

CHOOSE BELFAST MET, CHOOSE SUCCESS



STUDENT HANDBOOK

2023-2024



belfastmet.ac.uk



Welcome

First of all, a great big Belfast Met welcome to you. I am delighted you have chosen to join Belfast Met and want to congratulate you on securing your place on your programme of study.

By choosing Belfast Met, you are now part of an award-winning college community that has been a place of study for over 120 years. A lot has changed during that time, but one thing remains the same. Our learners are at the centre of everything we do and you are why we are here.

All of us here at Belfast Met are totally committed to all of you. We are here to back you. We want you to be a success in your chosen learning pathway and we are here to guide and support you on your learning journey.

We will do everything in our power to ensure that you are provided with the best learning, education, training, and work experience to help you develop the skills needed to be successful in your career path. And of course, while we want you to work hard and to achieve your career dreams, we also want you to have fun and make life-long friends.

This Student Handbook will tell you everything you need to know about being a Belfast Met student, so please keep it close by for easy reference. I want to wish you all the very best with your studies in the coming year. And if you see me on the corridors across our four campuses be sure to say hello and let me know how you are getting on and what else we could be doing to make your time at Belfast Met a brilliant experience.



Principal and Chief Executive



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Welcome

Dee McDowell Head of Learner Success



Welcome to Belfast Met.

Whether you are coming to the College for the first time or are a returning student, I just want to let you know that the Department of Learner Success has a number of teams dedicated to making your time with us as successful and enjoyable as possible in a safe and caring environment across all our campuses.

We are glad that you have chosen to study with us and will do everything we can to help you to achieve your goals in a college that will support you throughout your time with us. The staff in our Libraries, Canteens, Students' Union areas and support service offices will do everything possible to ensure that your time as a student here will be a rewarding experience.

Please take some time to read this booklet so that you are fully aware of the range of services we offer and, above all, enjoy your time as a student at Belfast Met.

Nuala Boyle Head of Student Support



Welcome everyone.

Thank you for choosing to study at Belfast Met.
I know that studying can be challenging at times, particularly
when it needs to be balanced with other priorities in your life.

My message is threefold: firstly, it is extremely important to look after yourself, your health, and your wellbeing. Secondly, it is important that you keep up with your studies, to keep sight of your ambition, and continue to strive for further future successes. Finally, let the Student Support Team help you to be successful. We all need a bit of help and support every now and then. Don't be afraid to ask for it.

Student Sabbatical Officers

Zinha Nabate

Hello, my name is Zinha Nabate, your Student Union President for this year. I am delighted and grateful for the opportunity to represent all Belfast Met Students and I hope to honour your vote. Thank you for your trust and I promise I will not let you down.



I hope that in this year we may achieve and progress together. I would like to bring more union, love, respect and interactions between students. I am here, and I want to listen to students, what they have to say, support them and walk with them through this journey. With this I would like to invite students to contact Students' Union with questions, suggestions or complaints.

I hope that we get improvements and find a parking solution, renovate the Students' Union so we can embrace more clubs and societies, increase green areas at the campus and create spaces where students can practise sports and be more physically active, and increase students' engagement with the Students' Union social media.

Meida Kasperunaite

Hi, my name is Meida Kasperunaite. I am your Student President this year at Belfast Met. I am a business student at this college and I will be representing the students that are attending Belfast Met this year.



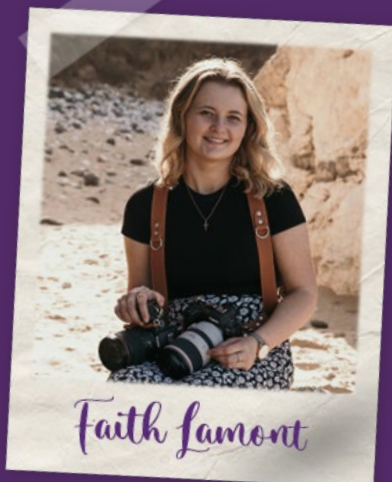
This year I want to encourage students to get more involved in activities and events and increase the facilities for students to chill from both inside and out.

I want students to be aware that they are welcome to contact me or come to the Students' Union to chat about any ideas or suggestions or things you would like offered at the campuses to make your time at Belfast Met the best it can be. Even if you would like some advice or just have someone to talk to, you can come to the Students' Union.

Student Ambassadors

As part of the Student Voice Initiative we want to hear from students who have Made it at the Met! These Student Ambassadors have made the most of the opportunities that Belfast Met offers. Student Ambassadors embrace their studies, get involved in College life and maximise the support on offer when challenges arise.

If you are interested in finding out more about Student Ambassadors at the Met then email: marketinganddesign@belfastmet.ac.uk



Faith Lamont

**HND Commercial Photography
and Videography**

If you are dreaming of making a career in photography and videography, no matter what field you want to specialise in, apply to Belfast Met. You will honestly not regret it. The teaching staff are all incredible and experts in their own fields, so you can be confident the teaching and course content isn't outdated and is keeping up with the ever-changing world that is Photography and Videography.

Anthony McQuaid

**Foundation degree in Cyber Security
and Networking Infrastructure**

I could not recommend Belfast Met more. You are given the skills and expertise to learn at your own pace. One thing I've noticed when looking at good IT roles, they typically want a good education with years of experience. Separately, this can take years to achieve. With Belfast Met, you get both at once.



Careers & Employability Service



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 such as interviews for degrees
- Progress towards achieving your career goals

We can help you with:

Access to opportunities for skill development, work experience and employment developing your skills through;

- Volunteering opportunities
- Advice on your employer research
- Placement and/or work experience signposting and preparation

Access to careers information and resources on:

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

A career is made up of a number of different stages or steps e.g. education, training, employment, further qualifications, job changes through promotion, or other personal changes in your life.

The College's Careers and Employability Service offers professional support to help you to develop your career through these stages and to make important decisions about your education, training or 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 information, advice and guidance service to help you to make effective career decisions to reach your next step.

Careers information and resources

The Careers team organises events where you can talk to providers of higher education courses or to employers to apply for jobs. You will find details of our Jobs and Apprenticeships Fairs, Higher Education talks and other events on pages 38 and 39 of this handbook.

We also post regular updates about these events and about education, training or employment opportunities relevant to our students on:

- Belfast Met Careers Facebook and Twitter accounts
- Canvas - in the Courses, Student Support, Careers and Employability sections

Contact

Tel: 028 9026 5066

Email: careers@belfastmet.ac.uk

Careers & Employability Service (term time)

(Opening times may vary depending on staff availability and holiday periods)



Titanic Quarter Campus

Careers Resource Area, Level 2, Room 060
Monday - Friday 9:00am-12:00pm & 1:00pm-4:00pm
For a 1-2-1 appointment with a Careers Adviser,
please see booking details below.



Millfield Campus:

Building 1, Level 2, Room 14C
Monday - Friday 9:00am-12:00pm & 1:00pm-4:00pm
For a 1-2-1 appointment with a Careers Adviser,
please see booking details below.



Castlereagh Campus:

Building 5, Student Support Hub
On request - please see booking details below.



e3 and Outreach Buildings:

See booking details below.

To book an appointment, email: careers@belfastmet.ac.uk or tel: 028 9026 5066. To keep up to date with careers events, job vacancies and other useful information and links, check our Careers & Employability Facebook page and Twitter feed or check out our section of the website <https://www.belfastmet.ac.uk/life-at-the-met/students-support/careers-and-employability/>



Belfast Met Careers Service



@careersbmet

Fantastic advice and service. I felt like I could be open and honest and felt comfortable speaking to the adviser.

Thanks to the adviser who was extremely helpful, I have decided to go further. He was able to send me valuable information regarding my qualification and future possibilities.

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 everyone has an equal opportunity to gain the maximum benefit from their experience here at the College. We are a dedicated, professional team that operates on all Belfast Met 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

Our key message is that 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 does it work?

- Disclosure / Referral
- Interview / Assessment
- Evidence of Need Verified
- Learning Support

Do I have to tell you about myself?

We encourage you to let us know about your support requirements as we hope to be able to assist you in having a great experience at Belfast Met.

Complete an online Learning Support Referral Form (LS1) available on our website - Life at the Met-Student Support-Inclusive Learning.

We guarantee that your information will be treated confidentially 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 your course or in examinations. However, it is your right not to disclose.

How do I arrange additional support for exams?

If you have exams as part of your course and need Access Arrangements for extra support, e.g. extra time or a reader, you must tell us at the start of each academic year. It is your responsibility to attend an assessment with Inclusive Learning staff and to provide the evidence that the exam Awarding Bodies will need by the College deadlines. Pick up a copy of the Student Guide to Access Arrangements for more information. Check your student email account for exam support deadlines.

I am on a Higher Education course - how do I get support?

Students on Higher Education programmes should contact Inclusive Learning as well as applying for Disabled Students' Allowance (DSA) through their Local Education Authority to access funding for support. It is recommended that you apply as early as possible. Visit www.studentfinanceni.co.uk for more details.

Inclusive Learning Service Opening Hours

(All times shown are subject to change)



Titanic Quarter Campus

Level 2, Room 62

Monday – Friday 9:00am - 4:00pm



Millfield Campus:

Building 1, Level 2, Room 9

Monday – Friday 9:00am - 4:00pm



Castlereagh Campus:

Building 5, Student Support Hub

Tuesday 9:00am - 4:00pm by appointment only



e3 Campus:

Level 1 Meeting Room 4

Thursday by appointment 9.00am - 4.00pm

Outreach Buildings and Evening Appointments by request

Appointments are set up on receipt of a Learning Support Referral Form

Please engage directly with the service:

By CANVAS – Click on the Student Support Services Course Card

By Email: inclusivelearning@belfastmet.ac.uk or call: **028 9026 5097**

JAM Card

Belfast Met is a JAM Card friendly organisation. The JAM (Just a Minute) Card scheme was developed by the NOW Group in conjunction with young people with a communication difficulty. The card allows people with a learning difficulty, Autism, Asperger's or other communication difficulty, to tell others discreetly that they need 'Just a Minute'. The College continues to raise awareness amongst students about the JAM Card and the App and to encourage students to use them. Staff continue to receive Disability Awareness and JAM Card Awareness training in order to help and support students.



While in the College, you can use the JAM card (or the JAM App on your phone or tablet) to help staff to understand that you need more time when communicating with them. To order a plastic card call **028 9043 6400** or download your free app – search **JAMCARD**. For more information about the JAM Card visit: www.jamcard.org

Student Funding

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

Student Funding staff can:

- Provide one-to-one advice and guidance sessions on student funding
- Provide student funding application assistance
- Accept applications for the Learner Support Fund and Care to Learn
- Answer queries about funds administered by the Student Funding Office

As well as offering financial advice and guidance, the Student Funding team processes all of the student fund applications.

To enable staff to complete this task as promptly as possible, the Student Funding Office will remain closed at all other times. Students may email queries directly to studentfunding@belfastmet.ac.uk and should normally expect a reply within three working days.

Contact

Phone: 028 9026 5183

Email: studentfunding@belfastmet.ac.uk

Student Funding Service Operating Schedule (Drop-in/term time only)
(Individual appointments can be booked by contacting the team directly - see contact details below)



Titanic Quarter Campus

Level 1, Room 029

Monday – 9:00am - 12 noon & 1:00pm - 4:00pm

Thursday – 9:00am - 12 noon & 1:00pm - 4:00pm



Millfield Campus

Building 1, Level 2, Room 10A

Tuesday – 9:00am - 12 noon & 1:00pm - 4:00pm

Wednesday – 9:00am - 12 noon & 1:00pm - 4:00pm



Castlereagh Campus

Building 5, Ground Level, Room 031

Wednesday – 9:00am - 12 noon & 1:00pm - 4:00pm

If you need an individual appointment, please contact the service via:

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

Phone: **028 9026 5183**

Please Note: Opening times and booking slots may be subject to change. For details of the Student Funding service at our e3 campus, please check the Canvas page or

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

Student Funding 2023/24

What is available to you (subject to the relevant criteria)			
Level/Mode of attendance	Age on 1st July 2023	Fees Applicable	Funding Available
Level 1 - 3 Further Education Full-time	16 - 17	Full-time Vocational – No Fees A Level – No Fees Dental Nursing – Full Fees (No funding for Dental Nursing)	<ul style="list-style-type: none"> • Free school meals • Travel Pass • EMA • Care to Learn
	18	Full-time Vocational – No Fees A Level – exam fees only Dental Nursing – Full Fees (No funding for Dental Nursing)	<ul style="list-style-type: none"> • Travel Pass • Education Maintenance Allowance (EMA) • Learner Support Fund (if no EMA or Travel Pass) • Care to Learn
	19	Full-time Vocational – No Fees A Level – Full Fees Dental Nursing – Full Fees (No funding for Dental Nursing)	<ul style="list-style-type: none"> • EMA (if under 20 at start of course) • FE Grant (N/A to A Level) • Learner Support Fund • Care to Learn (if under 20 at start of course)
	20+	Full-time Vocational – No Fees A Level – Full Fees Dental Nursing – Full fees (No funding for Dental Nursing)	<ul style="list-style-type: none"> • FE Grant (N/A to A Level) • FE Grant Childcare (N/A to A Level) • Learner Support Fund
Level 1 - 3 Further Education Part-time	16 - 18	Essential Skills – No Fees All other – Full Fees (reduced fee may be available if dependant and parent on qualifying benefit) (See College Prospectus for rates)	<ul style="list-style-type: none"> • Learner Support Fund (must be 18) • Care to Learn
	19+	Essential Skills – No Fees All Others – Full fees (reduced fee may be available if on qualifying benefit) (see College Prospectus for rates)	<ul style="list-style-type: none"> • Part-time FE Grant (N/A to A Level or <8hrs) • Part-time FE Grant Childcare (if 20 or over) • Learner Support Fund • Care to Learn (if under 20)
Level 4 - 6 Higher Education Full-time	18+	HE Full-time Fees – £2,905 Social Work Degree – £4,710	<ul style="list-style-type: none"> • Student Finance NI Tuition Loan, Maintenance Loan & Maintenance Grant, Childcare Grant • Social Work Bursary (Social Work only) • Learner Support Fund • Higher Education Bursary
Level 4 - 6 Higher Education Part-time	18+	Higher Education Part-time fees vary depending on subject and hours (See College Prospectus for rates)	<ul style="list-style-type: none"> • Student Finance NI Part-time Higher Education Fee Grant/ Loan, Books & Equipment Grant • Care to Learn (if under 20) • Learner Support Fund

