

# STUDENT HANDBOOK

2025/26



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# WELCOME TO SOUTHERN REGIONAL COLLEGE

## TRANSFORMING LIVES THROUGH MEANINGFUL AND ENJOYABLE LEARNING EXPERIENCES

Welcome to Southern Regional College (SRC), one of the largest education providers in Northern Ireland! Our mission is to positively transform lives through meaningful and enjoyable learning experiences. As you embark on your journey with us, here's what you can expect.

- Extensive course options: with close to 10,000 students enrolled each year at the College, we provide an extensive range of courses, from entry level right through to degree level programmes.
- Individualised support: despite our size, we prioritise each individual's needs and aspirations. Our supportive and

caring environment ensures that you receive the support you need.

- First-class teaching and learning: our commitment to excellence means you'll have access to top-notch teaching, empowering you to make informed decisions.
- Preparation for the world of work: we aim to build confidence in our students, equipping them for success in their future careers.

At SRC you'll find an exciting and friendly place to study and socialise. Explore our first-class facilities and take advantage of our comprehensive student support services. Whether you're transitioning from school or returning to education, we're here to guide you every step of the way.

Lots of information on the College is available on our website [www.src.ac.uk](http://www.src.ac.uk) and on our virtual learning environment (CANVAS) which all enrolled students can access. Remember, if you ever need assistance, don't hesitate to reach out to our dedicated staff. We are thrilled to have you here as you embark on your educational journey.



Scan for more info  
on student life

# STUDENT SERVICES & MARKETING

Our Student Services team has held the Matrix Quality Standard for many years, meaning that we provide the highest standard of information, advice and guidance to our students. The Student Services team offers a warm and friendly welcome and is available to assist, guide and support students with any minor hassles, or major headaches that may crop up along the way.

Our doors are open to all students and with a team of experienced professionals, we assist with all specific needs and offer general advice and guidance as well as individual pastoral care.

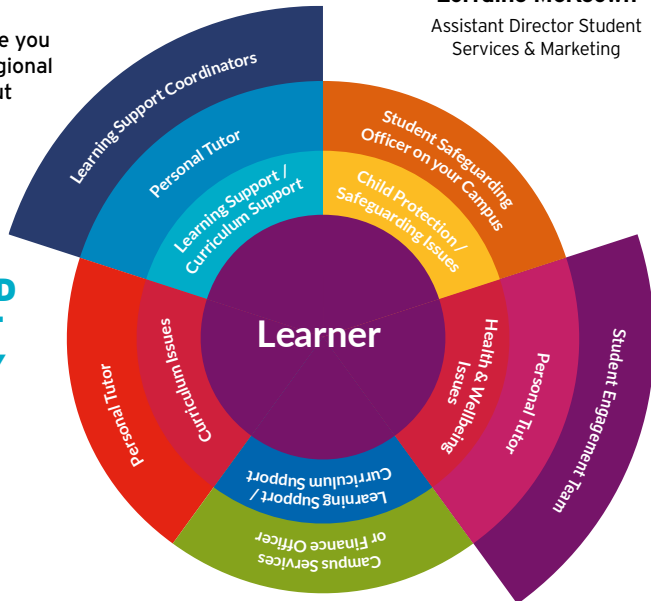
We can help you before you arrive at Southern Regional College and throughout your studies.



**Lorraine McKeown**

Assistant Director Student  
Services & Marketing

## HELP AND SUPPORT PATHWAY





# STUDENT SERVICES CHARTERMARKS AND AWARDS

The College holds the Matrix Quality Standard accreditation for the information, advice and guidance we provide to all of our students.

We've also been awarded the Advanced Autism Accreditation by the National Autistic Society, the UK's leading charity for autistic people. This accreditation is awarded to organisations who showcase outstanding provision and support for those living with autism.



## GOVERNING BODY

The Governing Body consists of the Chairperson, Vice Chairperson, Accounting Officer and Chief Executive, Chairpersons of four Committees (Finance and General Purposes; Education; Audit and Risk; and Staffing), eleven Governors who sit on Committees, alongside two staff appointed Governors and a student appointed Governor.



Scan for more info on  
College governance



# STUDENT ACHIEVEMENTS

In the last academic year our students have achieved many awards and accolades. The achievements below will give you a flavour of what you too might accomplish.

## WORLD SKILLS UK

The College topped the leaderboard for all Northern Ireland colleges and ranked second overall among all UK colleges. These 2024 results continue a successful three-year streak, with SRC previously achieving the top spot across the UK in 2022 and 2023.

Name	Competition	Medal
Caolan McCartan	Industry 4.0	Gold
Patrick Sheerin	Industry 4.0	Gold
Ruth Douglas	Laboratory Technician	Gold
Annabelle Hughes	Culinary Arts	Gold
Ben Robertson	Automotive Refinishing	Silver
John Doherty	Mechatronics	Silver
Jason McVerry	Mechatronics	Silver
Jonathan Gough	Electrical Installation	Bronze
Ross Graham	Mechatronics	Bronze
Carter McKnight	Mechatronics	Bronze





Following on from our success at WorldSkills UK, ten current and past students are setting out on a journey of a lifetime to represent the UK on the international stage at the 48th WorldSkills Competition in Shanghai in 2026. SRC has the most competitors out of any UK College!

These ten students have been selected to join Team UK's 18-month intensive training programme, aiming to be part of the final team that will represent the UK at WorldSkills Shanghai.

Name	Competition
Ruth Douglas	Laboratory Technician
Annabelle Hughes	Culinary Arts
Jonathan Gough	Electrical Installation
Conor McDonnell	Electrical Installation
Caolan McCartan	Industry 4.0
Patrick Sheerin	Industry 4.0
John Doherty	Mechatronics
Jason McVerry	Mechatronics
Ben Robertson	Automotive Refinishing
Oisín McKerr	Automotive Refinishing

## SKILLBUILD

Bricklaying student Matthew Carswell was one of five students from Northern Ireland to take home a medal at the 2024 SkillBuild National Finals in Milton Keynes, finishing with a bronze medal!



## SPORTING SUCCESS

Sports teams within the College have been building on prior years of hard work. The Higher Education football team were runners-up in the College and Universities Football Association of Ireland (CUFAI) All Ireland Challenge Plate final.



HE Football Team managed by Stephen Ferris and Rory McGreevy. The team are pictured with CEO Lee Campbell.

## APPRENTICE OF THE YEAR

Butchery and Food Management apprentice Ebony Murtagh was named as Apprentice of the Year by the Department for the Economy in 2025. But her success doesn't stop there, Ebony has represented Team Ireland as their first-choice apprentice butcher at the World Butchers' Challenge in Paris.



## ROYAL COLLEGE OF NURSING CADET AMBASSADORS

Students Leah Omuvwie and Albert Karomo gained invaluable experience participating in the Royal College of Nursing Cadet scheme, so much so that they returned as ambassadors, offering one on one support to current cadets. This led to Leah and Albert being invited to attend the official relaunch of the scheme in London and meet with King Charles.





# ALL YOU NEED TO KNOW!

## SURVIVING YOUR FIRST WEEK

- Plan your journey. If you are using public transport, make sure you are familiar with the transport timetable.
- The first few weeks can be quite tiring. Try to get yourself into a routine and don't forget to set your alarm clock.
- Come to College prepared. Bring with you your books, pens, folders and notebooks, safety equipment and uniform if required.
- Your first few weeks at College are all about helping you to make friends and settle into life at College. You will take part in lots of fun activities that will help you to achieve this.
- Make sure you know who your Personal Tutor is and how to contact them.
- Review your personal timetable and know your start time and where you should be for your first class.
- If you need help, please ask any member of staff. All staff wear SRC lanyards and ID cards.
- Contact Campus Services at the main office at reception if you need assistance or further information.

