Sabhal Mòr Ostaig
Scotland's Gaelic College

Handbook for Students of
An Cùrsa Inntrigidh
Academic Year 2019-2020
<table>
<thead>
<tr>
<th>CLÁR-FIOSRACHAIDH</th>
<th>CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Luchd-obrach na Colaiste agus a’ Cùrsa Inntrigidh</td>
<td>3. Staff of the College and An Cùrsa Inntrigidh</td>
</tr>
<tr>
<td>4. Luchd-rianachd Chùrsaichean Air-loidhne</td>
<td>4. Administrative staff - Online Courses</td>
</tr>
<tr>
<td>5. Fàilte dhan Chùrsa Inntrigidh agus gu Sabhal Mòr Ostaig Foghlam air astar airson na Gàidhlig</td>
<td>5. Welcome to An Cùrsa Inntrigidh and to Sabhal Mòr Ostaig Distance Learning and Gaelic</td>
</tr>
<tr>
<td>7. Measaidhean</td>
<td>7. Assessments</td>
</tr>
<tr>
<td>8. Mus tòisich an Cùrsa</td>
<td>8. Before the Course begins</td>
</tr>
<tr>
<td>10. Seachdain 0</td>
<td>10. Online Induction Week</td>
</tr>
<tr>
<td>Seachdain Ullachaidh</td>
<td>Preparation Week</td>
</tr>
<tr>
<td>Sgoiltean Ceann-seachdain</td>
<td>Weekend Schools</td>
</tr>
<tr>
<td>11. Leabharlann SMO</td>
<td>11. SMO Library</td>
</tr>
<tr>
<td>Taic bho luchd-oide</td>
<td>Support from tutors</td>
</tr>
<tr>
<td>Taic bhon luchd-rianachd</td>
<td>Support from administrative staff</td>
</tr>
<tr>
<td>Tha e an urra riut fhèin…..</td>
<td>You are responsible for……</td>
</tr>
<tr>
<td>12. Seirbheisean Oileanach</td>
<td>12. Student Services</td>
</tr>
<tr>
<td>12-13 A’ tilleadh air ais agus pàigheadh air ais</td>
<td>12.-13 Rejoin and Refund Policies</td>
</tr>
<tr>
<td>Co-ionnanachd</td>
<td>Equal Opportunities</td>
</tr>
<tr>
<td>Gàidhlig</td>
<td>Gaelic</td>
</tr>
<tr>
<td>Giùlan</td>
<td>Conduct</td>
</tr>
<tr>
<td>15. Poileasaidh Gearain</td>
<td>15. Grievance Procedure</td>
</tr>
<tr>
<td>Oileanaich air a bheil Ciorram</td>
<td>Students with Disabilities</td>
</tr>
</tbody>
</table>
Prionnsabal na Colaiste
College Principal

Gillian Rothach

Iar-phrionnsabal na Colaiste agus Stiùiriche an Fhoghlaim
Vice-principal and Director of Studies

Marsaili NicLeòid

Neach-comhairle a’ Chùrsa Inntrigidh
Course Adviser

Mark Wringe

Àrd-rianaire Foghlaim air Astar
Senior Administrator for Distance Learning

Liz NicIlleathainn

Neach-clèireachd Cùrsaichean FFB
Clerical Assistant for LLL

Holley NicAoidh

Sgriobhadairean a’ Chùrsa Inntrigidh
Writers of An Cùrsa Inntrigidh

Iain Mac an Tàilleir
Murchadh MacLeòid

Co-òrdanaiche Seirbhisean Oileanach
Student Services Co-ordinator

Eilidh NicPhaidean

Luchd-oide a’ Chùrsa Inntrigidh/Tutors of An Cùrsa Inntrigidh

Murchadh MacLeòid, Muireall Urchadan, Gilleasbug Feargasdan, Sileas NicLeòid, Jo NicDhòmhnaill, Seumas Grannd, Raonaid Alcorn, Joy Dunlop, Alice Meaden is Isabelle Flower
Cuimhnich nach eil thu nad aonar. Tha luchd-rianachd agus luchd-oide ann airson do chuideachadh.
Remember you are not alone. Administrative staff and tutors are there to help you.
Fàilte dhan Chùrsa Inntrigidh agus gu Sabhal Mòr Ostaig

Tha Sabhal Mòr Ostaig (SMO) na phàirtiche de dh’ Oilthigh na Gaidhealtachd agus nan Eilean. Tha fiosrachadh riatanach an lùib an leabhar-làimhe seo a bheir dhut stiùireadh feumail fhad ’s a bhios tu nad oileanach air astar aig SMO. Feuch gun leugh thu gu faiceallach e aig toiseach a’ Chùrsa. Bheir an Sgioba Rianachd comhairle dhut ma bhios tu ag iarraidh barrachd mineachaichd air cuisean. Bheir An Cùrsa Inntrigidh dhut cothrom Gàidhlig ionnsachadh ge b’ e càite a bheil thu a’ fuireach.

