



STUDENT/APPRENTICE

HANDBOOK 2021/22

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COLLEGE CALENDAR 2021/2022

Autumn Term 2021

(7 September – 17 December 2021)

7–9 September 2021	Induction Days
7-9 September 2021	Freshers' Fair
10 September 2021	Full-time teaching commences
22 October 2021	Staff Development Day (College closed for students)
25–29 October 2021	Half term
6 December 2021	Parents Evening

Christmas Break

Monday 20 December 2021 – Tuesday 4 January 2022

Spring Term 2022

(5 January – 8 April 2022)

21–25 February 2022	Half term
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Easter Break, including Bank Holidays

Monday 11 April – Friday 22 April 2022

Summer Term 2022

25 April – 8 July 2022

03 May 2022	Parents Evening
30 May – 3 June 2022	Half term
8 July 2021	Staff Development Day (College closed for students)
11 July 2021	Start of Summer Break

College Receptions

Reception staff are on hand to help with general questions and can put you in touch with other members of staff.

They can also book you an appointment with our careers, mentoring, finance or student welfare teams.

Highbury Campus

Tudor Crescent, Portsmouth PO6 2SA

Opening Hours	Term Time	Outside Term Time
Monday-Thursday	8am-7pm	8am-5pm
Friday	8am-4:30pm	8am-4:30pm

North Harbour Training Centre

Southampton Road, Portsmouth PO6 4BQ

Opening Hours	Term time	Outside Term Time
Monday-Friday	8.30am-4.30pm	8.30am-4.30pm
Friday	8.30am-4pm	8.30am-4pm

Security

Our priority is to provide a safe learning environment for all. We do this in the following ways:

- we ask all students, staff and visitors wear the relevant badge while on campus.
- our Safety Wardens are located in reception areas
- CCTV is in place across the various campuses.

Car Parking

Student parking is available at Highbury Campus and North Harbour Training Centre. Parking is free for all students, staff and visitors, and it is based on a first come, first served basis. You must park within the marked bays.

Nursery Facilities

Highbury College offers Ofsted outstanding childcare provision. Honeypot Nursery is based at the Highbury Campus and provides care for babies and children from two months to four years.

For further information please contact **Honeypot Nursery**.

Tel: 023 9232 8964

Opening Hours: Monday-Friday, 7.30am-6pm

Highbury Campus Library Service

You can find the College Library on the first floor at Highbury Campus, directly above the reception area.

Opening Hours	Term time
Monday-Thursday	8.45am-5pm
Friday	8.45am-4pm

The Library offers a variety of resources to help you with your studies.

Resources include:

- books
- newspapers
- magazines
- journals
- DVDs
- computers with internet access
- wifi hotspots for personal laptops
- stationery sales

- black & white/colour photocopiers
- laminating and binding services
- book reservations.

Tel: 023 9232 8989

Email: library@highbury.ac.uk

Highbury Campus Post Box

You can post letters using our handy onsite post box, located next to the estates control room at the back of reception – don't forget to include a stamp. Collection is every day (Monday to Friday) at 5pm.

Microsoft Teams

When you join your new course, you will get an Office 365 account, which will give you access to Microsoft Teams. You will be invited to a course Team, where you will attend online lessons, access assignments and lesson materials, submit work for marking and communicate with your tutors and classmates. You can log in to Teams on any device, including through your mobile phone or Xbox.

Accident Reporting

If you or someone you know is hurt whilst at college, please let your tutor or a member of reception staff know as soon as possible. We can then provide first aid (if required) and record the accident.

First Aid

If you need first aid while on campus please contact your tutor, call 000 from a college phone or visit reception.

If you start to feel unwell or start to display symptoms of Coronavirus, please report immediately to reception or your tutor.

For medical emergencies please call 999.

Coronavirus Information

Please look out for and follow all Coronavirus information and guidance displayed around campus.

