to	06 Jan 2019
Spring Break	01 Apr 2019	to	12 Apr 2019
Easter Weekend	19 Apr 2019	to	22 Apr 2019
Summer	20 May 2019	to	02 Sep 2019

HTC Buildings closed

Christmas	24 Dec 2018	to	04 Jan 2019
Spring Holiday	01 Apr 2019	to	05 Apr 2019
Easter Weekend	19 Apr 2019	to	22 Apr 2019
May Day			06 May 2019
Summer			No Closure

Public Holidays

Christmas Day	Tuesday	25 Dec 2018
Boxing Day	Wednesday	26 Dec 2018
New Year's Day	Tuesday	01 Jan 2019
New Year Bank Holiday	Wednesday	02 Jan 2019
Good Friday	Friday	19 Apr 2019
Easter Monday	Monday	22 Apr 2019
May Day	Monday	06 May 2019

On local holidays, the College remains open (3 in lieu days for staff)

The [2018/19 UHI Academic Calendar](#) can be found on the UHI website.

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 (1 student representatives for the taught degrees/ courses, 1 postgraduate research student representative)
2. PhD 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)
5. Board of Governors (1 student rep)

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:

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.

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.

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.

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.

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 and, having checked the

accuracy of it with an appropriate member of the committee, e-mail this to all appropriate students). 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: www.spargs.ac.uk/reps/ (this site has very helpful information on the role of student representatives)



Highlands and Islands Students' Association

What is the Highlands and Islands Students' Association?

The Highlands and Islands Students' Association (HISA) is the students' association and it represents our students locally. It also represents the local interests of students at nine other academic partners. There is a local structure for HISA and your Depute President for 2018-19 is Laura Symon - hisa.htc@uhi.ac.uk. Laura works 3 hours a week alongside the HISA team. Her role is to represent the students from HTC and forward the student's concerns, etc to HISA.

HISA is aligned and integrated with our existing systems for student representation.

Students at Inverness College UHI, Perth College UHI and Sabhal Mòr Ostaig UHI will continue to be represented by their existing local students' association on local matters.

HISA also represents students at the thirteen academic partners at a regional level. This means that the student voice influences governance and decision making locally and at a regional level. HISA has a regional team of full-time paid sabbatical officers and they will work in partnership with the Depute Presidents and the elected student officers from the existing students' associations at Inverness College UHI, Perth College UHI and Sabhal Mòr Ostaig UHI to discuss and agree their priorities for HISA's regional agenda. HISA will influence regional decisions and governance through the regional team's membership of the University Court and its committees and through delivery of HISA's policies, plans and campaigns.

How is HISA structured?

HISA has been established as a Company Limited by Guarantee and will be registered as a charity with the Office of the Scottish Charity Regulator. A Board of Trustees has been formed in the first semester with responsibility for the governance of HISA and for its financial management. The Board of Trustees will comprise the three regional HISA Principal Officers, three Student Trustees and four External Trustees. HISA is an autonomous students' association and will be the employer of the HISA Principal Officers and Depute Presidents. HISA is student led yet professionally supported. The student officers are supported by 5 full time members of staff.

How does HISA work?

All of our students will be members of HISA, unless they request to opt-out. The main, but not sole, focus of HISA will be on learning and teaching. Market research with students in 2014 highlighted that this is *the* most important topic to students and HISA's structures have been established to reflect the wishes of the student body. However, there will be many opportunities for our students to engage with HISA and participate in a range of events, campaigns, clubs and societies.

An elected student officer from the thirteen academic partners, including our Depute President, and the three regional HISA Principal Officers, are full voting members of HISA's Executive Committee and Regional Student Council. Through collaboration and teamwork, these student officers ensure that the topics and issues of greatest importance to students

inform their regional policies and plans. They ensure the student voice is heard and acted upon.

There will be a Further Education Regional Committee and a Higher Education Regional Committee with student representatives from all of the academic partners. These committees make recommendations on policy matters to the HISA Executive Committee.