Please Note: The funding listed above is available through public funds. There may be other potential funds available from various external organisations - please contact us or check our website for more information
www.belfastmet.ac.uk/life-at-the-met/students-support/student-finance/

Outline Funding Information

Travel Pass www.eani.org	<p>Students must be under 19 on 1 July 2023 and on a full-time course. Must live at least 3 miles from the College with no closer college offering a similar course. Applications are available from the College Site Administration Office and should be sent to your local Education Authority office.</p>
Education Maintenance Allowance (EMA) www.nidirect.gov.uk	<p>For students aged between 16 and 19 on or between 2 July 2022 and 1 July 2023. This award is means-tested on household income and students may receive £30 per week. (Students eligible for both FE Grant and EMA cannot receive both.)</p>
Further Education Grant Full-time www.eani.org.uk	<p>Students must be 19 or over on 1 July 2023. This is a means-tested award for full-time students of up to £2,092 and has a closing date of 29th October 2023. Other criteria apply. (Students eligible for both FE Grant & EMA cannot receive both.)</p>
Further Education Grant Part-time www.eani.org.uk	<p>Students must be 19 or over on 1 July 2023. This is a means-tested award consisting of a Tuition Fee Grant of up to £465 and a grant for books and related costs of up to £265. Other criteria apply. Closing date 29th October 2023.</p>
Further Education Grant Childcare www.eani.org.uk	<p>Students must be 20 or over by the start of their course and eligible for the FE Grant FT or PT. Grant consists of help towards childcare costs. You must indicate your intention to apply when filling in FE Grant application.</p>
Student Finance NI Higher Education Full-time www.studentfinancenl.co.uk	<p>Students undertaking HNDs, degrees etc. may apply to Student Finance NI for assistance with a tuition fee loan, a maintenance loan and a maintenance grant.</p>
Higher Education Bursary studentfunding@belfastmet.ac.uk	<p>A bursary may be awarded if you have applied to Student Finance NI for assistance, consented to share your financial information with a third party, are in receipt of the full Maintenance grant and meet all the other criteria.</p>
Care To Learn studentfunding@belfastmet.ac.uk	<p>If you have care of a child then you may be able to get help with childcare and travel costs. You must be aged between 16 and 19 at the start of the course.</p>
Learner Support Fund studentfunding@belfastmet.ac.uk	<p>Students must be 18 or over at the start of the academic year. Assistance is means-tested and students must have applied to all other sources of finance that are available to them in the first instance and be progressing academically.</p>
Learner Support Fund Childcare studentfunding@belfastmet.ac.uk	<p>If you are over 20 and studying full-time or part-time and not entitled to childcare through Student Finance NI you could be eligible for assistance towards Childcare costs from the Learner Support Fund.</p>
Prince's Trust Development Award Prince's Trust Belfast Office 0800 842 842	<p>If you're aged 16-30 and need funding to get into Training/Education, you could potentially receive a grant of up to £250 to help pay for fees, equipment, tools etc. to help you to reach your educational goals. Please contact the Prince's Trust Office for more information.</p>
Other Funding	<p>There may be other sources of support available such as free school meals, Disabled Student Allowance, Parents' Learning Allowance etc. Please refer to our website or the Students' Funding Office for further help.</p>

The above information is a brief guide and does not cover full criteria. For further information/application forms contact the relevant body via the web address provided or contact Belfast Met Student Funding Service: email: studentfunding@belfastmet.ac.uk or via phone: **028 9026 5183**

Students' Union

The Students' Union (SU) is here to help you throughout your time as a student. Our main SU area is in the Titanic Quarter campus with additional SU common areas located in our Castlereagh and Millfield campuses. At the SU areas you will be able to find a relaxing space to catch up with friends, chill out and take a break from your studies. SU activities regularly operate across all campuses.

The SU represents all students on all campuses and, with the help of the Student Council and Class Reps, represents the wider student voice. Look out for us and get involved. If you have any issues, questions or concerns, please call into the SU office at any time - we are here to help.

How do I join the Students' Union?

Every student enrolled at Belfast Met is automatically a member of the Students' Union.

How do I get involved?

The Students' Union focus is on 3 key areas:

1. Student Voice

- Class Representatives
- Student Council
- Collaboration with NUS-USI

2. Student Engagement

- Freshers' Fair
- Clubs & Societies
- Events
- Impress Magazine

3. Student Welfare

- Breakfast Club
- Sustainability Hub
- Period Dignity
- Health & Lifestyle Events
- Ongoing Welfare Initiatives & Clinics

Contact

Phone: 028 9026 5053 | Email: studentsunion@belfastmet.ac.uk

Student Council

Every year the student body at Belfast Met elects a student council to be their voice on the issues that matter most to you.

Led by the Student President, the Student Council meets regularly throughout the year to plan campaigns and activities on your behalf. Keep an eye out for the Student Council Sessions and Clinics through the year on your campus and be sure to stop by and discuss any campaigns you would like to get involved in.

The Student President and Student Governor roles were elected in May 2023 for the academic year 2023/24. If you are interested in running for a voluntary role in the Student Council, look out for dates of campaigns and elections which will be running in early October 2023.

Elected Student Presidents for the 23/24 academic year:

- Zinha Nabate
- Meida Kasperiuanaite

Elected Student Governor for the 23/24 academic year:

- Owen McCaughey

Class Representatives

Each class in the College elects a Class Representative in September. Class Representatives give feedback on behalf of their classmates at regular meetings with senior management in the College. They play a vital role in the College's student community and are instrumental in ensuring that the student voice is heard. The most important requirements for becoming a Student Council member or Class Representative are: enthusiasm, dedication, ability to represent the views of your classmates and the desire to build strong relationships with your classmates and the College.

Students' Union Service

(Opening times may vary depending on staff availability and holiday periods)



Titanic Quarter Campus

Students' Union Area, Level 1, Room 43

Monday - Friday

9:00am - 12 noon & 1:00pm - 4:00pm



Millfield Campus

Building 1, Level 2, Room 14b

Monday, Wednesday and Friday

9:00am - 12 noon & 1:00pm - 4:00pm



Castlereagh Campus

Building 5, Student Support Hub

Friday – 9:00am - 12 noon & 1:00pm - 4:00pm

You can get updates on SU activities on Canvas, Facebook, Instagram @belfastmetsu and follow us on Tiktok through @metsu5

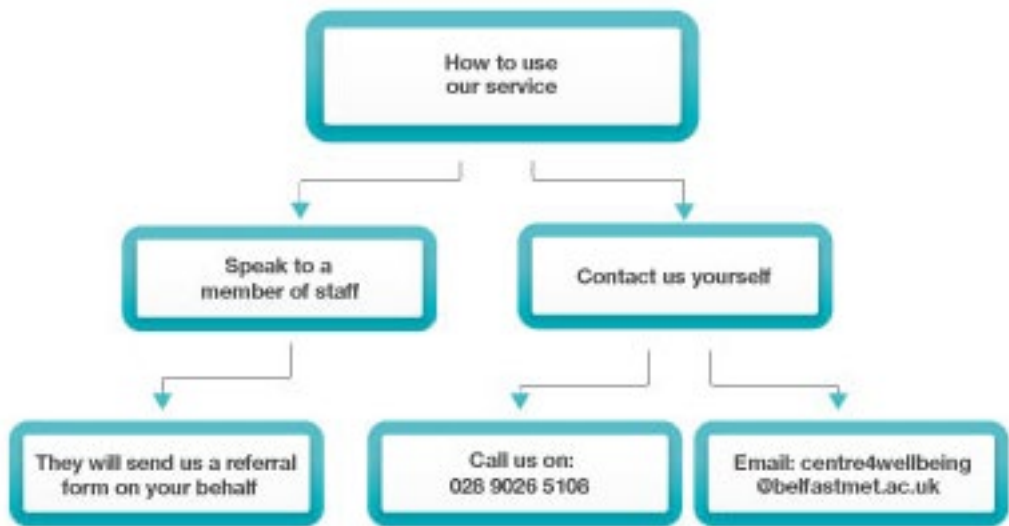
Centre for Student Wellbeing

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

Our approach is friendly, confidential and student empowerment focused.

What we offer

- Pre-entry Advice and Guidance.
- Individual Wellbeing Assessments, signposting and onward referrals to specialist agencies.
- Curriculum Advocacy.
- Health and Wellbeing education and awareness programmes.
- Student wellness and welfare clinics.
- Workshop provision.



Contact Us:

Phone- 028 9026 5108 | E-mail - centre4wellbeing@belfastmet.ac.uk

Where to Find Us- TQ - Level 1 Room 46. Millfield - Building 1, Level 2, Room 9
Castlereagh - Student Support Hub, Building 5. E3 - Main Building, Level 1, Meeting Room 4

Student Wellbeing Online Workshops

The Student Wellbeing Canvas page has a wide range of resources on lots of Wellbeing related topics. You can also access the following workshops via our Canvas page:

- Coping with College
- Building Resilience
- Time Management
- Money Management
- Managing Stress and Anxiety

Student Quotations

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

The support given to me by the Student Wellbeing Team and Student Support has helped me massively during a very stressful time and has helped me stay up to date with all of my college work.

Find us on Canvas (click on Student Support Services).

Student Counselling



We know exactly how exciting, and at times challenging, the transition to further and higher education can be. Whether building new social networks or studying more independently for the first time, change can sometimes be daunting - particularly as we adapt to our changing world.

Sometimes just talking to someone can help, but at other times it may be useful to talk to someone trained to listen who can offer support, guidance and a fresh outlook. That's where we come in.

In partnership with Inspire, the College provides a comprehensive, professional and confidential counselling service that is available to all Belfast Met students.

Freephone telephone support line

At any time, you can access our Freephone telephone support line. Available 24 hours a day, 365 days a year, it is staffed by a specially trained support team, who if required can provide access to our network of accredited and highly experienced counsellors.

Whatever's on your mind, call us free and confidentially on:

0808 800 0032

You can also contact us via email during office hours at:

support@inspirewellbeing.org

Issues we can help with include:

- Academic concerns
- Alcohol or drug problems
- Anxiety
- Bereavement
- Bullying and harassment
- Compulsive behaviour
- Crisis support
- Debt concerns
- Depression
- Eating problems
- Exam stress
- Family problems
- Fear of failure
- Feeling out of control
- Feeling lonely or isolated
- General help and advice
- Pregnancy worries
- Relationship difficulties
- Sexual issues
- Suicidal thoughts
- Worries about leaving home

Inspire Support Hub

The Inspire Student Support Hub provides access to a range of online information, guidance, screening and intervention tools that are tailored to help to care for your individual wellbeing. It includes a number of bespoke tools and resources, including: Guided self-assessment via 'iHelp' chatbot', Self-help courses and digital intervention tools, '5 ways to wellbeing' database, Wellbeing information library, Live chat, Referral from the hub, Gratitude diary and Mood Tracker.

Visit us at: www.inspiresupporthub.org/students

To sign up online and start using the hub, click the 'Sign up' button on the homepage. Here, you'll be prompted to enter a PIN unique to Belfast Met students. As this is unique to Belfast Met, please do not share it outside of the College.

The Belfast Met student PIN is:

BMETHUB

For any technical queries on using the hub, contact: hubsupport@inspirewellbeing.org
For more on the wellbeing support options available to you, please contact your Student Wellbeing Team.

Student Counselling Appointments (times may vary)



Titanic Quarter Campus
Counselling by appointment
Level 2, Room 60
Thursday 9:00am - 4:00pm



Millfield Campus:
Counselling by appointment
Student Support Hub, Building 1, Level 2, Room 10a
Thursday 9:00am - 4:00pm

What is Safeguarding?

Safeguarding is everyone's business. Safeguarding is about helping students to keep themselves safe and to prevent abuse from taking place. Safeguarding is also about responding to disclosures of alleged and suspected abuse, and putting in place plans to help and protect those who cannot help themselves. Everyone has the right to live their life free from abuse.

