



MET PASSPORT

Essential information for your time
at Belfast Met





Welcome to Belfast Met

This guide provides you with some essential information about study and life at Belfast Met. Please read this guide carefully to make sure you understand some of our policies and processes which may affect you as a student at the College.

At Belfast Met you'll find a wide range of courses to choose from to equip you with the skills and qualifications required to achieve your goals. Our expert academic and support staff are here to help and inspire you to reach your potential.

When you arrive, you'll find a lively, welcoming environment full of new experiences and exciting challenges. Our students tell us it's the grown up atmosphere, the diversity of our student population and our huge choice of courses that make Belfast Met a great place to learn.

We have campuses right in the heart of Belfast - at our convenient city centre Millfield campus and at our Titanic Quarter campus located at the centre of innovations in science, creativity, media and tourism. And with our e3/Springvale and Castlereagh campuses, we have Belfast covered.

Student Funding



Student Funding provides advice and guidance on funding opportunities in support of your studies. We aim to inform you about the range of financial assistance available, the relevant criteria and how these funds can be accessed.

Our Student Funding Service is available to:

- Provide one-to-one advice and guidance sessions on student finance
- Advise with student finance applications
- Accept applications for the Learner Support fund and Care to Learn Scheme
- Answer queries about funds administered by the Student Funding Office

The easiest way to currently contact us is by emailing studentfunding@belfastmet.ac.uk

Service Provision

Titanic Quarter - Level 1 Room 29

Monday & Thursday 9am - 4pm

Millfield - Building 1, Level 2, Room 10A

Tuesday & Wednesday 9am - 4pm

Castlereagh - Student Support Hub

Wednesdays 9am - 4pm

For more information, visit our Student Funding at www.belfastmet.ac.uk/life-at-the-met/students-support/student-finance

Inclusive Learning



At Belfast Met we welcome and encourage applications from students who have a disability, learning difficulty or long term medical condition. We are committed to ensuring that you have an equal opportunity to gain the maximum benefit from your experience here at the College. We are a dedicated, professional team who operate on all College Campuses. We have a range of specialist services that we can offer while you are in College. So please, get in touch!

How can we help?

The College will make every reasonable effort to provide support to meet your specific needs such as equipment and software loans, personal support and support in examinations.

We can:

- Provide you with pre-entry advice and guidance
- Assess and review your support needs whilst at College
- Provide you with additional support
- Provide you with information on other external services

We tailor all of the support to best fit your needs. All you need to do is let us know that you need support and provide evidence confirming your disclosure.

How do I access support?

To start the process simply complete the Learning Support Referral Form (LS1). We guarantee that your information will be treated with the utmost confidentiality and will only be shared with your approval. If you feel unsure about letting us know, we will not be able to provide support on course or in examinations. However, it is your right not to disclose.

[Complete the online Learning Support Referral Form \(LS1\) via our website if you decide to study at Belfast Met and wish to discuss your support needs.](#)

Contact Us:

Main Office: Titanic Quarter Campus, Level 2, Room 62
Monday-Thursday: 9 am-4 pm Friday: 9 am 4 pm

Millfield Campus Building 1, Level 2, Room 9
Monday-Friday: 9 am-4 pm

Appointments available in Titanic Quarter, Millfield, Castlereagh and Springvale E3 Campus

Tel: **028 9026 5097**

Email: **inclusivelearning@belfastmet.ac.uk**

Careers and Employability Service



Belfast Met's Careers and Employability Service offers support to help you to make important decisions about your education, your training and your career development.

You may want help to identify the course that is right for you, to develop your career ideas or to progress to a job or a higher course of study.

Whatever your goal, we offer a professional, impartial and confidential careers education, information, advice and guidance service to help you to make effective career decisions to take your next step.

We provide guidance to help you to:

- Understand and realistically assess your career options
- Make effective career decisions
- Understand the job/course search process
- Prepare for selection processes
- Succeed in reaching your goals

We can help you to get:

Access to opportunities for skills development, work experience and employment through:

- Meeting employers at our Jobs Fairs and through our Employer Presentations/Talks
- Advertising job vacancies through our college resources

Access careers information and resources on:

- Employers
- Courses in further and higher education
- Job opportunities

Careers guidance is professional help that you can access to develop your career pathway.

Contact us initially by email: careers@belfastmet.ac.uk or phone 028 9026 5066. We will provide the support you need by either telephone, email, on campus, or via online Teams audio or video call.

If you are a Belfast Met student you can also refer to the extensive information materials available on our Careers Canvas page.