Remember to:

- wash your hands frequently
- distance yourself from others
- use a mask when requested
- test yourself twice a week.

If you start to display symptoms of Coronavirus, please report immediately to reception. Symptoms could include:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste.

Health Issues

If you have any concerns about your health during your time at Highbury College and how it may affect your course studies, please speak to your tutor to discuss these concerns.

Safeguarding

If you feel unsafe in anyway, a member of the Safeguarding Team can help.

Visit: Reception

Call: 000 (internal phones) and choose the Emergency option or 023 9238 3131 (external phones)

Food & Drink

You are welcome to bring or buy food and drink on campus but to keep the classrooms tidy, please remember to only take bottled water into lessons.

Highbury Campus

Highbury Campus offers a broad selection of snacks, meals and drinks in the following food outlets. There are also vending machines across the Campus.

The Galley

Situated on the ground floor, our recently refurbished refectory at Highbury Campus will include a wide range of healthy and enticing culinary options. Up to 95% of all produce will be locally sourced, and there will be something for everyone to enjoy. Please check for opening times.

Vending Machines

Our new cashless vending machines will be available in The Galley and Sports Centre at Highbury Campus, and also at our North Harbour Training Centre Arundel Centre. These are located in The Galley and Sports Centre.

North Harbour Training Centre

North Harbour Training Centre has facilities offering a variety of light refreshments. Please check for opening times. There will also be cashless vending machines on site.

Arundel Centre

In the area

Arundel Centre is surrounded by shops, cafes and restaurants, so whatever you fancy for lunch, you'll be spoilt for choice.

On Campus

Our new cashless vending machines will be on site providing light refreshments.

Disabled Access

All campuses have full disabled access to all areas via lifts and ramps.

Eden Hair & Beauty Salons

Located at Highbury Campus, Eden Salons offer a wide range of hair and beauty treatments at fantastic prices. Treatments are carried out by students under the direct supervision of highly-qualified staff. Find the latest pricelist online or pick one up at reception.

For appointments call 023 9232 8965 or visit the salon reception located on the ground floor at Highbury Campus.

Don't forget Highbury students get a further 20% off at Eden Salons

Sports Centre

Location: Sports Centre, Highbury Campus

Contact: Sports Centre Reception 023 9232 8690

Opening Hours	Monday-Friday	9am-10pm
	Saturday	9am-1pm
	Sunday	9am-6pm

Highbury Campus's Sports Centre includes a full-sized sports hall, a fitness suite and aerobics studio. Students and the public can choose from a variety of physical activities including short tennis, martial arts, football, badminton and roller derby.

Membership is £10 per month for students and £15 for non-students. Pay-as-you-go prices are £2 per session for students and £3 per session for non-students. All memberships are no contract – cancel any time.

College Services

Course Advice

Whether you need information about your studies, wish to swap course or need advice about your next steps, our course advice team is here to help. You can visit the Advice Centre on the ground floor of Highbury Campus or contact the team directly by calling 023 9238 3131. Confidential meeting rooms are also available if you'd prefer to chat in private.

Opening Hours

Monday-Thursday 8:30am-5pm

Friday 8:30am-4:30pm

Please note, the College is closed between Christmas and New Year.

Lost Property

If find or lose something when in College, please see Reception staff who will be happy to help.

Financial Support

If you would like to know about the financial help speak to the Student Engagement Team. They may be able to help with the costs of many College-related expenses, including uniforms, equipment, childcare and travel.

Visit: The Advice Centre, Highbury Campus
Reception, North Harbour Training Centre
Reception, Arundel Centre

Call: 023 9232 8947

Email: student.finance@highbury.ac.uk

Mentoring & Wellbeing Support

Mentoring and wellbeing support is available at the College and can help students and apprentices who are experiencing problems in and out of College. If you would like a mentor or wellbeing support, speak to your tutor or contact the team by using the email or phone numbers below.