Types of Abuse

Physical abuse | Sexual abuse | Emotional abuse | Neglect
Exploitation | Financial abuse | Institutional abuse

Safeguarding Officer



Kate Hall

khall@belfastmet.ac.uk

02890 265262 | 07436 531780
safeguarding@belfastmet.ac.uk

Safeguarding Officer



Christine Donnelly

cdonnelly@belfastmet.ac.uk

02890 265260 | 07976 173081
safeguarding@belfastmet.ac.uk

Safeguarding Officer



Brendan Dineen

bdineen@belfastmet.ac.uk

02890 265261 | 07711 854362
safeguarding@belfastmet.ac.uk

Designated Safeguarding Manager/Adult Safeguarding Champion



Nuala Boyle

Head of Student Support

Contact Telephone: 02890 265054
Contact Mobile: 07436 584973

Deputy Designated Safeguarding Manager



Paula Irvine

Centre Manager Student Wellbeing

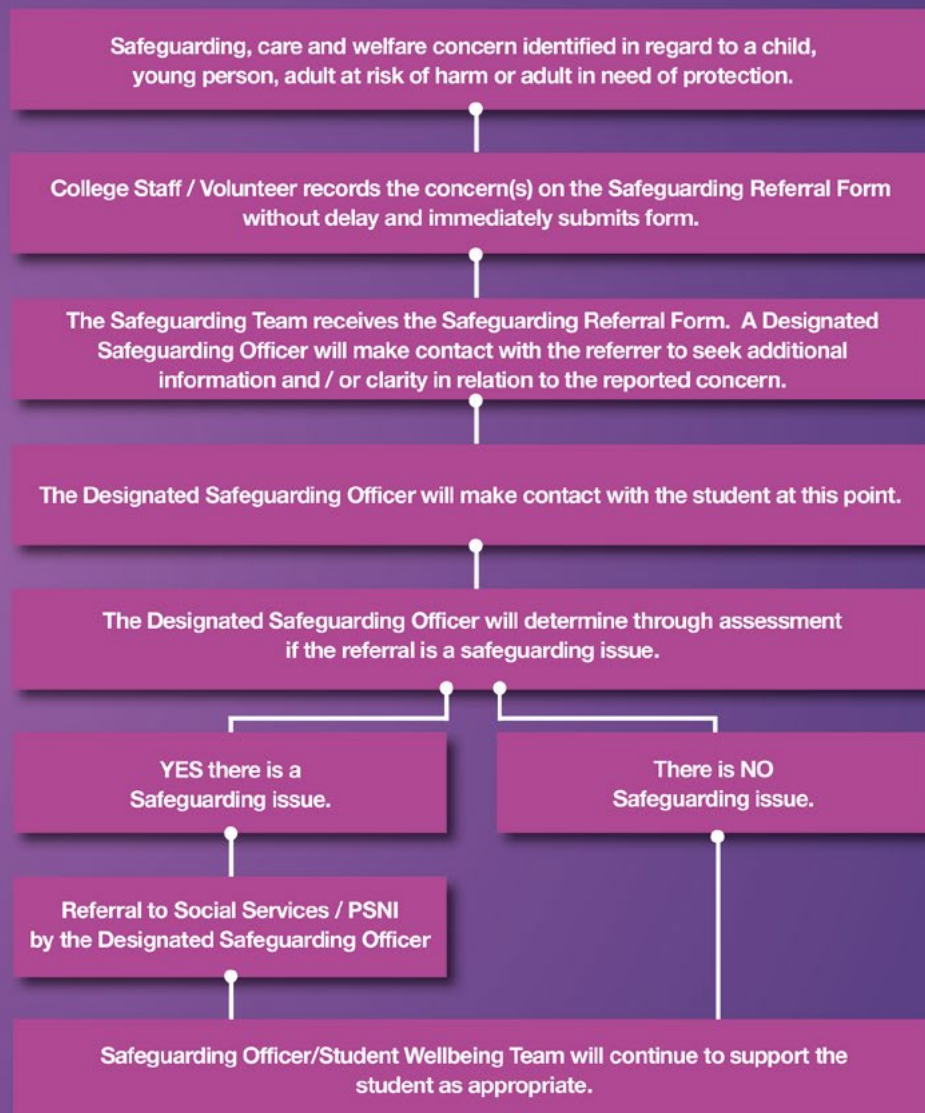
Contact No: 02890 265108 Ext 3556
Contact Mobile: 07929 823939

If you have a safeguarding concern,
please email: safeguarding@belfastmet.ac.uk

Reporting Process for Safeguarding Concerns (Students)

If a student is being abused / has concerns with respect to another student being abused they are encouraged to make a disclosure to any member of the college staff team that they feel comfortable to do so.

That member of staff should then trigger internal safeguarding processes as outlined below.



The Safeguarding Team fully appreciates how much courage and bravery it takes to report a safeguarding concern.

Always remember the team will treat you with the utmost care and respect and will support you fully throughout the disclosure process and beyond.

Looking after your Health and Wellbeing

ASCERT – Drugs and Alcohol



ASCERT offers a wide range of support services to individuals, families and communities across Northern Ireland to help them to deal with alcohol or drug-related concerns. Alcohol and drug use can have a huge impact on you, your family and those around you, and it is important to get help if you are concerned about your, or someone else's, alcohol or substance use.

Contact information

For more information on the full range of services offered by **ASCERT**, you can visit: www.ascert.biz. You can call us on: **0800 254 5123**. You can also message us using your preferred social media.

Cara - Friend

Cara-Friend supports people aged 12 - 25 identifying as LGBTQI+ and who question their sexual orientation or gender identity through youth groups, one-to-ones and family support.



Contact information

You can contact us via email at: youthsupport@cara-friend.org.uk
You can call us on LGBTQI+ Switchboard: **0808 8000 390**. Call into: LGBTQI+ centre, 23 - 31 Waring Street, Belfast, Country Antrim, BT1 2DX

Common Youth



Common Youth offers a safe, knowledgeable and accepting environment for young people to talk and to access sexual health services. This clinic service is for young people under 25 and is open 7 days a week (see website for details - www.commonyouth.com). This is a drop-in service, so no appointment is needed. All clinics are staffed by doctors, nurses, counsellors and information workers. The service is regional and supports young people across NI.

We provide the following service:

- Emergency contraception
- Contraception/condoms
- Consultations and treatments for STIs
- Psychosexual counselling
- Emotional support via our counsellors
- Support, advice and information
- Relationships and Sexual Education

Opening times for Belfast Clinic: Mon, Tue, Wed 2.30pm - 5pm; Thur 5.30pm - 8pm; Fri 2pm - 4.30pm; Sat 1.30pm - 4.00pm (Male only clinic 4pm - 5.30pm); Sun 1.30pm - 3pm.

Contact information

Email at: hello@commonyouth.com | You can call us on: **028 9032 8866**.

We know when we are mentally and physically well, but sometimes we need a little extra support.

Here are five simple steps to practise every day:

Connect



Connect

Connect with the people around you: family, friends, colleagues and neighbours at home, work, school or in your local community. Think of these relationships as the cornerstones of your life and spend time developing them. Building these connections will support and enrich you every day.

Be active



Be active

Go for a walk or run, cycle, play a game, garden or dance. Exercising makes you feel good. Most importantly, discover a physical activity that you enjoy; one that suits your level of mobility and fitness.

Take notice



Take notice

Stop, pause, or take a moment to look around you. What can you see, feel, smell or even taste? Look for beautiful, new, unusual or extraordinary things in your everyday life and think about how that makes you feel.

Keep learning



Keep learning

Don't be afraid to try something new, rediscover an old hobby or sign up for a course. Take on a different responsibility, fix a bike, learn to play an instrument or how to cook your favourite food. Set a challenge you will enjoy. Learning new things will make you more confident, as well as being fun to do.

Give



Give

Do something nice for a friend or stranger, thank someone, smile, volunteer your time or consider joining a community group. Look out as well as in. Seeing yourself and your happiness linked to the wider community can be incredibly rewarding and will create connections with the people around you.

The five ways to wellbeing were developed by the New Economics Foundation. Artwork designed in association with Belfast Strategic Partnership.

www.mindingyourhead.info

HYPE Clinic

the **HYPE** team

Health for Youth Through Peer Education

The Hype Team's free and confidential service provides young people under 25 with the information, knowledge and skills they need to make informed choices about their sexual and reproductive health and wellbeing.

HYPE offers:

- Free condoms
- STI testing (Chlamydia and Gonorrhoea)
- STI information & Advice
- Health promotion advice
- Contraceptive information (including emergency contraception information)
- Fast track GUM appointments
- Pregnancy testing
- Signposting to other agencies

As well as promoting general student wellbeing, HYPE also runs Relationship and Sexual Health Education Programmes. These tailor-made personal development programmes last 1-8 sessions. For more information on these programmes, or on any of HYPE's other services, please contact HYPE directly on **028 9504 0317**.

If you need any Sexual Health advice or Information, please contact the HYPE Team Nurse on **028 9504 0317** (Monday to Friday 9am - 4pm).

Cancer Focus - Stop Smoking Support

Do you smoke and want to stop? Cancer Focus Northern Ireland offers a free and confidential Stop Smoking clinic for all students at Belfast Met. They run a weekly drop-in clinic in the College's main campuses. Students are given the opportunity to kick their smoking habit through one-to-one or group support. The clinic provides:



- Motivational support – to help students to build confidence to overcome the fear of stopping smoking;
- Behavioural support – to help students to break habits;
- Pharmacotherapy – patches and gum to help to reduce cravings.

Students who are interested in stopping smoking can contact Cancer Focus:

Telephone: **028 9066 3281**

Email us at: **hello@cancerfocusni.org**

Please note that Belfast Met operates a non-smoking/vaping policy. Learners and visitors who wish to smoke or vape must do so outside the College perimeter.

HYPE Clinic



Titanic Quarter Campus:

Level 2, Room 60

Thursday 10:00am - 12:00 noon



Millfield Campus:

Building 1, Level 4, Room 7

Thursday 1:30pm - 3:30pm



Castlereagh Campus:

Building 1, Ground Floor, Room 27

Monday 10:00am - 11:30am

(Every 2 weeks - dates to be confirmed and publicised locally)



e3 Campus:

Room E3-FF-014

Monday 1:00pm - 2:30pm

(Every 2 weeks - dates to be confirmed and publicised locally)

Staying Safe

Stay safe, stay aware

Get home safe.

A good night starts and ends with friends. Before going out, always think about how you are going to get home. Work out exactly where you're going and how you and your friends will get there and back. Stay with a group of friends and look out for each other. Try to keep some money to one side, in case you get stranded or miss the last bus or train.

Share a taxi or walk together, avoiding short cuts and isolated areas.

Out and about, protect yourself by following these simple rules:

- Keep bags closed and zipped up. If someone grabs it, let it go. Bags can be replaced. You can't.
- Carry your purse or wallet out of sight.
- When using a cash machine, go in daylight or with a friend if you can, or choose a well-lit one.
- Don't be flash with cash.
- If you take your mobile out with you, keep it hidden and keep calls brief.
- If you suspect you're being followed, cross the road to see if they follow you. If you're still worried, don't hang about. Go into a pub or shop to call a friend to meet you, or call the police.
- Have your house keys ready before you reach the door and carry them on you, not in your bag.
- Walk confidently and be aware of what's going on at all times.
- Your hearing is your best protection; your voice is your best defence. If you're attacked, shout and run.
- Remember, if you're chatting on the phone or listening to your personal music, you won't hear someone come up behind you.
- When your gut says there's trouble ahead, there probably is. Get somewhere safe.
- Steer clear of a confrontation. What's the point? Who needs the hassle?
- If something does happen to you, report it to the police and the College authorities. You could stop it happening to someone else.

Watch your drink, literally:

- Spiking drinks with alcohol or drugs is on the increase.
- Don't just think spiking is with drugs - it's more likely that someone has added vodka to your pint, or bought you doubles instead of singles.
- It only takes 15 minutes for the effects of "rape drugs" to kick in, and they can wipe out eight hours of memory.
- Almost 70% of victims know their spiker/rapist.
- Men's drinks get spiked too!

Make sure you protect yourself by:

- Knowing your drinking limits - alcohol lowers your guard and may affect your judgement and decision making.
- Alternating alcoholic drinks with water or soft drinks.
- Not accepting a drink from a stranger.
- Not taking drinks from large open containers.
- Leaving your drink with someone you know you can trust when you go to the toilet or for a dance.
- Asking a friend to get you home if you suddenly feel odd or unusually drunk, but make sure it's someone you really trust.
- If a friend starts acting out of character, she/he might have been drugged – ask for help and get them home safely.
- Always looking out for each other.

Looking after your accommodation:

- When you go out, even for just a few minutes, make sure that your laptop and other valuables are out of sight and that your windows and doors are locked. Do the same when you go to bed at night.
- Don't leave any electronic or high value goods in your student accommodation if you go back home for a while - bring them home with you.
- Put lights on a timer.
- Find out if your property is already registered with an approved scheme or code of practice. If it isn't, you can register your property for free using Immobilise, a national police-approved database.
- The PSNI recommends marking and registering your property using a Secured By Design approved property marking solution and advertising the fact using window stickers.

Times of Difficulty

Simon Community Northern Ireland



Simon Community NI is a charity that supports people who are homeless or at risk of becoming homeless. With their services, they are changing, and in some cases saving, lives. Simon Community NI works in partnership with a range of organisations and recognises that addressing homelessness is more than providing a roof.

Along with emergency accommodation, the organisation provides a range of services, advice and community support. A 24/7 freephone helpline acts as a gateway to services like:

- Schemes for young people; including money-management courses, improving training skills and helping those getting into work to develop their CVs.
- A Harm Reduction service helping people who are struggling with addiction.
- A Homelessness Prevention programme making sure the organisation is preventing people from becoming homeless when possible.
- Support services based in the community.

If you are homeless or at risk of becoming homeless, or you know someone who is, please contact Tel: 0800 171 2222. To find out how you can get involved with Simon Community Northern Ireland through volunteering, raising awareness or donating, visit their website at www.simoncommunity.org

MACS Floating Support

If you are aged 16-25 and are homeless, at risk of homelessness or need help maintaining your tenancy, MACS Floating Support can help you. It's called Floating Support because we float the service out to you. You will have an individual support plan that will be regularly reviewed to make sure we are still helpful to you, and we can work with you for up to two years. We can help you with:



- Finding accommodation
- Training, education & job seeking
- Setting up and maintaining your home
- Staying safe
- Being a good neighbour
- Your emotional wellbeing & physical health
- Managing your money

Belfast Floating Support

MACS Belfast covers the geographical areas of North, South, East and West Belfast.