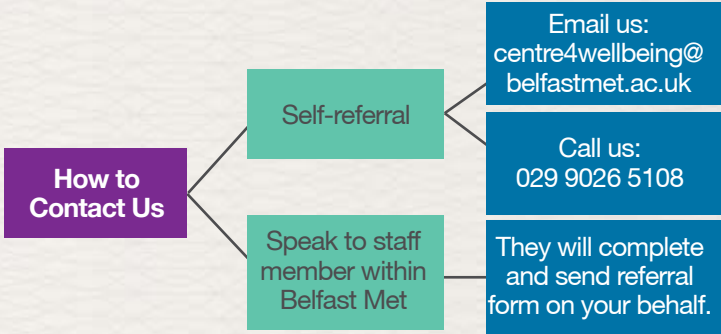
Centre for Student Well-being



Welcome to the Centre for Wellbeing.

Our purpose is to create an inclusive environment that supports and empowers students. We aim to do this through timely and accessible information. Providing guidance and access to services which will enable you to understand and proactively manage your wellbeing and mental health. We put emphasis on not just preventing problems and/or seeking help, but promoting positive wellbeing.

Our approach is friendly, confidential and student empowerment focused.



The Student Wellbeing team offer workshops, both on-line via teams and face to face. We also have a selection of pre-recorded workshops available for students on our canvas page. We have a wide range of external agencies who also deliver workshops to class groups. Your tutor can book workshops on-line via our booking app.



"Student Wellbeing really helped me to focus on what i needed to do to achieve my goals and get through my course."

"It really helped me through a very difficult time."

"Really good service and they got me the help and support I needed outside of college."

Data Protection



Belfast Met adheres to the Data Protection Act 2018 and UK GDPR. For further information on how Belfast Met processes and administers your data, please refer to the [Privacy Notice](#) on our website. For further information on your rights or to request your personal information, please refer to our [Data Protection Policy](#) on our website.

If you have any data protection queries, please write to: Corporate Development, Belfast Metropolitan College, Castlereagh Campus, Montgomery Road, Belfast, BT6 9JD. Alternatively, send an email to: dataprotection@belfastmet.ac.uk

The College may wish to contact you for research purposes or to offer other educational products and services which could be of benefit to you. By opting into receiving communication you will be added to the College's general marketing mailing list. You can withdraw your consent at any time.

Details are available in our [Data Protection Policy](#) on our website.

Promoting Equality and Diversity



Belfast Met believes that everyone has a right to study in a harmonious welcoming environment. We are committed to creating and ensuring an atmosphere where learners, customers, staff, governors and other stakeholders celebrate equality and diversity in all activities. We respect all our students, staff and service users, and we celebrate our similarities and value our differences. We seek to provide a supportive learning environment which demonstrates respect for, and acceptance of, difference.

Additionally, in keeping with our legal obligations, we aim to provide the opportunity for all members of the community, irrespective of perceived religious belief, political opinion, gender, sexual orientation, marital status, age, ethnicity, those with or without a disability or dependants, to participate fully in all levels of academic, vocational and leisure courses which we provide.

For further information please visit the [Equality and Diversity page](#) on our website.

Transgender Students



Belfast Met recognises that there is a difference between physical sex and gender identity/expression. Belfast Met will at no time discriminate against people on the grounds of their gender identity/expression, including their transgender status. Where this document refers to 'trans people/ students', it has in mind anyone whose gender identity is different from the gender which they were assigned at birth.

All students, whether full-time or part-time, are advised to notify the College if they are transitioning. This is because the College has a duty of care to ensure that all students are supported at all times.

To help us to provide that support, a student who is changing their identity is advised to notify the College as soon as possible before application or after enrolment.

We understand that it might be problematic for trans students to produce official documentation such as photographic identification and birth certificates at enrolment and exam time. We therefore have in place a separate, confidential disclosure process to support trans students. However, if we are not aware of your status, we will be unable to provide this support.

For confidential disclosure, contact the Head of Student Support

email: studentsupport@belfastmet.ac.uk

Confidential Disclosure Process

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1. Apply/enrol for a course using your legal identity before you notify the college that you have changed your gender identity. If you do not already have a passport, birth certificate, deed poll, statutory declaration or similar document in your new name, note your new name in the 'known as' field when you apply.
2. Complete template Letter A and email it to studentsupport@belfastmet.ac.uk to let us know that you are transgender and would like to be known in the College by a different name/identity
3. You will be provided with the name of a member of staff who will contact you within five working days of receipt of the letter to arrange an informal chat. The purpose of the informal chat is to ensure that the correct details are recorded on the College database and to discuss any other support you may need during your time in the College.