Foghlam air Astar airson na Gàidhlig
Ged nach e dòigh fhurasta cuspair ionnsachadh a th’ ann, tha e a’ tighinn ris a’ Ghàidhlig glè mhath. Tha luchd-ionnsachaidh a’ daingneachadh cheanglaichean ris a’ Ghàidhealtachd tro Shabhal Mòr Ostaig.

Comhairle a thaobh ionnsachaidh
Cuir rian air do chuid tide agus lorg àite sàmhach, cofhurtail. Thòir dhut fhèin co-dhiù aon uair a thide a h-uile latha gus Gàidhlig ionnsachadh; ’s fhéarr beagan a h-uile latha na cus aig a’ mhionaid mu dheireadh. Iarr air an fheadhainn eile san teaghlaich spèis agus taic a thoirt dhut.

Welcome to An Cùrsa Inntrigidh and to Sabhal Mòr Ostaig

Sabhal Mòr Ostaig (SMO) is a partner of the University of the Highlands and Islands. This handbook contains essential information which will guide you through your period of study as a distance-learner at SMO. Please look at it carefully at the beginning of the Course. The Administrative Team will advise on any matters requiring further explanation. An Cùrsa Inntrigidh provides an opportunity to learn Gaelic no matter where you live.

Distance Learning and Gaelic
Although not an easy way to learn a subject, it is very well suited to the learning of Gaelic. Learners forge links with Gaelic-speaking areas via the world’s only Gaelic medium college, Sabhal Mòr Ostaig.

Useful techniques
Organise your time and find a quiet comfortable place to study. Give at least one hour every day to yourself and An Cùrsa Inntrigidh. It is better to work little and often than too much at the last minute. Ask others in the family to show respect and support for what you are doing.
Stuth Ionnsachaidh Inbheach air a dhealbh a dh’aona ghnothach airson Foghlaim Air Astar

Quality Learning Materials designed specifically for Distance learners
Enjoy the convenience of workbooks in pdf (Portable Document Format). You need Adobe Acrobat Reader to access the workbooks. If you don’t already have it on your computer, you can download it free. Passwords for access to workbooks and sound files are given to students at the beginning of each unit of an Earrann. These passwords must not be given to anyone else. Most students like to print out their workbooks, therefore a printer is necessary. CDs will be supplied on request at the beginning of each Earrann for an additional cost. To complete the oral part of assignments you will need to record your voice to MP3 file using a sound recording program such as Audacity, which can downloaded free from the internet. You will also need headphones with an integrated microphone and a telephone for access to the phone tutorials. No other learning materials are required.

Stuth Ionnsachaidh a’ Chùrsa
Tha dà aonad deug ann agus tha iad air an roinn nan tri Earrannan. Tha Earrann 1 a’ dèiligeadh ri Aonadan 1-6; Earrann 2 Aonadan 7-9 is Earrann 3 ri Aonadan 10-12. Tha na CDan / faidhleachan fuaim nam pàirt riatanach dhen Chùrsa.

Course materials
The course consists of twelve units and is divided into three Earrannan. Earrann 1 covers units 1 to 6; Earrann 2 units 7-9 and Earrann 3 units 10-12. The CDs/sound files are an essential part of the course.

Aswell as each workbook there is a word list and telephone tutorial workbook to support and structure the telephone tutorials.