## YOUR ATTENDANCE AT COLLEGE

Please take note of these important points:

- Attendance and punctuality at all classes is compulsory.
- The College has a minimum attendance requirement of 90%.

## ALL ABSENCES MUST BE ACCOUNTED FOR

- Absences must be reported to your Personal Tutor or placement Officer to be deemed authorised. It is your responsibility as a student to provide a valid reason as to why an absence should be authorised. All authorised absences from a course of study must be approved by the Personal Tutor prior to the absence occurring e.g. hospital appointment or driving test.
- If you are absent for more than five consecutive days due to a medical reason, a Doctor's Certificate will be required.

- If you are absent from College, you must inform your Personal Tutor or Placement Officer by email/Teams.
- If you are absent for four consecutive weeks without formal notification, it will be assumed you have withdrawn from your course.
- Remember - to progress and achieve on your course, you must attend. A good attendance record can make all the difference when applying for jobs or going to university.

## WHAT HAPPENS IF...

### **YOU DO NOT FEEL WELL ENOUGH TO COME TO COLLEGE**

Contact your Personal Tutor or Placement Officer by email/MS Teams as soon as possible to let them know you won't be in.

### **YOU LOSE YOUR TIMETABLE**

Speak with a member of staff from your course team and they will provide you with another.

### **YOU ARRIVE LATE**

Go to your class immediately and explain why you are late. Please note, if you are in receipt of EMA, lateness may affect your payments.

### **YOU ARE LOST**

Go to the main reception and Campus Services staff will be able to help you.

### **YOU FORGET TO BRING A PACKED LUNCH**

Don't worry, we have canteens and snack bars on each campus that provide hot and cold food and we have various vending machines.

### **YOU DO NOT LIKE THE COURSE YOU ARE ON**

Tell your Personal Tutor immediately and they will talk you through other opportunities that are available. We also have Careers Advisors across the College who you can talk to about other courses or employment options.

### **YOU NEED HELP OR GUIDANCE**

If you are having any kind of difficulty, let us know at the earliest opportunity. Even if your problem is personal and you do not wish to discuss the details, you should still let us know. Your privacy will be respected.

Keep staff informed about your situation, especially during periods of absence. This will enable staff to review any special arrangements that have been made for you and make any changes necessary.

## PERSONAL TUTOR

You will have a designated Personal Tutor, who will advise you on a variety of issues and provide general information and advice about possible career paths as well as monitoring and encouraging academic progress. Your Personal Tutor will also be able to refer you to other departments within the College such as Student Financial Support, Learning Support, Counselling and Careers Guidance.

You will also have regular progress reviews throughout the year reviewing aptitude, attendance and assessed work and agreeing actions for the future. Your Personal Tutor will guide you through a comprehensive induction and how to complete your electronic Individual Learning Plan (e-ILP).

## ELECTRONIC INDIVIDUAL LEARNER PLAN (E-ILP)

Full-time further and higher education students will be required to maintain an up-to-date electronic 'Individual Learner Plan' (e-ILP). This is a formal learning agreement between you and the College.

You will have the opportunity to review and evaluate progress with everyone involved in your learning journey. At induction, your Personal Tutor will explain this process and establish one-to-one regular review meetings.

## PERSONAL BELONGINGS

The College does not accept responsibility for damage to or theft of personal belongings, including lecture notes. You should take precautions to ensure the safety of such belongings, especially in the periods leading up to examinations.



## COMMUNICATIONS

All students will be given clear guidance at induction on how to communicate with College staff and services. Any student requiring further information or guidance on communications should contact their Personal Tutor. Please take particular care when communicating through social media as inappropriate use is not acceptable.

### PHONE

Calls can be made to the College on **0300 123 1223**. Please state your course title, campus and the name of your Personal Tutor when calling the College.

### EMAIL

All information and enquiries should be emailed to your Personal Tutor. If you are absent, this must be reported by email/ Teams to your Personal Tutor on the first day of absence. All students will be issued with a SRC email account - this is the only account that will be used by the College to communicate with students once they

have enrolled. Please ensure you log onto your account daily to ensure you receive important information e.g. exam results etc.

### CHANGING YOUR CONTACT DETAILS

You should notify your Personal Tutor and Campus Services at reception if you change your address, telephone number, name etc. It is very important we have accurate details for you, to make sure that important things like letters and exam certificates reach you.



Scan for The College's Communications Policy

# WHO'S WHO ON CAMPUS



## CAMPUS SERVICES TEAM

### Michelle O'Callaghan

Campus Services Manager

☎ 028 3025 9674 📠 075 8777 0223  
✉ ocallaghanm@src.ac.uk



## BANBRIDGE & LURGAN CAMPUSES

### Fionnuala Henry

Campus Services Coordinator

☎ 028 3839 7704 📠 075 5335 2370  
✉ henryf@src.ac.uk



## ARMAGH CAMPUS

### Charlotte Roddy

Campus Services Coordinator

☎ 028 3839 7705 📠 077 6716 7127  
✉ roddy@c@src.ac.uk



## NEWRY CAMPUS

### Michaela Smith

Campus Services Coordinator

☎ 028 3025 9681 📠 078 7263 6398  
✉ smithmi@src.ac.uk



## PORTADOWN CAMPUS

### Cate McCourt

Campus Services Coordinator

☎ 028 3839 7805 📠 077 6716 7121  
✉ mccourt@c@src.ac.uk



# STUDENT FINANCE



Scan for more info  
on Student Finance

Whether you're a full-time or part-time student, there's a range of financial support available. This includes grants, loans, bursaries and allowances.

Information on the range of financial support available to you is accessible on our website or contact one of our Campus Services Coordinators (their contact details are available in the 'Who's Who on Campus' section).





# CAREERS ADVICE



Scan for more info  
on Careers Advice

Careers Advisors are on hand to talk about important career decisions. The team supports all individuals who are considering their options when they are at the College, and prior to joining.

## SOME THINGS OUR CAREERS ADVISORS CAN HELP WITH:

- Advice and guidance on course options and entry requirements
- Exploring career options
- Completing application forms for college, university or employment
- Changing course if you aren't happy with your course or if you change your mind
- CV help and advice
- Interview preparation
- Progression to higher education

## CONTACT

The Careers Service team are available on all campuses. Contact an Advisor by telephone or email.



### ARMAGH CAMPUS

**Frank McCourt**

☎ 028 3751 2808 📞 077 6075 0691 ✉ [mccourtff@src.ac.uk](mailto:mccourtff@src.ac.uk)



### BANBRIDGE & LURGAN CAMPUSES

**Darelle McSherry**

☎ 028 3751 2808 📞 077 6075 0686 ✉ [mcsherryd@src.ac.uk](mailto:mcsherryd@src.ac.uk)



### NEWRY CAMPUS

**Laura Price**

☎ 028 3751 2808 📞 078 7281 5151 ✉ [pricel@src.ac.uk](mailto:pricel@src.ac.uk)

# STUDENT ENGAGEMENT



Scan for more info  
on Student Engagement

Ever heard the saying 'what you put in, you get out'? Participating in student engagement is a definite way to enjoy student life at SRC! It's also a great way to meet other students, improve your confidence, get employability skills and discover cultural and sporting activities.

There are loads of ways to get involved in student life, from the freshers' fayre or being a class representative, to running for student council and participating in fundraising activities. Plus, we have a huge range of student exhibitions and shows each

year. Give the Student Union social media accounts a follow and stay up to date with happenings across campuses.

## HOW TO CONTACT US

The Student Engagement Team are available on all campuses. Contact the team by phone, email, or stop them as they pass by.

