



Student Handbook

2016/17



#makeitatthemet

JOHN BELL HOUSE

FRESH
STUDENT LIVING

**BRAND NEW ALL INCLUSIVE STUDENT
ACCOMMODATION IN A GREAT LOCATION!**



Call us on:
02895 901 683

Take a look online:
[FRESHSTUDENTLIVING.CO.UK/JOHN-BELL-HOUSE](https://www.freshstudentliving.co.uk/john-bell-house)

Find us at:
COLLEGE SQUARE EAST, BELFAST, BT1 6DJ

John Bell House is located in the iconic former Met College. It's in a great location offering excellent links to the University and the City Centre.

With a weekly set rent that includes all of your heating, electricity and water bills, it makes student living easy to manage, so you can concentrate on making the most out of life at University.

And with fantastic study areas to get your head down, or Social Spaces for our regular social events it's the place to be in Belfast



FRESH FACTS

- Water, Heating & Electricity Bills
- Free 100 Mbps Broadband & WIFI throughout
- Spacious Rooms with En Suite Showers
- Studios with En Suite Shower & Kitchenette
- Small Double Beds in all Rooms
- Loads of Storage Space
- Spacious Work Area
- Modern Shared Kitchen/Living Areas in Shared Flats
- Amazing Social Spaces – including a dedicated Study Space & Large Areas for Regular Social Events
- Excellent links to Universities, City Centre & local Transport
- Safe & Secure Building
- On Site Management Team & Security



**TRAVEL
DISTANCES:**

Millfield Campus
3 MINS WALK

Titanic Quarter Campus
10 MINS BUS JOURNEY (BUS 26 OR 26B)
25 MINS WALK



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Have you downloaded the

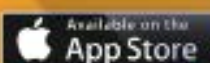
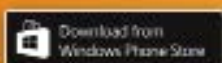
Belfast Met Student App?



- Available **FREE** on tablet & mobile
- Access your timetable and attendance
- Report any absences
- Access Blackboard & email
- Access your files on OneDrive
- College news and events



Available via:
www.belfastmet.ac.uk/life-at-the-met



Welcome



Marie-Thérèse McGivern Principal and Chief Executive

Belfast Met is committed to excellence in every way. We pride ourselves on providing a complete student experience. In addition to a varied curriculum offering, we nurture your personal development and boast a spectrum of support services to assist you upon your educational journey.

We have an esteemed team at the College to help and support you alongside your educational development pathway. I urge you to use the services that have been set up to support you and to get the most out of your time at Belfast Met!



Jim Woods Head of Learner Services

I would like to take this opportunity to welcome you to Belfast Met. We are the largest provider of Further and Higher

Education in Northern Ireland and currently operate across four campuses throughout Belfast.

In each of our campuses, my team are working very hard to provide you with a student experience worth treasuring.

I hope you enjoy your time not only in the classroom, but also in our Students' Union areas, in our College canteens, our designated quiet areas, our libraries and as members of various clubs and societies. I wish you every success in your studies and I look forward to learning about your experiences through our student voice initiatives.



Nuala Boyle Head of Student Support

Thank you for choosing a programme of study at Belfast Met. It is my job to ensure that you get the extra-curricular support

you need to be successful in your studies.

I want you to obtain an excellent education at the College as well as an excellent educational experience. To that end, we have developed this Student Support Handbook to inform you of the varied student support mechanisms in place to help you during your time at Belfast Met. I hope you find this guide both useful and informative. If you have any ideas or suggestions that could improve your student support services, I want to hear from you. You can find me in, Titanic Quarter Campus, Level 3, Room 13, or Tel: **028 9026 5054** or Email: nualaboyle@belfastmet.ac.uk.

Careers and Employability Service

The College's Careers and Employability Service offers support to help you when you are making important decisions about your education, your training and/or your career development. You may want help to identify the course that is right for you, help to develop your career ideas, progress to a job or a higher course of study.

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

We provide guidance to help you:

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

You can access any of these services across all our Campuses. The main Careers and Employability Services bases are located at:

- Millfield Campus
(Building 1, Level 3, Room 19)
- Titanic Quarter Campus
(Level 2, Room 60)
- Castlereagh Campus
(CC.5.G.030)

You can arrange to see a careers adviser either on a drop-in basis on Mondays and Wednesdays at our Titanic Quarter Campus and Millfield Campus or at other times by making a pre-arranged appointment.



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

- Links to employers
- Help in accessing placement and/or work experience
- Volunteering opportunities

Across the academic year we run a number of careers and employment related events. For example, employer presentations, higher education fair, careers awareness events and job search preparation workshops. Many of these will operate in partnership with your course of study and others will be more generic and open to all disciplines.

Details of events for 16/17 can be found on Blackboard.

Access careers information and resources on:

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

There are careers resources in each of the main Campuses including access to a wide range of books, guides, prospectuses and magazines focusing on jobs, study and training. In addition, we offer online careers and employability tools to enable you to explore career ideas and develop yourself and occupational awareness.

Remember a career is about more than just getting a job, although getting a job is an important part in your career development. A career is made up of a number of different stages in your working life and is described better as a pathway or a series of steps e.g. education, training, employment, further qualifications, job changes through promotion or other personal changes in your life. Careers guidance is professional help that you can access to develop your career pathway.

To contact the Careers and Employability Team for an appointment or if you have a query email: careers@belfastmet.ac.uk.

Student Success Story

Paul* was an attentive student at his local grammar school however he did not get the A Level grades that he had hoped for leaving him lacking in confidence and unsure about the future. After he received his results he decided to study an HND at Belfast Met, which opened up his career options and restored his self-confidence.

At the beginning of his first term at Belfast Met Paul expressed an interest in applying for the Study USA scholarship involving one year of studying Business at a US College. Paul was advised by his tutors to approach the College's Careers and Employability Service to find out more about the scholarship.

Belfast Met Careers Advisers were able to assist Paul with his application and discussed the application process in detail, outline the nature of the programme highlight the level of competition, review the shortlisting criteria and how to approach completing the ten key question areas on the application form. With the help of the careers adviser, Paul managed to meet the closing date and was subsequently shortlisted for interview.

Prior to interview Paul sought the assistance of the Careers Support Officers to help him practice responses and handle difficult questions. After the interview Paul was delighted to be told that he had been offered a place on the Study USA programme.

The Careers and Employment Services were able to assist Paul with his application for a scholarship through Belfast Met Trust. Paul met the conditional exam results and in August he set off to the USA. Paul settled into US College life very well and returned to Belfast Met to complete the final year of his HND.

The Careers and Employability Service's input was key to providing timely and accurate information, one to one guidance, plus coaching and confidence building exercises. Through participation in the Study USA programme Paul developed his range of interpersonal and employability skills, built his confidence, business awareness and experienced global exposure to American Business education. All of these experiences has enabled him to add value to his academic qualification and differentiate himself in the labour market.

What students say about us

" Confidential, welcoming and give you the time you need. "

" The benefit of Careers - peace of mind, help with building my personal statement and CV and as a result, got into Queen's University which was my dream! "

" The reason I got five offers was the help from the Careers Adviser. I would have been lost without her. "

Careers and Employability Service

Titanic Quarter Campus:

Careers Resource Area, Level 2, Room 060

Monday – Friday By appointment 9:30am - 4:30pm

Monday Drop-in Service 9:30am - 12:00 noon and 2:00pm - 4:00pm

Millfield Campus:

Building 1, Level 3, Room 19

Monday – Friday By appointment 9:30am - 4:30pm

Wednesday Drop-in Service 9:30am - 12:00 noon and 2:00pm - 4:00pm

Castlereagh Campus:

CC.5.G.030

Wednesday By appointment 9:00am - 12:00 noon

College Outcentre Buildings:

To book an appointment, email:

careers@belfastmet.ac.uk or tel: 028 9026 5066

Contact

Tel: 028 9026 5066

Email: careers@belfastmet.ac.uk

To keep up to date with careers events, job vacancies and other useful information and links, check our Facebook page and Twitter feed.

 [Belfast Met Careers](https://www.facebook.com/BelfastMetCareers)

 [@careersbmet](https://twitter.com/careersbmet)

Inclusive Learning

Centre for Inclusive Learning and Development (CILD)

Who are we?

At Belfast Met we welcome and encourage applications from students who have a disability, learning difficulty and/or long term medical condition.

We are committed to ensuring that you have an equal opportunity to gain the maximum benefit from your experience here at the College.

We are a dedicated, professional team who operate on all the main 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?

There are many different forms of support available; from advice and guidance, mentoring and specialist tutors to sign language interpreters and equipment loans.

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.

How does it work?



Do I have to tell you about myself?

We do 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.

To start the process simply complete the Learning Support Referral Form (LS1) on page 9. We guarantee that your information will be treated with the utmost confidentiality and only shared with your approval.

If you feel unsure about letting us know, we will not be able to create a support plan for you. However, it is your right not to disclose.

If you have **examinations** as part of your course and require additional support through **Access Arrangements** then you must disclose at the start of the academic year. It is your responsibility to ensure that you are assessed by Inclusive Learning, provide appropriate evidence that meet the awarding bodies' deadlines. You will also be required to make contact with your Campus Examinations Office.

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

Students on Higher Education programmes should apply 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.studentfinancenai.co.uk for more details.

Inclusive Learning Schedule of Work

Inclusive Learning Service

Main CILD Office Opening Hours

Titanic Quarter Campus

Level 2: Room 62

Monday – Thursday 9:00am - 4:30pm

Friday – 9:00am - 4:00pm

For further information contact the Centre on:
Tel: 9026 5097 or email: cild@belfastmet.ac.uk

Appointment Schedule

Titanic Quarter Campus

Level 2, Room 62

Monday – Thursday 9:00am - 4:00pm

Millfield Campus

Building 2, Level 4, Room 25

Monday – Thursday 9:00am - 4:00pm

Castlereagh Campus

Student Support Hub: Building 5

Tuesday and Thursday 9:00am - 4:00pm

College Outcentre Buildings

Monday – Thursday 9:00am - 4:00pm

Evening Appointments

Millfield Campus, Wednesday 4:00pm - 7:30pm

TQ Campus, Tuesday 4:00pm - 7:30pm

Appointments are generated upon receipt of a Learning Support Referral Form (LS1). Alternatively contact the Centre to make an appointment.

Inclusive Learning Workshops

A range of workshops are available throughout the academic year to all students supported by Inclusive Learning. To book onto a workshop email:

cild@belfastmet.ac.uk

Note taking Workshop: Improve your note taking skills in the classroom.

Writing Skills Workshop: Develop your academic writing skills including tips on proof reading.

Read and Write Gold Workshop: Use this interactive software to develop literacy and study skills.

Read and Write Gold Workshop: Guidance on how to best utilise your access arrangements as well as revision tips.

Workshops may be provided in small groups or 1-1. All resources attached to the workshop will be available online.

86%

of students who attended an Exam Support Workshop found it relevant to their granted Access Arrangements

100%

of students who attended an Exam Support Workshop would recommend it to a classmate

71%

rated the Exam Workshop as excellent

86%

of students who attended an Exam Workshop found the training improved their revision and exam preparation skills

“ I would say that I really enjoyed the workshop as it was my first time attending and I will be looking forward to doing another one. ”

Further Education Student

Case Study

Melanie had been out of education for many years. Her journey at Belfast Met began as a part-time student taking Level 3 Hair and Beauty classes which included Essential Skills in Literacy, Numeracy and ICT. When Melanie first started her course she was in good health however after many investigations and treatments she was diagnosed with Cervical Degenerative Disc disease in 2015. This medical and physical disability impacts greatly on her life which includes restrictions in her mobility and deterioration in her energy levels. She also finds that it has a significant impact on her mood and her ability to concentrate and focus. In spite of these difficulties she passed her Level 3 course and progressed on to a part-time HND Level 5 Diploma in Hair and Beauty where she received Disabled Students Allowance (DSA) through her Local Education Authority.