4. For full time students - a personal tutor will be allocated who will meet with you and agree any further actions or support required. This will be your contact person whilst on this course.
5. For part time students - you will be provided with assurance that your details have been changed and you can opt to have additional support should that be required.

If you are concerned about the level of support you are receiving, or if any of the changes you expected have not been made, you should email:

studentsupport@belfastmet.ac.uk

Please also see the following documents available on our website:

Letter A
Leaflet for students
Transgender Equality Policy Statement
Transgender Notification Process Flowchart
Roles and Responsibilities

Cancellation of course before it starts



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The College will make every effort to run the advertised courses and programmes. However, all courses must have a minimum number of students to run and, on occasions, some classes may be combined. If the minimum number of students on a course is not reached, the College reserves the right to withdraw the course or a specific course element. In other cases, classes may have to be cancelled. The relevant Curriculum Team, supported by the College's Learner Success Teams, will provide personalised support to students to find alternative programmes at Belfast Met to continue their studies or to help with applications to other providers. Where an 'Apply only' course is cancelled, applicants will be invited to apply to another course and the date of their original application will be applied to the new application.

Course closures will be managed through Belfast Met's **Course Change/Closure procedure** which can be found on the **Public Documents** page of our website.

Complaints and Compliments



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If you have a complaint or a compliment, please refer to the College **Complaints and Compliments Policy**. These are available on the **Public Documents** page of our website.

Belfast Met Terms and Conditions for Enrolment and Application



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Terms and Conditions for enrolment and application will apply to all potential and existing learners. The Terms and Conditions are issued in relation to enquiries, applications and/or enrolments at Belfast Met. View our **Terms and Conditions here**.

Changes to the Terms and Conditions



Belfast Met may change the Terms and Conditions at any time but only under exceptional circumstances. Therefore, it is advised that you print a copy of the [Terms and Conditions](#) at the time of enrolment and keep a copy for your records.

The College will continue to review these [Terms and Conditions](#) using information obtained from the Student Council (e.g. via the Student Voice), from student surveys, and feedback from our Awarding Organisations, Regulators, DfE, QAA, ETI, Partner Universities and our Quality Assurance forums.

Please visit the College's website regularly for the up-to-date policies and procedures referred to in these [Terms and Conditions](#).



Change of Course Location or Content



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Belfast Met has endeavoured to provide you with information on your programme including content and location and will not change these unless necessary.

Any necessary course changes will be managed through Belfast Met's Course Change/Closure Procedure, which can be found on the **Public Documents** page of our website.

Please note that the course location referenced may be the primary location for your studies and you may also have to attend at an alternative campus. This information will be clearly communicated to you at the time of enrolment.

If the location is changed during your course of study, the College will make every effort to notify you as soon as possible to minimise any inconvenience this may cause.

In all cases where there is to be a programme change, the College will contact applicants and students affected by the change as soon as it has been approved.

In most cases this will be the academic year before the change happens. However, there are limited circumstances where changes need to be made with short notice as stated in the Course Change/Closure Procedure.

Criminal Disclosures



Belfast Met actively promotes equality of opportunity and welcomes enrolments from a wide range of applicants and students, including those with criminal convictions.

However, in order for the College to manage any risk that you may pose, you must tell us about any unspent criminal convictions you may have. For certain courses, you must disclose all criminal convictions not subject to the filtering process.

To tell us about your convictions, please complete either a **Criminal Offence(s) Disclosure Form CDF1** or and **Enhanced Criminal Offence(s) Disclosure Form CDF2**.

Both forms are available on the **Student Criminal Disclosures page** of our website. You can also request these by contacting the Safeguarding Administrator on 028 9026 5184. The **Criminal Convictions Student Guidance and Information document** on our website explains which form you need and how to complete and return it to us in confidence.

Once your disclosure information has been received, the College will assess the risk that you may pose and determine whether it can safely be managed. This confidential process is separate from the admissions process, in keeping with data protection principles.

You will be advised of the Safeguarding Risk Assessment Panel decision separately and as quickly as possible. You should not discuss your criminal disclosure with your course team or your fellow students.

To find out more information about the release of this information and guidance on conviction disclosure, contact NIACRO on **028 9032 0157**.