- ✉ studentengagement@src.ac.uk
- 📧 @Southern Regional College Students' Union
- 📷 @srcsu\_



### NEWRY CAMPUS

#### Jason Brennan

Student Engagement Manager

☎ 028 3025 9674 📞 075 8777 0223 ✉ brennanj@src.ac.uk



### ARMAGH CAMPUS

#### Aideen McConville

☎ 0300 123 1223 📞 078 9459 4777 ✉ mcconvillea@src.ac.uk



### BANBRIDGE, LURGAN & PORTADOWN CAMPUSES

#### Blathnaid Woods

☎ 0300 123 1223 📞 077 1198 1733 ✉ woodsb@src.ac.uk



### NEWRY CAMPUS

#### Sarah King

☎ 0300 123 1223 📞 077 3391 2871 ✉ kings@src.ac.uk

# LEARNING SUPPORT



Scan for more info  
on Learning Support

The College provides a safe and supportive learning environment for all students with learning difficulties and/or disabilities to help them realise their full academic and personal potential. Support available includes learning support assistants, mentors, scribes, special exam arrangements and assistive technology loans.

Information on making a referral and contact details for members of the Learning Support team are available on our website.

Scan the QR to access Learning Support information and contacts.

# LEARNING RESOURCE CENTRES (LRC)

Each of the five main campuses contains extensive resources including books and journals, combined with a wide range of electronic multimedia learning materials linked to the computer networks. The stock of resources is updated in line with curriculum developments. There are also photocopying facilities available for students in the LRCs. You will need print credits to print or photocopy. These can be obtained from LRC staff.

## TO CONTACT THE LRC, PLEASE PHONE:

Armagh ☎ 028 3751 2815  
Banbridge ☎ 028 3839 7711  
Lurgan ☎ 028 3839 7809

Newry ☎ 028 3025 9638  
Portadown ☎ 028 3839 7775

Or Email ✉ [lrc@src.ac.uk](mailto:lrc@src.ac.uk)

Learn on the go with access to our electronic library through the College's Canvas site. Plus, you'll find help and information including how-to guides, tutorials, webinars, study and writing tools and academic navigation tools. This is your one stop shop for all your learning needs.



Scan for the LRC Canvas site  
You'll need your SRC student  
login details to access this site

# STUDENT CARDS

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# NO CARD

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# NO ENTRY

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As a SRC student you'll receive a free student card and lanyard on induction. Keep these items safe as you will need them to enter College premises, sit examinations and vote in the Student Union elections.

If you lose your card, that's no problem. Replacement cards can be obtained from the LRC. There is a £2.50 charge for replacement cards and a £2.50 charge for lanyards.



# SAFEGUARDING



Scan for more info  
on Safeguarding

## WHAT IS SAFEGUARDING?

Safeguarding is about helping students to keep themselves safe and to prevent harm happening to them. It's also about responding to concerns about alleged and suspected harm and putting in place plans to help and protect those who cannot protect themselves. Everyone has the right to live their lives free from violence and abuse.

If you are worried about something that is happening to you or to someone you know, please talk to us. If we are concerned about your safety, we may need to share this information with others, but we will always tell you first. At Southern Regional College all members of staff are trained in the protection of children, young people, adults at risk and adults in need of protection to ensure that they are fully aware of their responsibilities in this area. The Student Safeguarding Officers have undergone additional training for these roles.

## Lorraine McKeown

Designated Safeguarding Officer & Adult Safeguarding Champion

✉ [mckeownl@src.ac.uk](mailto:mckeownl@src.ac.uk) ☎ 078 4197 0692

## Donna Hughes

Designated Deputy Safeguarding Officer

✉ [hughesdo@src.ac.uk](mailto:hughesdo@src.ac.uk) ☎ 077 6716 7124

We are committed to the safeguarding and welfare of our students. We provide and maintain a friendly and safe learning environment for all our learners. We act immediately on any concerns that a student might have in relation to bullying, abuse, neglect or harassment.

Safeguarding email address:

✉ [safeguarding@src.ac.uk](mailto:safeguarding@src.ac.uk)

Contact details for the College's Safeguarding Officers are available on the SRC website.





# COUNSELLING SERVICES

As a SRC student, you will have access to a free and confidential counselling service through Lena by Inspire Student Counselling to help you work through any issues you may be experiencing.

Counselling is a safe place where you can talk with an independent and trained professional and begin to explore any issues that are causing you difficulty.

## ON CAMPUS COUNSELLING

Lena Student Wellbeing run this service face-to-face through drop-in counselling sessions. This is provided on the Armagh, Portadown, Lurgan and Newry campuses.

If you have any worries or concerns that you need to speak to someone about, get in touch with Lena Student Wellbeing. A list of drop-in session is available on our website.

## TELEPHONE/EMAIL SERVICE

The counselling service is available to students, 24/7. Students can call **0800 389 5362** to speak to a professional counsellor.

Alternatively, you can email **support@lenabyinspire.com** and arrange for someone to contact you.

## ONLINE SUPPORT HUB

The Lena Student Online Support Hub gives students instant access to a range of information and resources, tailored specifically to help care for your individual wellbeing needs.



Scan for Counselling  
drop-in sessions

# CRIMINAL CONVICTIONS



Scan for more info  
on Criminal Convictions

The College actively promotes equality of opportunity for all and welcomes enrolments from students with criminal convictions. To help the College reduce the risk of harm or injury to students and staff caused by the criminal behaviour of other students, we must be made aware of any unspent criminal convictions. Students must declare all unspent criminal convictions using the Criminal Convictions Disclosure Form.

Certain courses require us to consider spent and unspent criminal convictions, therefore in certain circumstances you must also disclose spent convictions using the Enhanced Criminal Convictions Disclosure Form. Forms are available from any campus reception and our website.

# DATA PROTECTION

Southern Regional College recognises and respects the importance of your privacy and is committed to treating your personal information responsibly and in compliance with all relevant data protection legislation (The United Kingdom General Data Protection Regulation and the Data Protection Act 2018).

We are required to collect and hold information on all our students. The College needs to process your information to administer your studies, provide you with support, contact you about the College, provide information on news and events, facilitate strategic planning and to fulfil our statutory reporting obligations.

Your data will be shared with government departments and statutory bodies e.g. the Department for the Economy for statistical research, funding and other legitimate business purposes, including the provision of careers advice and guidance. Current data protection legislation entitles you to see the data held about you. For further details on our Privacy Notices, Data Protection and your rights, please visit our website.

Your success at SRC is best achieved through the support from staff, College support services, family, and friends. The College requires your consent to use your Emergency Contact/Next of Kin contact details to discuss matters relating to your progress within the College. Please ensure that your consent preference is recorded on the student portal. You may withdraw your consent or amend your preference on the student portal at any time.



Scan for more info  
on Data Protection

# ATTENDANCE STATEMENT



Scan for more info  
on College Policies

Student achievement and progression to further study or employment is directly linked to a student's general attendance and punctuality.

The SRC Personal Tutorial System has been designed to support you throughout your time at the College. The support provided through the tutorial system will assist you to identify and address the issues that are preventing you from achieving.

Students are provided with a course timetable which details the start and end time of each class. You are expected to attend all classes for which you have been enrolled. When a lecturer is unavailable to take a class, the Curriculum Area Manager (CAM) or their delegated authority on campus will make appropriate cover arrangements. Every effort will be made to give advance warning of unavoidable changes or cancellations to classes.

Southern Regional College requires students to attend all classes punctually with not less than 90% attendance. You should make contact directly with your personal tutor to inform them of any absence. Evidence to support an absence resulting from illness or exceptional circumstances must always be presented to the personal tutor.

The academic calendar has been structured to provide students with appropriate breaks. It is not permissible to take holidays during term-time. If you need to miss a class, you or someone acting on your behalf should:

1. Inform your personal tutor and member of staff who takes the class, in advance, of any planned absence (e.g. for a doctor or dentist appointment).
2. Email or phone your personal tutor in the first instance to explain an unplanned absence.
3. Obtain a letter from your parent or guardian if you are under 18 years for any absence and give this to your personal tutor immediately upon return to College.
4. Make arrangements to catch up on any work missed during absence.