Melanie will graduate in June this year with an HND with Distinction in Hair and Beauty from Belfast Met. She found the demands of the HE course great and explained that if it were not for her DSA support package from Inclusive Learning she would have struggled to achieve.

Melanie will be starting a university degree in Counselling in October 2016. She hopes to use her personal experience and the skills she has developed to help others with physical and mental health difficulties.

How did Inclusive Learning support Melanie in her journey at Belfast Met?

- Assessed and reviewed Melanie's support needs throughout the academic year
- Liaised with her local DSA Officer as well as teaching team
- Made curriculum support recommendations and access arrangements for all examinations including procurement of supportive seating and desk, laptop and Live scribe pen through the DSA process
- Arranged note taking support in class
- Arranged 1-1 mentoring support which included Text Help training

Melanie is an inspirational student who in spite of her difficulties has achieved at a high level. She benefited from a DSA funded package of support at Learner Services including Inclusive Learning, Careers Advice and Finance. She epitomises everything that is attainable at Belfast Met with hard work and a willingness to accept support.

“ *The quality of DSA support I have received from the Inclusive Learning team has been outstanding and I can honestly say that they have made my experience at the College a lot less challenging.* ”

Melanie





Learning Support

Referral Form (LS1)

Belfast Metropolitan College welcomes applications from people with a disability. Please complete this form and return to **Centre for Inclusive Learning & Development Services, Titanic Quarter Campus, Level 2, Room 62 (TQ-2-062).**

You will also be required to provide **evidence** of your disability/medical condition or an Educational Psychologist or Specialist Teacher report. If possible please include this with your completed application or bring to your appointment.

Personal Details

Student ID (if known):			
Title:		Forename:	
		Surname:	
Address:		Post Code:	
		Tel Number:	
		Email:	
		Please tick if you would like to receive an appointment via email: <input type="checkbox"/>	

Course Details

Course Title:		Start Date:	
Course Tutor:		Campus/ Location of course	

Area of Support

Indicate area of support (tick box)

Dyslexia	<input type="checkbox"/>	Visual impairment / Blind	<input type="checkbox"/>	Mobility	<input type="checkbox"/>
Hearing Difficulty / Deaf	<input type="checkbox"/>	Learning Difficulty	<input type="checkbox"/>	Mental Health	<input type="checkbox"/>
Speech Difficulty	<input type="checkbox"/>	Physical Disability	<input type="checkbox"/>	Medical Condition – Diabetes, Epilepsy, Asthma	<input type="checkbox"/>
Autistic Spectrum / Asperger's	<input type="checkbox"/>	Other	<input type="checkbox"/>		

The Centre for Inclusive Learning & Development

The Centre for Inclusive Learning & Development Service is concerned with assisting students with a disability and/or learning difference to successfully progress through mainstream further and higher education courses.

We offer expert advice, guidance and support from course entry to exit and will respond to all enquiries in a sensitive and confidential manner.

Evidence

All students are required to produce evidence of their disability/specific learning difference/medical condition. This evidence is required by the Department for the Economy for audit and also by Examination boards and Awards bodies.

Evidence required:

Dyslexia - Educational Psychologist Report/Specialist Teacher (Reports should be current, i.e. within the last two years.)

Medical - Doctor or specialist report on disability or medical condition and how this may impact on study and on the day-to-day activities of college life.

Additional evidence may be requested pending assessment.

International Students

If you have a disability/and or learning difference and you are an international student, you may also avail of our support services. International students must also provide evidence (in English) of their disability. Students may also be required to pay for assessment of support and any subsequent support strategies. This can be discussed in detail on application.

Declaration

Student Signature:		Date:	
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Staff Signature:		Date:	
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What happens next?

This referral form will generate an appointment with a Learning Support Officer. If you cannot attend this appointment then contact the Centre for Inclusive Learning as soon as possible.

Email: cild@belfastmet.ac.uk or Tel: 028 90 265 097.

Student Finance Support Service

The Student Finance team provides advice and guidance for students about opportunities for financial assistance in support of their studies. We aim to inform students about the range of assistance available and how to access these funds, provided they do in fact meet the criteria.

Service Operating Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Titanic 9am – 12 noon TQ.1.029	Millfield 9am – 12 noon B1.L3.Rm19	Castlereagh 9am – 12 noon CC5 G031	Millfield 9am – 12 noon B1.L3.Rm19	Titanic 9am – 12 noon TQ.1.029
PM	Titanic 1pm – 4.30pm TQ.1.029	Millfield 1pm – 4.30pm B1.L3.Rm19 Titanic 1pm - 4pm TQ.1.029	Castlereagh 1pm – 4.30pm CC5 G031	Millfield 1pm – 4.30pm B1.L3.Rm19	Titanic 1pm – 4pm TQ.1.029

Individual Appointments

One-to-one booking is also available, please see below for more information (Term time only)

	Monday	Tuesday	Wednesday	Thursday	Friday
PM	Titanic 3pm – 3.30pm	Millfield 3pm – 3.30pm Titanic 3pm – 3.30pm	Castlereagh 3pm – 3.30pm	Millfield 3pm – 3.30pm	Titanic 1pm – 4pm

Please Note: Opening times and booking slots may be subject to change.

In these locations during these hours staff will be available to:

- Provide one-to-one advice and guidance sessions on student finance
- Provide student finance application assistance
- Accept applications for the Hardship and Care to Learn Funds
- Answer queries relating to funds administered by the Student Finance Office (including telephone queries).

As well as offering financial advice and guidance the Student Finance Office is responsible for processing all of the student fund applications.

To enable staff to complete this task as promptly as possible the Student Finance Office will remain closed at all other times. Students may email queries directly to studentfinance@belfastmet.ac.uk and should expect to receive a response within five working days.

Contact

Email: studentfinance@belfastmet.ac.uk
Tel: 028 9026 5183 or 028 9026 5172

Student Finance 16/17 - What may be available to you

Level/Mode of attendance	Age on 1st July	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 • EMA • Hardship 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 Award (N/A to A Level) • Hardship 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 Award (N/A to A Level) • FE Award Childcare (N/A to A Level) • Hardship Fund
Level 1 - 3 Further Education Part-time	16-18	Essential Skills – No Fee Part-time other – Full Fees (reduced fee may be available if dependant and parent on qualifying benefit)	<ul style="list-style-type: none"> • Hardship Fund (must be 18) • Care to Learn
	19+	Essential Skills – No Fee All Others = Full fees (reduced fee may be available if on qualifying benefit) (see College Prospectus of rates)	<ul style="list-style-type: none"> • Part-time FE Award (N/A to A Level or <8hrs) • Part-time FE Award Childcare (if 20 or over) • Hardship Fund • Care to Learn (if under 20)
Level 4 - 6 Higher Education Full-time	18+	HE Full-time Fees = £2660 Social Work Degree = £3925	<ul style="list-style-type: none"> • Student Finance NI Tuition Loan, Maintenance Loan & Maintenance Grant, Childcare Grant • Social Work Bursary (Social Work only) • Hardship 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 of rates)	<ul style="list-style-type: none"> • Student Finance NI Part-time Higher Education Fee Grant, Books and Equip Grant • Care to Learn (if under 20) • Hardship Fund

See Outline Funding Table for more detail on specific funds referred to above.

Outline Funding Information

Travel Pass	Students must be under 19 on 1 July 2016 and on a full-time course. Student must live at least three miles from the College with no closer College offering a similar course. Application forms are available from the College Campus Administration Office and should be sent to your local Education Authority office.
Educational Maintenance Allowance (EMA) www.nidirect.gov.uk	For students aged between 16 and 19 on or between 2 July 2015 and 1 July 2016. This award is means-tested on household income and students may receive £30 per week. (Students eligible for both FE Award & EMA cannot receive both)
Further Education Award Full-time www.welbni.org	Students must be 19 or over on 1 July 2016. This is a means-tested award for full-time students of up to £2092 and has a closing date of 1st September 2016. Other criteria apply. (Students eligible for both FE Award and EMA cannot receive both).
Further Education Award Part-time www.welbni.org	Students must be 19 or over on 1 July 2016. 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 applies - closing date 30th September 2016.
Further Education Award Childcare	Students must be 20 or over by the start of their course and eligible for the FE Award FT or PT. Award consists of help towards childcare costs. Must indicate you desire to apply when filling in FE Award application.
Student Finance NI Higher Education Full-time www.studentfinancenl.co.uk	Students undertaking HNDs, degrees and foundation degrees etc may apply for help from Student Finance NI for assistance with a tuition fee loan, a maintenance loan and a maintenance grant.
Student Finance NI Higher Education Part-time www.studentfinancenl.co.uk	Students undertaking part-time Higher Education courses such as HNC, Foundation Degree etc can apply for this grant. This is a means-tested award for a tuition fees grant (depends on intensity) and a books and materials grant of up to £265.
Higher Education Bursary Student Finance TQ.1.029	A bursary may be awarded to students who have applied to Student Finance NI for assistance, have consented to share their financial information with a third party, are in receipt of the full Maintenance grant and meet all the other criteria.
Care To Learn Student Finance TQ.1.029	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.
Hardship Fund Student Finance TQ.1.029	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 is available to them in the first instance and be progressing academically.
Hardship Childcare Student Finance TQ.1.029	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 cost from the Hardship Fund.
Other Funding	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 Student Finance Office for further help.

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 Metropolitan College, Student Finance Office: Titanic Quarter, 1st Floor, Room 29 or tel: 028 9026 5183.

Students' Union

The Students' Union (SU) is here to help you, the student. We represent all students at Belfast Met. Our main SU area is in the Titanic Quarter Campus with an additional SU common area located in our Castlereagh Campus. At the SU areas you will be able to find a relaxing area to meet with friends, play pool, PS3, foosball and table tennis.

SU activities regularly operate across all campuses. 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.

FAQs:

What is the Students' Union?

The Students' Union is a place where you can go between classes and relax and chill out with friends. The SU represents all students on all campuses and with the help of the Student Council, represents the wider student voice.

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?

You can get more involved in a range of ways:

- Become a Class Representative
- Run for election and join the Student Council
- Contribute to the SU Ezine - Met Life
- Write for the student newsletter - Impress
- Join a sports club
- Set up a club or society
- Apply to the Student Activity Fund to run an extra-curricular activity
- Attend SU events

Can I join a sports team?

Yes, we currently offer a wide range of sporting activities - GAA, Rugby, Basketball and Netball all have teams competing over Ireland. If there is a sport you would like more information on or maybe help to set up a new sport or society, contact email: studentsunion@belfastmet.ac.uk or tel: 028 9026 5099

Can I join a society or club?

Yes, we currently offer several clubs and societies. The Christian Union, LGBT and the Adventure Club are just a few of the clubs run by students in the SU.

For more information on these or other clubs please contact the SU directly. We will even support you in setting up a club of your own.

