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Aig 31/07/20

Luchd-Obrach na Colaiste agus a’ Chùrsa Inntrigidh
Staff of the College and An Cúrsa Inntrigidh

Prionnsabal na Colaiste
College Principal
Gillian Rothach

Iar-phrionnsabal na Colaiste agus Stiùiriche an Fhoghlaism
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 NicIleathainn

Neach-clèireachd Cúrsaichean FFB
Clerical Assistant for LLL

Sgriobhadairean a’ Chùrsa Inntrigidh
Writers of An Cúrsa 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 Cúrsa Inntrigidh
Murchadh MacLeòid, Muireall Urchadan, Gilleasbuig
Feargasdan, Sileas NicLeòid, Jo NicDhòmhnaill, Seumas
Grannd, Raonaid Alcorn, Joy Dunlop, Alice Meaden, Isabelle
Flower, Coinneach MacFhraing, Friseal MacRaibeirt, Rhona
NicDhùghnaill is Lisa NicDhòmhnaill.
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.
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.

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 mineachaidh air cùisean. Bheir An Cùrsa Inntrigidh dhut cothrom Gàidhlig ionnsachadh ge b’ e càite a bh eil 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’ Ghaidhlig glè mhath. Tha luchd-ionnsachadh 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. Thoir dhut fhèin co-dhiù aon uair a thide a h-ule latha gus Gàidhlig ionnsachadh; ’s theàrr beagan a h-ule latha na cus aig a’ mhionaid mu dheireadh. larr air an fheadhainn eile san teaghlach spèis agus taic a thoirt dhut.
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 be downloaded free from the internet. You will also need headphones with an integrated microphone or a phone for access to the tutorials. **No other learning materials are required.**

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 tutorial workbook to support and structure the tutorials.
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 eacarsaichtein agus freagairtean gus deuchainn a dhèanamh ort fhèin. ’S urrainn dhut còmhradh ris na h-oileanach eile le a bhith a’ cleachdadh a’ **Bhùird-Chòmhraidh**. Bidh ceumannan airson an AIA air a chur thugad ro **Sheachdain Inntrigidh** (Seachdain Inntrigidh Air-loidhne)

**Melasaidhean**
Gheibh thu measadadh griobhthe air an latha mu dheireadh den Earrann. Tha gach measadadh a toirt a-steach measadh griobhthe a dh’heumas tu a choileanadh agus a chur dhan neach-oidhean agad le post-dealan agus eacarsaichtein labhairt a tha thu fhèin no an oide agad a clàradh. Tha 50% de na comharraidhean ann airson a’ phàpairear griobhthe agus 50% airson nan eacarsaichtein labhairt. Cùm súil air a’ chlár-ama gus a bhith cinnteach cuin am faigh thu na melasaidhean.

Tha agad ri 50% fhaighinn airson gach measadadh airson a bhith soirbheachail. Mur eil thu soirbheachail, bidh dà chothrom eile agad am measadadh a dhèanamh. Dh’ fhaodadh tu cumail a’ dol leis an ath Earrann ach feumaidh tu a bhith soirbheachail leis a’ chiad mhasadh mus dèan thu an ath fhear.

Tha deich làithean aig na h-oileanaich airson am measadadh aca a chur dhan luchd-oidhe aca. Ma tha measadadh air a chur a-steach fadalach dhan neach-oidhean gus deuchainn ro làimh, bidh comharraidhean de 2% air an 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 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 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 tutorial
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)

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

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 dhèanamh cinn teach gu bheil thu eòlach air na rudan prataigeach dhen chùrsa. A bharrachd, bidh thu comasach fionra a dhèanamh leis na h-oileanaich eile.

**Seachdain Ullachaidh**

Tachraidh Seachdain Ullachaidh an t-seachdain an dèidh Seachdain Inntrigidh agus bheir i an cothrom dhut eòlas fhaighinn air stultan a’ chùrsa, air an neach-oide agad agus coinneachadh ris na h-oileanaich eile eair co-labhairt fòn mus tòisich obair a’ chùrsa.

Gheibh thu barrachd fiosrachadh air Seachdain Inntrigidh is Seachdain Ullachaidh an dèidh dhut clàradh air a’ chùrsa.

**Sgoiltean Ceann-seachdain**

Thèid aon sgoil cheann-seachdain a chumail aig SMO airson Earrainnean 2 agus 3, far a bheil barrachd no 5 oileanach an làthair. Ged nach eil agad ri fritheadh, ’s e deagh chothrom a th’ ann tide a chur seachad ann an arainneachd Ghàidhlig còmhla ri oileanaich eile aig an aon ire riut òisean. Mar is trice, gheibh thu àite-fuirich ann an SMO.

Bidh agad ri páigheadh airson àite-fuirich is bidhe.

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

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**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 tele/video conference 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 chleachadh s' tu mar oileanach aig sgol cheann sheachdain. Gu mi-fhortanach chan fhaod thu stuthan a thoirt a-mach air iasad.