If you are absent without authorisation for a period of 4 weeks, the College may remove you from the course. Where a student's attendance and/or punctuality is not of an acceptable standard the College may invoke the disciplinary procedure.

Please see the College policies page on the website for detail on the disciplinary policy.

# COLLEGE SERVICES



Scan for more info on College Facilities

## CATERING FACILITIES

Campus catering facilities provide you with a range of affordable snacks in a relaxed atmosphere. Most campuses have a coffee dock and/or canteen, plus vending machines are also available. Opening hours vary from campus to campus - please ask at reception for more information.

## HAIRDRESSING, BEAUTY & BARBERING SALONS

Our salons are open to the public and our students and offer a full range of hairdressing, barbering and beauty treatments. As we are a training establishment, prices are considerably reduced. All hair, beauty and barbering students in training are supervised by staff and professional products are used at all times.

### BOOKING IS ADVISABLE.

To make an appointment, contact:

Armagh ☎ 028 3751 2859

Lurgan ☎ 028 3839 7827

Newry ☎ 028 3025 9608

✉ [salonbookings@src.ac.uk](mailto:salonbookings@src.ac.uk)

## CAR PARKS

If you are travelling to Southern Regional College by private vehicle you must:

- Display a current College Parking Permit. Applications for parking permits are made using Canvas and can be collected at Campus Services Reception.
- Adhere to the speed limits of 5 mph.
- Drive carefully within the College grounds.
- Park in an applicable and designated parking space.

If you use your car to transport other students, please ensure that you have adequate insurance.

Please note that a parking permit gives you the right to park in College car parks if there is a space available. Car parking spaces are allocated on a first come first served basis, therefore if the car park is full, you must park elsewhere. Only blue badge holders are permitted to park in designated disabled spaces.



Scan to apply for a car parking permit

You'll need to log into Canvas to access form



Scan to access the car parking policy

# EXAMINATIONS

You are responsible for ensuring that you are entered for the appropriate examination subjects and that your entry is submitted before the closing date. Where necessary, entry forms will be made available through the Examinations Office and may need to be authorised by your tutor or subject lecturer. Certain courses require a one off registration fee to be paid to the Awarding Body e.g. Edexcel. In such cases registration with the Awarding Body is mandatory.

Completed forms must be returned directly to the Examinations Office with the appropriate fee (if applicable) where these have not been collected at enrolment. Additional charges may arise if entries are late. Examination fees and registration fees are not refundable. Where applicable, a SRC resit fee of £30 applies to all re-sits plus the additional Awarding Body fee.

Information on entry deadlines and timetables will be available from various sources including the College Virtual Learning Environment (Canvas), your course tutor and on-site display screens. You must familiarise yourself with the examination regulations and arrive on time on the date of your examination. Mobile telephones, smart watches or any form of personal communications device are not permitted in examination halls.

Please note examinations may be scheduled at an alternative SRC campus depending on the programme of study.

You are required to adhere to the Awarding Body guidelines at all times. Failure to do so may prevent you from submitting coursework or sitting an examination.

## FOR FURTHER INFORMATION PLEASE CONTACT:

✉ [staffexams@src.ac.uk](mailto:staffexams@src.ac.uk)

☎ 028 3025 9613



## AWARDING CERTIFICATES

Once your course has completed, certificates will be dispatched at various prize-giving events or collected from the examinations offices. Any errors on certificates must be reported to the exams office within 6 weeks of receiving certificates.





Scan for Student Dashboard

# ICT FACILITIES

At the College you will have access to a wide range of equipment and software. Here are some benefits and guidance for using ICT resources at SRC. If you are new to the College or need a refresher on ICT policies, check out 'Getting Started at College - ICT'.

## CYBER SECURITY



The College is committed to ensuring the safety and security of our digital environment. We have robust cyber security measures in place to protect your personal information and academic data. These measures include advanced threat detection, regular security updates, and comprehensive policies to safeguard against cyber threats. By adhering to these protocols, we aim to provide a secure and reliable online experience for all students and staff.

## BRING YOUR OWN DEVICE (BYOD) POLICY

If you use your own personal device for

accessing College systems, it's important that you restrict who can access your device and ensure that operating systems and apps are regularly updated. Also ensure anti-malware software is up to date on devices (e.g. Desktop, Laptop, Tablet or Mobile Phone).

Scan for Bring Your Own Device (BYOD) policy to view personal device requirements.



Using a student account means that you are aware of and accept SRC published policies and procedures, including the Acceptable Use and Bring Your Own Device (BYOD) policies. All usage is monitored and recorded including internet usage.

### SECURITY TIP!

If you use your personal device (BYOD) to access any College systems, you must:

- use an anti-virus product and keep it up to date
- regularly update your device with any security or application updates
- if using a shared device (e.g. PC, iMac or Laptop), use a separate local account to logon to this device to restrict access to your College work. You can't do this on for example a

tablet like an iPad, so you should take great care if you have to use these. Use a passcode to help reduce access

- if possible, encrypt your device

These measures help reduce vulnerabilities on your device.

## MULTIFACTOR (MFA) OR 2 FACTOR AUTHENTICATION

Multifactor (MFA) uses an Authenticator App on your mobile to verify logon. MFA and Self-Service Password Resetting (SSPR) are required for setup to protect your account. Full details are on our website.

MFA is needed to access resources outside the College, including Microsoft 365, CANVAS, and remote software.

## ANTI-VIRUS

All College computers have up-to-date anti-virus software. Ensure your device is patched, updated, and has automatic anti-virus updates. Repeatedly using virus-infected media (e.g. USB pens) may lead to restricted access and disciplinary action.

### REMEMBER:

- you are responsible for your account and network activity.
- keep your password secret and do not share your username. Log off College computers when unattended.

### SECURITY TIP!

Use unique credentials for your College account to avoid your account being compromised. Don't use your College account password on other sites!

# ICT BENEFITS

## VIRTUAL LEARNING ENVIRONMENT (CANVAS)



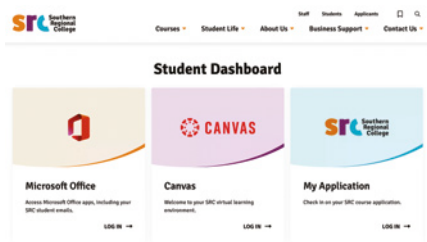
The College uses CANVAS for blended

learning, combining face-to-face and online sessions.

Key features of CANVAS includes:

- Online communication between staff and students
- Provision of e-books and e-resources with 24/7 access
- Collaborative working with other students
- Published learning materials
- Online resources
- Student guidance

Access CANVAS from the College homepage via the 'Students' link at the top of the page. You'll need to set up Multifactor (MFA) or 2 Factor Authentication before using CANVAS remotely. See the 'Multifactor (MFA) or 2 Factor Authentication' section for details.



Scan for Student Dashboard



## MICROSOFT 365 APPLICATIONS



Commonly used applications include Microsoft Outlook and Microsoft Teams. Mobile apps for both are available from your app store. Use your College username and password to connect.

Login to check access to your email and Teams, as tutors will use these applications

to communicate with you. When logging in for the first time, use a Windows or Apple PC/Laptop with Edge or Chrome to verify access. Then, try accessing from your mobile device (use of the app is preferred).

## MICROSOFT TEAMS

Microsoft Teams is an essential tool for remote learning, offering seamless communication and collaboration. Students can attend virtual classes, participate in group discussions, and access course materials from anywhere. Teams also integrates with other Microsoft 365 apps, enhancing productivity and organisation. Features like chat, video conferencing, and file sharing make it easier to stay connected with tutors and peers, ensuring a supportive and interactive learning environment.