What students say about our service:

"The SU gives me a place to go and hang out with friends between classes and I can play table tennis, shoot a game of pool, use the PlayStation or just sit and chill over lunch."

"The Students' Union has given me so many opportunities throughout the year to make changes for the better and improve student life. It's a great way to meet all types of students within the College and hear how different students feel about issues that matter to them"

"The Students' Council has given not only me, but other students the chance to take part in how their courses are managed as well as giving the opportunity to voice any concerns they may have. Without the Students' Union we wouldn't have had the chance to do this."

"The Students' Union has given me the opportunity to represent students from a variety of backgrounds on a variety of different issues such as mental health and LGBT issues. Students can voice their opinions and concerns at the Students' Union and it's great to see more students wanting to get involved in student politics."

Case Study

The SU represents all students and acts as a collective voice for students studying at Belfast Met. Students working together for each other is a powerful way for the student body to get things done in our interest.

As the elected President for the Students' Union I chair the Student Council in meetings and I work tirelessly for students both at a local and national level within NUS and in the day to day life of the College. I represent students on many different focus groups and consultation with DEL along with lobbying local politicians at Stormont.

Being active in your Students' Union is something I would recommend for all students as this year I have completed many training days, met loads of new people and been given opportunities I would otherwise have missed out on. Get active in the Students' Union, what are you waiting for?

Louise Meek
SU President



Student Voice

Every student is automatically enrolled in the Students' Union. Students can take on greater involvement in two ways, ensuring that the student voice is heard at the College.

1: Student Council

Run for election and become part of the Student Council. Elections take place in October each year. The Council meet on a monthly basis and provide a "voice" for students. Minutes of all meetings are available to students with feedback discussed at the next Council meeting.

College students can be elected to the following roles:

- Student Governor
- Student President
- Campus Vice Presidents
- Student Secretary
- LGBT Officer
- Web Development/Content Officer
- Further Education Officer
- Higher Education Officer
- Training Officer

2: Class Representative

Each class in the College elects a class representative in September. A class representative will feedback on behalf of their classmates at regular meetings with senior management at the College. They play a vital role in the College's student community and are instrumental in ensuring 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 class mates
- Desire to build strong relationships with your classmates and the college



Students' Union

Titanic Quarter Campus:

Student Union Area, Level 1 Room 43

Monday – Thursday

10:00am - 12:00 noon

1:00pm - 4:00pm

Millfield Campus:

Student Support Area, Building 1, Level 3,
Room 19

Monday

10:00am - 12:00 noon

1:00pm - 4:00pm

Castlereagh Campus Service:

Student Support Area, Building 5

Monday - Friday

10:00am - 12:00 noon

1:00pm - 4:00pm

Contact

Email: studentsunion@belfastmet.ac.uk

Tel: 028 9026 5099

 Students Union Belfast Met

Students' Union Schedule of Activity

Freshers' Week

Tuesday 13 September 2016, Millfield

Wednesday 14 September 2016, Castlereagh

Freshers' Fair

Thursday 15 September 2016, Titanic Quarter

Student Council Elections

Thursday 13 October 2016

Student Council 1st Meeting

Thursday 20 October 2016

Class Rep Training

Monday 10 October 2016, TQ-G-001,

12:00 noon – 1:00pm

Tuesday 11 October 2016, MF-B1-L4-13,

12:30 – 1:30pm

Wednesday 12 October 2016, CR-CC-1-G-038,

12:30 – 1:30pm

Class Rep Meeting: Term 1

Tuesday 29 November 2016, MF-B1-L2-01,

12:30 – 1:30pm

Wednesday 30 November 2016, CR-CC-1-G-038,
12:30 – 1:30pm

Thursday 1 December 2016, TQ-G-001,
12:30 – 1:30pm

Class Rep Meeting: Term 2

Tuesday 7 March 2017, MF-B1-L2-01,

12:30 – 1:30pm

Wednesday 8 March 2017, CR-CC-1-G-038,

12:30 – 1:30pm

Thursday 9 March 2017, TQ-G-001,

12:30 – 1:30pm

Class Rep Consultations with Directorate:

Thursday 19 January 2017, TQ, Boardroom,
9:30 – 11:30am

Thursday 13 April 2017, TQ, Conference Centre,
9:30 – 11:30am

Student Led Staff Awards

Thursday 11 May 2017



Take Your Tutor for COFFEE

Belfast Met want to encourage tutors and students to see themselves as partners in learning. So how about you take your tutor for a well-deserved coffee on us!

This **£3** voucher is valid in Cafe Met, Linen Lounge and Millfield canteen. There is one voucher per student. To be validated it must be signed by both the tutor and the student at point of purchase.

Please note that Belfast Met SU reserve the right to pull this initiative at any stage during the academic year and will do so immediately if it is being abused. Offer is available for Primo Costa coffee or tea. This voucher is non-transferable and no change will be given.



IT'S YOUR Students' Union



Want to get involved?

Email: studentsunion@belfastmet.ac.uk
or tel: 028 9026 5059

 Belfast Met - Students' Union

 @belfastmetstu

Student Policies

The College has developed a number of student policies to guide the way we operate and advise you on how you should conduct yourself as a student of the College. For the most part if you conduct yourself in a manner in which you can feel proud, you won't go too far wrong. However, that said the policies most likely to directly affect you are:

- Student Attendance and Punctuality Policy
- Student Charter
- Student Complaints Policy
- Student Criminal Convictions Policy and Associated Procedures
- Student Disciplinary Policy and Associated Procedures
- Student Dress Code Policy
- Student Equal Opportunities Policy
- College Health and Safety Policy and Associated Procedures
- Student No Smoking Policy
- Misuse of Illegal Substances Guidelines
- Safeguarding Children and Vulnerable Adults Policy and Associated Procedures
- Acceptable User IT Policy

All of these documents are accessible from Blackboard. If you have difficulty understanding these policies or how they affect you, please seek advice from your Students' Union
email: studentsunion@belfastmet.ac.uk

Please be advised that off-campus behaviour that brings the College into disrepute are also subject to the student disciplinary process.

Student Complaints Procedure 2016/2017

Stage 1 (Informal)

Speak to a member of staff or Student Union to try and get complaint/issue resolved at first point of contact

Stage 2 (First Formal Stage)

If unresolved at Stage 1 an email must then be sent to the Complaints Monitoring Officer
BMCComplaints@belfastmet.ac.uk

*Investigated by
Head of School/Head of Department*

Stage 3 (Final Formal Stage)

Complaint redirected to be dealt with by Principal/Chief Executive or designated Director

Student Engagement and Retention

This year there is a new student support team called the Center for Student Engagement and Retention. It is made up of a manager and five Learner Success Officers.

Learner Success Officers will provide a support intervention service aimed at enabling Level two students who are struggling with their studies to overcome the barriers they face to their education and learning.

The Learning Success Officers will be:

- **Supportive and Friendly:**
Encouraging informal discussion and honest exchange.
- **Focused on problem solving:**
Helping you to explore mechanisms to overcome the challenges you face in a non-critical manner.
- **Able to take account of the whole person:**
They will ensure that academic progress is balanced with other aspects of the student's life.
- **Confidentiality with regards to student's personal discussions:**
Officers should only discuss issues relating to students on a need to know basis only.

Your tutor or lecturer may refer you to a Learner Success Officer for one of the following reasons:

- Academic
- Struggling with assignment work/course work
- Study support needs
- Attendance
- Attendance has dropped to unacceptable levels
- Behavioural Issues
- Student has broken the student code of conduct
- Student is distracting other students from their studies in class
- Change of circumstance
- Homelessness
- Care experienced
- Drug and Alcohol
- Student is struggling with drug and alcohol problems

- Student is struggling in a family home with drug and alcohol problems
- Health
- Long term medical condition
- Pregnancy
- Mental health, suicidal thoughts
- Carer themselves
- Personal issues
- Bereavement
- Family trauma
- Problems with other students in the class
- Confidence, self-esteem issues
- Bullying
- Assaulted
- Sexuality issues

In order for the Learning Success Officers to be best placed to help you we ask that you:

- Complete any relevant preparatory work requested
- Arrive punctually for appointments
- Keep appointments and booked events, or advise us in advance if you can't make them
- Treat the Learning Success Officers with respect and consideration and to be honest with them about your support needs
- Take the support offered to you with a positive – "I'll give it a go" attitude and look at it as an opportunity to develop yourself
- Provide feedback when requested about your experience of our service so that we can evaluate and improve our service.

Be brave enough to ask for and accept help, when you need it!

Contact:

Email: causeforconcern@belfastmet.ac.uk

Tel: 028 9026 5108

**Met Health -
Helping you to look after your health**



Student Counselling

Belfast Met provides a counselling service for students with personal problems, great or small. The service is professional, confidential and free to students. Belfast Met are working in partnership with Carecall to provide a comprehensive counselling service for all Belfast Met representatives, students and staff alike.

There are drop-in counsellors on Campus each week (see details), or counselling appointments can be made off campus anywhere in Northern Ireland.

The 24hr freephone number (0808 800 0032) is a dedicated number for the sole use of Belfast Met students and staff. Students can also email: Support@carecallwellbeing.com to set up a referral for counselling.

Support and resources are also available online at studentspace.carecallwellbeing.com

Student counselling allows you to talk and begin to explore issues that are causing you difficulties. They may be related to issues listed below, or perhaps something totally different. Whatever your difficulty you can be assured of a sensitive and practical approach.

Please be brave to ask for help and support

- Academic Concerns
- Alcohol or Drug Problems
- Anxiety
- Bereavement
- Bullying and Harassment
- Compulsive Behaviour
- Crisis Support
- Debt Concerns
- Depression
- Eating Disorders
- 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

We also encourage our lecturers who have concerns about any of their students to avail of this service. Remember, you can contact Carecall at any time, as can lecturers on their student's behalf.

Student Counselling – Drop-in Sessions

Titanic Quarter Campus

Thursday 9:00am - 12:00 noon
Level 2, Room 57

Millfield Campus

Thursday 1:00pm - 4:00pm
Building 1, Level 3, Room 19

Castlereagh Campus

Monday 1:00pm - 4:00pm
(Student Hub)



HYPE Clinic - Sexual Health

The HYPE team provide young people with information, knowledge and skills to make informed choices about their sexual and reproductive health and well-being by increasing their access to education, information and services. HYPE facilitate weekly health drop-in clinics across three Campuses at Belfast Met, for all young people under 25 years old.

HYPE offer:

- Free condoms
- STI Testing (Chlamydia and Gonorrhoea)
- STI Information
- Health Promotion Advice – BP & BMI check
- Contraceptive Information (inc. Emergency Contraception Info)
- Fast Track GUM Appointments
- Pregnancy Testing
- Signposting to relevant agencies

The times and dates from June 2016 onwards are:

Millfield Campus

Tuesday and Thursday 1:30pm - 3:30pm
(Medical Room, Building 1 Reception)

Titanic Quarter Campus

Thursday 12:00 noon - 2:00pm
(Medical Room, Level 2, Room 34)

Castlereagh Campus

Monday 12:00 noon - 1:00pm
(Student Hub)

N.B. Above times may vary, look out for HYPE team staff within your campus or contact HYPE on Tel: 028 9504 0317

As well as promoting general student well-being, they also run Relationship and Sexual Health Education Programmes. HYPE develop innovative methods to address young people's sexual health and well-being needs, by offering a tailor-made personal development programme lasting 6-8 sessions.

the **HYPE** team
Health for Youth Through Peer Education

HSC Belfast Health and
Social Care Trust

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 service provides:

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

Students who are interested in stopping smoking can contact Cancer Focus on tel: 028 9066 3281 or want2stop@cancerfocusni.org. Cancer Focus will also be present at the Freshers' Fair to answer any questions.