Available: All sites
Contact: 023 9232 8862 / 10561 / 8947
Email: mentoring@highbury.ac.uk

Supported Workspaces

at Highbury Campus

THE STUDY CENTRE & DECK

- 1:1 bookings available
- Drop-in for help
- Group study area
- Self-study study area
- Vocational support
- English & Maths support
- PCs & printing available.

Opening times

Monday – Friday, 9am-4pm

Locations

The Study Centre: Library, Highbury Campus

Deck: First floor, Highbury Campus

Supported Workspaces

at North Harbour Training Centre

THE STUDY CENTRE

- 1:1 bookings available
- Quiet self-study area
- Drop-in for help
- Vocational support
- English & maths support
- PCs & printing available.

Opening times

Monday – Friday, 9am-4pm

Locations

The Study Centre: Library, Highbury Campus

Deck: First floor (LC1.1), North Harbour Training Centre

Careers Advice

If you have any questions about your future plans in terms of career, course choice, how to apply for university or where to look for jobs, our Careers Team offers impartial and confidential advice about your options for further and higher education, employment and training.

Available: All sites

Contact: 023 9232 8956 or ask at Reception

Email: careers@highbury.ac.uk

Work Placements

Work Placements are an integral part of your college course and can help you network with local businesses and help start your career path. Contact Adele or Lou at workexperience@highbury.ac.uk to discuss and get you started.

Highbury Employment Service/Apprenticeships

Available: All sites
Contact: 023 9238 3131 Option 1
Email: employment.services@highbury.ac.uk

Highbury Employment Services is the one-stop shop for finding an apprenticeship. We work with more than 1,000 local companies and cover apprenticeships in most of our curriculum areas. We can also help you find part-time work too. The team is available at Highbury Campus in the Careers Room and at North Harbour Training Centre in the Employment Services Office, Monday to Friday, 9am-4.30pm. You can either drop in to see a member of the team or contact us for an appointment. We will also visit the other College campuses by appointment.

Apprenticeship Vacancies online

Available: All sites
Visit: highbury.ac.uk/appvacancies

Support for Students with Special Educational Needs or Disabilities

Highbury Campus: 023 9232 8664 / 8692
Contact number for Hearing Impaired: 023 9232 8664

If you have a special educational need or disability, then please let us know immediately so that we can make all reasonable adjustments to help you succeed on your course. Support may be given on an individual basis or in a small group.

Students' Union

You will automatically become a member of Highbury College's Student Union and be part of one of the largest student organisations in the world, representing over five million students in the UK.

Email: students.union@highbury.ac.uk

TOTUM Student Discount Card

TOTUM is the new and improved NUS Extra and gives you access to loads of top brand student discounts and deals on eating out and fashion, tech and travel, and everything in between. There are three levels of TOTUM membership available:

TOTUM Lite

TOTUM Lite is completely FREE and gives you access to some great deals including up to 25% off boohoo, up to 30% off Pizza Express and up to 10% off Co-op!

TOTUM

TOTUM gives you access to the full range of discounts and offers, a free 12-month International Student Discount bolt-on and the option to include PASS accredited Proof of age ID too. Prices start from: £14.99.

TOTUM Pro

If you're a full or part-time learner studying for a professional qualification for over 10 hours per week for a minimum of 12 weeks, then TOTUM PRO is for you. Deals include 10% OFF Megabus, £2 saving on BSM driving lessons and up to 64% off Alton Towers tickets. You'll also get extra features through a mobile app, such as daily deals and alerts pinged to your phone. Prices start from: £19.99.

Don't forget, as a Highbury student or apprentice you can also sign up to UNIDAYS and Student Beans for more great discounts!

Your Feedback

The College values your feedback as it helps us to know what we do well and what we need to improve.

You can make your views known by:

- standing for election as the President of the Student Union and attending College committees and corporation meetings
- becoming a Course Representative and attending Learner Voice meetings
- taking part in student surveys
- taking part in programme quality reviews
- taking part in student sweeps (when staff will ask you questions about your experience of college life).

