INDUCTION GUIDE
2019

Higher Education

This guide includes information on how to register as a student, induction events, and how to apply for funding.

www.lews.uhi.ac.uk
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CONFIRMING YOUR PLACE

All new students must reply to Admissions by email or telephone confirming whether you are accepting your place on the course or not – leAdmissions@uhi.ac.uk, 01851 770 202.

Why? Confirming your place on the course allows you to access the online enrolment process and other UHI services.

ORGANISE YOUR FUNDING

If you are not eligible for funding, you need to arrange to pay your fees on your first day otherwise your enrolment will be delayed. Please contact Sylvia Murray on 01851 770 210 or email Sylvia.Murray@uhi.ac.uk.

Full-time students
Postgraduate (eg MA)
Scottish and EU students may be eligible for a tuition fee loan from the Scottish Awards Agency Scotland (SAAS). Only apply for the amount you require in each academic session as the money is a loan and is paid direct to the University. It is non-refundable.
- Postgraduate Diplomas must be no longer than one year in length
- Masters programmes, including those which are research based, must be no longer than 2 years in length

Full-time postgraduate students can also apply for a living cost loan. This is paid in addition to the tuition fee loan. Visit the SAAS website for details of eligibility etc www.saas.gov.uk.

Career Development Loans or grants from charitable foundations may be available. For further details please go to https://www.uhi.ac.uk/en/studying-at-uhi/first-steps/how-much-will-it-cost/funding-your-studies/.

Undergraduate (eg HN/Degree)
Scottish and EU students may be eligible to apply for funding from the Student Awards Agency for Scotland (SAAS). You have to apply for your fees and can choose to apply for living costs funding as well through them. Please access the SAAS website at www.saas.gov.uk where you can apply online.
If you require any assistance with your funding application, please contact Kate Mawby, Student Support Services Manager on 01851 770 280 or email leStudentservices@uhi.ac.uk.

Please bring your SAAS Award Notice with you on your first day, or email it to Sylvia.Murray@uhi.ac.uk in advance. Failure to produce this may result in a delay in your enrolment onto the course.

Students based in the rest of the UK can apply to their appropriate funding body.

**Part-time students**

Postgraduate (eg MA)
You may be eligible to apply for a **SAAS loan** to cover your fees. You should only apply for the amount of funding required to cover your modules. This is paid direct to the University and is **non-refundable**.
- Students must take no longer than twice the length of the full-time equivalent course, at the same college or university, to complete their studies
- Courses with no full-time equivalent at the same college or university will be eligible for support if students take no longer than 3 years to complete their studies

Undergraduate (eg HN/Degree)
Applications are now open for the SAAS Part Time Fee Grant. To use this scheme you must be undertaking between 30 and 119 SCQF credits. This equates to at least 2 degree modules or 4 HN credits. To check eligibility for this scheme please go to [http://www.saas.gov.uk/forms_and_guides/part_time.htm](http://www.saas.gov.uk/forms_and_guides/part_time.htm). If you are eligible please complete fully before signing. This must then be submitted to the College along with any supporting documents. We request that this is submitted in advance of enrolment where possible.

Please note that you must claim for all modules being undertaken in the academic year as you CANNOT top this up in semester 2 and will become liable for any additional fees incurred.
ENROL ONLINE BEFORE STARTING YOUR COURSE

All UHI HE students are required to online enrol for their course. The enrolment tool is available through UHI Records and must be completed prior to the first day of your course.

You will receive an email with instructions on how to go about using the online enrolment tool – keep an eye out for it!

Drop-in sessions

We are offering drop-in sessions in August at our Stornoway Campus to anyone who wants help to complete their online enrolment or who doesn’t have easy access to a computer at home.

Please feel free to drop in to Reception at the Stornoway Campus at the following times:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>6 August</td>
<td>2pm – 4pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>8 August</td>
<td>10am – 12noon</td>
</tr>
<tr>
<td>Tuesday</td>
<td>13 August</td>
<td>10am – 12noon</td>
</tr>
<tr>
<td>Thursday</td>
<td>15 August</td>
<td>2pm – 4pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>20 August</td>
<td>2pm – 4pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>27 August</td>
<td>2pm – 4pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>29 August</td>
<td>10am – 12noon</td>
</tr>
</tbody>
</table>

If you can’t make these times, please contact us and we can set up an alternative appointment. If you live elsewhere and need help with online enrolment, you can call us on 01851 770 206/207 and someone will talk you through the process.
ATTEND INDUCTION

This is important for both new and returning students, it is when your status changes to a ‘current’ student. This change triggers information to your funding body to release your loan and bursary funding, and lets you access teaching materials, the library and printing facilities.
HNC and HND Student Induction – Stornoway Campus

The start date for Higher Education courses is **Monday, 9 September 2019**. Students are asked to report to reception at **9am** on this day.

During your first few days in College you will meet with support and teaching staff who will confirm your enrolment, ensure your funding is in place and provide you with your timetable. Staff will also be able to discuss any issues you may have.