Millfield Campus

Wednesday 11:30am - 1:00pm
(Medical Room, Building 1 Reception)

Titanic Quarter Campus

Monday 10:00am - 12:00 noon
(Medical Room, Level 2, Room 34)

Castlereagh Campus

Monday 10:00am - 12:00 noon
(Student Hub)



ASCERT - Drugs & Alcohol

ASCERT offer a wide range of support services to individuals, families and communities across Northern Ireland to help them 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.

There are a range of services that you can access including:

Steps to Cope is an online and face to face support service for young people aged between 11-18 who are concerned about their parents alcohol use. It offers information and support to help anyone affected to understand and cope better with what is going on in their lives. Find out more at www.stepstocope.co.uk

ASCERT alcohol services helps individuals who are worried about their drinking to make changes to their alcohol use and can help connect them to further support as necessary. It can also help you if you are concerned about someone else's drinking, even if that person is not seeking help.

DAISY - The Drug and Alcohol Intervention Service for Young People (DAISY) provides support to young people up to 25 years old to help reduce the harm caused by their substance misuse.

DAISY offer direct work with a young person through therapeutic mentoring, individual counselling, therapeutic group work, therapeutic play work and can provide support for the whole family through one to one parent/carer support and systemic family interventions.

For information on the full range of services offered by ASCERT you can visit www.ascert.biz. You can also call us on tel: 08002545123, email: info@ascert.biz or message us using your preferred social media.

MenACWY - Vaccination

Protect yourself against meningitis and septicaemia.

If you are aged 14–18 years old or aged 19–24 and starting college for the first time this year you need to get the MenACWY vaccination.

Meningococcal disease is a rare but life-threatening disease caused by meningococcal bacteria which are divided into several groups. The most common are A, B, C, W and Y. Infants, young children, teenagers and young adults have the highest risk of meningococcal disease.

In the UK over the past few years there has been an increase in the number of cases of meningococcal W (MenW) disease and there is no sign of the numbers declining. Older teenagers and young adults are more at risk of getting meningitis and septicaemia from MenW.

This is why it's important that young people aged 14–18 have MenACWY vaccination to protect against meningococcal disease.

A catch-up programme will begin in August 2015 and will take two years to complete.

- It will start with GPs inviting young people born between 2 July 1996 and 1 July 1997 to have the MenACWY vaccine. School year 12 will be offered vaccination in school.
- The MenACWY vaccine will then replace the teenage MenC vaccine usually offered to year 11 students by school health teams and will become the routine vaccination for teenagers.

Young people aged 19 – 24 years old who are going to university/college for the first time should also ask their GP for the vaccine before they start university.



FEAST YOUR EYES ON THE

DANGERS OF LEGAL HIGHS

SEIZURES

MENTAL ISSUES

BLACKOUTS

ADDICTION

Any drug can potentially lead to addiction as well as mental health problems.

Highly addictive substances such as Mephedrone were once classified as 'Legal Highs'.



THE EFFECTS

Legal highs mimic the effects of illegal drugs and are just as dangerous. Some make you feel 'up', some make you woozy and others make you feel trippy.

Similar to illegal drugs, there may be a comedown. Other effects include seizures, black-outs, memory loss, heart problems and stroke.



BE SMART

Just because a substance is sold as legal, does not mean that it's safe. Legal Highs are new untested and unregulated substances.

You can't really be sure what's in a 'legal high' that you've bought, or been given, or what effect it's likely to have on you.



For more information please speak to one of the following helplines for more advice and support.



Safeguarding

What is Safeguarding?

Every day a student at risk will experience some kind of harm, abuse, ill treatment or neglect. Safeguarding is about helping students to keep themselves safe and to prevent harm from happening in the first place. Safeguarding is also about responding to concerns about alleged and suspected harm and putting in place plans to help and protect those who cannot protect themselves. Everybody has the right to live their lives free from violence and abuse.



Jim Woods
Designated
Safeguarding
Manager
Tel: 028 9026 5125



Nuala Boyle
Deputy Designated
Safeguarding
Manager
Tel: 028 9026 5054



Maria Mercer
Safeguarding Officer
Millfield Campus
Mob: 07442 504870



Anne Wilkinson
Safeguarding Officer
Titanic Quarter Campus
Mob: 07711 091152



Valerie Crawford
Safeguarding Officer
Castlereagh and
Outreach Campuses
Mob: 07918 677177

Managers	Staff	Students
<p>We want you to ensure that:</p> <ul style="list-style-type: none"> • you and all of your staff attend the safeguarding training. • all site security arrangements should be effective whilst maintaining an open and friendly environment. • all future job descriptions include as an essential criterion 'characteristics of positive attitudes towards safeguarding'. • the impact of safeguarding provision is measured effectively in your annual review. 	<p>We want:</p> <ul style="list-style-type: none"> • your commitment to ensure and promote student safety. • you to proactively seek out and attend a safeguarding training session. • you to identify vulnerable groups of students who need extra care to ensure their safety and make sure that providing this care is a priority. • you to ensure that safeguarding arrangements are in place for students that will be working off-site e.g. Work placements. • you to educate your students about internet safety. • you to use your curriculum delivery effectively to make students think about and act more safely and help them recognise unwelcome behaviour in others and acquire the confidence and skills they need to keep themselves safe. 	<p>We want you:</p> <ul style="list-style-type: none"> • to take responsibility for your own and others safety. • If you need help, support or advice, ask for it! • to play your part in promoting a culture of harmony and respect throughout Belfast Met. • If you are worried about something that is happening to you, or to someone you know, talk to us! • If you are worried about telling things in confidence, we understand. If we are concerned about your safety we may need to share this information with others, but we will always tell you first.

Times of Difficulty

Simon Community

Simon Community Northern Ireland is a charity that supports people who are homeless or at risk of becoming homeless. With their services, they are changing lives and in some cases saving lives. Simon Community NI recognise 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 -

- A rent and deposit bond scheme, helping people rent their own flat when they are ready to live in the community again.
- Schemes for young people; including money management courses, improving training skills and helping those getting into work develop their CV's.
- Crèche facilities.
- A Harm Reduction service helping people who are struggling with addictions.
- A Homelessness Prevention programme making sure the organisation are preventing people becoming homeless when they can.
- Support services based in the community.
- Simon Community NI work in partnership with a range of organisations.

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



Flax Foyer – Providing Homes to Make Your Own

Flax Foyer is a project of Flax Housing Association and supports young people aged 16-25, who are homeless, to prepare for independent living. They aim to provide safe and affordable temporary accommodation with access to training, education and employment opportunities from which young people are empowered to become socially and economically active citizens. Accommodation is for a maximum two year stay.

Every resident is expected to be ready to commit to a training programme that will enhance their individual employability. We also encourage participation in programmes designed to assist with independent living skills.

The Foyer contains 37 self-contained units of accommodation. A common room, common laundry and a computer suite are also provided. It is close to local amenities in North Belfast, the library, doctor and dentist surgeries, bus stops, taxi ranks and several supermarkets. The staff in Flax Foyer will be only too happy to help you with directions to these amenities if you are unsure where to go.

Flax Foyer is committed to ensuring equal treatment and services to all residents, regardless of race, gender, political belief, sexual orientation, disability, dependents, religious belief or ethnic origin. Flax Foyer does not permit displays of flags, emblems, posters or graffiti or the circulation of materials, or the deliberate articulation of slogans or songs, which are likely to give offence to or cause offence among any one section of the population.

Although your stay at Flax Foyer would be temporary, staff appreciate input from residents which can enhance their stay and enable improvements which can benefit future residents. You can do this by attending in-house and tenant compact meetings and by becoming a resident representative. You can also take part in resident activities, weekly health and safety checks and policy and procedure review. To get involved speak with staff; we also have a suggestion box in the common room for any suggestions you would like to make.

If you are interested in coming to live at Flax Foyer, contact, Tel: 028 9059 3301 for an application pack or arrange a tour of the building. You can also download an application from www.flaxhousing.com

Suicide Awareness

What you should do if you think a student has suicidal tendencies.

In the first instance you need to identify the student, is he/she:

- Withdrawn/ Low – spirited
- Finding it difficult to relate to others
- Taking less care of themselves
- Different in some way, eg. Unusually cheerful, tearful, or trying hard not to cry
- More irritable
- Finding it hard to concentrate
- Feeling suicidal (it's a myth that people who talk about it don't do it)
- Seeing no hope in the future, no point in life
- Feeling worthless, a failure
- Feeling isolated and alone
- Sleeping badly, especially waking early
- Losing their appetite, or eating more than usual

Trust your instinct – if you're concerned, you are probably right!

Express your concern

- Don't "do nothing" for fear of making things worse. It won't!
- Tell them that you are concerned about them.
- Ask them if there is anything troubling them.
- Ask them can you help in any way.
- Tell them that you would like to help if you can.

Use what you know about them to get them to open up. Has the person you are concerned about experienced any of the following?

- Recent loss
- The recent breakup of a close relationship
- A major disappointment
- A change in circumstances
- Physical/mental illness

Encourage the student to seek emotional support from:

- Family and friends
- Medical services (GP)
- Student Counselling Services 0808 800 0032
- Lifeline number 0808 808 8000
- Lighthouse Services www.lighthouseireland.org
email: Sharon@lighthouseireland.org or
tel: 028 9075 5070.

If a student is in immediate danger:

- Seek immediate medical intervention (999)



Belfast Samaritans

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, for almost 55 years. We believe that being there for people during difficult times, helps people feel calmer, better understood and less alone, gain perspective and see new ways of dealing with their situation.

Samaritans Belfast is one of 201 Branches throughout the UK and ROI and this enables us to provide a joined up service which is here for anyone struggling to cope. People are being placed under ever mounting pressure as uncertainty, stress and fear take toll on relationships and wellbeing and that's why we encourage people to talk to us in the early stages of their emotional journey.

The Samaritans' Vision is that "fewer people die by suicide" and last year we had 5.3 million calls for help across the organisation, that's one every 6 seconds. We work to achieve this by :

- Being available around the clock, every single day of the year:
 - by freephone 116123 or tel: 028 9066 4422 (local call charges apply)
 - by e-mail: jo@samaritans.org
 - by text 07725 909 090
- Having our drop-in centre at 5 Wellesley Avenue, Belfast, BT9 6DG which is open from 9am -10pm every single day of the year and no appointment is needed.
- Reaching out to high risk groups and communities e.g. providing workshops and talks in Schools, Colleges & Universities, running our Listener Scheme in Prisons and speaking with vulnerable groups & societies.
- Working in partnership with other organisations, agencies & experts including running training programmes within the workplace e.g. dealing with aggression, active listening and suicide awareness.

- Influencing Public Policy and raising awareness of the challenges in reducing suicide e.g. by conducting research, producing responsible media guidelines.

There's no typical person who calls Samaritans. There's no typical problem that people talk to us about and it doesn't matter how big or small it may be compared to problems other people have ... what matters to us is how the problem is making you feel. To find out more about Samaritans or details of how you can volunteer or help us, visit our website at www.samaritans.org





Belfast a 'City of Learning'

Belfast is fast becoming a 'City of Learning' with one in every eight people in the city being recognised as a higher education student. Belfast has a total of five higher education institutions - Belfast Metropolitan College is very proud to be one of them, standing alongside Queen's University, Stranmillis College, St Mary's College and Ulster University.