For further information visit the HISA website – <https://www.hisa.uhi.ac.uk/>

Regulations for Programmes and Student Conduct

General Comments

Students on the Access and BA programmes will find a summary of the main regulations governing their specific programme in the appropriate *Student Programme/ Course Handbook*. Electronic versions of these are available [here](#) on the college 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 Personal Academic Tutor (PAT).

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

www.uhi.ac.uk/en/students/support

ICT Guidelines

For all matters concerning ICT please refer to the HTC ICT handbook. This can be found on the HTC website at: www.htc.uhi.ac.uk/students/college-handbook/regulations-and-guidelines/it-guidelines

Library

The Highland Theological College in Dingwall has a library of around 60,000 books and theological journals. The library is housed in three locations with the main library sequence holding almost all the books and journals you will require for your course. The library extension houses the William Temple collection and other donated book and the library annexe 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-8:00pm), Friday (9:00am-5:00pm) during term. Different arrangements will apply during the inter-semester periods and vacations.

HTC-Paisley has a small reference library and a lending library that contains books needed for your course.

Loan Periods

Students can borrow a maximum of 15 books at any one time, some of which can be borrowed for four weeks and may be renewed at the librarian's discretion. 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. Failure to return such books on time may result in the overnight loan privilege being removed from that student.

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. 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 in Dingwall 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. Books must be returned by recorded delivery or, for students living in the vicinity of HTC-Paisley or a UHI academic partner college, books may be returned there.

On-Line Library Catalogue and KeyLinks

Links to the On-Line Library Catalogue and KeyLinks can be found can be found by logging onto your [UHI MyDay](#) cloud (UHI > Current Students > MyDay).

The [on-line library catalogue](#), covers the entire UHI collection and by using the drop down filters you can select to browse the UHI Highland Theological College catalogue. The [KeyLinks List](#) is an online comprehensive list of core and recommended resources for your module, including books, eBooks, eJournals and more.

Please make use of all the library's resources. Our librarian, Martin Cameron is extremely knowledgeable and helpful.

Sconal

UHI is a member of the [SCONAL Access](#), a co-operative scheme which supports the learning needs of distance learning, part-time and placement students of participating institutions in the UK. As an HTC student, your application to Sconal will give you access to 171 institutions across the UK and Ireland

Inter Library Loan

This service is primarily available for staff, Honours and post-graduate students. All queries should be directed to Martin Cameron

Photocopying Copyright Rules

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

- up to 10% or one complete chapter (whichever is the greater) from a book
- up to 10% 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.

A photocopier is available for student use immediately outside the Library, at a cost of 3p per page (black and white). There is a colour photocopier at Reception that is operated by staff only and any colour photocopying will be charged at 10p per page.

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	
Strathpeffer Medical Practice, Dingwall The Surgery, Pavilion Court, Dingwall 01997 421455 Mon-Tue: 2pm – 6pm Wed-Fri: 8am – 1pm	Dingwall Medical Group The Health Centre, Ferry Road 01349 863030 or 863034
Hospital Ross Memorial Ferry Road 01349 863313	Optician Goskirk Pettinger Optometrists Tulloch Street 01349 863376
Dingwall, Dental Clinic: 01349 864367 Dental Helpline: 9 -4 Monday to Friday 08456442271.	
Banks	
Royal Bank of Scotland High Street 03457 242424	Clydesdale Bank High Street 0800 345 7365
Bank of Scotland High Street 01349 812113	Lloyds TSB Tulloch Street 01349 625999

Dispensing Chemists	
Boots, 9-10 High Street 01349 862282	Lloyds Pharmacy 48 High Street 01349 862241
Bus times For information call (01463) 233371	Train Information National rail enquiry service for advanced timetable and fare information. 24 hour service. 0845 7484950

Appendix I: Action to be Taken in Event of Fire

If the alarm continues beyond a few seconds, you must treat it as a genuine alarm.

Assembly Point Dingwall: Car Park at rear of building

Refuge Points: 1st floor link corridor either side of lift
1st floor corridor near computer suite
Ground floor, side door

Assembly Point Paisley: At lane across the road and to the right

The fire brigade respond automatically to the fire alarm.

Students are asked to sign in on the attendance board when entering the building.