A bharrachd air leabh-air-bhurcha tha liosta-fhaclan ann agus leabh-ar-bhurch airson nan co-labhairtean fòn.
Tha Stuth a bharrachd ri fhaotainn bhon Àrainneachd Ionnsachaidh Air-loidhne (AIA). Tha seo a’ gabhail a-staigh clàr-innse, plana-obraich agus gràmar a bharrachd, le eacarsaicheadh agus freagairtean guis deuchainn a dhèanamh ort thein. ’S urrainn dhut còmhradh ris na h-oileanaich eile le a bhith a’ cleachdadh a’ Bhuírd-Chòmhraidh. Bidh ceumannan airson an AIA air a chor thugad ro Sheachdain Inntrigidh (Seachdain Inntrigidh Air-loidhne)

Measaidhean
Gheibh thu measadadh sgiobhte air an latha mu dheireadh den Earrann. Tha gach measadadh a toirt a-steach measadadh sgiobht a dh’heumas tu a choileanadh agus a chur dhan neach-oidhe agad le post-dealan agus eacarsaicheadh labhaint a tha thu fhèin no an oide agad a clàradh. Tha 50% de na comharraidhean ann airson a’ phàipear sgiobhte agus 50% airson nan eacarsaicheadh labhaint. Cùm sùil air a’ cìl-ama gus a bhith cìnteach cuin am faigh thu na measaidhean.

Tha agad ri 50% fhaighinn airson gach measadh airson a bhith soirbheachail. Mur eil thu soirbheachail, bidh dà chothrom eile agad am measadadh a dhèanamh. Dh’fhaoadadh tu cumail a’ dol leis an ath Earrainn ach feumaidh tu a bhith soirbheachail leis a’ chiaid mhesadadh mus dèan thu an ath fheair.

Tha deich làithean aig na h-oileanaich airson am measadh aca a chur dhan luchd-oidhe aca. Ma tha measadadh a chur a-steach fadalach dhan neach-oidhe gun chead ro làimh, bidh comharraidhean de 2% air na toirt dheth airson a h-uile latha.

Supplemental Material is available from the Online Learning Environment (OLE). This includes an Index, Workplan and Supplemental Grammar with exercises and answers so that you can test yourself. You can keep in touch with other students by using the Discussion Board. Instructions on accessing the OLE will be sent to you prior to Seachdain Inntrigidh (Online Induction Week).

Assessments
A written assessment will be issued to you by e-mail on the last day of each Earrann. Each assessment will consist of a written paper which you complete and send to your tutor by e-mail and oral exercises which you or your tutor records. 50% of the marks are allocated to the written paper and 50% to the oral exercises. Consult your timetable to make sure when assessments are due to be issued.

The pass mark for the end of Earrann assessments is 50% and students have two opportunities to re-sit each assessment. If you fail an end of Earrann assessment you can continue with the next Earrann but must successfully pass the re-sit before sitting the next end of Earrann assessment.

Students have 10 days from issue of the assessment paper by the College to submit their completed assessment to their allocated tutor. Assessments which are submitted late without prior permission will be penalised. For each day past...
The due date, including Saturdays and Sundays, 2% of the available marks will be deducted, up to a maximum of seven days (14%). After seven days a mark of Fail=0 will be recorded. A re-sit will not normally be permitted unless the student undertakes the Earrann again. It is therefore essential that you speak to your tutor or a member of the Administrative Team if anything arises which is likely to affect your ability to submit an assessment in time.

Students must ensure that the assessments they complete are entirely are their own work. Students will be required to sit another assessment if they are found to have received assistance in the completion of assessments.

Students are also required to attend a minimum of 60% of the phone tutorials for each Earrann in order to get a certificate.

When will my assessments be returned to me?
The administrative team should be able to inform you of your results within four weeks of the final date for submission of the assessments. If this does not happen, please contact the administrative staff.

Before the course begins:
You will be asked to:
- complete SMO’s registration form
- pay the fees for the Earrann
- agree a suitable time for your weekly telephone tutorial
Gheibh thu:
- dà lethbhreac de Chùmnant-Seirbheis. Feumaidh tu d’ainm a chur ri aon lethbhreac agus a chur air ais. thugainn, agus lethbhreac eile a chumail agad fhèin
- facal-faire gus na leabhraichean-obraich/faithleachan-fuaìm fhaotainn.
- CDan na h-Earrainn ma bhios tu gan iarraidh
- Fiosrachadh mu dheidhinn Seachdain Inntrigidh (Seachdain Inntrigidh Air-Loidhne).

You will receive:
- two copies of a Service Level Agreement. Sign and return one copy to us and keep the other for your reference.
- password and instructions to download the workbooks/sound files.
- CDs for the Earrann if you have requested them.
- Information about Seachdain Inntrigidh (Online Induction Week)

Ann an Seachdain Inntrigidh gheibh thu:
- uair na co-labhait fòn agad (aig an aon uair a h-uile seachdain).
- aìnse agus seòladh post-d an teach-oide agad.