Benbecula and Taigh Chearsabhagh Campus Student Induction

The start date for Higher Education courses is **Monday, 9 September 2019**.

BA (Hons) Applied Music students will attend a residential induction week in Inverness commencing on the 9 September 2019. Information will be sent separately.

For HNC Music and BA (Hons) Fine Art students there will be a specific enrolment event on **Wednesday, 11 September 2019** at the Benbecula campus. Students are asked to report to reception at **9am** on this day.

You will meet with support and teaching staff who will confirm your enrolment, ensure your funding is in place and provide you with your timetable. Staff will also be able to discuss any issues you may have.

Degree Student Induction

Please see the table overleaf for induction details for your course. All students need to have their enrolment confirmed. If you are not attending the Stornoway or Benbecula Campus for induction then we can arrange to confirm your details over the phone.
Please report to reception at 9am on the specified day unless a different time is detailed in the table.

<table>
<thead>
<tr>
<th>Course</th>
<th>Day</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGDE Primary Teaching</td>
<td>Tuesday-Friday Monday</td>
<td>27-30 August 2019</td>
<td>Badaguish Stornoway &amp; Benbecula (VC)</td>
</tr>
<tr>
<td>PGDE Secondary Teaching</td>
<td>Tuesday-Friday Monday</td>
<td>27-30 August 2019</td>
<td>Badaguish Stornoway &amp; Benbecula (VC)</td>
</tr>
<tr>
<td>MA Health and Wellbeing</td>
<td>Friday to Saturday</td>
<td>30-31 August 2019</td>
<td>Inverness (Centre for Health Science)</td>
</tr>
<tr>
<td>PGCert Healthcare Quality Improvement</td>
<td>Friday to Saturday</td>
<td>30-31 August 2019</td>
<td>Inverness (Centre for Health Science)</td>
</tr>
<tr>
<td>Masters of Education (MEd)</td>
<td>Friday to Saturday</td>
<td>30-31 August 2019</td>
<td>Inverness (Centre for Health Science)</td>
</tr>
<tr>
<td>MSc Sustainable Rural Development</td>
<td>Friday to Saturday</td>
<td>30-31 August 2019</td>
<td>Inverness (Centre for Health Science)</td>
</tr>
<tr>
<td>PGCert Research Methods</td>
<td>Friday to Saturday</td>
<td>30-31 August 2019</td>
<td>Inverness (Centre for Health Science)</td>
</tr>
<tr>
<td>Diabetes &amp; Advanced Diabetes</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>BSc (Hons) Sustainable Development</td>
<td></td>
<td>Online</td>
<td></td>
</tr>
<tr>
<td>BA (Hons) Child and Youth Studies</td>
<td>Wednesday &amp; Thursday</td>
<td>4-5 September 2019</td>
<td>Stornoway</td>
</tr>
<tr>
<td>BA (Hons) Health Studies</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>BA (Hons) Childhood Practice</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA (Hons) Gaelic Scotland</td>
<td>Wednesday</td>
<td>04 September 2019</td>
<td>Stornoway</td>
</tr>
<tr>
<td>BA (Hons) Applied Music</td>
<td>Monday to Thursday</td>
<td>9-12 September 2019</td>
<td>Alness &amp; Inverness</td>
</tr>
<tr>
<td>BA (Hons) Applied Music CONTINUING STUDENTS</td>
<td>Tuesday to Thursday</td>
<td>10-12 September 2019</td>
<td>Inverness</td>
</tr>
<tr>
<td>BA (Hons) Fine Art</td>
<td>Wednesday</td>
<td>11 September 2019</td>
<td>Benbecula</td>
</tr>
<tr>
<td>ALL OTHER UNDERGRADUATE DEGREES</td>
<td>Friday</td>
<td>06 September 2019</td>
<td>Stornoway</td>
</tr>
</tbody>
</table>

If you don’t see your course listed or have any queries about the induction dates, please contact us.
UHI SERVICES

Once you have a provisional enrolment record you have access to all UHI Services. Please visit the Current Students section of our web site for access to UHI Services such as blackboard, library etc (www.lews.uhi.ac.uk/students).

EMAIL

The University uses Office 365 for staff and student email. On a University or College PC you can access this through the Outlook Client. On your personal equipment you can access your email through a web browser for access anywhere there is an internet connection, this is known as the Outlook Web App (OWA). Your email address is your applicant/student number eg 1234567@uhi.ac.uk. Students are expected to use their student email account for all correspondence within the University.

ACCOMMODATION

Starting life at University can be a daunting experience. It may be the first time that you’ve been away from home and we appreciate that your new environment, and in particular your accommodation, play a crucial role in the success and enjoyment of your student experience.