If you are convicted of a criminal offence after you have applied to or enrolled at the College, you must tell us about this conviction and complete one of the Criminal Convictions Disclosure forms as set out above. If you need help with this process please contact the Head of Student Support by e-mailing:

studentsupport@belfastmet.ac.uk

Health and Safety



Belfast Met recognises and accepts its responsibilities to comply with the statutory duty requirements under the Health & Safety at Work (Northern Ireland) Order 1978 and subsequent regulations, to ensure, so far as is reasonably practicable the health, safety and welfare of all employees, learners and visitors. The College's Health & Safety Policy can be viewed on the [Public Documents](#) page of the College website. Please note that Belfast Met operates a non-smoking/vaping policy and E scooters are not permitted on campus. Learners and visitors who wish to smoke or vape must do so outside the College perimeter.

Equality Monitoring Information



Monitoring information is required by Belfast Metropolitan College to enable the College to monitor, check and demonstrate the fairness of its procedures as required by Section 75 of the Northern Ireland Act 1998. The information will be shared with the Department for the Economy to monitor equality of opportunity within all NI FE Colleges. Information provided for monitoring purposes will not play a part in determining access to a course. It will only be used for equality and social inclusion purposes to help us improve the services we offer and to make them more accessible.

Your information will be held securely, with access limited to those who need to see this for monitoring purposes. It will be held in accordance with data protection legislation. Our [Privacy Notice](#) provides further details on how we process your data and is also available on the Corporate Information page of our website



Payment of Fees

Tuition fees apply to the financial year beginning 1 August and ending on 31 July and are chargeable in each year of study.

Tuition fees are payable in full at the time of enrolment and can comprise course fees, registration fees or any other charge relating the course. Payment is accepted by cash, credit/debit card (Visa, MasterCard), direct debit or World Pay. For more information on Fees and Charges, please visit the Public Documents on the College website.

Sanctions Against Debtors



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If a student owes outstanding tuition fees or other miscellaneous charges i.e. is a debtor to the College, any or all of the following sanctions may be applied, as authorised by the Head of Finance:

1. **Immediate withdrawal of IT, library and reprographics privileges.**
2. **You will not be entitled to receive tuition i.e. you will be withdrawn from the course with immediate effect.**
3. **You will not be entered for examinations.**
4. **You will not have your assessment marks forwarded to the examining body/awarding organisation.**
5. **You will not be allowed to enter the examination room to sit your examinations.**
6. **Your examination results will be withheld.**
7. **Your examination certificates will be withheld.**
8. **You will not be eligible to attend the College's Graduation Ceremony.**
9. **You will not be able to progress to second or third year of your course or to enrol on another course.**

Outstanding student fees will either be referred to a Debt Recovery Agency for recovery or placed with the Small Claims Court for judgment and payment. Costs associated with either procedure will be added to the student account.

Direct Debits



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Students with a UK bank account that facilitates direct debit can arrange for fees to be paid in instalments if they are enrolling on a course(s) of 16 weeks duration or more and the total cost is greater than £200. Students will have to pay a minimum of 25% of the total fee at the time of enrolment, followed by three consecutive monthly equal payments by direct debit. Fully completed Direct Debit Forms must be provided at time of enrolment. For more information on Fees and Charges, please visit the Public Documents on the College website.

If a student cancels their Direct Debit agreement at any time after their course has begun, they will continue to be regarded as a debtor until outstanding fees have been recovered.

Student Status / Residency



Student Status / Residency

The College welcomes applications and enrolments from students outside the UK and Ireland e.g. International Students.

Applications

Applications are processed in accordance with United Kingdom Visa & Immigration (UKVI), Belfast Met's International Admissions procedures and any special requirements set out by our Partner Universities.

Enrolments

Belfast Met is required to satisfy United Kingdom Visa and Immigration requirements relating to status and to help with fees assessment. Customers who wish to enrol on to a course are asked to verify student status and residency.

The information requested is used to determine your **Right to Study in the UK**

Who is permitted to study in the UK? UK and Irish Citizens, EU Nationals with Settled and Pre-Settled Status (or with proof of application pending), those with proof of indefinite leave to remain in the UK, currently.

Student Visa or Biometric Residency Permit holders, or others permitted under the EU Withdrawal Agreement.

The fee you will be charged (where applicable).

The fees and funding for the course(s) you have applied for/enrolled on will be classified as either home or international fees/funding depending on your immigration or residency status in the UK on the date your course starts.

In some cases, a further fees assessment may be required, and additional evidence requested. Evidence of Right to Study in the UK will also be required. If you have paid home fees and are subsequently classed as international, you will be asked to pay an additional fee.