## MICROSOFT OUTLOOK - STUDENT EMAIL

You'll receive a College email address for the duration of your studies, formatted to UserID@students.src.ac.uk (replace UserID with your student number). This will be the main way lecturers and the College contact you.

On College PCs, a shortcut to your email will appear on the desktop. Log in using SRC\UserID (replace UserID with your student number) and your password.

If prompted to logon use SRC\UserID (replace UserID with your student number) plus your password.

Refer to 'Logging onto a computer in the

College for the first time' for password change instructions. See page 29 for instructions.

## MICROSOFT 365 ONEDRIVE

There are two ways to save your work while at the College. These are:

### 1. ONEDRIVE PERSONAL STORAGE SPACE (PRIMARY STORAGE)

With Microsoft 365, you get 1TB of storage accessible from anywhere, both in College and remotely. OneDrive is your primary storage solution, offering several key advantages:

**ACCESSIBILITY:** Access your files from any device, anywhere, ensuring you can work on your projects whether you're on campus or at home.

**RESTORATION:** Easily restore deleted files, minimising the risk of losing important work.

**VERSION HISTORY:** Track changes and revert to previous versions of your documents, making it easier to manage edits and updates.

### 2. H: DRIVE (INTERNAL COLLEGE STORAGE SPACE THAT IS BEING PHASED OUT, EXCEPT FOR CERTAIN COURSES)

On College PCs, you'll have 250MB of storage (more for some classes). This appears on College PCs in the file explorer as H: drive. Delete unnecessary files if it gets full. Additional storage can be arranged through your tutor, however your H: drive may be checked for any non-course related material.

Both OneDrive and H: drives are backed up regularly. Avoid using USB devices as your only storage option, as they are unreliable

and easily lost. They can be used as another backup.

## SOFTWARE FOR STUDENTS

Guidance on downloading software is available from the IT Services section on CANVAS. Licenses are valid only while you're a student at SRC and must be removed after you leave.

Available software includes Microsoft 365 (Outlook, Word, Excel), Autodesk, SolidWorks, and more.

To download and install Microsoft Office for personal devices, visit [www.office.com](http://www.office.com), select "Install and more" at the top right-hand corner and select "Microsoft 365 apps". SRC devices already have Microsoft Office installed.

Guides for downloading software are available on Canvas.

## PRINTING

You will be given a quota of print credit at the beginning of each academic year. You can purchase further print credit from any of the Learning Resource Centres.

**NOTE:** If you enrol on additional College courses, additional print credit will have to be purchased (by you) through the LRC.



# GETTING STARTED AT COLLEGE – ICT



Scan for info on  
ICT facilities

While you are a student at the College, there are some important things you'll need to be aware of. Some general guidance on ICT is available by scanning the QR code.

## ACCEPTABLE USE POLICY

As a student you will be given a student account which enables you to access College computers, Wi-Fi, remote access, and Microsoft 365 (Outlook, Teams, OneDrive).

Use of the ICT facilities is subject to the conditions within the Acceptable Use Policy and UK law. All students will need to agree to follow the College's Acceptable Use Policy (AUP) before using any ICT equipment or systems. There is a lot of specific guidance in the AUP itself - it's intended to keep you safe while you learn.

The AUP outlines the appropriate use of ICT facilities both within the College and online. It includes important guidance on using College computers, the internet, email, and messaging responsibly, and emphasises the need to take due care when accessing these systems.

Scan for the College's Acceptable Use Policy (AUP)



In addition, the College has its own relevant guidance and requirements (including health and safety and student code of conduct). It is essential you adhere to these policies. If you don't understand any item, please find out more from a staff member.

Scan for Health and Safety Policy



Scan for Student Code  
of Conduct





## WIFI - EDUROAM

The College's WiFi network is Eduroam. This provides internet access on campus and at other participating institutions.

To connect to Eduroam at SRC, search for wireless networks and select it. You will then be prompted for a username and password. Use your full SRC e-mail address **UserID@students.src.ac.uk** (replace UserID with your own student ID) and password. Trust any certificates if prompted.

For help connecting to the Eduroam WiFi, refer to the Eduroam section within the IT Services Information area on Canvas.

Scan for guides with accessing WiFi - Eduroam (note you'll need to be logged in as a student)



## REMOTE ACCESS

Students can access specialist computing and engineering software remotely via the College's Virtual Desktop Infrastructure (VDI). To request access, please complete the 'ICT-Q2 Student Request for Remote Access form'. Your lecturer can provide you with the link to this form. Once submitted, the request will be sent to your lecturer for approval. After approval, IT Services will grant access and email you a user guide.

## USERNAMES (USERID) & PASSWORD

### NEW STUDENTS

Your UserID and instructions will be sent to the email you registered with. A password will be sent via text to the mobile number you used when you registered. Each student's username (UserID) is made up of an 8-digit number plus **@students.src.ac.uk** which is also your College email. For example: **30004567@students.src.ac.uk**

### NOTE:

- Keep your password confidential and change it regularly. Change it from the default password issued (see: logging onto a computer in the College for the first time)
- Do not share your UserID and password with anyone
- Use a unique password and not one that you use elsewhere

UserIDs and passwords help us maintain individual accountability for internet usage.

### EXISTING STUDENTS

If you are a returning second or third year student, you will use the same account and logon details as in your first year (you won't get an email or text message with logon details as you will already have these). If needed, your tutor can reissue these details.

### LOGGING ONTO A COMPUTER IN THE COLLEGE FOR THE FIRST TIME (CHANGE YOUR PASSWORD)

Take the following steps:

- Press Ctrl, Alt and Delete
- Enter your username and password and click OK

You should change your password from the default issued by your tutor. Do this on a College computer by:

- Logging in - using your current username and password - press Ctrl, Alt and Delete
- Click 'change password'
- You will then be asked to enter your old password and enter your new password twice
- Click OK

### **LOGGING ONTO YOUR COLLEGE ACCOUNT REMOTELY (CHANGE YOUR PASSWORD)**

You can do this remotely by logging into your College Microsoft 365 account. Do this by selecting the 'Students' link on the website homepage. This presents you with the Student Dashboard. Log into Microsoft 365 and then:

- Click on your name on top right hand corner of the screen
- Select 'view account'
- Select 'change password' and follow the instructions on the screen

### **PLEASE REMEMBER:**

- Passwords are case sensitive with a minimum length of 15 characters.
- Passwords should be complex, with at least one of each of the following; uppercase letter, lowercase letter, number and a special character.
- We recommend the use of 3 random words incorporating the above complexity rules e.g. drive7maroon\$Floods - This is just an example, do not use this password.

### **DO NOT USE A PASSWORD YOU USE OR HAVE USED ELSEWHERE.**

## **GUIDELINES FOR ICT USAGE**

Services provided by IT can change. Please refer to the IT Services section on Canvas for current guides.

Scan for IT services (note you'll need to be logged in as a student)



- No food or drink is allowed in any computer room.
- Please treat all ICT equipment with respect, remembering that others must use it as well.
- Please use email, internet, and communication services responsibly and adhere to College policies to ensure a safe and respectful online environment for everyone.
- Please leave your workstation and the area surrounding clean and tidy.
- Ensure you log off your computer when you are not using it.
- Connection of any external device (including laptops) to the College physical network or electrical supply is strictly forbidden. Please contact IT Services if this is required.
- USB pens, CDs and DVDs may be used for backing up work and transferring work to and from College, but only if you are certain that any external computer you will be using has up-to-date anti-virus package running. Be aware that all these media types are prone to failure. We recommend using OneDrive for transferring work when required.

- Do not give your username or password to anyone. College staff do not need to know your password.
- ICT equipment can only be moved by a member of the IT Services team.