The Bayhead Bridge Centre is within easy walking distance of the College and the town centre. All rooms have en-suite facilities, a study unit and internet access. For further information contact:

The Bayhead Bridge Centre
Castle Terrace
Bayhead
Stornoway
Isle of Lewis
HS1 2DY
01851 705808
www.bayheadbridgecentre.co.uk
STUDENT ID CARD

There is the facility to upload a photo for your ID card as part of the online enrolment process. If you are not attending induction at either Stornoway or Benbecula, your ID card will be posted to you a few weeks after the start of session.

STUDENT SERVICES

Student Services are here to help with the non-academic part of your time with us. This can include help with finances, understanding benefit entitlement as a student (Full or Part-time), help with childcare costs, support plans for anyone with a disability or recognised condition that impacts on your ability to study, general sign-posting to sources of support and help and we also offer a confidential counselling service (includes telephone counselling and online options too).

Discretionary Funding

This is what used to be called ‘hardship’ funding, which gives you an idea of what it is for.

If you have applied for all the support you are eligible for from other sources (SAAS, state benefits etc) you may be eligible to apply for help from this fund. If you are studying full-time, you can apply for support for living costs (as long as you have taken the maximum loan to which you are entitled). If you are studying part-time, you can only apply for help with travel and study costs (if your course is online, there are no travel costs).

Applications are online at www.studentjourney.uhi.ac.uk – this includes providing evidence and you can either upload this and attach it to your application or you can email it to student services or bring/send copies into the office. We cannot process your application until we have the required evidence.

Childcare Funding

If you think you may have a need for financial support for childcare, please contact Student Services as soon as possible to discuss your eligibility.
You may be eligible for support for some of the costs if you are studying full or part-time. Childcare must be with a Registered Provider and we have limits on the number of hours funded in a week (pro-rata for part-time) and a limit on the total costs. You must take up your statutory entitlement from the Government (15+ hours) where applicable first.

**Disability Support**

If you have a health condition or disability that impacts on your ability to study, please get in touch so we can see what we can do to support your time with us.

We also offer alternative exam arrangements, extensions on submissions, proof-reading/study skills support etc depending on the requirements of the individual.

We can arrange Needs Assessments for anyone who wants to apply to SAAS for Disabled Student Award. Get in touch as soon as possible if this is something you think may be helpful.

**Welfare/Counselling**

Whilst you are studying you may have problems at home, in your relationships, with housing, money or your health. You can talk in confidence to any member of the Students Services Team (or email) and we can signpost you to other sources of help and advice.

The college also offers access to a professional counselling service, run externally to the college. The service offers telephone counselling, as well as face-to-face sessions, or you can opt for online counselling if you prefer. The college counsellor can be contacted via lcctalktome@uhi.ac.uk.

For details of the University’s online counselling please go to https://www.uhi.ac.uk/en/students/support/online-counselling/#form
Careers Support

The University offers a wide-range of careers advice and support from resources to help you decide on your path, through to CV checking and interview preparation. For more information go to https://www.uhi.ac.uk/en/students/careers or checkout UHI Careers Facebook page.
CONTACT US

If you have any questions, please contact the relevant department from the list below:

**Enrolment**
Fiona Hamilton/Mabel Finlayson
01851 770 206/207
leRegistry@uhi.ac.uk

**Admissions**
Murdo Smith
01851 770 202
leAdmissions@uhi.ac.uk

**Student Services**
Kate Mawby
01851 770 280
leStudentservices@uhi.ac.uk

**Student Fees**
Sylvia Murray
01851 770 210
Sylvia.Murray@uhi.ac.uk

**Reception – Stornoway**
01851 770 000
Adminle@uhi.ac.uk

**Reception – Benbecula**
01851 770 500
Adminle@uhi.ac.uk

**Reception - Barra**
01851 770 600
BarraLC@uhi.ac.uk

**An Cotan Childcare Centre**
Erica Gearty
01851 770 472
Erica.Gearty@uhi.ac.uk

Check out our website for more information on the College
www.lews.uhi.ac.uk

and why not follow us on:

LewsCastleCollegeUHI

#lccuhi
COLLEGE CALENDAR

Full time HE students commence .......................................................... Monday 9 September 2019

October Break ............................................. finish Friday 11 October ~ return Tuesday 22 October 2019

November Break .......................................... finish Friday 22 November ~ return Monday 25 November 2019

Christmas Break........................................ finish 20 December ~ return Tuesday 7 January 2020

February Break .................................................. Friday 7 February, Monday 10 February 2020

Easter Break.................................................. finish Friday 27 March ~ return Monday 13 April 2020

May Holiday.......................................................... Monday 4 May 2020

Degree students finish .......................................................... Friday 15 May 2020

HN students finish .......................................................... Friday 5 June 2020

HE Graduation Ceremony.......................................................... Friday 21 August 2020

College Closure Days

- Friday 2 August, Monday 5 August 2019
- Monday 14 October 2019
- Friday 22 November 2019
- Tuesday 24 December 2019 ~ Thursday 2 January 2020
- Friday 7 February 2020
- Monday 4 May 2020