You must satisfy the Right to Study in the UK requirements to remain on your programme. Belfast Met will require proof of this (this evidence can be uploaded on the evidence page on the Belfast Met online enrolment system or submitted with your Enrolment Form). If you are unable to prove your Right to Study in the UK, you may have to withdraw from your course. For more information, visit our website at <https://www.belfastmet.ac.uk/studentstatus/>

Refund Policy/ Early Withdrawal from a Course



The College policy is that all tuition fees are paid in full and are not refundable. The exceptions to this are as follows:

1. A course/session is cancelled by the College. Where the cancellation of a course takes place, students will be offered either a place on a suitable alternative course or a full refund.
2. Where a student has not attended a course and has provided written notification to the College at least five working days before the course commences.
3. If the time, day or evening meeting of the class has been changed and the student is unable to continue attending because of these changes, a refund will be issued if written notification is received within 20 working days of the change.
4. Students on specified Higher Education Courses (year 1) and International students on Full Time Further Education courses.

Other refund/cancellation applications shall be considered only in exceptional circumstances by a member of the College Directorate or designated authority (Head of Finance).

If a student has made one or more attendances, no refund/cancellation may be given, except in circumstances as listed in sections 3 or 4. However, where a refund has been refused it may be possible to transfer the tuition fee paid to another programme.

All applications for refunds/deferrals must be in writing to the Finance department. Applications may be supported by the Business Services Unit Manager or Curriculum Area Manager but only a member of the College Directorate or Head of Finance have the authority to authorise a refund or deferral of fees.

Where a refund has been authorised, the student will be refunded within 20 working days. Where a deferral has been authorised, the student will be issued with a letter to bring with them to enrolment at an agreed future date. **For more information on Fees and Charges, please visit the Public Documents on the College website.**

Safeguarding of Children, Young People and Adults at Risk and in Need of Protection



Safeguarding means helping students to keep themselves safe from abuse. It means preventing abuse from happening in the first place and responding to concerns about disclosed or suspected abuse. It means putting into place plans to help and protect those who cannot protect themselves.

Abuse can be Physical, Sexual, Emotional, Neglect, Exploitation, Institutional or Financial in nature.

Belfast Met's Safeguarding, Care and Welfare policy and associated procedures aim to ensure that all students experience an inclusive, enjoyable, and safe College environment in which they feel respected and valued. They provide robust guidance on how to report and respond to concerns about disclosed or suspected abuse.

The College has a Designated Safeguarding Team, and each Curriculum Department has been assigned a Dedicated Safeguarding Officer. Detail of which can be found on the **college website**.

In the most recent ETI inspection (March 23), the inspection team determined:

Based on the evidence available at the time of the quality improvement planning inspection, the arrangements for safeguarding participants reflect current legislation and practice.

Providing Evidence of Qualifications Achieved



Applicants who meet entry requirements and are invited to enrol **must** provide evidence of qualifications achieved. Please note that for certain courses this evidence may also be required by the relevant awarding organisation. Please read all instructions contained in letters and/ or emails when asked to enrol at Belfast Met. Applicants who cannot produce evidence of **qualifications** achieved in the format required may not be able to enrol onto their chosen course.

Information About Car Parking



Car parking is available at our Castlereagh, Millfield, Titanic Quarter, Girdwood and e3 campuses. Car parking is free at Girdwood, Castlereagh and e3 campuses, subject to availability. Car parking charges are in place at Millfield and Titanic Quarter campuses. Electric charging points are currently available at our Castlereagh, Millfield and Springvale campuses. For more information about parking charges, visit our website at **www.belfastmet.ac.uk/life-at-the-met/campuses**

Student Code of Conduct and Student Disciplinary Policy



Students enrolling onto courses must agree to abide by the policies and regulations of Belfast Met, including the **Belfast Met Student Code of Conduct** and all College policies (all policies are available on request or via the **College's website**).

Students can refer to the Student Code of Conduct at any time via the college website and a copy is also contained in the Student Handbook.

General Information



The College website provides lots of information on matters which could enhance your learning. A Student Handbook is available at the start of each year and can be viewed on the **Student Support** page of the College website.

Academic Progression



Courses lasting more than one year

Students who achieve the required examination results will progress into the next year of their course. Students will be asked to re-enrol and pay enrolment fees no later than August.

Existing students

Completing students must apply for new courses beginning in the new academic year.

COVID-19 General Statement



All students must comply with the current measures put in place by Belfast Met.

College Disclaimer



All information is correct at the time of writing. However, it may be subject to change and no course advertised is guaranteed to run. If a course is cancelled, applicants will be invited to apply for another Belfast Met course and the date of their original application will be attached to the new application. Please note that courses are delivered in English (unless otherwise stated). The location referenced in the prospectus may be the primary location but you may have to attend classes at a different campus.



www.belfastmet.ac.uk