Contact Tel: 028 9031 3163

Email: belfastfloatingsupport@macsni.org

Housing Rights



Housing Rights works to improve lives by tackling homelessness and housing problems in Northern Ireland. They can help those who are worried about homelessness, finding somewhere suitable to live, paying for their homes, bad housing or who have homes in disrepair.

Housing Rights provides a range of information, advice and guidance on all things housing related.

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

Lifeline

Lifeline is the Northern Ireland crisis response helpline service for people who are experiencing distress or despair. No matter what your age or where you live in Northern Ireland, if you are or someone you know is in distress or despair, Lifeline is there to help.



Lifeline counsellors are available 24 hours a day, 7 days a week to listen and help, in confidence.

Lifeline counsellors are experienced in working with trauma, suicide, self-harm, abuse, depression and anxiety. You will receive immediate help on the phone. If you need further support we can provide a face-to-face counselling appointment in your local area within seven days.

Lifeline also provides support and guidance to families and carers, concerned friends, professionals, teachers, youth workers, clergy and communities. Remember, Lifeline is available 24 hours a day, seven days a week. Just call.

People living in Northern Ireland can call Lifeline on 0808 808 8000. Deaf and hard of hearing Textphone users can call Lifeline on 18001 0808 808 8000.

Calls to Lifeline are free to people living in Northern Ireland who are calling from UK landlines and mobiles.



DAISY Drug and Alcohol Services

DAISY provides information and advice on the effects of alcohol and drugs and works with clients on a one-to-one basis to reduce the harm caused by substance use. Our staff help clients to reduce risk taking behaviours, to sustain positive changes in their lives and to have healthier relationships.

Interventions provided:

- Brief interventions
- Therapeutic mentoring
- Counselling
- Harm reduction and risk management

DAISY Drug and Alcohol Services

Contact Tel: 028 9043 5810
Email: info@start360.org

GamCare Gambling Support Services



GamCare recognises that gambling can be harmful to both physical and mental health, and can also have a variety of impacts for family members and friends which extend far beyond financial concerns.

GamCare can provide support services across the UK (including Northern Ireland) for those who are either 'at risk' of or experiencing harms because of gambling. This can be if they are gambling themselves, or if they are affected by someone else's gambling.

GamCare Gambling Support Services

Contact Tel: 0808 8020133
www.gamcare.org.uk

Belfast Samaritans



For almost 60 years, Belfast Samaritans have been providing confidential, non-judgemental emotional support for people who are feeling lonely, experiencing feelings of distress or despair and who may be having suicidal thoughts. You don't have to be suicidal to call the Samaritans. They offer a safe place for you to talk any time you like, in your own way – about whatever's getting to you. They believe that being there for people during difficult times helps people to feel calmer, better understood and less alone, to gain perspective and to see new ways of dealing with their situation.

The Samaritans' vision is that fewer people die by suicide. They work to achieve this vision by making it their mission to alleviate emotional distress and to reduce the incidence of suicidal feelings and suicidal behaviour.

- Call them for free on 116 123 from a landline or mobile any time, 24 hours a day, 365 days a year
- E-mail: jo@samaritans.org
- Call into the Samaritans Branch at 5 Wellesley Avenue, Belfast, open 9am -10pm every day of the year - no appointment is needed

To find out more about Samaritans or for details of how you can volunteer or help, visit www.samaritans.org

Safe Place

Freephone 24 hour domestic & sexual violence helpline,
open to all women and men affected by domestic and sexual abuse:
0808 802 1414.



PSNI (in an emergency ring 999): **101.**

The Rowan (Regional Sexual Assault Referral Centre for NI): **0800 389 4424.**

Childline: **0800 11 11.**

Your Health and Safety

We work hard to keep you safe while you are on College premises. You also need to consider your own health and safety and that of others who may be affected by your actions or behaviour during your time with us.

Health and safety is a key element of your student induction, as it includes important information on fire safety, smoking, accident reporting, first aid and COVID-19.

If you have any concerns about health and safety, you can speak to your course tutor or contact the Health and Safety team via any campus Reception desk.

Fire Safety

Fire prevention, detection and alarm systems are in place in all of our campus buildings. We have also developed fire safety plans, policies and procedures to minimise the risk, and the potential spread, of fire in the College. You must also play your part by observing all fire safety instructions, information and training given.

If you discover a fire...
Sound the alarm and leave the building immediately.

On hearing the fire alarm...
Leave the building immediately by the nearest exit.

If you tell us that you need help to leave a College building safely in an emergency evacuation, we will draw up a personal emergency evacuation plan for you.



Smoking

The College is committed to providing a smoke-free environment on all of our campuses. Smoking (including the use of e-cigarettes and any form of vaping) is therefore not allowed in any part of our campuses including the car parks, grounds, entrances and exits.

Accident Reporting

An accident is any unplanned event that results in injury or ill-health to a person(s). If you have an accident on College premises or while on College business, you need to complete an accident report form. These forms are available from your course tutor or from Reception.

First Aid

First aid is the initial treatment of any injury or illness suffered on College premises or while undertaking College activities. First-aid equipment, facilities and personnel are available on all of our campuses during College opening hours. If you need first aid, please speak to your tutor or to Reception staff.

COVID-19

You must not enter any campus if you are showing any symptoms of COVID-19, e.g. a high temperature, a new, continuous cough or a loss of, or change to, your sense of smell or taste.



Useful College Numbers

Useful College Numbers	
Name	Tel Number
Careers and Employability	028 9026 5066
Inclusive Learning	028 9026 5097
Student Funding	028 9026 5183
Students' Union	028 9026 5053
Student Wellbeing	028 9026 5108
Library and Information Services	Titanic Quarter Campus - 028 9026 5072 Millfield and e3 Campuses - 028 9026 5334 Castlereagh Campus - 028 9053 3125
Examinations Services	Titanic Quarter Campus - 028 9026 5004 Millfield Campus - 028 9026 5487 Castlereagh Campus - 028 9026 3130
College Switchboard	028 9026 5000
IT Support	028 9026 5111
Safeguarding	028 9026 5108
Inspire Counselling	0808 800 0032
Lifeline	0808 808 8000
Belfast Samaritans	116 123 (Freephone) or 0330 094 5717 (local call charges apply)
HYPE Clinic	028 9504 4004
Cancer Focus - Stop Smoking Support	028 9066 3281
ASCERT	0800 254 5123



Learner Success Schedule of Activity 23/24



Follow all our social media channels (main college accounts and SU accounts) to keep up to date with the schedule of activities.

Freshers' Fair

18th Sept
e3 Campus

19th Sept
Millfield Campus

21st Sept
TQ Campus

Fairs 23/24

- **Part-Time Jobs Fair**
- **Moving on Up Roadshows - Further & Higher Education**
- **Apprenticeships Fair**
- **Health, Wellbeing & Inclusion Careers Fair**
- **Study/Work Abroad Fair**

**Keep an eye on our Facebook & Canvas pages
for times/dates and more information.**

Student Council Elections

28th Sept - 12th Oct
Election
Campaign

12th Oct
Election
Day

18th Oct
Student Council 1st meeting
TQ Campus SU Office

Class Rep Training*

25th Sept
e3 Campus
(online)

26th Sept
Millfield Campus
(online)

27th Sept
Castlereagh Campus
(online)

28th Sept
TQ Campus
(online)

* All Class Reps meetings will be a hybrid version this year, to accommodate all students, i.e. attendance in person or via MS Teams

Class Rep Meetings Term 1*

13th Nov
e3 Campus

14th Nov
Millfield Campus

15th Nov
Castlereagh Campus

16th Nov
TQ Campus

Class Rep Meetings Term 2*

26th Feb
e3 Campus

27th Feb
Millfield Campus

28th Feb
Castlereagh Campus

29th Feb
TQ Campus

(*All session and meeting times above will be confirmed to attendees in advance)

Class Rep Meetings with Directorate

6th Dec
TQ Campus
Lecture theatre (G-001)
9.30 - 11.30
(and via MS Teams)

20th March
TQ Campus
Lecture theatre
(G-001)
9.30 - 11.30
(and via MS Teams)

Term Dates 2023-2024

Belfast Met Term Dates 2023-2024	
Autumn Term	Monday 4th September - Friday 22nd December 2023
Half Term Break	Monday 30th October – Friday 3rd November 2023
Spring Term	Monday 8th January – Friday 22nd March 2024
Half Term Break	Monday 12th February – Friday 16th February 2024
Summer Term	Monday 8th April – Friday 22nd June 2024





Student Policies

This section of the handbook covers some of the Belfast Met policies which will affect you at College. All of the College policies are available on our website. Please contact the Students' Union staff if you need advice on these policies or how they affect you - email: studentsunion@belfastmet.ac.uk.

To find out how to make a complaint, email: complaints@belfastmet.ac.uk or read our [Complaints and Compliments Policy](#).

For more information on how to stay healthy and safe at College, read our [Health and Safety Policy](#).

To find out how to use College IT equipment responsibly, read our [IT Acceptable Usage Policy](#).

If you will need help to leave the building safely in an emergency, when the lifts are out of action, speak to your course team or School office staff now about a Personal Emergency Evacuation Plan (PEEP). To find out more about PEEPs, read the [Personal Emergency Evacuation Plan Policy](#).

The College has safeguarding procedures to help students to keep themselves safe and to prevent abuse. To report abuse or suspected abuse, speak to any member of Belfast Met staff or email: safeguarding@belfastmet.ac.uk.

To find out more, read the [Safeguarding, Care and Welfare Policy](#).

To find out more about attendance and timekeeping, or what to do if you are unable to come to College, read the [Student Attendance, Punctuality and Fitness to Study Policy](#).

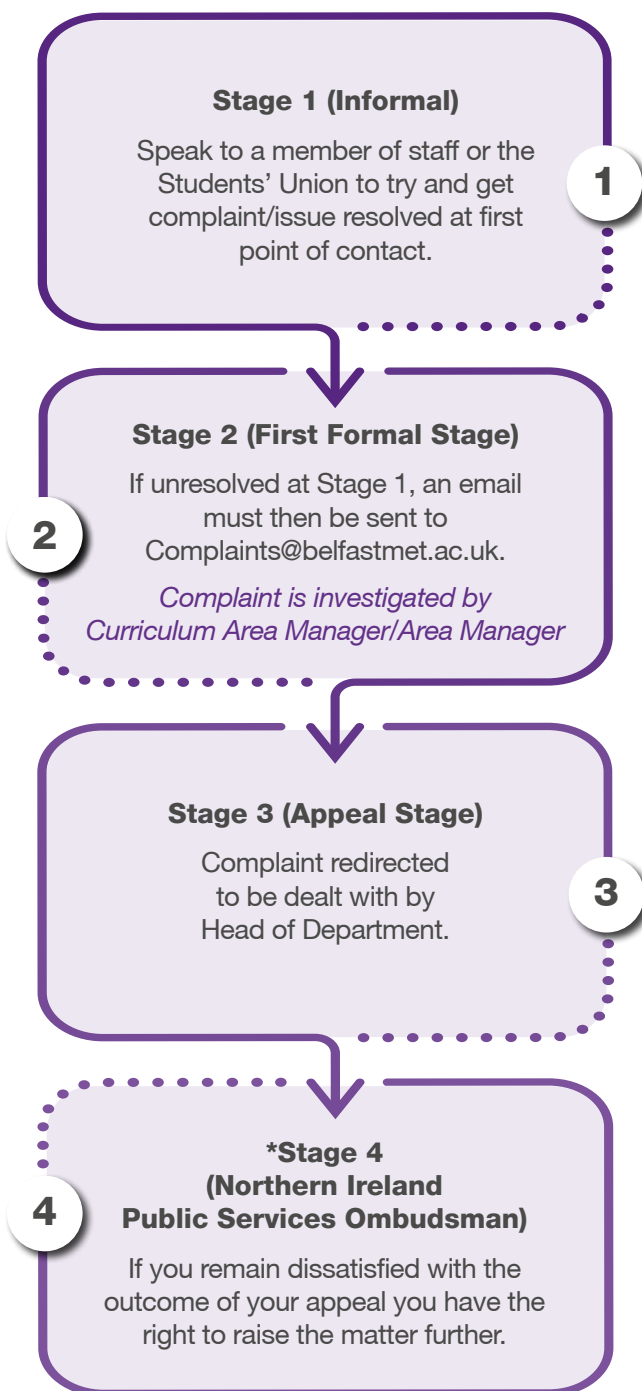
For more information on how Belfast Met students are expected to behave, read our [Student Code of Conduct](#).

If you have a criminal conviction, read our [Student Criminal Convictions Disclosure Policy](#) to find out whether you need to tell us about it.

For more information on how the College deals with unacceptable student behaviour, read the [Student Disciplinary Policy](#).

For more information on how we should treat each other with respect, read our [Student Equal Opportunities Policy](#).

Complaints and Compliments Policy



*Contact details are as follows: Northern Ireland Public Services Ombudsman
Progressive House, 33 Wellington Place, Belfast, BT1 6HN.

Avoiding Plagiarism

What is plagiarism?

Plagiarism is attempting to pass off other people’s work and ideas as your own in your assignments and coursework. It is sometimes called academic malpractice. This guide has been produced to provide students with some tips and guidance on how to avoid plagiarism by referencing their research.

What is referencing?

Referencing is the process of acknowledging the work and ideas of other people you find when researching books, magazines and the internet to help you to complete your assignments or coursework. This guide has not been written to accompany a specific qualification, but contains general advice on referencing.