## INTERNET ADVICE (E-SAFETY)

The Internet has transformed learning, business, and socialising, but it also poses risks. Anonymity can hide harmful individuals (paedophiles, extortionists, and organised gangs) who exploit young people by gaining their trust and grooming them. They make young people feel safe. They become their "friends". They use images of other victims to create a false identity and gain young people's trust. In short, they groom young people. Home computers, laptops, tablets, and smartphones, used inappropriately, are this generation's version of the dark alleyway in which a menacing stranger lurks.

Be aware of the dangers that you face online, such as blackmail over images or private messages being shared. Exercise care and vigilance to protect yourself online.

We understand that this is a worrying message, but we do believe that it is warranted. We take great care to ensure you are safe whilst attending the College, but it is essential that you also exercise that same care and vigilance to protect yourself online.

If you need any assistance or advice on this matter, please speak to your tutor or alternatively seek assistance through Student Services.

### USEFUL CONTACTS

- PSNI on 101
- 24-hour Free call Lifeline Helpline on **0808 808 8000**
- Childline on **0800 1111** or **www.childline.org.uk**
- Lena Student Counselling on **0800 389 5362** or **support@lenabyinspire.com**

### PROTECT YOURSELF ONLINE

1. Check privacy settings: share posts only with friends and trusted sources.
2. Think before posting: if you wouldn't want the world to see it, don't post it.
3. Review friends list: delete anyone you don't know personally.
4. Avoid sending inappropriate content: if uncomfortable, talk to a trusted adult.
5. Concerned about shared images: speak to a trusted adult if a photo of you has been shared.

### MOST IMPORTANTLY...NEVER KEEP IT TO YOURSELF

If you feel uncomfortable or threatened online, talk to your family or College staff.

If you have shared an image, the sooner you tell someone, the sooner it can be taken down/ deleted or made much more difficult for anyone to find.

Staff at the College or adults you trust won't judge or treat you any differently. They just want to help.



# RESOURCES FOR SUPPORT AND HELP

## SAFETY CENTRE

For advice and practical how to guides to ensure you are safe online.



## CHILD EXPLOITATION AND ONLINE PROTECTION

Training and resources for young people, children and families to stay safe.



## NORTHERN IRELAND CYBER SECURITY CENTRE ADVICE AND GUIDANCE

General advice and guidance on cybersecurity.



## SAFER SCHOOLS NI

Offers tailored e-safety advice, updates, and resources for young people, parents, and educators.

Great for staying informed on latest threats like scams, grooming tactics, and app safety.



## STOP IT NOW! UK & IRELAND

Focuses on preventing child sexual abuse, with confidential support for those at risk or concerned about someone else.



Helpline:  
**0808 1000 900**  
(confidential and anonymous)

## NI DIRECT - STAYING SAFE ONLINE

Government portal with guidance on cyberbullying, grooming, fraud, and reporting issues.



# GIVE US YOUR FEEDBACK

Southern Regional College is committed to providing you with the best possible service which we can only do if you give us your feedback.

## FEEDBACK

Tell us if we do something well or if we can do things differently to improve. You will be asked to complete an online learner survey during the year and this feedback is very important to us.

Scan for information on giving feedback



## STUDENT COUNCIL AND STUDENTS' UNION

You can also provide feedback through your class representative and/or become the representative for your class and be their voice. Each September class representatives are elected to take forward issues about each campus at the Student Council meetings. Meetings take place three times each year. Upcoming meeting dates can be found on the College Student Engagement SharePoint page.

You could also become a Student Union Officer. Each campus can elect seven officers who will organise events and activities on your behalf – so you decide your student experience! Officers will also

speak with other students to hear about student experiences and work with the Student Governor to run campaigns to make improvements.

Details on all these events and how you can get involved are on the Student Engagement SharePoint page.

Scan for Student Engagement



## FOCUS GROUPS

Focus groups generate ideas and provide feedback from as many learners as possible.

## FURTHER EDUCATION STUDENTS AND TRAINEES

Each semester, your Personal Tutor will hold a class focus group to allow you to discuss items which matter to your class. The Curriculum Area Manager will also meet with class representatives to get feedback and ideas about your course, so let your class representative know your thoughts and opinions.

## HIGHER EDUCATION STUDENTS

Each semester Higher Education (HE) students will have Staff/Student Consultative Committee meetings with HE Course Coordinators. This provides an opportunity to feedback on any issues you have encountered while on your course. The Curriculum Area Manager will hold a subsequent focus group to follow up on any issues raised.

## STUDENT COMPLAINTS

If you have a complaint, please speak to your Personal Tutor or any course tutor to attempt to resolve the issue in the first instance. If this is not possible, or if you are not satisfied with the response you have received, you can contact the Curriculum Area Manager or Head of Faculty for your course.

If, following this process, you feel that your complaint has still not been satisfactorily resolved, a further two options are available to you:

1. You can raise an informal complaint by emailing the College's Corporate Compliance Manager on **feedback@src.ac.uk** or by calling on **077 2520 0069**; or
2. Where you believe the matter to be of a more serious nature, you can raise a formal complaint by completing a 'Customer Complaints Form', which is available on the College website.

Information provided on the College website explains the process the College will undertake when managing complaints. The College's 'Complaints and Compliments Policy' is also accessible on the College website, and this provides information in respect of the appeals process and the role of the Northern Ireland Public Services Ombudsman in handling complaints about the College. For HE students, the policy

also provides contact details for the Competitions and Markets Authority (CMA). This policy can be accessed on our website.

## STUDENT COMPLIMENTS

If you feel that the College has exceeded the expected standard of service, or you wish to provide a compliment or positive feedback, you can complete a 'Customer Compliments Form' which is accessible on the College website or available at Campus Reception. This form can be accessed on our website.

Alternatively, you can email the College's Corporate Compliance Manager at:

 **feedback@src.ac.uk**





# STUDENT CHARTER

Southern Regional College aims to deliver quality education to all of our students in an atmosphere of mutual respect. This Student Charter sets out what you can expect as a student at the College and what the College expects from you in order to ensure that your learning objectives are met.

Learning is a two-way partnership between the students and staff of our College. The Charter recognises the importance of staff and students working in partnership.

## WHAT PROSPECTIVE STUDENTS CAN EXPECT FROM SOUTHERN REGIONAL COLLEGE

### WE WILL:

- provide you with admission and enrolment services to ensure that your transition to College is fair, equitable and transparent
- treat you equally with respect and consideration at all times, regardless of ethnic origin, religious belief, political opinion, age, gender, marital status, sexual orientation, disability or whether or not you have dependants
- provide informed, impartial, supportive, and timely guidance and careers advice to enable you to choose a programme of study that suits your ability and aspirations
- advise you on financial and other support available

## WHAT ENROLLEED STUDENTS CAN EXPECT FROM SOUTHERN REGIONAL COLLEGE

### WE WILL:

- provide you with a comprehensive induction to College services, resources, rules, policies, procedures, your programme of study, as well as an opportunity to meet other students
- treat you equally with respect and consideration at all times, regardless of ethnic origin, religious belief, political opinion, age, gender, marital status, sexual orientation, disability or whether or not you have dependants
- provide you with a learning experience in a safe and caring environment which is evaluated, taking account of stakeholder feedback to enhance the quality of our provision
- agree your individual programme of study comprising quality teaching with informed, timely, constructive assessment and feedback on your work
- provide you with access to Learning Resource Centres and e-resources
- provide you with access to appropriate careers education, advice and guidance
- provide opportunities to access work experience/placement and industry visits where appropriate
- provide you with a Personal Tutor (full-time students or Class Tutor (part-time students) who will advise you on pastoral care