We are delighted to welcome students from all walks of life to our College, not least because of the positive economic impact they have but because of the vitality and vibrancy they bring to our city.

Taking responsibility as a student in our 'City of Learning'

Belfast Metropolitan College would like to remind our students to take responsibility for your own behaviour and show respect for your local communities, your neighbours and each other.

We would encourage you to get to know other students and not just stay in the group of friends you know from home.

Need somewhere to live?

The Housing Executive has a website available www.nistudentpad.co.uk where students can access lists of registered student accommodation.

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.

Share a taxi or walk together. If you do get stuck without your friends or money, Fonacab will use your student card in lieu of payment up to the value of £10. They will return your card to the Belfast Met Students' Union where you will pay for your taxi fare and get your student card returned to you.

It's that simple!



90 33 33 33

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 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 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
- Try to blend in and avoid wearing your "Drunk" or "Lost" student badge
- Remember if you're chatting on the phone or listening to your personal stereo, you won't hear someone come up behind you. Your hearing is your best protection; your voice is your best defence. If you're attacked, shout and run
- 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
- People do it 'to be funny', out of spite or anger, to rob you or to leave you open to sexual assault
- Don't just think spiking is with drugs – it's more likely that someone has vodka added to a pint, or you're bought doubles instead of singles
- It only takes 15 minutes for the effects of "rape drugs" to kick in – they can wipe out eight hours of memory
- Almost 70% of victims know their spiker/rapist;
- Men's drinks get spiked too!
- If someone spikes your drink with the intention of raping you, they could face up to 10 years in prison (even if a sexual assault doesn't take place).

Make sure you protect yourself by:

- Not accepting a drink from a stranger;
- Not taking drinks from large open containers like punch bowls
- Leaving your drink with someone you know you can trust when you go to the toilet or for a dance
- If you suddenly feel odd or unusually drunk, ask a friend to get you home – 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 look out for each other.

Looking after your accommodation:

- When you go out, even for just a few minutes, always ensure your laptop and other valuables are out of sight and 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, bring them home with you
- Put lights on a timer.

Off-Campus Anti-Social Behaviour

Many students see their first year studying away from home as a 'Party Year' or a 'rite of passage'. However, please be aware that the alcohol consumption and the binge drinking culture prevalent amongst students in Northern Ireland is no excuse for anti-social behaviour.

Any off-campus activity that is in breach of the student code of conduct and which causes the College reputational damage will be dealt with through student disciplinary processes.

Last year over 60 Belfast Met students faced Student Disciplinary as a result of off-campus antisocial behaviour.

Disciplinary action may lead in the case of serious or repeated breaches to exclusion from College. Please take the time to make yourself aware of what the College deems to be anti-social behaviour and the associated disciplinary outcome.

- First offence written warnings and associated fines can be offset by attending an Alcohol Education Initiative training workshop at the cost of £30 payable by the student.
- Written warnings and fines will be administered by your curriculum area manager.
- Student Discipline Panels will be made up of your Head of Department, your Curriculum Area Manager and a Senior Manager from Learner Success.

Off-Campus Student Disciplinary Penalties

		Standard Penalty	
		First Offence	Second Offence
1	Smoking in a non-designated area (outside).	Written Warning & Fine £50	Written Warning & Fine £100
2	Drinking alcohol in a prohibited area.	Written Warning & Fine £50	Written Warning & Fine £150
3	Smoking in a prohibited area (inside).	Written Warning & Fine £150	Referral - Committee of Discipline
4	Failure, without reasonable cause, to produce accurate identification upon demand to authorised persons, who should identify themselves.	Written Warning & Fine £150	Written Warning and Fine £250 and/or exclusion
5	Minor anti-social disturbance including off-campus noise disturbance.	Written Warning & Fine £150	Written Warning and Fine £250 and/or exclusion or referral to Student Discipline Panel
6	Minor assault (slap, push).	Written Warning & Fine £150	Written Warning and Fine - £250 and/or exclusion or referral to Student Discipline Panel
7	Minor vandalism or malicious damage to property.	Written Warning & Fine £150	Written Warning and Fine £250 and/or exclusion or referral to Student Discipline Panel
8	Disruption of, or interference with the activities of the College, whether on College premises or elsewhere.	Written Warning & Fine £150	Referral to Student Discipline Panel
9	Obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of the College or any authorised visitor to the College.	Written Warning & Fine £150	Referral to Student Discipline Panel
10	Behaviour which interferes with the legitimate freedom of speech, ideas, actions or enquiry of any other student or member of staff.	Written Warning & Fine £150	Referral to Student Discipline Panel
11	Making false, frivolous, malicious, mischievous or vexatious complaints.	Written Warning & Fine £150	Referral to Student Discipline Panel
12	Failure to comply with a previously imposed penalty under these regulations.	Written Warning & Fine £150	Referral to Student Discipline Panel
13	Contempt of the College's Discipline procedures by failing to co-operate with the College's discipline authorities or otherwise.	Written Warning & Fine £150	Referral to Student Discipline Panel
14	Breach of College Regulations or Policy and Procedures eg the Student Social Media Policy	Written Warning & Fine £150	Referral to Student Discipline Panel



Learning Resource Centres

Belfast Metropolitan College provides three modern library and learning centres designed to help you study for that important qualification. There is something for every type of learner; desktop IT facilities, WI-FI access (bring your device or use our laptops) and seating if you need to work alone or in groups.

We host printing and photocopying devices in each location. All the learning resources you need to successfully complete your course are available in print or e-format, as are self-taught online video tutorials to use at your convenience. The range of resources is constantly updated and we pride ourselves in offering some of the best and most

authoritative materials available to any third level institution. In our efforts to be entirely student oriented we are constantly being innovative, working in close cooperation with the estates team to upgrade facilities, with tutors to acquire the best resources for you and with the IT section to make the e-library collection available 24/7. Members of staff are committed to providing a personal service responding to your need with courtesy and speed.

You will receive all the necessary support 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.

What are the opening hours?

Titanic Quarter	Millfield	Castlereagh
Library/Learning Resource Centre	Library/Learning Resource Centre	Library/Learning Resource Centre
Mon – Thurs 8:30am – 8:00pm Fri 8:30am – 4:00pm	Mon – Thurs 8:30am – 8:00pm Fri 9:00am – 4:00pm	Mon – Thurs 9:00am – 8:00pm Fri 9:00am – 4:00pm

During holiday periods opening hours are reduced with no evening opening. Students will be notified of changes as they occur.

Where are the libraries and how do I contact them?

Titanic Quarter	Millfield	Castlereagh
Library/Learning Resource Centre	Library/Learning Resource Centre	Library/Learning Resource Centre
Level 3: Tel: 028 9026 5072 Level 4: 028 9026 5013 Email: tmcandle@belfastmet.ac.uk	Building 1, 1st floor Tel: 028 9026 5434 / 5334	Block 3 Library ground floor Tel: 028 9026 3476 Email: MO'Kane-Walls@ belfastmet.ac.uk

Using the College library and IT facilities

In order to use the facilities and resources you will need a current student card for the year 16/17.

This will be provided at enrolment time. Your library account, IT and printing/photocopying access will be activated when you register your student card on the College IT system. You can do this in the library or in any classroom containing PCs. Full access to all facilities will take 24 hours from registration.

What library based resources can I use?

You may use any or all the facilities found in the library, PCs, laptops, printers, photocopiers and study rooms. Each library contains a collection of the key text books, journals and DVDs which you may need. Access to the e-library content, e-books, e-journals, online videos, subject databases is available both on and off-campus 24/7.

Searching for information

We recommend you use the information resources available in and through the College's libraries as the collection contains all the essential and recommended reading for your course. In order to help you search and find the most relevant book, the College provides a catalogue, "Metcat"; it lists all the books in hard copy and electronic format. If you need journal articles, newspapers, or specialised subject information you may use the College's very own search engine, "Discovermore"; it trawls all the resources available in the College resource collection and delivers the results to your screen. It's very like Google only it doesn't swamp you with results and the information is properly edited and academically sound.

Any member of the library team will be happy to answer your query if you are interested in using the facility and resources. Just call in to any of the Campus libraries at your convenience.

IT Support Services

Who are we

The IT team support and manage all the IT infrastructure across the College including more than 3000 pc's, 300 printers, 200 tablets, 500 laptops and we deploy all applications used across the College. We support over 1500 staff and 20 000 students each year, providing a support service to ensure all IT systems operate correctly across the College.

FAQ's

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.

Do I get an Email account?

Every student is provided with an email account which can be accessed from anywhere using Microsoft Office365.

How do I reset my Password?

We have a password self-service which is used to reset your network / email password. To use this you must have entered your security questions and answers on our IT Portal. (<https://bmcit.sysaidit.com>)

You can also use the Belfast Met smartphone app (found in the IT Support section) or contact the IT Service Desk on tel: 02890265111 or email: itservicedesk@belfastmet.ac.uk

Please note that for security reasons we will never ask you for your password.

How do I Print?

You will be able to print to any multi-function printer (MFD) on Campus. Every student will be issued with a PIN, PUK code and 100 credits at the start of the year.

Where do I store my files?

Each student is given access to 1Tb of storage using Microsoft One Drive for Business which can be accessed from anywhere using your College email account.

How do I connect to College Wi-Fi?

Wireless network access is available throughout the College. Belfast Met is part of the eduroam network and we use eduroam to provide wireless internet access for students and staff.

This service also allows visiting staff and students from other academic organisations to login with their own username and password. Belfast Met staff can also login to eduroam at other academic organisations.

To connect to the Wi-Fi network, Select 'eduroam' on your device and enter your email address and network password.

Belfastmet Student App

The Belfast Met App is a smartphone app, made by students, for students, offering you everything you might need for college life. It is fully integrated with your College account giving you access to your Email, Planner, OneDrive and Blackboard.



The App also offers up to date student information such as live attendance data, personal timetable & course details. Additional features include details on local attractions, live announcements; keeping you up-to-date with College news and events, as well as interactive services such as reporting absence, booking appointments and IT Support. The App is available for a wide variety of devices and can be found on the Google Play Store and Apple App Store.

Useful Information

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. Login to Mail.Office365.com with your network account and password -> Click on the "BelfastMet" heading, -> Click on "Install". Free software is also available from the Autodesk website and reduced cost software is available from the Adobe website and other sites such as software4students.com.

Be safe on the Internet

S

Safe

Keep safe and do NOT give out your personal information when chatting or posting online. Personal Information is your full name, email address, phone number, home address, photos or even your school/college name.

M

Meeting

It can be very dangerous to meet up with someone you have just been chatting to online. Make sure you are accompanied by an adult when meeting for the first time.

A

Accepting

Accepting emails, IM Messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they could contain viruses or nasty messages.

R

Reliable

Not everything on the Internet is reliable and truthful and remember a person you are chatting to online may not be who they say they are.

T

Trust

Tell an adult you trust if there is anything that makes you feel uncomfortable or that worries you while online. If you feel that you are being bullied or you know of anyone who you think is, make sure you report it straight away. The longer it goes on the worse it can get.

For further guidance on e-safety visit the resources section of the Student Activities and Advice area on Blackboard and complete the e-safety tutorial.