During Seachdain Inntrigidh you will receive:
- confirmation of the time for your telephone tutorial (same time each week).
- Name and e-mail address of your tutor.

Co-labhairtean fòn
Bidh thu còmhla ri oileanaich eile agus ri do teach-oide aig am cunbhalach a fhreagras ort. Thathar an dùil gu dèan thu ulladhadh ro gach co-labhair fòn a cleachadh leabhar clas-fòn. Mairidh i mu 45 mionaidean. Tha e cudromach gum bi thu deiseil gus an tide a chleachadh gu dòigh, gus nach fhuling cach riasladh. Na cleachd fònaichean-làimhe mura a bhail thu cinn.teach gum bi an loidhne soilleir no ma tha e a’ dol a chur dragh air a’ chlas.

Telephone tutorials
You will be with several other students and your tutor at a regular time each week chosen to suit you. You are expected to prepare in advance of each tutorial using the tutorial workbook. The tutorial will last approx. 45 minutes. It is important that you are prepared and prompt in order to make most use of the time available, and to save disrupting other students. Please do not use mobile phones unless you can be sure that the line is clear and that it will not cause disruption to the class.
Seachdain Inntrigidh
Bheir Seachdain Inntrigidh dhut an cothrom dèanamh cinnteachach a bhail eòlach air na rudan prataigeach dhèn chûrsa. A bharrachd, bidh thu comasach fìnna a dhèanamh leis na h-oileanaich eile.

Seachdain Ullachaidh
Tachraidh Seachdain Ullachaidh an t-seachdán an dèidh Seachdain Inntrigidh agus bheir i an cothrom dhut eòlas fhaighinn air stuthan a’ chûrsa, air an neach-oide agad agus coinneachadh ris na h-oileanaich eile air a’ fòn mus tòisich obair a’ chûrsa.

Gheibh thu barrachd fiosrachaidh air Seachdain Inntrigidh is Seachdain Ullachaidh an dèidh dhut clàradh air a’ chûrsa.

Sgoiltean Ceann-seachdán
Thèid aon sgoil cheann-seachdán a chumail aig SMO airson Earrainnean 2 agus 3, far a bheil barrachd no 5 oileanach an làthair. Ged nach eil agad ri frithealadh, ’s e deagh chothrom a th’ ann tide a chur seachadh ann an ârainneachd Ghàidhlig cómhla ri oileanaich eile aig an aon ire riut fhèin. Mar is trice, gheibh thu àite-fuirich ann an SMO.

Bidh agad ri pàigheadh airson àite-fuirich is bidhe.

Gheibh thu fiosrachadh nas mionaidiche mu na sgoiltean cheann-seachdán nuair a tha an cùrsa air tòiseachadh

Seachdain Inntrigidh
This Online Induction Week will give you the opportunity to ensure that you are familiar with practical aspects of the course. It will also enable you to network with other students.

Seachdain Ullachaidh (Preparation Week)
Seachdain Ullachaidh will take place the week following Seachdain Inntrigidh and will give you the opportunity to familiarise yourself with the course materials and to meet with your tutor and the other students in your group by telephone prior to starting the course work.

You will receive more information about Seachdain Inntrigidh and Seachdain Ullachaidh after registering for the course.

Weekend schools
One weekend school will take place at SMO for Earrann 2 and 3 where feasible i.e. where more than 5 students are attending. Although your attendance is not mandatory, it is a good idea to come if you can. They present a good opportunity to spend some time in a Gaelic environment along with other students at the same level as yourself. On-campus accommodation is usually available at SMO.

Students will be required to pay for meals and accommodation for the weekend schools.

More detailed information about the weekend schools will be supplied once the course starts.
**Leabharlann SMO** Tha cruinneachadh ioma-mheadhan ann a tha a’ toirt taic do chùrsaichean na Colaiste. Faodaidh tu na goireasan seo a chleachdadh ’s tu mar oileanach aig sgoil cheann sheachdain. Gu mi-fhortanach chan thaod thu stuthan a thoirt a-mach air iasd.

**SMO’s Library** houses a multi-media collection which supports the College’s courses. You may consult these resources as a student attending a weekend school. Unfortunately borrowing is not permitted.