**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-labhaint fòn
- a' ceartachadh nam measaidhean agad
- a' freagairt nan ceistean agad mu ghràmar agus fuaimneachadh sa Chùrsa
- a' toirt taic dhut tron Chùrsa

**Your tutor will:**
- lead your 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 pàigheadh chisean
- cur air bhonn nan co-labhairtean fòn
- cur air bhonn scoilean ceann-seachdain
- clàradh seòlaidhean ùra puist no puist-d
- comhairle ma bhios duilheadasan agad na leabhraichean-obrach agus na faidhleachan-fuaim fhaotainn air a' choimpiutair

**Administrative staff will support you by:**
- registering you and handling fees
- organising 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 duilheadasan 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
• informing your tutor and SMO if you are ill or unable to attend tutorials
• calling in each week for your tutorial
• responding promptly to communication from SMO
• handing in your assessments on time

Student Support Services
A student can contact their tutor about matters of an academic nature. If students have difficulties which affect attendance of 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 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 or letter.

Rejoin Policy
• Faodaidh oileanaich tilleadh dhan Chùrsa, dhan **Aonad** a dh’fhàg iad, ma phàigheas iad £50
• Ma tha oileanaich ag iarradh Earrann a dhèanamh ar-rìthist feumaidh iad cosgais slàn an Earrainn a phàigheadh

**Pàigheadh Air Ais**
Thèid airgead a thoirt air ais a rèir nan suidheachaidhean a leanas:
• Ro thoiseach a’ chùrsa, ’s e sin ron chiad cho-labhait fòn
  1. Gheibh oileanaich na cìsean air fad air ais
  2. Thèid an t-airgead a chur gu ceann-là töiseachaidh eile
• An dèidh toiseach a’ chùrsa
  1. taobh a-staigh dà sheachdain ceann-là töiseachaidh a’ chùrsa gheibh oileanach £225 air ais ma phàigh iad £300/Earrann agus £278 air ais ma phàigh iad £370/Earrann
  2. taobh a-staigh sia seachdainear ceann-là töiseachaidh a’ chûrsa (Bann Coitcheann) agus coig seachdainear (Bann Luath) gheibh oileanaich £135 air ais ma phàigh iad £300/Earrann agus £167 ma phàigh iad £370/Earrann
  3. An dèidh sia seachdainear ceann-là töiseachaidh a’ chûrsa (Bann Coitcheann) agus coig seachdainear (Bann Luath) chan fhaigh oileanaich airgead air ais
Nan tachradh e gu bheil cúisean 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 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 dearbhadh gu bheil co ionnanachd chothroman aig na h-oileanaich agus aig luchd-obrach anns a h-ule raon den cholaiste. Cha dean a’ Cholaiste lethteachas air neach sam bith is cha dèilig i gu neo-chothromach ri neach sambith air bhonn craicinn, cinnidh, gnè, creideimh, bheachdan poileataigeach no ciorram. Gheibhear lethbhreac den phoileasaidh air fad ma thogras iad.

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

Giùlan
Feumaidh oileanaich aig na sgoiltean ceann seachdain cumail ri Riaghailtean na Colaiste. Tha deagh giùlan air a shùileachadh. Chan eil smocadh ceadaichte sa cholaiste. A thaobh Slàinte is Sàbhailteachd feumaidh oileanaich a bhith mochachail 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.
Poileasaidh Gearain
Sa chlaid dol-a-mach bu chòir oileanaich le gearan a dhol dhan Neach-rianachd àrd ire (Fôn: 01471 888450). Ma bhios an gearan an aghaidh an Oligeir seo feumaidh an t-oileanach buidhinn ri Eairdsidh MacGilleathain, lar-Stiùiriche an Fhoghlaim (Fôn: 01471 888327). Mura gabh rèite a dhèanamh, tha poileasaidh foirmel ann agus innsidh sinn dhuibh mar a chleachdhas sibh e. Tha leithbhreac slàn ri fhaotainn.

Oileanaich air a bheil Ciorram
Fon Earrann 4 de dh’ Aichd Lethbhreith Ciorram, tha e mar dhleasanas aig a’ Cholaiste oileanach air a bheil ciorram a’ làimheachadh san aon dóigh ri oileanach eile agus atharrachaidhean reusanta a dhèanamh a rèir feum, gus seo a thocht a-mach.

Thathar a’ toirt brosnachadh do dh’oileanaich air a bheil ciorram Bileag Nochdadh Ciorram a lionadh gus an dèan ar tharrachaidhean reusanta gus taic a thocht dhaibh. Thathar ag iarraidh air oileanaich a’ bhileag a chur air ais, sa chlaid dol-a-mach dhan Neach-rianachd àrd ire. Ma tha e iomchaidh, faoidh Neach-comhairle Seirbheisean nan Oileanach buidhinn ri oileanaich fa leth mun dòigh as fheàrr gus taic a chur ri coid feumalachdán ionnsachaidh.

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.