Why is PLAGIARISM wrong and REFERENCING important?	
Plagiarism is wrong because...	Referencing is important because...
It is dishonest. In the academic world it is seen as theft - stealing other people’s work and ideas.	By referencing other texts, you show that you have read widely and researched your topic in detail. By engaging with, and assimilating, the ideas of professional authors, you are also likely to produce work that has more depth and complexity.
Those who commit plagiarism are seeking an unfair advantage over others.	It shows that you have read widely and have taken the ideas of others on board to demonstrate your understanding of the topic. It gives your work credibility and authority.
Those who commit plagiarism are devaluing the qualification they hope to achieve.	It lets your reader know where to find out more, so they can expand their own knowledge.
It is disrespectful to their lecturers and a betrayal of their trust.	The ideas and thoughts of other authors can be seen as their ‘intellectual property’. This intellectual property is not owned or purchased – it is freely available to those who study, but it is important to acknowledge their influence on our thinking and to credit the thinking of others.

What can students do to minimise the risk of plagiarism?

- Use your own ideas and words in your work.
- Citing the work of others is a means of strengthening and supporting your own ideas and arguments, not replacing them. You will not be accused of plagiarism if the sources of any information, ideas or writing you have used have been properly acknowledged, including images, graphics, charts and media, i.e., clips, sounds, music etc.
- Do not repeat or copy and paste information from the internet (including Artificial Intelligence or AI) or any other source into your work without referencing it.
- You also need to reference properly if you are paraphrasing or summarising someone else's work.
- Keep a list of all the sources you have used to help you with your assignment, i.e., the sources that you have used as part of the research/reading for your assignment. These sources may include websites, AI, books, e-books, online journals, radio programmes, TV programmes, podcasts, vlogs, blogs and YouTube videos etc.
- Attend a referencing skills tutorial or refer to your programme's Canvas site for more resources on "How to Reference" and "Avoiding Plagiarism".
- Ask your lecturer for their guidance on referencing; discuss with them any concerns you may have about your assignment.

Any academic misconduct is a breach of the Student Code of Conduct and will result in a disciplinary sanction under the College's Student Disciplinary Policy. Students should follow their qualifications guidance on Plagiarism/Academic Misconduct. You will find this information in your Programme and Specification handbook.

Unicheck

"Unicheck" is a plagiarism software checker. If applied to your Canvas assignment submission, it can detect any plagiarised work in an assignment. Please ask your lecturer for more details on "Unicheck" or see the Belfast Met Library Canvas site for more resources and tools on how to reference.

The following links provide more tips and guidance on how to avoid plagiarism and on how to reference:

OCR Guide to Referencing

<https://www.ocr.org.uk/images/168840-the-ocr-guide-to-referencing.pdf>

Pearson Plagiarism Factsheet

<https://qualifications.pearson.com/content/dam/pdf/Support/Quality%20Assurance/Plagiarism-Factsheet.pdf>

Library and Information Services

Belfast Met's extensive library facilities have been designed to help you to study for that important qualification. Students can use any library in the College. The libraries are open and fully staffed for over 50 hours per week. Each library hosts a range of study facilities and a mix of seating areas including zoned silent areas.

The libraries have a huge range of resources relevant to your course. These resources are constantly updated through consultation with tutors, and we pride ourselves on offering some of the best and most authoritative materials available to any third-level institution. Library staff will help you to locate, retrieve and assess the appropriateness of resources to complete an assignment, to improve your subject knowledge and to become more skilled in the whole area of information literacy. We also offer 24/7 online access to a vast range of electronic books, journals and databases through the College website and through Canvas - the College's Virtual Learning Environment (VLE), all of which can be accessed off-campus.

All libraries have zoned silent study areas for students who need complete peace and quiet to study. You can also book one of the group study rooms in our Millfield and Titanic Quarter sites.

Library staff provide induction and guidance tours at the start of the academic year. As well as study space and printed material, each library has a wide range of IT facilities – PCs with appropriate software to support learning; and photocopying, printing and scanning facilities. The libraries also have laptops for loan and there is full Wi-Fi access so students are welcome to bring their own devices.

Searching for information

The resources available in and through the College libraries have been tailored to each course, so students are encouraged to use these as their primary source of information. Extensive reading lists and subject guides are created and updated regularly for each course. Students can also search Canvas to see what is available. Canvas can also be accessed online from home or via an app on your phone.

Libraries can sometimes be confusing places, and students are often unsure of how to access the most relevant resources. The highly trained, motivated and approachable staff in each library are always on hand to help with queries.

As well as resources for study and research, the libraries also have extensive collections of novels and other reading material to help students to unwind and relax, or to improve their literacy.

Libraries during holiday periods

The College libraries are open most days during holiday periods from 9:30am to 4:00pm. Please contact us in advance by telephone or email to check if a particular campus library is open.

Library opening hours and contact details
Opening times may vary depending on staff availability and holiday periods.



Titanic Quarter Campus:

Level 3/4

Monday - Thursday 8:30am - 8:00pm | Friday 8:30am - 4:00pm

Tel: 028 9026 5072

Email: library@belfastmet.ac.uk



Millfield Campus:

Building 1, 1st Floor

Monday - Thursday 8:30am - 8:00pm | Friday 8:30am - 4:00pm

Tel: 028 9026 5334

Email: library@belfastmet.ac.uk



Castlereagh Campus:

Block 3, Ground Floor

Monday - Thursday 9:00am - 8:00pm | Friday 9:00am - 4:00pm

Tel: 028 9053 3125

Email: library@belfastmet.ac.uk

Contact information

Ross McDonald

Library & Information Services Manager

Email: rmcdonald@belfastmet.ac.uk

Tel: 028 9026 5017

What our students say...

I was able to find out that entry requirements for some colleges and universities were very achievable.

IT Support Services

Who are we?

The IT team supports and manages the IT infrastructure across the College including more than 3,000 PCs, 250 printers, 155 tablets and 3,000 laptops. We also deploy all applications used across the College. We support over 1,500 staff and 20,000 students each year, providing a support service to ensure that all IT systems operate correctly across the College.

FAQs

How do I get my network account?

Once you have registered for your course and paid your fees, you will be allocated a College email address and network account. Further details on how to activate your account will be provided during enrolment.

What length does my password need to be?

College accounts require a password length of 20 characters. You will be asked to change your password on first login. Once your password is set, you will not be required to change it again.

How do I reset my password?

You can use our password self-service facility to reset your network / email password. You can do this from your own device at <https://passwordreset.microsoftonline.com/> or from the login screen of any Belfast Met PC or Laptop. Please note that, for security reasons, we will never reset your password over the phone as we need to verify your identity before your password can be reset. IT Support will never ask you for your password, and we advise that you never share it with anyone.

How do I connect to College Wi-Fi?

Wireless network access is available throughout the College. Belfast Met is part of the Eduroam network that is used to provide wireless internet access for all your personal devices. Belfast Met students can also log into Eduroam at other academic organisations. To connect to the Wi-Fi network from your phone or tablet, please download the Eduroam app from the Android or Apple Store and follow the instructions. From your computer or laptop please choose Eduroam from your available WIFI connections and enter your College email address and password to connect.

Multi-Factor Authentication (MFA)

Anyone using a non-College device will be required to use MFA to access the College network. Instructions to setup MFA will be sent via email to your personal account.

Access to your account from abroad

As part of the security measures in place in the College, all accounts can only be accessed from within the UK and Ireland. If you need to get access to your account from abroad for a period of time, please speak to your lecturer to request access via the IT Servicedesk.

College Printing

Printing is available in all campuses at no cost to students. If you are printing outside of a classroom, you need to select Xerox MFD when printing and you can then collect your printout from the closest multi function printer. You can use your student card to login to the printer, by tapping beside the screen. On first login you need to enter your email address.

Free MS Office for Home

To install up to five free copies of MS Office at home, you need to have enrolled on the College network and have a valid College student email address. Log on to Office.com with your network account and password -> Click on "Install apps" -> "Microsoft 365 apps" and follow the prompts.

Other software is available with student discount from: www.software4students.co.uk

For Student discounts on Computer Hardware please visit: www.myunidays.com




Campus Services

There are administration teams in each campus who are fully committed to providing a high-quality service to all of our students. Call in and talk to us if you want to:

- Enrol on a course
- Get a replacement student ID card - charges may apply
- Apply for a refund of fees
- Collect your bus or train pass
- Collect your student grant cheque
- Collect school meals tickets
- Get a College Prospectus
- Get an application form for financial assistance
- Get help with EMA

Student ID cards

You will receive your Student ID card from your Campus Admin office when you enrol for your course.

Campus Office Hours	
Opening times vary during holiday periods.	
	Titanic Quarter Campus Level 1, Room 031 Monday - Thursday 8:30am - 7:00pm Friday 8:30am - 4:00pm Holiday periods Monday - Friday 8:30am - 4:00pm
	Millfield Campus: Building 1, Ground Floor Monday - Thursday 8:30am - 7:00pm Friday 8:30am - 4:00pm Holiday periods Monday - Friday 8:30am - 4:00pm
	Castlereagh Campus: Block 1, Ground Floor Monday - Thursday 8:30am - 7:00pm Friday 8:30am - 4:00pm Holiday periods Monday - Friday 8:30am - 4:00pm

FAQs

Q. What do I need to enrol on a course?

A. Depending on the course and on your personal circumstances, you will need one or more of the following:

- Proof of identity and residency
- Proof of qualifications, if part of the entry criteria
- Proof of entitlement to benefits to claim reduced fees
- Bank details, if you are using the direct debit facility
- Letter from your employer, if they are paying your fees
- Letter or e-mail from the Student Loan Co, if SLC is paying your fees
- Means of payment; cash, debit or credit card

Q. How do I apply for a bus pass?

A. We will give you an application form, which must be completed by you and your course tutor and sent to your Education Authority. They will then send your bus pass to the College for you to collect.

Q. I have attended class for a few weeks but I do not like it. Can I get my fees refunded?

A. No - you can only get a refund if you withdraw before the course starts or if the course is cancelled by the College.

Examinations Services

Examinations Services are responsible for organising and processing your exams and issuing your results. They also carry out some post-results services. The Examinations Office at your campus will support you and ensure that your exams run smoothly and without incident. All aspects of individual needs will be processed confidentially and professionally.

Exam Fees

Your exam fees are included at the point of enrolment to facilitate the entry process and to reduce the late submission of exam entries and additional penalty fees. If you have re-sits, you must pay by the scheduled closing dates. Forms for re-sits can be obtained from the Campus Administration offices. Completed forms should be returned along with the required payment. You will need to be enrolled at the College before any exam entry can be made. The College does not accept external candidates.

Access Arrangements

Students who have a confirmed disability, learning difficulty or long-term medical condition can apply for access arrangements. This means extra support for exams, e.g. extra time or the use of a reader or a scribe.

To apply for access arrangements you must complete a Learning Support Referral Form (LS1 - see page 10) when you enrol at Belfast Met or contact the Centre for Inclusive Learning at your campus. Make sure that you do this as early as possible to meet the College deadlines for requests for access arrangements. You must complete the LS1 Form at the start of each academic year that you are enrolled on a course. You will be notified if your request for access arrangements is approved by the exam Awarding Body. You must then contact the Examinations Services Team at your campus to discuss your exam arrangements.

Timetables

All exam timetables will be displayed on the Exam noticeboards in the reception area of each campus. You can also access timetables on the relevant Awarding Body's website

Exam Venues

Room allocations for exams will be posted daily on the noticeboard in the reception area of each campus. Please arrange to be at the exam room approximately 30 minutes before the exam start time. You will need to bring photographic identification (e.g. current student ID card/driving licence/passport etc.) along with your Statement of Entry. Students with Access Arrangements must contact Examinations Services in person before their examination to check and confirm the room for their exam – in some cases this may be different from the main exam group. iPods, mobile phones, MP3/4 players, smartwatches and any other potential technological/web enabled devices are not allowed in the examination room.

Exams Clash

Let the Examinations Services Team in your campus know as early as possible if you have two exams scheduled at the same time. Arrangements will be put into place for you in line with the Awarding Body regulations. You will receive confirmation of these arrangements from the Examinations Services Team.

Results/Certificates

Exam results and certificates are sent to your home address unless otherwise instructed by your School. If you change address, please send confirmation to the Campus Administration Office. Arrangements will be made to have your record updated. The College cannot be held responsible for the replacement of lost certificates if a change of address request has not been submitted.

Results are sent to your home address to arrive on the Awarding Body's official results date.

If they are not received at this time, certificates will be sent to you as early as possible. GCSE/GCE certificates are received from the Awarding Body at the end of October each year and will be sent out in November.

Complaints

If you have any concerns about your exam experience, you should contact the Examinations Officer on the relevant campus. All complaints and issues will be dealt with in a professional, confidential manner, and investigations completed with the goal of obtaining a satisfactory outcome for all concerned.

Belfast Met's famous Alumni include:
Eamonn Holmes OBE, Journalist and Broadcaster.
Award winning Restaurant owner and Head Chef Niall McKenna
(James Street South).

Promoting Equality & Diversity

Education is a fundamental right for everyone regardless of their social, economic, cultural or community background, genetic makeup or family situation. Everyone has a right to study in a welcoming and harmonious environment.

Belfast Met aims to provide a supportive learning and working environment that demonstrates respect for, and acceptance of, difference, and where every individual is supported to achieve their full potential in an environment free from harassment, victimisation and illegal discrimination. Belfast Met also wants to prepare students for work in a diverse community and therefore it is essential that our environment promotes harmony, acceptance and understanding of different cultures and traditions.