Policies

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Academic Appeals

The College has an Academic Appeals Procedure.

The grounds for appealing an assignment decision can only be made for one or more of the following reasons:

- you have submitted evidence of factors that have affected your work but this evidence has not been considered
- you were unable to inform the College of factors affecting your performance due to exceptional reasons
- the assessment procedures were not followed in accordance with regulations
- some other material irregularity.

If you wish to appeal against an assessment decision, you should follow the stages below.

Stage 1 – Discuss your concerns with your Programme Leader within three working days of the assessment decision. Your Programme Leader will then discuss your concerns with the assessor and/or the Student Progress Board and let you know the outcome of these discussions in writing within five working days.

Stage 2 – If you are still not happy, you can submit an appeal in writing to your Learning Manager or Team Leader within five working days. Your Learning Manager or Team Leader will discuss your concerns with you and your Programme Leader and decide if there are grounds for a review of the assessment decision. You will receive a written copy of his or her decision within 10 working days of the meeting.

Stage 3 – If you are not happy with the Learning Manager or Team Leader's decision you can appeal in writing to the Relevant Director of Learning your programme is in – within five working days of the Learning Manager or Team Leader's decision. They will decide whether or not your case should be put before an Academic Appeals Panel.

Anti-Bullying Policy

Highbury College has a zero-tolerance policy towards bullying (including online bullying). If you are being bullied tell a member of staff who will support you to resolve the situation

Assessment Policy

The College's Assessment Policy sets out what you can expect in relation to the planning, setting and marking of the assessments on your programme. Student success is the College's overriding priority.

The College will ensure that:

- the assessment process is free from bias and is carried out with rigour and fairness
- the assessment process is inclusive and recognises the diverse needs of all students
- the scheduling of and the number of assessments support students' learning and achievement of their qualification
- students are given detailed written and oral feedback on their work to support learning
- coursework with clear feedback is returned usually within 10 working days or, where work needs to be internally verified, 15 working days
- records are kept of all assessment decisions
- assessments, when submitted, are stored securely
- all programmes have a Programme Handbook for students that clearly sets out the assessment arrangements, the schedule for assessments and any penalties related to assignment/assessment/test deadlines
- progress is measured on a regular basis.

Attendance & Punctuality

Regular attendance and punctuality at your lesson will help you do well on your course and show that you respect your teachers and the other learners in your group. The College Attendance and Punctuality Policy sets out what is expected from students.

We expect:

- 100% attendance
- you to arrive on time for all lessons.

If, for exceptional reasons such as illness, you cannot attend your lessons, you must contact the Absence Management Team. If you are under the age of 18 your parents/carers must contact the Absence Management Team.

Phone: 023 9232 8966

Email: absence@highbury.ac.uk

Remember you or your parent/carer must give your full name and the name of your programme. If you are not attending regularly or you are continuously late to lessons your tutor will arrange for a one-to-one tutorial where you will draw up an action plan to help you improve your attendance.

Careers Education & Guidance Policy

The College is committed to providing a planned programme of careers education for all students and apprentices. We will help you develop the skills to make choices about your future.

This will include:

- understanding your strengths and weaknesses
- achieving your potential
- developing your research skills
- developing an entrepreneurial mindset
- implementing your career plans
- understanding the local, national and global labour market
- developing your employability skills.

Feel Safe at Highbury College

The College is committed to providing a safe learning and living environment for all students. We want to ensure that you are safe all types of potential harm including:

- financial abuse
- physical abuse
- sexual abuse
- emotional abuse and bullying
- neglect
- radicalisation (the College has a duty to prevent people becoming or supporting terrorists. This is known as the Prevent Strategy).

If you feel unsafe in anyway, a member of the Safeguarding Team can help.