**Bidh an neach-oide fòn:**
- a’ stiùireadh na co-labhairt fòn
- a’ ceartachadh nam measaidhean agad
- a’ freagairt nan ceistean agad mu ghràmar agus fuaimneachadh sa Chùrsa
- a’ toirt taic dhut tron Chùrsa

**Your telephone tutor will:**
- lead your telephone tutorial
- mark your assessments
- answer your questions relating to Course grammar and pronunciation
- give you support during the Course

**Tha luchd-rianachd ann gus do chuideachadh le:**
- clàradh agus páigheadh chìsean
- cur air bhonn nan co-labhairtean fòn
- cur air bhonn sgoiltean ceann-seachdain
- clàradh seòlaidhean ûra puist no puist-d
- comhairle ma bhios duiligheadasan agad na leabhraichean-ibrach agus na fàdhlleachan-fuaim fhaoitainn air a’ choimpiutair

**Administrative staff will support you by:**
- registering you and handling fees
- organising telephone tutorials
- organising weekend schools
- recording changes of contact details
- offering advice if you have problems downloading the workbooks or sound files

**Tha e an urra riut fhèin:**
- a’ gabhail pàirt an ann Seachdain Inntrigidh is Seachdain Ullachaidh
- innse dhan neach-oide agad ma bhios duiligheadasan ann le obair a’ Chùrsa

**You are responsible for:**
- participating fully in Seachdain Inntrigidh and Seachdain Ullachaidh
- informing your tutor if you are having problems with your course work
Seirbheisean Taic nan Oileanach
Faodaidh oileanach b' ruidheinn ris an neach-oidhe a thaobh chuisean ceangailte ris a' Ghàidhlig. Ma bhios duilgheadhasan aig oileanach a tha a' toirt buaidh air frithheadadh nan co-labhairtean fòn no air cur a-steach nam measaidhean aca, bu chòir dhaibh bruidhinn ri Àrd-rianaire Foghlaim air astar. Nì sinn ar dicheall stiùireadh agus comhairle a thoirt seachad, gu h-àraidh ma bhios duilgheadhasan inntinn no bodhaig aig an oileanach.

A' Tilleadh Air Ais agus Pàigheadh air ais
Bidh Poileasaidhean Tilleadh air Ais agus Pàigheadh air Ais freagarrach airson nan oileanach sin a tha air sealltainn gu bheil iad airson an cùrsa thàgail. Feumar fiosrachadh a thoirt dhan luchd-obrach rianachd aig FFB ann an sgriobhadh, le post-d, litir no facs

Poileasaidh Tilleadh Air Ais

Student Support Services
A student can contact their tutor about matters of an academic nature. If students have difficulties which affect attendance of telephone tutorials or the return of their assessments, they should speak to the Senior Administrator. We will do our best to offer guidance and advice, especially where the student has physical or mental health difficulties.

Rejoin Policy

Rejoin and Refund Policies
Rejoin and refund policies will apply to those students who have indicated their decision to withdraw from the course. Administrative staff must be contacted in writing, by e-mail, letter or fax.
- Faodaidh oileanaich tilleadh dhan Chùrsa, dhan **Aonad** a dh’fhàg iad, ma phàigheas iad £50
- Ma tha oileanach ag iarraidh Earrann a dhèanamh a-rithist feumaidh iad cosgais slàn an Earrainn a phàigheadh

**Pàigheadh Air Ais**
Thèid airgead a thoirt air ais a rèir nan suidheachaidhean a leanas:
- **Ro theiseach a’ chùrsa**, ’s e sin ron chiad cho-labhairt fòn
  1. Gheibh oileanaich na cìsean air fad air ais
  2. Thèid an t-airgead a chur gu ceann-là tôiseachaidh eile
- **An dèidh toiseach a’ chùrsa**
  1. taobh a-staigh dà sheachdain ceann-là tôiseachaidh a’ chùrsa gheibh oileanaich £225 air ais ma phàigh iad £300/Earrann agus £278 air ais ma phàigh iad £370/Earrann
  2. taobh a-staigh sia seachdainean ceann-là tôiseachaidh a’ chùrsa (Bann Coitcheann) agus coig seachdainean (Bann Luath) gheibh oileanaich £135 air ais ma phàigh iad £300/Earrann agus £167 ma phàigh iad £370/Earrann
  3. An dèidh sia seachdainean ceann-là tôiseachaidh a’ chùrsa (Bann Coitcheann) agus coig seachdainean (Bann Luath) chan fhàigh oileanaich airgead air ais Nan tachradh e gu bheil cùisean ann a nì maothachadh air an t-suidheachadh, m.e. tinneas, thèid dèiligeadh ri gach iarrtas fa leth.