Campus Services

There are administration teams in each Campus who are fully committed to the provision of a high quality service to all students. Call in and talk to us if you want to:

- Enrol on a course
- Obtain a student card
- Apply for a refund of fees
- Collect your bus or train pass
- Collect your student grant cheque
- Collect school meals tickets
- Obtain a College prospectus
- Obtain an application form for financial assistance.

We will do our utmost to help you whatever your query and if we cannot help, we will point you in the right direction. Please see below for location and opening times of all our offices.

Campus	Office Hours Term Time	Office Hours Holiday Periods
Castlereagh Block 1, Ground Floor	Mon - Thu 9:30am - 7.00pm Fri 9:30am - 4.00pm	Mon - Fri 9:30am - 3:30pm
Millfield Ground Floor Building 1	Mon - Thu 8:30am - 6:45pm Fri 8:30am - 3:45pm Sat 9:30am - 12noon	Mon - Fri 8:30am - 3:45pm
Titanic Quarter 1st Floor Room 031	Mon - Thu 8:30am - 7:00pm Fri 8:30am - 4:00pm	Mon - Fri 8:30am - 4.00pm
Tower Street Ground Floor	Mon - Thu 9:30am - 4:45pm Fri 9:30am - 4.00pm	Mon - Fri 9:30am - 3:30pm

FAQs:

Q What do I need to enrol on a course?

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

- Proof of identity and residency
- Proof of entitlement to benefits to claim reduced fees
- Bank details, if availing of direct debit facility
- Letter from employer, if they are paying the fees
- Letter from Student Loan Co, if SLC are paying the fees
- Means of payment, cash, cheque, debit or credit card

Q Do I need to bring a photograph to obtain my student card?

A No, we will take your photograph at the counter and issue your 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 and Library Board. 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 commences or the course is cancelled by the College.



Examinations – Guidance and Information

The Examinations Office is responsible for processing entry and registration of students for examinations within the College. The Examinations Office will support you and ensure your examinations run smoothly and without incident. All aspects of individual needs will be processed confidentially and professionally.

Examination Fees - Your examination fees are included at the point of enrolment to facilitate the entry process and reduce the late submission of examination entries and additional penalty fees. If you have re-sits you need to pay by scheduled closing dates. Forms for re-sits can be obtained from the Campus Administration offices and

should be returned once completed along with the required payment. You will need to be enrolled before any examination entry can be made. The College does not accept external candidates.

Access Arrangements - If you require support for your examinations you will need to be assessed by the Centre of Inclusive Learning before applying to the Examinations Office. Specified closing dates are provided for information. You are asked to apply early for special arrangements. We are here to help to meet your needs during examinations so please don't miss the opportunity by leaving it too late. Late notification could result in provision not being available for you.

Clash Students - If you have two examinations which are scheduled at the same time please discuss with the Examinations Officer as early as possible. Your clash arrangement will be put into place in conjunction with the Awarding Body regulations and you will receive confirmation of changes and identify which examination you will be sitting first. If you have a clash you will need to make yourself known to the invigilator when you enter the room for the first examination. You will not be permitted to leave the room at the end of the examination unaccompanied. If you do not follow the regulations you will unfortunately not be permitted to sit the second examination.

Timetables - All GCSE/AS/A2/GCE timetables will be displayed on the examinations notice boards at each Campus. They are located outside the Campus offices for your information. You can also access them on the Awarding Body website if preferable.

Examination Venues - Room allocation for examinations will appear on a daily basis on the notice board in the reception area of each Campus. Please arrange to be at the examination room approximately 30 minutes prior to the examination. You will need to bring photographic identification (i.e. current student ID card / drivers licence / passport etc.) along with your statement of entry.

Special arrangement students who have applied in advance are requested to call with the Examinations Officer before the examination to confirm the examination room as it may be different from the main examination group. You are requested to make yourself known to the invigilator when you enter the examination room. The invigilator will advise you where to sit to ensure you are not disturbed during or at the end of the examination. Mobiles/MP3 players/Pagers and other products with text facilities are not permitted in the examination room. If you bring one into the examination room you will need to switch it off and place it in your bag as instructed by the invigilator.

Please listen to announcements and ensure you have received the correct question paper before you commence the examination. Pencil cases must be transparent or will not be allowed on your desk. The Examinations Officer is required to report any suspected breach of regulations to the Awarding Body. In the case of suspected malpractice you will have the right to include a report.

Examination Results / Certificates - Examination 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 responsible for replacement of certificates if a change of address has not been submitted.

Results are dispatched to your home address to arrive on the examination boards' official result date. Certificates if not received at the same time will be dispatched to you as early as possible. (GCSE/AS/A2/GCE certificates are received from the examination board at the end of October each year and will be dispatched during November).

Complaints - If you have any concerns about your examinations 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 investigated to obtain a satisfactory solution for all concerned. Outcomes and recommendations made will be considered within the Examinations Service at review stages.

Promoting Equality and Diversity

Education is a fundamental right for everyone. Everyone has a right to study in a harmonious and welcoming environment. It is, therefore, important for everyone to access education regardless of social, economic, cultural, community background, genetic makeup or family situation. Belfast Metropolitan College seeks to provide a supportive learning and working environment which demonstrates respect for and acceptance of difference, where every individual is supported in order 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 is one which promotes harmony, acceptance and understanding of different cultures and traditions.

What can I do to promote Equality and Diversity

- Treat people as individuals respecting their beliefs and views even when they are different to 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
 - 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 and 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 not everyone has the same views on alcohol when organising culturally inclusive events
 - 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
 - Adhere to the College's Dress Code Policy and in particular do not wear clothing, display symbolism or use songs and slogans in support of Glasgow Rangers and Glasgow Celtic football teams
 - 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 all information provided is as accessible as possible through the use of appropriate formats.



The Faith Room

Belfast Met embraces the religious and spiritual diversity of its community. We recognise that some faiths require religious observance and other ceremonial activities during College hours. To support this, the College has opened a Faith Room which is situated on the first floor in our Titanic Quarter Campus.

This room is 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. The room will be open from 8:00am until the building closes. Users of this facility will be from many culturally diverse backgrounds and therefore some basic guidelines set out below should be adhered to whilst engaging with this facility.

Faith Room Guidelines:

- This room is to be used to provide individual reflective time and is not a lounge, study room, work, 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 beverages 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 for those whose religious practice is to prostrate themselves in prayer on the carpet, please remove your shoes at the door and leave at the door inside the room until you leave.

Please note that this College treats all students, staff and visitors with respect and dignity. Consequently, at times users must be aware that there may be mixed genders, ages and those from different religious traditions present at the same time.

Please respect the requirement for a peaceful, reflective atmosphere in the Faith Room at all times.

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 to all users and faith groups
- All faiths and spiritual practices are of equal value
- 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 Faith Room are provided for females in TQ.G.049 and males in TQ.G.050. Please be advised that no other areas should be used for washing.

Transgender Students

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

All students, full or part-time, must notify the College if they are transitioning. The College also has a duty of care to all students and need to ensure that they are supported at all times. Consequently, the student must advise the College as soon as possible before application or whilst a student, if they are changing their identity. We understand that the production of official documentation such as photographic identification and birth certificates might present a problem for trans students at enrolment and exam time so we have in place a separate, confidential disclosure process to support trans students. However unless we are aware of your status we will be unable to provide this support.

For confidential disclosure contact the Head of Student Support in Titanic Quarter
email: nualaboyle@belfastmet.ac.uk

Widening Participation

Belfast Metropolitan College actively encourages students from backgrounds of disadvantage to apply to the College and offers them support as they undertake their student journey.

Changing perceptions, raising aspirations.

Having a diverse student population is good for everyone's learning and development!

If you are from a background that puts up barriers to your education and learning we would like to hear from you and work with you, to help you to overcome any challenges you may be facing.

Please advise us if any of the below apply to you:

- Are in care or have a care experienced background
- Are homeless or at the risk of becoming so
- Are a single or young parent
- Have had previous involvement with the criminal justice system
- Have caring responsibilities yourself

Email: wideningparticipation@belfastmet.ac.uk.

We also have a number of support staff with dedicated responsibility to help and support.

If you are care experienced contact:

Frances Gillen

Email: FGillen@belfastmet.ac.uk

If you are homeless or on the verge of becoming so contact:

Matthew Caughey

Email: MatthewCaughey@belfastmet.ac.uk

If you have had previous involvement in the criminal justice system contact:

Aoife Boyle

Tel: 028 9026 5054

Email: AoifeBoyle@belfastmet.ac.uk





Criminal Convictions

Belfast Metropolitan College actively promotes equality of opportunity for all and welcomes enrolments from a wide range of students including those with criminal convictions. However, in order for the College to manage any risk that you may pose, you must tell us about any unspent criminal convictions. For certain courses, you must disclose all criminal convictions. To do this, please complete a Criminal Offence(s) Disclosure Form or an Enhanced Criminal Offence(s) Disclosure Form. Both are available on the website <http://www.belfastmet.ac.uk/> and clicking the “how to apply” tab or by contacting the Safeguarding Administrator Tel: 028 9026 5120. Follow the instructions contained on the form which advise you on how to complete and return the form(s) to us. Certain courses require us to consider spent as well as unspent criminal convictions therefore in certain circumstances you must also disclose spent convictions using the criminal convictions enhanced disclosure form.

By disclosing criminal convictions you will not be automatically excluded from the application/enrolment process. However, the College will analyse the risk that you may pose and determine whether or not we can manage it. This is a separate and confidential process to the admissions process in keeping with the Data Protection principles. You will be advised about the outcome of this process separately and as quickly as possible. You need not discuss this with the course team.

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

If you are convicted of a criminal offence after you have applied, you must tell us about this conviction and complete the criminal convictions disclosure form as set out above.

Contact

Tel: 028 9026 5054

Email: nualaboyle@belfastmet.ac.uk

Criminal Disclosures Risk Assessment Process

Student completes Belfast Metropolitan College application form

Student identifies, from completing the application form, that because they have a criminal record, they must complete either a Belfast Met Disclosure Form
Or a Belfast Met Enhance Disclosure Form

Student completes the appropriate form in full and refers form to Nuala Boyle,
Head of Student Support,
Titanic Quarter Campus, Room TQ3-013

When assessed appropriate to do so the application is placed on 'CALL A MANAGER/STOP' in the admissions and enrolment process

Student's permission is requested in order for the College to contact Probation Services/ External Agency to independently verify the student's criminal background. In certain circumstances where this is not possible, references are sought.

Once feedback has been received from the external organisation, Belfast Metropolitan College Safeguarding Officers will conduct an independent assessment to determine the suitability of the applicant to study at the College.

Outcome of assessment is determined. The Designated Safeguarding Panel makes a recommendation regarding admission to a particular course.

Student is advised of the panel decision.

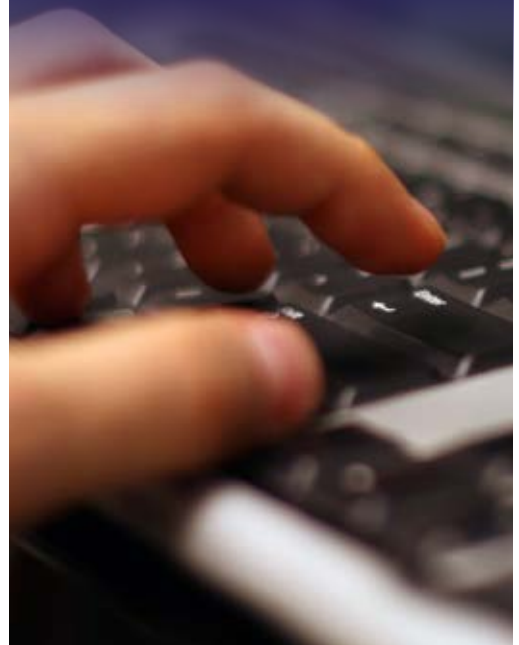
If a student is deemed suitable for attendance at the College the 'CALL A MANAGER/STOP' flag is removed and their application can proceed through the admissions and enrolment process.