What can I do to promote Equality and Diversity?

- Treat people as individuals - respect their beliefs and views even when they are different from your own;
- Treat other students and staff with respect and dignity at all times;
- Be patient with those who face daily challenges to access learning;
- Think about the language you use and make it as inclusive as possible;
- Constructively challenge questionable language, attitudes and behaviours if you believe someone is behaving or speaking inappropriately;
- Use inclusive images that portray people in a positive manner;
- Avoid labelling people - do not isolate or use inappropriate language or images of someone because of their sexual orientation, disability, religious/spiritual belief, etc. Such behaviours are unacceptable and could also be seen as harassment;
- Remember when organising culturally inclusive events that not everyone has the same views on alcohol;
- Behave in a manner that could not be considered offensive to other students, staff or the general public;
- Respect each other's cultural practices and traditions - this includes food, clothing and spiritual/religious practice;
- Be open to learning more from others about their culture;
- Adhere to policies and procedures which help to create a harmonious learning environment;
- Participate where possible in training and cultural events that promote diversity;
- Make adjustments for the spiritual or special needs of other students or staff (within the confines of policies) and take account of this when organising events;
- Make sure that all information provided is as accessible as possible through the use of appropriate formats.

The Faith Rooms

Belfast Met embraces the religious and spiritual diversity of its student and staff community. The College has provided designated rooms on three of our four campuses for either religious observance or for quiet personal reflection. Religious observance should only take place in the designated rooms. These rooms are: Titanic Quarter campus - first floor, room 45; Millfield campus - building 1, second floor, room 6; and Castlereagh campus - building 1, ground floor, room 25.

For students who wish to perform Wudu, there are special washing facilities available in the male and female toilets just along the corridor from the Titanic Quarter Faith Room. The Faith Rooms are designed to be a welcoming and accessible space for people of all faiths and traditions, and to provide a calm and welcoming environment to students, staff and visitors who need a break or time out from everyday life at the College. These rooms will be open from 8:00am until the building closes. Users of these facilities will be from many culturally diverse backgrounds and therefore the basic guidelines set out below should be followed when using these facilities. Please respect the requirement for a peaceful, reflective atmosphere in the Faith Rooms at all times.

ABLUTION—WUDU



TQ-1-052



TQ-1-049

Faith Rooms Guidelines:

- Each Faith Room is to be used to provide individual reflective time and is not a lounge, study room, workroom, classroom or meeting room;
- Please tidy up before leaving this room and return any furniture to its original location. All personal materials are to be removed from the room after use and the provided religious and humanist literature returned to the bookcase respectfully after use;
- Please do not fix anything to the walls;
- No food or drinks are allowed in the room;
- In the interests of Health and Safety, please do not light candles or burn incense in the room at any time;
- In the interests of hygiene and out of respect for those whose religious practice is to prostrate themselves in prayer on the carpet, please remove your shoes at the door and leave them at the door inside the room until you leave.

Use of the Faith Room is based on the acceptance that

- An attitude of support and welcome should be extended to all users;
- A peaceful and harmonious approach applies to all users and faith groups;
- All faiths and spiritual practices are of equal value;
- All users respect the belief and practices of other users;
- There should be no attempt to convert other users to a particular belief;
- All genders are entitled to pray on an equal basis;
- Wash facilities for the Titanic Quarter Faith Room are provided. No other areas should be used for washing.

Promoting Equality & Diversity

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/trans students', it has in mind anyone whose gender identity is different from the one which they were assigned at birth.

To help us to provide that support, we encourage all students who are changing or have changed their identity to advise 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 notification process to support trans students in this regard. If we are not aware that you are trans, we will be unable to provide this support.

Support continues throughout your time in the College. Difficulties often occur, for example, in matching students with EMA, with their Unique Learner Number and even with Examination Centres. This can lead to difficulties in processing applications and examinations or to a student being unnecessarily identified as trans to a member of staff in the College.

If we know, we can prevent this from happening and only a limited number of staff will be aware. They will sort out the administration issues in a confidential manner.

Please check out our website for more information on the confidential notification process and the support available at:

www.belfastmet.ac.uk/Transgenderstudents/

For confidential notification, contact the Head of Student Support via email:

studentsupport@belfastmet.ac.uk



Transgender

Let us know, and we can help you (in confidence).

We can help and guide you from application to the College to your final exams. Only those who need to know that you are transgender will be advised. You will be advised of those who need to know, and you can indicate if you are happy with this. The support that you may need will depend on where you are in the transition process and on your chosen course of study. Remember that we are here to help and support you.

Why should you tell us?

We can help you with:

- The enrolment process (as identity checks are required);
- Course requirements (such as work placements);
- AccessNI checks;
- Access to College services;
- Time out for appointments/surgery etc;
- Other learning support which you may need while in the College;
- Examinations and exam certificates.

Confidential Disclosure process

- Apply for/enrol on a course using your legal 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.
- Email: studentsupport@belfastmet.ac.uk using the template letter found on our website at: www.belfastmet.ac.uk/life-at-the-met/students-support to let us know that you are transgender and would like to be known in the College by a different name/identity.
- 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.
- 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.

Confidential Disclosure process

- Part-time students should complete and send in the template letter in the student support section of our website. You will be provided with assurance that your details have been changed, where possible, and you can ask for additional support if you need it.
 - 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.
-

Things to bear in mind

Examination certificates will automatically be produced in the name you give us at enrolment. If you change details during the academic year, we will inform the exam board, but the exam board may not make the change in time. Changes may also be difficult if the exam board has your details from a previous examination.

You will need to contact the awarding bodies to change exam certificates issued to you previously. Exam boards normally charge a fee for this service.

If you receive EMA, you must notify the appropriate authority of your change of identity (click on the NI Direct website).

If you already have a Unique Learner Number (ULN), it will also be affected. You must notify the appropriate authority about this change.

The College treats all of its students with respect and dignity, but you can raise any concerns with your personal tutor or any other member of your course team. We also have a Student Code of Conduct and would encourage you to raise any breaches of this Code with your personal tutor or any other member of your course team. The Code can be found under Policies and Procedures on our website.

For further information, visit:

www.belfastmet.ac.uk/life-at-the-met/students-support

Criminal Convictions

Belfast Met actively promotes equality of opportunity and welcomes enrolments from a wide range of applicants, including those with criminal convictions. However, in order for the College to manage any risk that you may pose, you must tell us about your criminal convictions. To do this, please complete a Criminal Offence(s) Disclosure Form or an Enhanced Criminal Offence(s) Disclosure Form.

The form that you need to complete will depend on the course(s) you would like to do. Both forms and notes on how to complete and return them to us are available on the website www.belfastmet.ac.uk/life-at-the-met/students-support/ or by contacting the Safeguarding Administrator - Tel: 028 9026 5184.

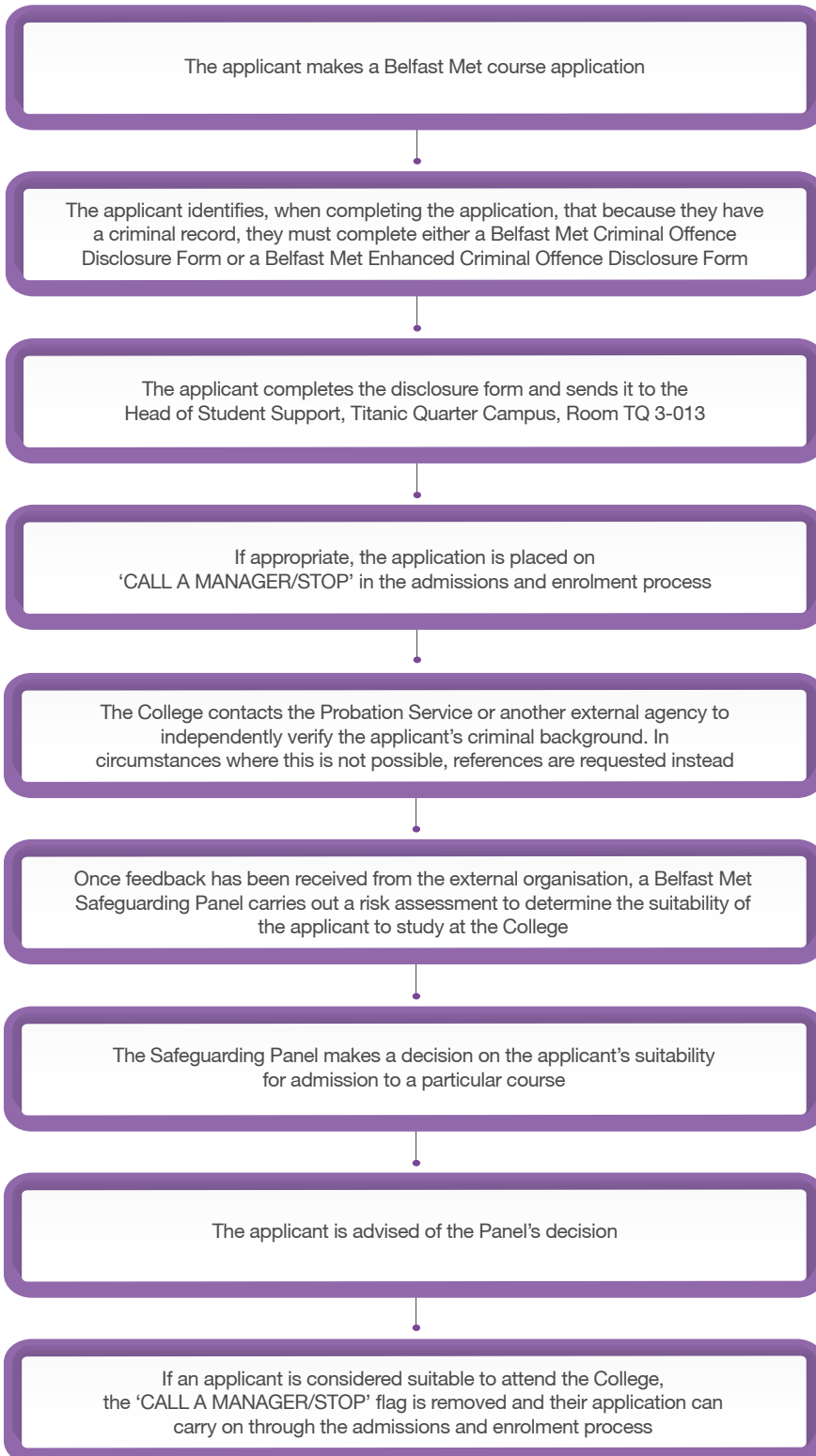
The College will assess the risk that you may pose and determine whether it can safely be managed. This confidential process is separate from the admissions process, in keeping with data protection principles. You will be advised of the outcome of this process separately and as quickly as possible. You do not need to share this information with the course team or with other students.

If you need advice or support on disclosing a conviction, you can contact NIACRO - Tel: 028 9032 0157 or Email: niacro@niacro.co.uk.

If you are convicted of a criminal offence after you have applied to the College, or after you have started your course, you must tell us about this conviction by completing a criminal convictions disclosure form. The College's student criminal disclosures process is outlined on the next page.

If a student does not disclose, and the College later finds out about the undisclosed convictions, the student may be refused a work placement or be removed from their course as a result.

Student Criminal Disclosures Process



A portrait of a young Black man with short dark hair and a mustache, wearing a light blue button-down shirt. He is smiling slightly and looking towards the camera. The image is partially obscured by a purple overlay on the right side.

Learning The Met Way

Belfast Metropolitan College is committed to being the “College of Choice” for learners and to ensuring that all learners display the College CARE values - Collaboration, Ambition, Respect and Excellence. Learning the Met Way embodies the skills, abilities and attitudes required for successful learning at the College and for your future.

Live Our Values

Collaboration

Ambition

Respect

Excellence

Collaboration

- I will work with fellow students and staff to support everyone's learning.
- I will support others in my class when I can.
- I will ask for support when I need it.
- I will be a positive member of the Belfast Met learning community.

Ambition

- I will set goals for my learning and review them regularly.
- I will work independently to the best of my ability.
- I will develop and maintain positive study habits.
- I will give my best in every learning activity.

Respect

- I will attend all my classes and be on time.
- I will treat all staff, students and other College visitors with respect.
- I will treat College property and premises with respect.
- I will respect the learning of others at all times.

Excellence

- I will push myself to do the best that I can in everything I do.
- I will use feedback from my tutors and others to improve.
- I will accept that setbacks happen and will continue to work hard.
- I will try new ways of learning to help me succeed on my course.

Student Code of Conduct

The following guidelines are intended to create a College environment that enables you and all other students to succeed in safe and friendly surroundings. Our neighbours and work placement providers are also part of the larger College community, and they deserve the same respect.

Purpose and scope of this policy

- Belfast Met aims to provide a safe, inclusive, disciplined and healthy environment in which learning can take place unimpeded by the unsatisfactory conduct or academic performance of others. The College also aims to protect its interests, reputation, staff, students and visitors from the unsatisfactory conduct of students. In support of these objectives, Belfast Met has published this Student Code of Conduct.
- This Code applies to all students of the College from the moment of enrolment through to completion of their course of study.
- The Code imposes mandatory standards of conduct on students in relation to all activities they engage in, and all services or facilities that they use anywhere within the precincts of the College.
- For the purpose of this Code, a student is defined as being within the 'precincts of the College' when they are on College campuses; using an online learning platform; on a placement or in their place of employment; on a student trip, visit or residential excursion; or living in accommodation as a student of Belfast Met.
- The Code also imposes mandatory standards of conduct in relation to all activities of students wherever they may take place, where there is deemed to be a sufficient connection between the student's activity and the wellbeing, interests or reputation of the College, its staff, students or visitors.
- It is a condition of enrolment that each student undertakes to comply with both the letter and the spirit of the Code. This compliance remains a condition of continued enrolment at the College.