Visit: Reception

Call: 000 (internal phones) and choose the Emergency option or 023 9238 3131 (external phones)

Comments, Compliments & Complaints

You can give feedback on your experience at College and on your programme through the College's Feedback form. These forms are available from Reception at all College Centres.

If you are unhappy about your programme or the service the College provides, you can also make a complaint using the College's Complaints Procedure. If you have a complaint you should follow the stages set out below:

Stage 1 – Tell your Learning Manager/Team Leader about your concerns. They will help you find a solution within 10 working days.

Stage 2 – If you are still not happy, you can make a formal complaint in writing, by filling in a College Complaints Form, or by asking to speak to a member of the Quality & Standards team. You will receive a written acknowledgement of your complaint and the matter will be investigated. We will write to you with the outcome of your complaint within 15 days wherever possible.

Stage 3 – If you are not happy with the outcome of your complaint, you may write to the Principal within 10 working days of the resolution letter.

Data Protection

The College complies with the data protection legislation of 2018. The way the College uses the personal information it collects about students and apprentices is explained on our application and enrolment form. To update your information or if you have any questions about how we collect and store your personal information contact our data protection officer Zoe Martin at dpo@highbury.ac.uk or by phone on 02392 328829.

Disability Statement

Highbury College is committed to equality of opportunity for all students, including those with special educational needs or disabilities. The College aims to provide appropriate support to enable students to benefit from their studies, and intends to continue developing such provision within the guidelines of the Disability Discrimination Act and the Children and Families Act 2014.

Student Disciplinary Procedures

A full copy of the procedure is available from the Quality & Standards Office.

Equality & Diversity

Highbury College is committed to promoting equality and celebrating diversity in all activities. We respect and value the diverse groups that make up the College community.

We are committed to:

- equality and breaking down barriers to access
- challenging prejudice in all its forms

- embracing and celebrating the diversity of our staff, students and local communities
- celebrating success and supporting all students to succeed, progress and realise their ambitions
- treating everyone with respect and courtesy.

Everyone studying and working at the College or visiting the College has the right to feel comfortable, valued and productive in what they are doing. The College's Equality Policy sets out what we believe and how we operate as a College community.

The College will not tolerate:

- bullying, harassment or victimisation
- discriminatory behaviour
- the use of inappropriate or offensive language
- possessing or accessing extremist material, using extremist language or expressing extremist views
- radicalising other members of the College community
- actions that endanger other members of the College community
- physical violence
- sexual violence
- threats of physical or sexual violence
- actions that harm others or encourage injury to others
- criminal activity on or off College centres
- actions that break the College health & safety policy
- carrying weapons or using an item as a weapon
- behaviour that disrupts the learning of others
- copying of others work
- inappropriate use of IT including cyber bullying or viewing extremist materials
- wilful damage to College property
- the consumption or being under the influence of illegal drugs or alcohol.

Fee Remission/Payment

All course fees are payable at the time of enrolment unless an instalment plan is agreed with the College. You may, however, be eligible for a full reduction in tuition fees (see below).

Health & Safety Policy

It is the policy of Highbury College to provide a safe and healthy working and learning environment, and to protect the health and safety of all employees, temporary workers, students, members of the public and any other persons that may be affected by the College's operations or activities.

We all bear a responsibility for the safety of ourselves, our colleagues, students and others, who we may encounter during the course of employment or study. We should all cooperate and strive constantly to achieve high standards of health and safety in the working/learning environment.

You must:

- take reasonable care of your own health and safety and that of other students on College premises
- know the programme hazards/risks and cooperate with the College in keeping risks low
- use equipment provided at College correctly, in keeping with staff instruction and training
- not misuse safety equipment provided for your own or other persons' protection
- know the Student Code of Conduct
- report an accident sustained at College immediately to staff.

Fire & Emergency Procedure (All College Centres)

If you discover a fire:

- sound the fire alarm
- leave the building by the nearest emergency stairways and exits
- go to and remain at the Assembly Point.