- provide other information and services including:
  - » Personal Tutor Support
  - » Learning Support
  - » Student Safeguarding
  - » Student Activities
  - » Health & Safety
  - » Care Experienced Support
  - » Student Finance Advice
  - » Personal Counselling Service
- provide you with clear information on fees and other costs, methods of payment and student finance support
- provide opportunities to ensure your views and feedback informs improvements through:
  - » Class Representatives
  - » Student Council and student/staff focus groups
  - » Student Governor and Student Union Elected Officers
  - » Student surveys and involvement in the student voice activities
- allow you to make a complaint on any issue and ensure you receive a response in line with the College complaints procedure
- treat your personal information with confidentiality and in accordance with current Data Protection Legislation, (The General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018) and Freedom of Information Act
- marital status, sexual orientation, or whether or not they have dependants
- adhere to the College clothing policy which permits students to wear sports tops and to use bags and kit which are affiliated to any sporting club with the exception of Celtic and Rangers
- familiarise yourself and comply with College policies and procedures and rules and regulations which are available in this guide, in your course handbook, on the SRC website and on the SRC Virtual Learning Environment/ SharePoint (Canvas)
- behave in a responsible manner on and off campus and treat the property of the College with respect
- wear your identity badge visibly at all times when on campus in the holder and lanyard provided by the College and when representing the College externally including on industrial visits
- comply with College health and safety requirements
- complete all coursework and assignments on time and to the best of your ability
- complete entry forms for external examinations and assessments and pay the appropriate fees when they are due
- ensure the prompt payment of fees and charges, return of books, equipment and materials
- act as ambassadors for SRC at all times on campus, in our community, in any public forum and after your time at SRC
- attend all scheduled classes, assessments and agreed meetings regularly and punctually and be an active participant
- contact your Personal Tutor if you are unable to attend class, assessments or examinations. Your personal tutor will guide you in relation to extenuating circumstances and the appropriate evidence requirements

## WHAT SOUTHERN REGIONAL COLLEGE CAN EXPECT FROM STUDENTS

### IN RETURN YOU ARE EXPECTED TO:

- fully engage as an active student in our shared educational experience and take responsibility for your own learning
- treat everyone with respect and consideration at all times, regardless of differences in ethnic origin, religious belief, political opinion, age, gender,

- comply with the SRC Acceptable User Policy and use your SRC email address for College related communications
- keep up to date your personal information, e.g. new address or new telephone number
- notify your Personal Tutor/Course Tutor in writing if you wish to withdraw from your chosen course of study
- notify the College of your destination following completion of your studies

As a student at our College, you have a right to be able to study in a safe, harmonious environment, to be treated

with respect, fairness and dignity, and not to be subjected to any form of bullying, harassment, abuse or victimisation because of your background, ability, culture, identity or caring responsibilities.

This section should be read carefully by each student, as it contains information which may have an impact on your progress within the College. Please ask your Personal Tutor to assist you if you are unclear about any part of this.

More information is available on the College website.

# COLLEGE RULES FOR STUDENTS

All students attending Southern Regional College (SRC) are required to conduct themselves in accordance with the College rules. Failure to adhere to the College rules will result in disciplinary action.

1. You are required to respect all people who use or are present at the College. Abuse, threat of violence, violence, intimidation, bullying or taunting of anyone on College premises or involved in an activity associated with the College will not be tolerated.
2. You will be treated and are required to treat others equally, with respect and consideration at all times, regardless of ethnic origin, religious belief, political opinion, age, gender, marital status, sexual orientation, disability or whether or not you or they have dependants.
3. You are required to attend all classes regularly and punctually with not less than 90% attendance.
4. You will be provided with a learning experience in a safe and caring environment. You should be respectful in the classroom or learning environment and not interrupt or disturb the learning activities of others.
5. You will be asked to provide feedback to enhance the quality of our provision.
6. You are required to complete an enrolment form and where required, should have paid tuition or other fees before commencement of the class.
7. Assignments and coursework must be handed in on time. Assignment work submitted for assessment must follow examining body guidelines.

8. Assignments, assessments, or exams are subject to scrutiny and there will be no tolerance of cheating, collusion, plagiarism or fraud.
9. Students should not be absent from class for appointments without the formal approval of the Personal Tutor or delegated authority.
10. In the case of an unplanned absence, students should contact their Personal Tutor or their Placement Officer.
11. Students who are required to wear specified uniform or safety gear, must do so as advised by the course team. Failure to do so may result in disciplinary action.
12. Students should follow their prescribed course of study. Any alterations to this must have the permission of their Curriculum Area Manager.
13. Within the College:
  - a. Current SRC student ID card and SRC lanyard must be always worn when on College premises.
  - b. Smoking and vaping is strictly forbidden (see point 23).
  - c. A current SRC Student ID Card should be scanned when entering any Learning Resource Centre (LRC).
  - d. Mobile phones should only be used under the direction of the lecturer during class time and must be switched off completely whilst in the LRC.
  - e. The use of the camera facility within mobile phones is strictly prohibited anywhere in the College.
  - f. Possession or consumption of alcohol or drugs is strictly forbidden.
  - g. Students are not allowed on College property while under influence of illegal drugs or substances. This also applies to any activity associated with the College off campus.
  - h. All forms of gambling are strictly forbidden.
  - i. Food and drink must be consumed only in areas provided and never in classrooms, corridors or the LRC.
14. Anyone found causing damage to or theft of College property may be suspended from classes and may be required to financially reimburse the College to make good any damage caused.
15. Textbooks, library books, instruments etc. are supplied on loan to students and must be returned in good condition at the end of the College year. Non return of library books or resources may result in examination results being withheld.
16. Students are required to pay tuition and examination fees as appropriate.
17. Students who fail to pay full tuition and examination fees will have their results held and will not be permitted to attend graduation.
18. Students using any sports facilities must adhere to the College's dress code (see point 24).
19. In the event of an alarm ringing continuously, which is a warning of suspected fire, students are required to evacuate the building immediately, in an orderly manner and in accordance with the fire evacuation procedure.
20. Students should help keep all areas of the College in a clean and tidy condition. For example, litter should be placed in the waste/recycling bins provided throughout the buildings and on the grounds to promote sustainable practices.
21. Students using the College's network and internet facilities must sign up to and adhere to the College's Network Acceptable Use Policy. Inappropriate use of resources will result in disciplinary action and removal from the network system.
22. Students undertaking examinations must always follow the instruction of the invigilators. Students using

- unauthorised materials to assist them during examinations will be subject to disciplinary action, which may result in suspension from the College. Mobile phones must not be taken into an examination. Any student found to be in possession of a mobile phone during an exam may forfeit their opportunity to sit the examination.
23. The College operates a No Smoking Policy, except in designated areas. Smoking/vaping within any of the College buildings or at entry and exit doors is strictly prohibited.
  24. In line with the Equality Commission Guidelines, emblems directly linked to community conflict and/or local politics must not be worn or displayed. Celtic and Rangers attire is not permissible in College.
  25. Students should refrain from activities that are liable to discredit the College, disrupt the normal working of the College or community, prevent employees going about their normal business or results in complaints from the public. This includes consideration when parking both in College car parks and surrounding areas.

# FORMAL DISCIPLINARY PROCEDURE

The following outlines the formal disciplinary procedure at Southern Regional College. This can also be viewed on the College website.

The formal disciplinary procedure is used when a student breaches any policy or procedure of the College. Any student in breach of policy or procedure will be investigated and a report will be provided to a designated disciplinary authority. The student concerned will be informed of the details of the alleged offence and given the opportunity of presenting a defence at a disciplinary meeting. After consideration of all evidence, the disciplinary authority shall inform the student of the decision and in cases where the offence is proved, of the student's right of appeal and who to appeal to.

If a student charged with an offence does not attend a disciplinary meeting on the date and at the time appointed, without prior satisfactory written explanation having been received, the disciplinary authority may make a decision in the student's absence.

A complainant, or a witness, who is summoned to attend a meeting arranged by the Disciplinary Authority and who fails to attend without due cause, may be liable to disciplinary proceedings.