Obligations of students

Students must:

- Abide by the undertakings given in their application and enrolment forms and any related documents;
- Be respectful, polite and courteous to all staff, students and visitors;
- Respect differences in relation to gender, race, nationality, ethnic origin, disability, sexual orientation, religion, belief, age, political opinion, dependant status, marital status and class;
- Respect and take reasonable care in relation to the property of the College, its staff, students or visitors;
- Carry their identity card at all times while on College premises or on business or activities connected with the College;

- Familiarise themselves with and comply with all relevant College policies. These policies can be accessed on Belfast Met's website using the following link: <https://www.belfastmet.ac.uk/about-us/corporate-information/public-documents/>;
- Drive courteously and carefully while on College premises, including in College car parks where speed limits must be observed;
- Maintain satisfactory standards of academic performance as set by their Class Lecturer(s);
- Not use mobile technology in class without the permission of their Class Lecturer(s);
- Not wear symbolism or symbols of a sectarian significance linked to the community conflict in Northern Ireland, as they have the potential to cause disharmony;
- Not take food or drink into classrooms or other prohibited areas;
- Not bring animals on to College premises, with the exception of assistance dogs;
- Not smoke or vape within any part of the campus;
- Avoid causing any nuisance by the use of mobile telephones, personal radios or music players (including in-car equipment);
- Avoid parking inappropriately in parking spaces designated for disabled persons or reserved for other persons;
- Avoid any anti-social behaviour in the neighbourhood of the College, en route to or from the College, or when living in accommodation as a student of Belfast Metropolitan College;
- Consider online platforms used for remote learning as an extension of the classroom environment and as such must adhere to the Student Code of Conduct as they would in a campus classroom environment. Positive behaviours include:
 - Being present on the online platform on time.
 - Ensuring you are participating in the session from a suitable environment free from unnecessary distraction. Note: Ideally we would ask you not to participate in these sessions from a bedroom.
 - Addressing your tutor and peers appropriately, patiently and respectfully.
 - Remaining attentive and interactive during sessions.
 - Not recording your online interaction with tutors and peers.

Misconduct

Any breach of the Code may trigger disciplinary action. Disciplinary action may lead, in the case of serious or repeated breaches, to exclusion from the College. The mechanism for dealing with alleged breaches of this Student Code of Conduct is set out in the College's Student Disciplinary Policy. Students are advised that breach of this Student Code of Conduct may result in expulsion from the College and/or in the involvement of the police. The following is a non-exhaustive list of examples of misconduct which would constitute a breach of the Student Code of Conduct and lead to student disciplinary measures.

Abusive Misconduct

- Behaving in a violent, indecent, disorderly, threatening, anti-social, offensive manner or using offensive language.
- Behaving in a manner likely to cause injury or a risk of injury to health and safety.
- Behaving in a manner amounting to, or likely to amount to, bullying or harassment, including bullying and harassment through the use of communication technologies. (The College defines harassment as any unwanted conduct that has the purpose or effect of (a) violating a person's dignity, or (b) creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.)
- Behaving in a manner amounting to, or likely to amount to, harassment or differential treatment. This includes unwanted behaviour or conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment because of, or connected to, one or more of the following protected characteristics; race, nationality, ethnic or national origin, colour, religion or belief, gender, marital status, sexual orientation, gender reassignment, disability, political opinion, age or any other improper criterion. Harassment includes domestic violence/abuse and stalking and any incidents of physical violence towards another person(s) on the basis of a protected characteristic.
- Making any statement or publishing or broadcasting any information or opinion (including expressing orally, in writing, by images or by sign or by other visible representation, including electronically) which is prejudicial, threatening, abusive, insulting or offensive, or which constitutes harassment or makes others fear violence.
- Making or distributing photographic, video or audio recordings of members of staff, students or visitors of the College without their permission.
- Creating, making, possessing, storing, sharing or distributing unauthorised video, digital or photographic images of a person taken in a location in which that person has a reasonable expectation of privacy.
- Any sexual act or contact of a sexual nature that occurs without the consent of the other person, or occurs when the person is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. This includes, but is not limited to, online or video voyeurism, violence of a sexual nature, sexual abuse, unwanted sexual contact, and obtaining, posting or disclosure of intimate descriptions, photos or videos without the express consent of the other individual.

Academic Misconduct

- Any type of cheating that occurs in relation to a formal academic exercise in order to receive course credit or a higher grade, or to avoid a lower grade, misrepresenting your knowledge and abilities.
- Forgery, falsification or misuse of the College's name or of any College record or document, or knowingly making any false statement or being party to impersonation in relation to any academic examination or assessment or College administrative function or service.

- Breach of copyright, plagiarism, copying the work of others or any other form of cheating in work, tests or examinations.
- Failure to submit work in a timely manner without prior approval or acceptable explanation.

Attendance and Punctuality Misconduct

- Poor or inconsistent attendance in a module, programme, placement, place of employment and/or additional classes.
- Poor punctuality with respect to a module, programme, placement, place of employment and/or additional classes.

Behavioural Misconduct

- Smoking or vaping within any part of the campus.
- Possession, use, consumption, sharing or distribution of legal or illegal substances, including the distribution, use or possession of prescription medications contrary to a valid prescription.
- Being in possession, within the precincts of the College or whilst taking part in any College activity, of any 'weapon', defined as being 'any article made or adapted for use to cause injury to the person, or intended by the person having it with him for such use'.
- Being in possession, within the precincts of the College or whilst taking part in any College activity, of alcohol, except where permission has expressly been given in writing in advance by the relevant Director.
- Gambling on College premises.
- Disposing of litter inappropriately.
- Off-campus anti-social behaviour or criminal behaviour that causes reputational damage to the College.
- Lewd, indecent or obscene conduct, including nudity or sexually explicit behaviour that would reasonably be offensive to others.

Disorderly Misconduct

- Causing damage to, or defacement, misappropriation or unauthorised use or misuse of, any property or equipment belonging to the College.
- Obstructing, frustrating or disrupting any lecture, class or other instruction, or any laboratory work, or any examinations, or any meeting or other function (including social or sporting activities) authorised to take place within the College.
- Obstructing, frustrating or disrupting the conduct of the administrative work of the College or its public or official functions, activities or legal duties.
- Interfering with or impeding any employee, student or visitor of the College in going about any activity or business to which they are lawfully entitled, or preventing them from seeking entry to, or exit from, the College.

Fraudulent Misconduct

- Failure to adhere to the College's Student Criminal Convictions Disclosure Policy.
- Stealing or otherwise obtaining any property, money or advantage by deception.
- Altering, falsifying or otherwise misrepresenting documents relating to any member of College staff/students.

General Misconduct

- Infringing any policies of the College, whether contained within this Code or otherwise.
- Failing to comply with any sanction previously imposed for a breach of this Code.
- Contempt of the College's discipline procedures by failing to cooperate with the College's discipline authorities or otherwise.
- Aiding, abetting, counselling or procuring, or inciting or conspiring with others to commit, any breach of this Code.
- Failing to comply with the reasonable instruction of any member of staff at the College.
- Failing to disclose name and other relevant details or to show an identity card to an officer or employee of the College upon reasonable request.
- Refusing to make any payment due to the College.
- Refusing to make any payment, or to comply with any direction or restriction (subject to any right of appeal applicable) imposed by the Librarian in respect of the use of Library facilities.
- Making false, frivolous, malicious, mischievous or vexatious complaints.
- Wearing symbolism or symbols of a sectarian significance linked to the community conflict in Northern Ireland, e.g. Celtic or Rangers kit.

Health and Safety Misconduct

- Interfering with any mechanical, electrical or other property, services or installations within the College.
- Tampering with, or unapproved activation of, any safety equipment and/or warning system; setting or causing a fire; engaging in dangerous activity.
- Operating a vehicle or machinery or using tools whilst under the influence of drugs/ alcohol.

IT, Internet and Social Media Misconduct

- Unauthorised access to or use of a computer, computer system, network, software or data.
- Alterations of computer equipment, software, network or data.

- Failing to comply with laws, license agreements and contracts governing network, software and hardware use.
- Using the College's computing resources for prohibited activities.
- Breach of the College's IT Acceptable Usage Policy.
- Misuse of social media, leading to reputational damage to the College, staff or students.
- Use of College facilities to create, display, produce, store, circulate or transmit obscene or pornographic material, or any material which may be deemed offensive in any form or medium.
- Sharing of your College network password, permitting anyone outside the class group to access or participate in your online lesson, or facilitate anyone else access to your online teaching delivery/materials without explicit authorisation from designated College staff to do so.

Sexual Misconduct

This relates to all unwanted conduct of a sexual nature, including, but not limited to:

- Sexual harassment
- Unwanted conduct which creates an intimidating, hostile, degrading, humiliating or offensive environment
- Assault
- Rape
- Physical unwanted sexual advances
- Intimidation, or promising resources or benefits in return for sexual favours
- Distributing private and personal explicit images or video footage of an individual without their consent

IT, Internet and Social Media

Users of Belfast Met IT and internet facilities must behave appropriately towards other users and the facilities. Students should adhere to their obligations in line with the College's IT Acceptable Usage Policy.

In particular, students must not use College facilities to create, display, produce, store, circulate or transmit obscene or pornographic material or any material that may be deemed offensive in any form or medium.

The personal use of the internet by College students must be tempered by an awareness of the potential conflicts that may arise.

On social networking sites, students should be mindful that the information they disclose does not bring the College into disrepute.

It may not be appropriate to share Belfast Met related photographs, comments and videos. Offensive comments about the College itself, or about staff, fellow students and/or other stakeholders may be deemed a disciplinary offence.

To this end, students:

- Should not engage in activities on the Internet that might bring the College into disrepute.
- Should act in a transparent manner.
- Should not use the Internet in any way to attack or abuse staff, fellow students and/or other stakeholders.
- Should not post derogatory or offensive comments on the Internet. This may amount to cyber-bullying and could be deemed a disciplinary offence.
- Should not post on social media any joking or flippant comments that, taken out of context by officials, could have grave and far-reaching consequences for themselves and others.

The mechanism for dealing with alleged breaches of this Student Code of Conduct is set out in the College's Student Disciplinary Policy. Students are advised that any breach of this Student Code of Conduct may result in expulsion from the College and/or in the involvement of the Police.

Belfast Met's Student Charter

Belfast Met aims to provide outstanding education to all of our students in an atmosphere of respect for all. This charter sets out what you can expect as a student of the College and also what the College expects from you in order for us to ensure that your learning objectives are met. Learning is a two-way partnership between the students and staff of our College.

What prospective students can expect from the College:

- Provision of an admissions and enrolment service to ensure that the transition into Belfast Met is fair, equitable and transparent.
- Provision of informed, impartial support and timely guidance to enable you to choose a programme of study that suits your ability and aspirations.
- To be treated with equity and respect at all times regardless of ethnic origin, religious beliefs, political opinion, age, gender, marital status, sexual orientation, disability etc.
- Advice on the support services available to meet any additional support needs you may have or to enable you to overcome barriers to your education and learning.

On joining the course, students can expect access to the following information and facilities:

- A comprehensive induction to the College's services, resources, policies and procedures, and your programme of study.
- Course information/handbook.
- Outline of student services/student handbook.
- A Personal Tutor who will advise you on pastoral care information (full-time students only).
- Regular feedback on your progress from your course tutor.
- Study support, libraries and resource-based learning.
- Guidance on how to make a complaint.
- Opportunities to give feedback on the quality of teaching and other services.
- Opportunities to access work experience/placement and industry visits where appropriate.

College staff will:

- Provide you with a learning experience in a safe, clean and caring environment.
- Be well prepared, approachable, and use stimulating teaching methods.
- Give guidance on assessment and homework provision.
- Make any reasonable adjustments approved by the College to facilitate your learning.
- Provide opportunities to ensure that your views and feedback inform and direct College improvements.
- Treat your personal information with confidentiality and in accordance with current legislation, the Data Protection Act, GDPR and the Freedom of Information Act.

During and on completion of your course you will receive:

- A clear and comprehensive record of your achievements within a specified time period. This might take the form of awarding body certification, notification of grades or feedback from the course tutors.
- Guidance on opportunities for progression.
- Appropriate opportunities to prepare for job applications and interviews.

What the College expects from you:

- Students are expected to engage fully in our shared educational experience and to take responsibility for their own learning.
- Students are expected to adhere to the Student Code of Conduct.
- 100% attendance and punctuality.
- International students who have a student visa have additional attendance requirements as part of their visa conditions that allow them to stay in the UK.
- Students who require access to the Faith Room must do so outside of allocated class time.
- The College operates a no-smoking policy on all its sites. Students must comply with this and keep the College smoke free. This includes electronic cigarettes.
- Students are expected to comply with College Health and Safety requirements.
- Completion of all coursework and assignments in line with set deadlines.
- Students are required to wear Belfast Met student identity cards at all times whilst on College premises or on business or activities connected with the College.
- Where appropriate, students must pay course fees, examination fees or residential costs associated with their course of study. If an employer, managing agent or Student Finance NI is paying your fees, you must have a letter or some proof of payment responsibility.
- Students must declare any unspent criminal convictions (or, for some courses, all criminal convictions) through the College's criminal disclosures process.
- Students are expected to act with respect and dignity to others, regardless of their background or cultural identity.
- Students should familiarise themselves with the College's student policies. Breach of these policies could result in disciplinary action. All student policies can be found on the College website.