If you hear the alarm:

- leave the building by the nearest emergency stairways and exits
- go to and remain at the Assembly Point.

Do not:

- attempt to fight the fire
- stop to collect personal belongings
- use the lifts
- congregate at building exit doors
- re-enter the building unless authorised to do so.

You should inform the College/your tutor of any disability you have, so a 'Personal Emergency Evacuation Plan' (PEEP) assessment can be carried out with you.

Information Technology (IT)

Logging In

All students at the College automatically have a computer account created once they enrol. Your username is your student ID (EBS) number. This can be obtained from your teacher or Information Technology (IT) Services.

Your password is initially set to Unlock123. You will be prompted to change your password when you first log in.

If you forget your password, you can get reset it by pressing the "reset now" button in the sign in menu, which will verify its really you by using your mobile number you provided when setting up your account, if you run into any issues

using the automated reset, please contact our IT team by emailing IT@Highbury.ac.uk and they can help you get your password reset.

– if you email IT from a personal email address, please include your full name and Student ID (EBS) number.

Student Email

You have a student email account. This account is used frequently by the College to communicate with you and to gain access to college applications, such as Microsoft Office, Teams and Adobe products. Please check it frequently for College and course information.

Your email address is <student id>@students.highbury.ac.uk

The password for this account will be your usual college password (initially defaulted to Unlock123)

You can access your email via <https://www.highbury.ac.uk/landing-pages/student-homepage/> using Office 365.

You can also access college emails via Outlook.com or the Outlook app on your phone/home device.

Remote Access & Bring Your Own Device (BYOD)

You can access College software (licence permitting) on your own device, both on and off campus, by visiting <http://citrix.highbury.ac.uk>

For further information, or issues with this service, please email IT@Highbury.ac.uk

Additionally, the college uses Office 365, which enables you to use your college account and download the full suite of Office products on up to 5 of your own devices completely free.

For information on how to do this please go here:

<https://www.highbury.ac.uk/landing-pages/student-homepage/> and visit Office 365 from the hub. Here you can access the Office applications in a browser or install the Office Suite onto your device if you prefer.

Open Access

Open Access computers can be found at the library. Scanners, printers and copiers are available at the library. You can bring your own devices into College and connect them to the internet via the College wireless network. You will need your Student ID (EBS) number and college password to access these devices.

Wireless (eduroam)

The College is wireless enabled. Students are encouraged to bring their own devices into College, which can then be safely connected to the College network. You will need your College email address and network password to access this service.

For information on how to connect to the wireless network, and which settings to use when connecting a mobile device, please email IT@Highbury.ac.uk

IT Support

You can access IT support by dialling 023 9288 2800 (internally ext 2800). Help materials are also available at: highbury.ac.uk/itservices

If you have an issue or want to request something from IT you can also do this from the student hub at: <https://www.highbury.ac.uk/landing-pages/student-homepage/>

IT can also be emailed directly at: IT@Highbury.ac.uk for support/general queries.

IT operation hours:

Monday-Thursday	8:30am-5pm
Friday	8:30am-4:30pm

e-Safety

Remember to stay safe online and when using your mobile.

Advice about e-Safety can be found in our **IT Acceptable Use & E-Safety Policy** which can be downloaded here: highbury.ac.uk/itservices.

IT Acceptable Use Policy

By using the College's IT facilities you accept the College's IT Acceptable Use Policy, a copy of which is available at highbury.ac.uk/itservices.