- Students may rejoin the course, at the **unit** where they left off for a rejoin fee of £50.
- If students wish to repeat an Earrann they must pay the full cost for that Earrann

**Refund policy**
Refunds will be issued according to the following circumstances:
- Before the start of the course i.e. before the first telephone tutorial
  1. students will receive a full refund
  2. the money will be put towards another intake of the course
- After the course start date
  1. within two weeks of the course start date a refund per Earrann of £225 will be issued to students who had paid £300 and £278 to students who had paid £370
  2. within six weeks of the course start date (Standard Track) or five weeks (Accelerated Track) a refund of £135 will be issued to students who had paid £300 and £167 to those who had paid £370
  3. after six weeks of the course start date (Standard Track) and five weeks (Accelerated Track) no refund will be given
In the event of mitigating circumstances, e.g. illness, refund requests will be dealt with on an individual basis.
**Poileasaidhean na Colaiste**
Gus am faicinn nach tèid thu gu:
http://www.smo.uhi.ac.uk/gd/colaiste

**Co-ionnanachd aig a’ Cholaiste**
Tha poileasaidh Co-ionnanachd Chothroman aig Sabhal Mòr Ostaig agus tha e mar amas aige dearradh gu bheil co ionnanachd chothroman aig na h-oileanaich agus aig luchd-obrach anns a h-uile raon den cholaiste. Cha dean a’ Cholaiste leithreachas air neach sam bith is cha dèilig i gu neo-chothromach ri neach sam bith air bhonn craicinn, cinnidh, gnè, creideimh, bheachdan poileataigeach no ciorraim. Gheibhear leithbheac an phoileasaidh air fad ma thogras iad.

**Gàidhlig**
Tha poileasaidh Gàidhlig aig SMO. Gheibh oileanaich a’ Chùrsa Inntrigidh cuideachadh agus brosnachadh bhon luchd-obrach àdhghlig a chleachdadh gu sònraichte air àrainn na Colaiste.

**Giùlan**
Feumaidh oileanaich aig na sgoiltean ceann seachdain cumail ri Riaghailtean na Colaiste. Tha deagh ghiùlan air a shùileachadh. Chan eil smocadh ceadaichte sa cholaiste. A thaobh Slàinte is Sàbhailteachd feumaidh oileanaich a bhith mothachail gu bheil uallach orra airson an sàbhailteachd fhèin agus sàbhailteachd dhaoine eile.

---

**College Policies**
To view these policies please go to:
http://www.smo.uhi.ac.uk/gd/colaiste

**Equality at the College**
Sabhal Mòr Ostaig has an Equal Opportunities Policy and seeks to ensure that there is equality of opportunity for all students and staff in all aspects of college life. The college will not discriminate against or treat unfairly an individual on grounds of colour, ethnic origin, sex, age, religious belief, political opinion or disability. A copy of the entire policy is available on request.

**Gaelic**
SMO has a Gaelic Language Policy. Students of An Cùrsa Inntrigidh will receive help and encouragement from staff to use Gaelic whenever possible within the College campus

**Conduct**
Students attending weekend schools must abide by the Rules of the College. Good conduct is expected. SMO has a no-smoking policy. With regard to Health and Safety, students must be aware that they are responsible for their own safety and the safety of others.
**Grievance Procedure**
Students should address any grievance to the Senior Administrator (Tel: 01471 888450) in the first instance. If the grievance concerns this officer, it should go to Eairdsidh MacGilleathain, Depute Director of Studies (Tel: 01471 888327). If the grievance remains unresolved the college has a formal grievance procedure and we will advise you as to its use. A full copy of the policy is available on request.

**Students with Disabilities**
Under the Disability Discrimination Act (DDA) Part 4, the college is required to treat students with disabilities no less favourably than other students and where necessary to make reasonable adjustments in order to achieve this.

Students with disabilities are encouraged to complete a **Disclosure of Disabilities** form so that reasonable adjustments can be made where necessary. Students are asked to return their forms to the Senior Administrator in the first instance. If appropriate, the Student Services Adviser may discuss with students individually how best to support their learning needs.