Complaints

It is hoped that we will be able to resolve any complaint through the complaints procedure. If the customer remains dissatisfied with the outcome, they have the right to raise the matter with the Northern Ireland Ombudsman's Office (in his/her role as Commissioner for Complaints).

The customer can complain to the Ombudsman; however, the Ombudsman will normally only consider a complaint after it has been managed in accordance with the [College's Complaints and Compliments Policy](#). Contact details for the Ombudsman are:

Northern Ireland Public Services Ombudsman
Progressive House,
33 Wellington Place,
Belfast
BT1 6HN

Requests for alternative formats

Requests for the provision of all or part of this document in alternative formats (eg Braille, Daisy, large print, audio, computer disc or alternative languages) will be considered. To submit a request, contact our Corporate Development team using the details noted on the contents page of this handbook or email CorporateDevelopment@belfastmet.ac.uk.

Disclaimer

Belfast Met has made every effort to ensure that the information contained in this publication is accurate and up-to-date.

The College cannot accept responsibility for any errors, omissions or ambiguities and reserves the right to revise, alter, discontinue or cancel courses once they have commenced. Please note that courses are delivered in English (unless otherwise stated). The location referenced may be the primary location and you may have to attend an alternative campus. The information contained within this document is accurate as of July 2023.

Belfast Met is committed to equal opportunities. 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, disability or dependants, to participate fully in all levels of academic, vocational and leisure courses which we provide.

If you have any ideas or suggestions that could improve your student support services, we would like to hear from you:

Contact us

Tel: 028 9026 5054 or

Email: studentsupport@belfastmet.ac.uk.

Other Ways to Have Your Say



- 1. Become a Student Rep
- 2. Participate in your programme's Staff Student Consultative Committee
- 3. Get elected onto the Student Council
- 4. Complete the Student Survey (issued in October and April each year)
- 5. Complete the National Student Survey
(final year Higher Education students only)
- 6. Feed into College committees and working groups

Environmental Sustainability

Belfast Met is committed to using our role as educators to inspire, celebrate and advance the sustainability agenda, maximising our positive impact on the environment, economy and communities we serve. Belfast Met has a Sustainability Plan setting out the College's commitment to achieving outstanding environmental sustainability performance. Our Sustainability Plan conveys the College's key environmental sustainability impacts and the supporting approaches available to manage these impacts. Every member of the College, staff and student, is asked to play their role in helping to achieve this vision. The following tips give some suggestions for how you can help.

Energy

- The College spends £1.2 million on energy each year.
- The College target is to reduce carbon emissions from energy use by 50% by 2030 (against a 2016 baseline).
- This can be achieved through some simple steps – such as switching off lights and equipment when they are not being used. *A single light left on overnight over a year accounts for as much greenhouse gas as a car driving from Belfast to Cork.*
- The College aims to generate 10% of its electricity from solar panels by 2025.
- Always dress appropriately for the season to reduce the need for additional heat or cooling.
- Where possible, use the stairs rather than the lift.
- Walk, cycle, or take public transport to your College campus.

Food and drink

- Bring a reusable bottle or mug and reduce the use of disposable cups.
- All of the College cafés' disposable packaging (Vegware), as well as any food waste, can be recycled in food waste bins.
- College cafés have a range of sustainable options (why not try the vegan option?).

Waste and recycling

The College has targets to:

- Recycle at least 50% of its total waste by 2030.
- Send no general waste or non-hazardous waste to landfill.

There are separate recycling facilities for:

- Food waste.
- Mixed recycling (paper, cardboard, plastic bottles, plastic containers, cartons, plastic wrapping, cans and tins).
- Look for the posters on or near the bins which say what should be placed in each. If bins do not have posters, please let your Department's Environment and Energy Coordinator, Green Impact team or facilities staff know.
- There are recycling points located in corridors in each campus.
- Reducing and reusing allows us to decrease the amount of waste that will need to be recycled.
- Reduce: Print double sided, and only print where needed and share equipment wherever possible.
- Reuse.
- Recycle: donate unwanted books and other items to charity.
- Most plastics can be recycled so if in doubt, put plastics in the recycling bin.

Water

- The College spends £50k per year on water.
- The College is committed to reducing water use by 30% by 2030.
- Help save water by not leaving taps running.
- If you see a leak or a drip in the College, report it to reception or **EstateFMhelpdesk@belfastmet.ac.uk**

Get more involved

- Email **EstateFMhelpdesk@belfastmet.ac.uk** with any questions or to find out more about any opportunities.
- Contact Belfast Met's Student President to find out how to get involved in the sustainable opportunities in the College. You can also pass on your ideas for how the College could become more sustainable.

Thrive.



Enjoy a wide range of fresh, tasty & healthy food options to suit your budget at Café Met brought to you by Thrive

We are continuously introducing new and exciting food concepts. Our aim is to provide innovative food offerings while keeping food provenance, health and wellbeing at the heart of what we serve.

café met

(Term Time Opening Hours)

Titanic Quarter

8.30am - 6.30pm Monday to Thursday

8.30am - 4pm Friday

e3

8.30am - 3pm Monday to Friday

Castlereagh

8.30am - 3pm Monday to Friday



HOT FOOD
on the **GO**



3 BOX SIZES
Three price points
starting at **£2.80**

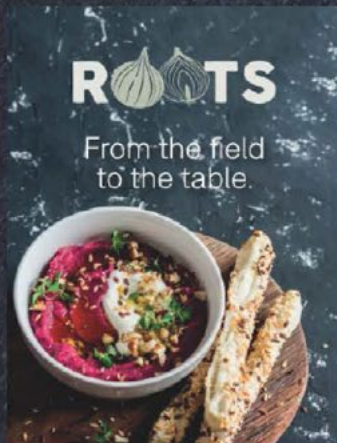


- Serving Costa Coffee
- Daily Specials & Promotions
- Vegan & Vegetarian Dishes
- Gluten Free Options



LOYALTY
CARDS
AVAILABLE

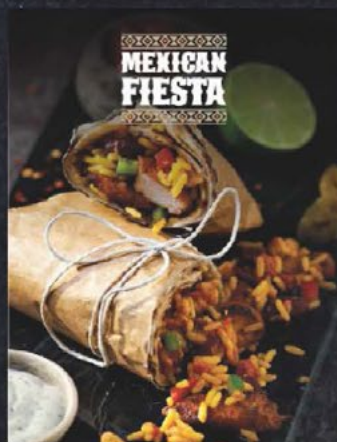
Complementing our usual Thrive services, we have a wide selection of sub brands featured regularly to keep your food choices varied and fresh. Here's a taste of what to expect



Introducing

Authentic dishes from around the globe such as our Street Eats range.

Follow Café Met Belfast on Facebook and Instagram for regular updates, upcoming deals and promos. We'll also have some special discounts and giveaways throughout September 2023 so keep an eye out for more details.



LINEN LOUNGE

Fine Dining Thursdays
5:45pm - 7.15pm

Food that is exactly as you imagine from a culinary training ground and service that ensures our customers will have a fantastic experience while enjoying flavours from award winning local producers.



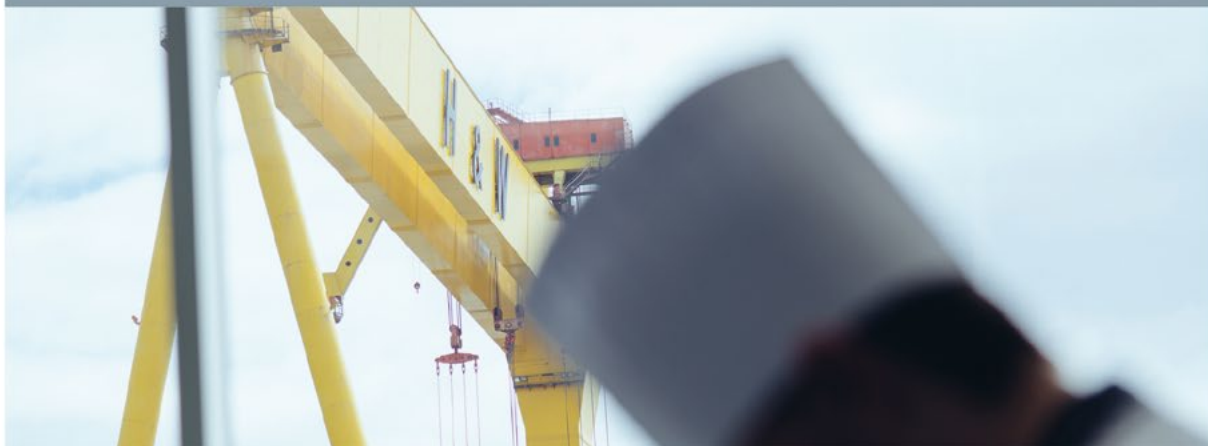
the YARD

Monday - Friday

Morning Coffee 10.00am – 2.00pm
Lunch 12.00-1.15pm

Serving smoothies, granola, freshly baked breads, pastries and daily specials.

Relax with homemade pastries, catch up with emails on window benches with an informal treat, graze on the comfy couches or chill out with a group of friends and enjoy the treats from our award winning professional cookery and pastry chefs.





the Scullery

Monday - Friday
Lunch 12noon – 1.15pm

Relive the nostalgia of industrial Belfast in The Scullery. Remember the flavours of our traditional fare. Enjoy memories of home grown, locally sourced produce served in relaxed surroundings in an atmosphere that evokes the craic, memories and experiences of Belfast in years gone by.

Serving great value lunch - starters £3, mains £5, desserts £3.



At Belfast Met's Titanic Quarter Campus,
7 Queens Road Belfast BT3 9DT. Fully Licensed.
Booking not essential but recommended.
To book please call:

028 9026 5170 or email

linenloungebookings@belfastmet.ac.uk



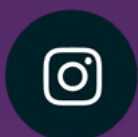
Helplines Network NI

 <p>AWARE OVERCOMING DEPRESSION. CHANGING LIVES.</p> <p>028 9035 7820</p> <p>Monday to Friday 9am - 1pm</p> <p>www.aware-ni.org</p>	<p>Simon Community Central Access Point</p>  <p>0800 171 2222</p> <p>24/7 365 days a year</p> <p>www.simoncommunity.org</p>	<p>Samaritans</p>  <p>08457 90 90 90 -116 123 (ROI)</p> <p>24/7 365 days a year</p> <p>Jo@samaritans.org www.samaritans.org</p>
<p>24 Hour Domestic & Sexual Violence Helpline</p> <p>Open to <i>all women and men</i> affected by domestic and sexual violence</p> <p>0808 802 1414</p> <p>24/7 365 days a year</p> <p>Text 'Support' to 07797805839 24hrsupport@dvhelpline.org</p>	<p>Family Planning Association Sexual Health Helpline</p>  <p>0845 122 8687</p> <p>Monday to Friday 9.00am - 5.00pm except bank holidays</p> <p>www.fpa.org.uk/ northern-ireland</p>	<p>Housing Rights Service</p>  <p>028 9024 5640</p> <p>Monday to Friday 9.30am - 1.30 pm</p> <p>www.housingadviceni.org</p>
<p>NSPCC Helpline</p> <p>NSPCC</p> <p>0808 800 5000</p> <p>10am - 4pm Monday - Friday</p> <p>Email: help@nspcc.org.uk www.nspcc.org.uk</p>	<p>Parents Helpline</p>  <p>ParentingNI</p> <p>0808 8010 722</p> <p>Monday – Thursday 9am – 3.30pm Friday 9.30am – 12.30pm</p> <p>www.parentingni.org</p>	<p>HIV & Sexual Health Helpline NI</p>  <p>0800 137 437</p> <p>Monday to Friday 10am - 4pm</p> <p>www.positivelifeni.com</p>

For a full list of members visit:
www.helplinesnetworkni.com

<p>Adviceline</p>  <p>0800 915 4604</p> <p>Monday to Friday 9am - 12.30pm 1pm - 4pm</p> <p>www.citizensadvice.co.uk</p>	<p>SandsNI Helpline</p>  <p>0808 164 3332</p> <p>Monday - Friday 10am - 3pm Tuesday, Wednesday and Thursday 6pm - 9pm</p> <p>Northernireland@sands.org.uk</p>	<p>Tax and Benefits Service</p>  <p>0800 915 4604</p> <p>Monday, Wednesday and Friday 9am - 5pm Tuesday and Thursday 9am - 7pm</p> <p>www.adviceni.net</p>
<p>CAUSE: Helpline</p>  <p>0800 103 2833</p> <p>Monday, Wednesday & Friday: 10 am - 4 pm Tuesday & Thursdays: 12 pm - 8 pm</p> <p>www.cause.org.uk</p>	<p>ChildLine</p>  <p>0800 1111</p> <p>24/7</p> <p>Online 1-2-1 & Email Service Available at www.childline.org.uk</p>	<p>Debt Advice</p>  <p>0800 043 0550</p> <p>Monday to Friday 9am - 8pm</p> <p>www.debtadvicenorthernireland.co.uk</p>
<p>Learning Disability Helpline</p>  <p>0808 808 1111</p> <p>Monday - Friday 10am - 3pm</p> <p>www.mencap.org.uk/northern-ireland</p>	<p>Crisis Telephone & Counselling Service</p>  <p>0808 808 8000</p> <p>24/7 365 days a year</p> <p>www.lifelinehelpline.info</p>	<p>LGB&T Switchboard Cara-Friend</p>  <p>0808 8000 390</p> <p>Monday and Tuesday 4pm - 7pm</p> <p>Live online chat via Website www.cara-friend.org.uk</p>

CHOOSE BELFAST MET
CHOOSE SUCCESS



belfastmet.ac.uk