IT Code of Conduct

- you must take responsibility for your own use of IT ensuring that you use technology safely, responsibly and legally
- you must be an active participant in e-Safety education, taking responsibility for your awareness of the opportunities and risks posed by IT
- no communication device, whether College provided or personally owned, may be used for bullying or harassment of others in any form
- no applications or services accessed by users may be used to bring the College, or its members, into disrepute
- you have a responsibility to report any known misuses of technology, including the unacceptable behaviours of others
- you have a duty to respect the technical safeguards, which are in place. Any attempt to breach technical safeguards, conceal network identities or gain unauthorised access to systems will result in disciplinary action
- you have a duty to report failings in technical safeguards, which may become apparent when using the systems and services
- you have a duty to protect and are not permitted to share passwords and personal network logins. Remember to log off or lock workstations if you leave them unattended. Any attempts to access, corrupt or destroy other users' data, or compromise the privacy of others in any way, will result in disciplinary action
- you should use network resources responsibly. Wasting staff effort or network resources, or using the resources in such a way so as to diminish the service for other network users is unacceptable

- you should understand that network activity and online communications are monitored, including personal and private communications made via the College network
- you should be mindful of using the internet and should not download and install any software which may not be licensed (see Software Policy) or contain viruses and spyware unless authorised to do so by the Director Digital Innovation.
- you are permitted to use your personal devices on the College's wireless network, however you will ensure that these devices have the relevant updates and virus definitions. Use of these devices remains subject to this policy.

The full version of the IT Acceptable Use Policy can be found at: highbury.ac.uk/itservices. Violation of the IT Acceptable Use Policy may result in either the disabling of your user account and/or disciplinary procedures.

Plagiarism, Cheating & Collusion Policy

Introduction for students

The following are dishonest and therefore unacceptable and not allowed by the College:

- taking someone else's work, words, images, ideas, opinions or discoveries and passing it off as your own (this is called plagiarism)
- using the computer, either the internet or information stored on a memory stick or other removable drive which belongs to someone else, and passing it off as your own
- Cheating, that is, acting unfairly or dishonestly to gain an advantage secretly agreeing with others to cheat or deceive (this is known as collusion).

All these are academic misconduct. If you are discovered or suspected of doing any of the things shown in the list above, the College will investigate and may take action against you under the Disciplinary Procedure: Academic Misconduct.

This is what is expected of you whilst you are at the College:

- you will only hand in your own original work for assessment
- you will show when you have used information provided by someone else by giving the person's name and where you found the information in your work (or in your portfolio) as you go along.

For example, if you use someone else's words you will enclose the quote with inverted commas. You will also repeat this information at the end of the piece (this is called a bibliography/ references section). The same applies if you have received help. This is the standard practice in the world of learning. Your tutor or teacher will give you help with this. You should seek advice and guidance from your teachers if you are unsure how to do this properly.

- you will show when you have downloaded information from the internet
- you will never use another's disk or memory stick as if it were your own work, nor copy work from a disk or memory stick belonging to someone else and use it as if it were your own
- you will never use someone else's artwork, pictures or graphics (including graphs, spreadsheets etc.) as if they were made by you
- you will never let other students use or copy
- from your work and pass it off as if they had done it themselves
- you will never forge the signature of a teacher or an assessor.

Disciplinary Action

You can expect all cases of suspected academic misconduct to be fully investigated using the College Disciplinary Procedure. If proved, you can expect the College to

take action against you. What happens will depend on the seriousness of what you have done.

Disciplinary action taken by the College may include the following:

Stage 1 – Disciplinary Interview – when what you have done is thought to be a minor case of academic misconduct:

- what you have done will be discussed with your tutors in a Stage 1 Interview
- you will be given a warning about how you must act in the future
- you may have marks from your piece of work taken away, or you may have work returned to re-do and hand in for re-marking. This will be agreed by the Student Progress Board
- if this has happened before, you will go straight to a second stage interview
- if you are working towards an exam, the relevant awarding body will be told what has happened in accordance with the examination board's policy
- external examiners/verifiers will also be told what you have done, in accordance with the examination board's policy.