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

Do not put yourself in danger and **always keep yourself between the fire and the exit.**



Fire extinguishers have a content and use card above them, ensure you use the correct one. Portable fire extinguishers are only designed to be used to tackle fire in its very early stages, and you should always ensure that the fire service has been called when fire breaks out.

A fire should not be tackled if it has started to spread to other items in the room or if the room is filling with smoke.

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. No-one should use the lift during fire alarm situations. Students with disabilities 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: Michael Forbes, Dingwall Assisted by Deputies (nominated members of staff)

Pamela Adkins, Paisley

Fire Alarm Tests: Dingwall - each Wednesday morning at 11am

Paisley – each Wednesday at 9am

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

Visitors to College and HTC-Paisley

For safety reasons, it is essential that any visitors to the college should be signed into the appropriate register at Reception. They should also sign out before leaving. The visitors' register, along with a print out of staff and students on campus, is taken to the assembly point for checking when the fire alarm is sounded.

Appendix II: Course Fees 2018/19

Further Education: Access Course in Christian Theology

		All Students
Full-time – Non Bursary fees		£960
Open Learning (per module)	<i>Students Resident Scotland</i>	£160
Open Learning (per module)	<i>Students Resident rest of UK</i>	£230

Full-time – Bursary award pays module fees for Scottish resident students

Undergraduate: BA (Honours) Theological Studies

	Scottish/EU Students *	RUK On Campus Students	RUK Off Campus Students	Internat. On Campus Students	Internat. Off Campus Students
Full-time	£1,820	£9,000	£6,120	£11,100	£6,120
Part-time (per 20 credit module)	£215	£1,500	£1,020	£1,850	£1,020

**Scottish/EU students normally domiciled in Scotland or the EU (outside of the UK) and with a term time address in Scotland.*

In most cases, Scottish and EU domiciled students have their fees paid for them by the Students Awards Agency for Scotland (SAAS see <http://www.saas.gov.uk>). Other UK students should apply to their Local Education Authority (LEA) for tuition fees support. Students domiciled in England, Wales and Northern Ireland who are eligible for support through the Student Loans Company may apply for a UHI *RUK bursary*.

RUK students studying full time on campus for four continuous years for an undergraduate honours degree will not be liable for a fee for the final year of study.

Postgraduate Research: MPhil/PhD

	UK/EU Students	International Students
Full-time	£4,260	£11,837
Part-time	£2,555	£7,102

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.

Appendix III: 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: www.saas.gov.uk

Payment of fees

Students are responsible for making full and timely payment. If your fees are to be paid by SAAS, we will receive confirmation electronically but we may require a copy of your award notice.

Fees are due at the start of the Session for Full Time students and at the start of each semester for Part-time and Open Learning students.

Instalment Policy

Payment by instalments is available to all students who are paying their own fees totalling £250 or more. These will be paid in 5 equal instalments, with the first one due on or before induction and the remaining instalment payments due on the first day of each of the following 4 months.

This does not apply to International students.

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.

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 fee

A Referral Fee of £25 is payable by **all** students for **each** module where s/he is required by the Examination Board to re-sit/ 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 Structured Part-time (PT) students

- **Students who withdraw from a programme/module before 1st November can claim 100% refund on full year's fees (or pro-rata equivalent) less administrative charge of £100.**

Students who withdraw from a programme/module between 1st November and 1st February can claim a 50% refund on full year's fees (or pro-rata equivalent) less administrative charge of £100.

Students who withdraw from a programme/module after 1st February are not entitled to any refund.

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.

Unstructured Part-time or Module only study.

- **Up to 25% of course/module or unit load a 100% refund on fees due less administrative charge of £100.**
- **Up to 50% of course/module or unit load a 50% refund on fees due less administrative charge of £100.**
- **More than 50% of course/module or unit load no refunds available.**

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 the programme.

Appendix IV: 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 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

www.saas.gov.uk/forms_and_guides/dsa.htm

Dependant's 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, dependent 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:

www.saas.gov.uk/forms_and_guides/index.htm

The above web-site will also bring you to information about: Lone Parent Grant, Vacation Care Leavers Grant.