Case Study

Last year Belfast Met received a Foundation Degree application from James*. Associated with his application came a criminal disclosure which was submitted with the support of NIACRO (Northern Ireland Association for the care and resettlement of offenders).

The student in question had a criminal background, but had made significant progress on probation. A risk assessment was completed concerning the potential risks that James may cause and any managerial difficulties associated with facilitating his study at the College. After the assessment a contract of attendance was drawn up which James adhered to and he started his programme of study.

James had a very positive experience at Belfast Met and as a result of the College support staff's efforts to facilitate him lead to him becoming dedicated and excel in his course. James has now been offered and accepted a place at a university.



Appendices

Appendix A

Student Finance Contacts

Appendix B

Student Charter

Appendix C

Student Code of Conduct

Appendix D

Useful Contact Numbers



Appendix A

Student Finance Contacts

Name	Tel Number	Website
Belfast Education and Library Board	028 9056 4237	www.belb.org.uk
North Eastern Education and Library Board	028 2565 3333	www.neelb.org.uk
South Eastern Education and Library Board	028 9056 6200	www.seelb.org.uk
Southern Education and Library Board	028 3752 3811	www.selb.org
Western Education and Library Board	028 8241 1411	www.welbni.org
WELB (FE Award Section)	028 8225 4546	www.welbni.org
Student Finance NI (HE Helpline)	0845 600 0662	www.studentfinanceneni.co.uk
Student Finance NI (HE EU Section)	0141 243 3570	www.direct.gov.uk/studentfinance-EU
Educational Maintenance Allowance (EMA)	0845 601 7646	www.emani.gov.uk
Careers and Employability Services (Belfast Metropolitan College)	028 9026 5066	careers@belfastmet.ac.uk
Student Finance Office (Hardship Fund Belfast Met)	028 9026 5172 028 9026 5183	www.belfastmet.ac.uk
Centre for Inclusive Learning-Development/Disability services (Belfast Metropolitan College)	028 9026 5097 028 9070 8223	CILD@belfastmet.ac.uk

Appendix B

Student Charter

Belfast Metropolitan College aims to provide outstanding education to all of our students delivered in an atmosphere of respect for all. This charter sets out what you can expect as a student 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 student 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 and equitable and transparent.
- Provide you with informed impartial, support and timely guidance to enable you to choose a programme of study that suits your ability and aspirations
- Treat you with equity and respect at all times regardless of ethnic origin, religious beliefs, political opinion, age gender, marital status, sexual orientation, disability etc
- Offer advice on the support services that we have to meet any additional support needs or barriers to education that you may need help to overcome.

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

- A comprehensive induction to the College services, resources, policies and procedures and your programme of study
- Course information/handbook
- Outline of support services
- Personal tutor or learning assistant who will advise you on pastoral care information (full-time students only)
- Regular updates on your progress
- Careers and Employability Services Contact Tel: 028 9026 5066
- Study support, libraries and resource based learning
- Guidance on how to make a complaint on any issue and ensure that you receive a response in line with College procedures.

- Opportunities to give feedback on the quality of teaching and other services
- Students' Union services and activities including sports, clubs and societies - contact tel: 028 9026 5059
- Support from Inclusive Learning - contact tel: 028 9026 5097
- Support from the International Office for students who pay international fees - contact tel: 028 9026 5171
- Opportunities to access work experience/ placement and industry visits where appropriate
- Student Counselling

As a student in this College you have a right to be able to study in a harmonious environment, be treated with respect, fairness and dignity and not be subjected to any form of bullying, harassment, abuse or victimisation because of your background, ability, culture or identity.

Your College will:

- Treat you with respect and consideration at all times regardless of ethnic origin, religious belief, political opinion, age gender, marital status, disability etc.
- Provide you with a learning experience in a safe and caring environment
- Be well prepared, approachable and use stimulating teaching methods
- Give guidance on assignments and homework
- Make reasonable adjustments approved by the College to facilitate your learning
- Provide opportunities to ensure that your views and feedback informs improvements through class representative system, student staff consultative committees, student surveys and student union student engagement sessions
- Treat your personal information with confidentiality and in accordance with current legislation, the Data Protection Act and the Freedom of Information Act.

Classrooms will be:

- Cleaned regularly
- Well heated and ventilated

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 examination results, 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
- The College requires high attendance levels. Employers or managing agents often specify attendance requirements. Persistent latecomers can annoy and frustrate other students and the tutor and students should also be aware that reasonable standards of behaviour are expected of them. International students who have a student visa have additional attendance requirements as part of their visa conditions which allows them to stay in the UK. Students who require access to the Faith Room during class time for strict religious observance must get prior approval from the lecturer. Consequently all students must adhere to the College's Attendance and Punctuality Policy. While every opportunity will be given to students/trainees to resolve disciplinary issues by informal procedures, the College reserves the right to invoke formal disciplinary procedures where necessary when behaviour is unacceptable
- The College operates a no smoking policy on all its Campuses. Students are asked to comply with this and keep the College smoke free
- Students are expected to comply with College Health and Safety requirements
- Complete all coursework and assignments

- Students are required to carry identity cards as these are needed for security purposes, examination entries, internet access and as evidence when collecting grants or loans
- 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 payments responsibility. When you enrol on a course, it is your responsibility to find out the cost of examination entry, course registration and other associated costs
- To make an application for awards, grants or loans, for more information visit www.belfastmet.ac.uk/studentfinance
- Students enrolling in College enter into an obligation which contains both a student entitlement and the commitment to abide by College regulations and not to bring the College into disrepute. Students are expected to behave in a responsible manner both on and off campus and treat College property with respect
- Students must declare any criminal convictions or charges through a separate criminal convictions process
- Students are expected to act with respect and dignity to others regardless of their background or cultural identity. Students must adhere to the College's Equal Opportunities Policy for students and, as far as possible, participate in all diversity events
- Students should familiarise themselves with the Colleges' Student Policies. Breach of these policies could result in disciplinary action. All student policies can be found on the student activities and advice section on the Blackboard site.

Appendix C

Student Code of Conduct

The following set of guidelines are intended to create a College environment which enables you and all other students to be successful in safe and friendly surroundings. Our neighbours and work placement providers are also part of the larger College community and deserve the same respect. Our College mission is to provide outstanding learning for successful futures and we strongly believe that this learning experience is a partnership between the College and its students.

Purpose and scope:

1. Belfast Metropolitan College 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 further aims to ensure that its interests, reputation, staff, students and visitors are protected from the unsatisfactory conduct of other students. In furtherance of these objectives Belfast Metropolitan College has published this Code of Conduct.
2. The Code applies to all students of the College from the time of enrolment through to their completion of study.
3. The Code imposes mandatory standards of conduct in relation to all activities engaged in and all services or facilities enjoyed by students 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 or housed in accommodation as a student of Belfast Metropolitan College.
4. 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.
5. 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 –

1. Abide by the student Code of Conduct
2. Abide by the undertakings given in their Application and Enrolment Forms and Learning Agreement and related documents
3. Be respectful, polite and courteous to all staff, students and visitors
4. Respect differences in relation to gender, race, nationality, ethnic origin, with or without a disability, sexual orientation, religion, belief, age, political opinion, with or without dependants, marital status and class
5. Respect and take reasonable care in relation to the property of the College, its staff, students or visitors
6. Wear their identity card at all times whilst on College premises or on business or activities connected with the College
7. Familiarise themselves with and comply with the College's health and safety rules, particularly insofar as they relate to activities undertaken by that student
8. Familiarise themselves with and comply with the College's fire notification and evacuation procedures, particularly in areas regularly visited by that student
9. Familiarise themselves with and comply with the College's Student's Equal Opportunities Policy, Dress Code Policy for students, Students Charter and Student's Anti-harassment Policy
10. Drive courteously and carefully whilst on College premises, where speed limits must be observed
11. Maintain satisfactory standards of academic performance as set by their tutors;
12. Keep mobile phones, pagers and other audible electronic equipment turned off whilst in class

13. Refrain from taking food or drink into classrooms and other prohibited areas
14. Refrain from bringing animals on to College premises, with the exception of assistance dogs
15. Refrain from smoking on College premises;
16. Avoid causing any nuisance by the use of mobile phones, personal radios or music players (including in-car equipment)
17. Avoid parking in parking spaces designated for disabled persons or reserved for other persons
18. Avoid any anti-social behaviour in the neighbourhood of the College or nearby bus stops
19. Conduct themselves at all times in a manner which is commensurate with the College's aims as set out in paragraph one above.
8. Behaving in a manner likely to cause injury or a risk of injury to health and safety
9. Behaving in a manner amounting 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 which 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)
10. Behaving in a manner amounting or likely to amount to discrimination on grounds of 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
11. Stealing or otherwise obtaining any property, money or advantage by deception
12. Causing damage to or defacement of or misappropriation or unauthorised use or misuse of any property or equipment of the College
13. Making any statement or publishing or broadcasting any information or opinion (including expressing orally, in any writing, images or by sign or other visible representation, including electronically) which is prejudicial, threatening, abusive, insulting or offensive or constitutes harassment or makes others fear violence
14. 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
15. Obstructing, frustrating or disrupting the conduct of the administrative work of the College or its public or official functions, activities or legal duties
16. Interfering with or impeding any employee, student or visitor of the College in going about any activity or business for which they are lawfully within or seeking entry to or exit from the College

Misconduct:

Any breach of the Code may be the subject of disciplinary action. Disciplinary action may lead, in the case of serious or repeated breaches, to exclusion from the College.

The following is a non-exhaustive list of examples of misconduct which would constitute a breach of the Code:

1. Infringing any rules of the College, whether contained within this Code or otherwise
2. Failing to comply with any sanction previously imposed for a breach of this Code
3. Failing to sign and return any sanction imposed under the disciplinary procedure
4. Being convicted of specific criminal offences by a court as determined by the College or being charged, cautioned for such criminal offences by a police officer or failure to notify the College of criminal convictions or charges
5. Aiding, abetting, counselling or procuring or inciting or conspiring with others to commit any breach of this Code
6. Failing to comply with the reasonable instruction of any member of College staff
7. Behaving in a violent, indecent, disorderly, threatening, anti-social or offensive manner, using offensive language

17. Failing to disclose your name and other relevant details or to show an identity card to an officer or employee of the College upon reasonable request
18. Interfering with any mechanical, electrical or other property, services or installations within the College
19. Failing to comply with the College's 'Computer Network and Resource Usage Policy'
20. Making or distributing photographic, video or audio recordings of members of staff, students or visitors of the College without their permission
21. Using or knowingly possessing within the precincts of the College or whilst taking part, in any College activity, any controlled drug defined in current legislation
22. 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 causing injury to the person, or intended by the person having it with him for such use'
23. Being in possession of, within the precincts of the College or whilst taking part in any College activity, alcohol, except where permission has expressly been given in writing in advance by the Director
24. 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
25. Breach of copyright, plagiarism, copying the work of others or any other form of cheating in work, tests or examinations
26. Refusing to make any payment due to the College
27. Refusing to make any payment, or 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
28. Gambling on College premises;
29. Disposing of litter inappropriately
30. Failure to comply with the College's Dress Code Policy and No Smoking Policy and restrictions.