The disciplinary stages, details on investigating authorities and disciplinary authorities are detailed in the 'Disciplinary Policy (Students)' accessible on the College website. It is important that you read this policy fully.



Scan for Disciplinary Policy

# COLLEGE POLICIES



Scan for College  
Policies

The College has a number of policies that are relevant to you as a student. It is important that you familiarise yourself with these. You can view College policies on our website.





# STUDENT HEALTH & SAFETY

## STUDENT HEALTH & SAFETY

The College has a duty to make your learning experience a safe and healthy experience. This is a two-way relationship, so we ask that you follow these points.

### Students are expected to:

- exercise personal responsibility for the health and safety of themselves and others.
- observe all the health and safety rules of the College and follow staff instructions in an emergency.
- students must not wilfully misuse, neglect or interfere with things provided for their health and safety.

## HEALTH & SAFETY POLICY

The College's Health and Safety Policy comprises the arrangements for the health, safety and welfare of students, staff, contractors, visitors and others. The College's Health and Safety Policy is available on the College website.

## FIRE SAFETY

### When you hear the fire alarm:

- leave the building immediately by the nearest available clearly marked escape route. Do not use lifts.
- go to the designated assembly point and remain there. Do not leave College grounds (so we can ensure everyone is accounted for) until you are given

permission to do so by the Evacuation Controller.

## SMOKING & VAPING

Designated smoking and vaping shelters are provided at each campus. Smoking or vaping is prohibited within College grounds excepted for these designated points.

## FIRST AID

Each campus has a first aid room, and first aid boxes are provided in all laboratories, kitchens, workshops and salons. You must report all accidents or injuries to your tutor. Several designated first aiders are available on each campus.

## HOUSEKEEPING

Please ensure that your personal possessions do not obstruct pathways, creating a trip hazard between desks, on corridors or in stair wells. This is to ensure safe evacuation of buildings in the event of a fire alarm.

## ELECTRICAL EQUIPMENT

Please ensure that when you use any equipment in the College, you follow all the instructions given. All electrical equipment should have a valid 'Portable Appliance Test' (PAT) conducted by the College. Non-PAT tested equipment (including portable computers, mobile phone chargers and e-cigarette chargers) cannot be used with the College electrical supply.

# CALENDAR

## AUGUST 2025

Mon 25 Aug	Holiday - College Closed
Wed 27 Aug	Full-Time Further Education, Traineeship and Apprenticeship Students Registration
Wed 27 Aug	Full-Time Higher Education 2nd Year Students Enrolment
Thu 28 Aug	Full-Time Higher Education 1st Year Students Enrolment
Fri 29 Aug	Clearing Day

## SEPTEMBER 2025

Mon 1 Sept	Full-Time Further Education, Traineeship and Apprenticeship Classes Begin
Mon 1 Sept	Part-Time Level 3 and Below Day Classes Begin
Mon 15 Sept	Part-Time Evening Level 3 and Below Classes Begin
Mon 15 Sept	Full-Time & Part-Time Higher Education Students Registration
Mon 15 Sept	Part-Time Day/Evening Higher Education Classes Begin
Mon 15 Sept	Work Based Learning and Apprenticeship NI Students Registration
Mon 22 - Fri 26	Freshers Week

## OCTOBER 2025

Mon 27 - Fri 31	Mid-Term Break
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## DECEMBER 2025

Mon 22 - Wed 31	Student Holidays/College Closure
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## JANUARY 2026

Thurs 1 - Fri 2	Student Holidays/College Closure
Mon 5 Jan	All Classes Resume

## FEBRUARY 2026

Mon 9 - Fri 13 Feb	Mid-Term Break
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## MARCH 2026

Tue 17 Mar	Statutory Holiday - College Closure
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## APRIL 2026

Wed 1 - Fri 3	Student Holiday Easter
Mon 6 - Tue 7	Statutory Holiday - Easter/College Closure
Wed 8 - Fri 10	Student Holiday Easter

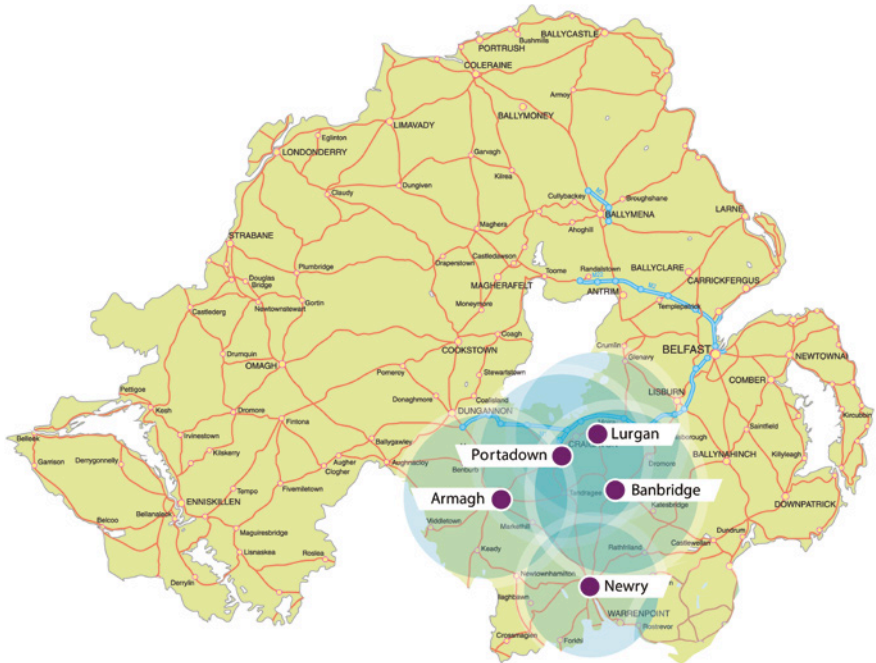
## MAY 2026

Mon 4 May	Statutory Holiday/College Closure
Mon 25 May	Statutory Holiday/College Closure
Fri 29 May	Part-Time Level 3 and Below Evening Classes End

## JUNE 2026

Fri 5 Jun	Full-Time & Part-Time Higher Education Classes End
Fri 5 Jun	Full-Time Further Education, Traineeship & Apprenticeship Students Classes End
Fri 5 Jun	Part-Time Level 3 and Below Day Classes End

# CAMPUS LOCATIONS



## ARMAGH CAMPUS

Lonsdale Road  
Armagh  
County Armagh  
BT61 7JX

## BANBRIDGE CAMPUS

Castlewellan Road  
Banbridge  
County Down  
BT32 4AY

## LURGAN CAMPUS

Kitchen Hill  
Lurgan  
County Armagh  
BT66 6AZ

## PORTADOWN CAMPUS

36 Lurgan Road  
Portadown  
County Armagh  
BT63 5BL

## NEWRY CAMPUSES

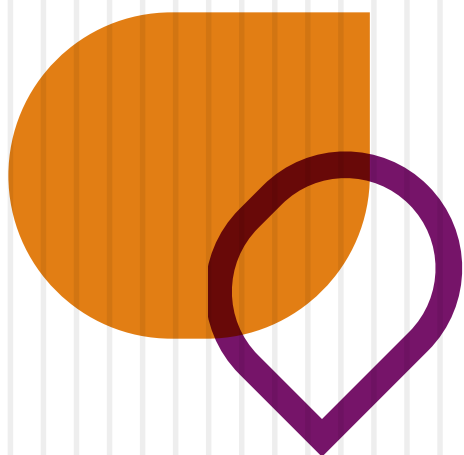
East/West  
Patrick Street  
Newry  
County Down  
BT35 8DN

## GREENBANK CAMPUS

Greenbank Industrial  
Estate  
Ballinacraig  
Newry  
County Down  
BT34 2QX

## MODEL CAMPUS

Catherine Street  
Newry  
County Down  
BT35 6JG



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