The procedure for dealing with alleged breaches of the Code shall be that set out in the documents entitled Student Disciplinary Procedures.

Students are warned that any breach of rules marked may result in expulsion from the College and/or the involvement of the Police.

I have read and understood this Code of Conduct.

I agree to comply with this Code.

Student Signature

Date

Disclaimer

Belfast Metropolitan College 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 at an alternative Campus.

The information contained within this document is accurate as of July 2016.

Belfast Metropolitan College is committed to an equal opportunities policy. We aim to provide the opportunity for all members of the community, irrespective of perceived religious belief, political opinion, gender, sexual orientation, marital status, age, ethnicity, those with or without a disability or dependants, to participate fully in all levels of academic, vocational and leisure courses which we provide.

Requests for Alternative Formats

Requests for the provision of all or part of this document in alternative formats – Braille, Daisy, large print, audio, computer disc or alternative languages will be considered. To submit a request, contact, Nuala Boyle,

email: nualaboyle@belfastmet.ac.uk

Many thanks to all contributing staff at Belfast Metropolitan College.

Appendix D

Useful Contact Numbers

<p>Aware Defeat Depression</p>  <p>08451 20 29 61</p> <p>Monday to Friday 9am to 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</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>0808 800 5000</p> <p>24/7 365 days a year</p> <p>help@nspcc.org.uk www.nspcc.org.uk</p>	<p>Parents Helpline</p>  <p>0808 8010 722</p> <p>Monday to Thursday 9am - 8pm Friday 9am - 5pm</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>

<p>Adviceline</p>  <p>0300 1 233 233</p> <p>Monday to Friday 9am - 12.30pm 1pm - 4pm</p> <p>www.citizensadvice.co.uk</p>	<p>SandsNI Helpline</p>  <p>077 4099 3450</p> <p>Monday to Friday 9am - 5pm</p> <p>www.sandsni.org</p>	<p>Tax and Benefits Service</p>  <p>0800 988 2377</p> <p>Monday, Wednesday and Friday 9am - 5pm Tuesday and Thursday 9am - 7pm</p> <p>www.adviceni.net</p>
<p>CAUSE: Helpline</p>  <p>0845 60 30 29 1</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 111</p> <p>24/7</p> <p>Online 1-2-1 & Email Service Available at www.childline.org.uk</p>	<p>Debt Action NI</p>  <p>0800 917 4607</p> <p>Monday to Friday 8am - 9pm Saturday 9am - 3pm</p> <p>Text 'Action' to 81025</p> <p>www.debtaction-ni.net</p>
<p>Learning Disability Helpline</p>  <p>0808 808 1111</p> <p>Monday to Friday 9am - 5pm</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>Tuesday, Wednesday, Thursday 6pm - 9pm</p> <p>Live online chat via Website www.cara-friend.org.uk</p>

2016-17 Year Planner

	September 2016	October	November	December
Mon				
Tue			1	
Wed			2	
Thu	1		3	1
Fri	2		4	2
Sat	3	1	5	3
Sun	4	2	6	4
Mon	5	3	7	5
Tue	6	4	8	6
Wed	7	5	9	7
Thu	8	6	10	8
Fri	9	7	11	9
Sat	10	8	12	10
Sun	11	9	13	11
Mon	12	10	14	12
Tue	13	11	15	13
Wed	14	12	16	14
Thu	15	13	17	15
Fri	16	14	18	16
Sat	17	15	19	17
Sun	18	16	20	18
Mon	19	17	21	19
Tue	20	18	22	20
Wed	21	19	23	21
Thu	22	20	24	22
Fri	23	21	25	23
Sat	24	22	26	24
Sun	25	23	27	25
Mon	26	24	28	26
Tue	27	25	29	27
Wed	28	26	30	28
Thu	29	27		29
Fri	30	28		30
Sat		29		31
Sun		30		
Mon		31		
Tue				

	January 2017	February	March	April
Mon				
Tue				
Wed		1	1	
Thu		2	2	
Fri		3	3	
Sat		4	4	1
Sun	1	5	5	2
Mon	2	6	6	3
Tue	3	7	7	4
Wed	4	8	8	5
Thu	5	9	9	6
Fri	6	10	10	7
Sat	7	11	11	8
Sun	8	12	12	9
Mon	9	13	13	10
Tue	10	14	14	11
Wed	11	15	15	12
Thu	12	16	16	13
Fri	13	17	17	14
Sat	14	18	18	15
Sun	15	19	19	16
Mon	16	20	20	17
Tue	17	21	21	18
Wed	18	22	22	19
Thu	19	23	23	20
Fri	20	24	24	21
Sat	21	25	25	22
Sun	22	26	26	23
Mon	23	27	27	24
Tue	24	28	28	25
Wed	25		29	26
Thu	26		30	27
Fri	27		31	28
Sat	28			29
Sun	29			30
Mon	30			
Tue	31			

	May	June	July	August
Mon	1			
Tue	2			1
Wed	3			2
Thu	4	1		3
Fri	5	2		4
Sat	6	3	1	5
Sun	7	4	2	6
Mon	8	5	3	7
Tue	9	6	4	8
Wed	10	7	5	9
Thu	11	8	6	10
Fri	12	9	7	11
Sat	13	10	8	12
Sun	14	11	9	13
Mon	15	12	10	14
Tue	16	13	11	15
Wed	17	14	12	16
Thu	18	15	13	17
Fri	19	16	14	18
Sat	20	17	15	19
Sun	21	18	16	20
Mon	22	19	17	21
Tue	23	20	18	22
Wed	24	21	19	23
Thu	25	22	20	24
Fri	26	23	21	25
Sat	27	24	22	26
Sun	28	25	23	27
Mon	29	26	24	28
Tue	30	27	25	29
Wed	31	28	26	30
Thu		29	27	31
Fri		30	28	
Sat			29	
Sun			30	
Mon			31	
Tue				



Do you receive Meal Vouchers?

Swap your £2.60 voucher
for a **£5** voucher for the
Linen Lounge

Get a starter & dessert or a main
course, each served with a drink.

Ground Floor, Titanic Quarter Campus.



For reservations call: 028 9026 5177 or
email: linenloungebookings@belfastmet.ac.uk
Follow us on facebook @Linen Lounge at Belfast Met Titanic Quarter





Urban Escape boasts spacious and attractive salons equipped to the highest industry standards, and offers high street pampering experiences at affordable prices. Spa facilities include a sauna, jacuzzi, steam room, dry flotation tank, and spray tanning booth. Students working in the salons are supervised by qualified tutors with extensive industry experience.

Hairdressing

Ladies

Wash Et Blow Dry	from £4.00
Curly Blow Dry	from £6.00
Cut Et Blow Dry	from £6.00
Colours	from £10.00
Perms	from £10.00
Fringe Trim	£3.00
Conditioning Treatment	£3.00 extra

The Barber Shop

Gents Cut	£5.00
Beard trim	£3.00
Hot Towel Shave	£5.00
Gents Colours	from £5.00

Beauty Treatments

Waxing

Eyebrow Wax/Shape	£4.00
Eyebrow Wax/Shape	£3.00
Lip Wax	£3.00
Chin Wax	£5.00
Lip Et Chin Wax	£6.00
Half Leg Wax	£8.00
3/4 Leg Wax	£10.00
Full Leg Wax	£13.00
Full Leg Et Bikini Wax	£5.00
Bikini Wax (standard)	

Tinting, Lashes Et Make-up

Eyebrow Tint	£3.00
Eyelash Tint	£5.00
Eyebrow Et Eyelash Tint	£7.00
Individual Lashes	from £5.00
Strip Lashes	from £5.00
Makeup Application	from £5.00

Tinting, Lashes Et Make-up

Eyebrow Tint	£3.00
Eyelash Tint	£5.00
Eyebrow Et Eyelash Tint	£7.00
Individual Lashes	from £5.00
Strip Lashes	from £5.00
Makeup Application	from £5.00

Tanning

Spray/Manual Tan Available	
Full Body Tan	£10.00
Half Body Tan	£5.00
Body Exfoliation (prior to tan)	£3.00

Nails

File Et Paint (hands or toes)	£4.00
Manicure	£5.00
Pedicure	£6.00
Gel Polish (hands or toes)	£5.00
Manicure/Pedicure with Gel Polish	£10.00
Paraffin Wax (with manicure/pedicure)	£3.00

Nail Extensions

Gel, Acrylic, Silk Wrap Et Fibreglass Nails available	from £10.00
Nail Art, Diamantes	from £1.00
Maintenance	from £5.00
Removal	from £5.00

Face Et Body Treatments

Facials

Facials (standard)	from £8.00
Facial (electric)	from £10.00
Laser Skin Rejuvenation (IPL)	from £10.00
Electrolysis	from £5.00
Ear Piercing	£5.00

Body

Back Massage	£5.00
Full Body Massage	£8.00
Aromatherapy Full Body Massage	£10.00
Hot Stone Full Body Massage	£10.00
Indian Head Massage	£6.00
Reflexology	£8.00
Ear Candling Treatment	£8.00
Body Electrics	from £10.00

Spa

Spa packages available from £10. Please contact reception or check out our facebook page for further details.



BOOKING IS ESSENTIAL

Tel: 028 9026 5012


or email:
urbanscape@belfastmet.ac.uk


Follow on Facebook:
@Urban Escape at Belfast Met




Belfast Met - Titanic Quarter Campus

Follow us for offers, promotions and non term-time opening times on:

 Facebook - @cafe met belfast

 Twitter - @cafe_met

 Instagram - café_met

Serving tasty **Breakfast snacks &** delicious range of **freshly baked pizza, panini & sandwich** offers throughout the day.

Titanic Quarter Campus:

Monday – Thursday: 8.30am – 8pm (Term-time)

Friday: 8.30am – 4pm

e3 – Springvale Campus

Monday – Friday: 8.30am – 3pm

Castlereagh Campus

Monday – Friday: 8.30am – 3pm



You Said, We did

We really value your feedback so please complete a Comment Card and post in the Comments Box located in Café Met to let us know about your experience and suggestions. We will do our best to respond to your feedback and implement your ideas where possible. Check out the "You said, We Did" notice board at your Campus.



Freshly Baked Cakes & Traybakes
produced by Belfast Met Bakery students

Tuesday & Thursday

10.15am - 11.45am

Linen Lounge, Ground Floor, Titanic Quarter Campus

Enjoy the unmistakable
taste of our famous
Mocha Italia blend.



Proud to Serve Costa Coffee at
Titanic Quarter, e3 Springvale &
Castlereagh Campuses.

Term Dates 2016-2017

Autumn Term:

Monday 5 September - Friday 23 December 2016

Half Term Break:

Monday 31 October - Friday 4 November 2016

Spring Term:

Monday 9 January - Friday 7 April 2017

Half Term Break:

Monday 13 February - Friday 17 February 2017

Summer Term:

Monday 24 April - Friday 23 June 2017

Further Information

For the latest updates on student support services, please visit the Student Activities and Advice section of Blackboard via the college website: www.belfastmet.ac.uk