Stage 2 – Disciplinary Interview with your Learning Manager or Team Leader – when what you have done is thought to be a moderate case of academic misconduct:

- your mark or assessment grade may be reduced or you will be awarded zero, depending on how serious what you have done appears to the College. This will be decided at the Student Progress Board
- you may not be allowed to take the unit/exam/test again. This will be decided at the Student Progress Board
- the relevant awarding body will be told what you have done, in accordance with the board's policy
- external examiners/verifiers will also be told what you have done, in accordance with the examination board's policy

Stage 3 – Disciplinary Hearing with a Learning Manager or Team Leader – when what you have done is thought to be a serious case of academic misconduct:

- a penalty will be awarded. This will be decided by a Managing Director and the Student Progress Board and will depend on the seriousness of what you have done. Any of the following may be given:
 - a zero grade in the exam/test/module is given or the assessed work is not awarded a grade
 - you are not allowed to re-sit the exam or test, or you are not allowed to re-do the piece of assessed work
 - reduction of marks for the whole programme, by reducing the grade by one or more categories or by reduction of grand mean for the programme by up to 10%
- the relevant awarding body will be told what you have done, in accordance with their policy
- external examiners/verifiers will also be told what you have done, in accordance with the examination board's policy
- you may be disqualified from the award of the programme
- you may be excluded from the College.

In all cases, a note will be made on your file of the allegation, the outcome and any penalty you are given. You need to know that this information may be used by the College when it is asked to provide a reference for you, for example if you want to go to another College or get a job.

Smoking/Vaping Policy

Highbury College will only allow smoking/vaping within designated smoking areas. Smoking in non-designated areas will be a disciplinary matter. Specialist support is available, via a GP, to help smokers who wish to stop smoking.

Student Substance Misuse Policy

The College is committed to providing a safe and healthy working environment and recognises the dangers of drug alcohol and other substance misuse. We are committed to keeping all users of the college safe. If you have a substance misuse issue and would like support, please contact our mentoring team or call 023 9232 8219/8862/10561/8870 or email mentoring@highbury.ac.uk.

Campus Locations

Highbury Campus

Tudor Crescent, Portsmouth PO6 2SA

Tangier Road Campus

Tangier Road, Portsmouth PO3 6PZ

North Harbour Training Centre

Unit 1 Harbourgate, Southampton Road, Portsmouth PO6 4BQ

Arundel Centre

Arundel Street, Portsmouth PO1 1SA

How to get to Highbury

Highbury College has three sites in and around Portsmouth to make learning more accessible.

Highbury Campus is next to the A27 in Cosham, north of Portsea Island. Walking from Cosham railway or bus station: head south on Portsmouth Road, at the end of the parade of shops on your left, continue into The Old Road. Cross Highbury Grove and continue. This road will bear left into Tudor Crescent (Army Reserve centre on right). Follow this road and you will arrive at the College.

Arundel Centre is located in Arundel Street in the centre of Portsmouth.

North Harbour Training Centre is situated on Southampton Road, Northarbour.

For more details on public transport to centres, please call 023 9238 3131 for a leaflet.

By train

Main line rail services call frequently to the four stations that serve our sites.

Highbury Campus: Cosham station

North Harbour Training Centre: Cosham station/Portchester station

Arundel Centre: Portsmouth & Southsea station

For information on train services contact:

National Rail Enquiries

0845 7484 950

www.nationalrail.co.uk

By bus

There are regular bus services to the bus stops that serve our sites.

Highbury Campus: Cosham main bus stops (Health Centre, Northern Road, Railway Station & Hawthorne Crescent)

North Harbour Training Centre: Allaway Avenue shops and Southampton Road

Arundel Centre: Arundel Street and Commercial Road

For information on bus services and timetables contact:

FirstBus

023 9286 2412

www.firstgroup.com/firsthampshire

Stagecoach

0871 200 22 33

www.stagecoachbus.com/south

By sea

There are frequent daily services to and from the Isle of Wight by hovercraft, passenger catamaran and passenger/ car ferry. Services are to and from Portsmouth Harbour, next to the station where students can either get a taxi, train or bus to the desired site.

For more information contact:

Wightlink

0871 376 1000

www.wightlink.co.uk

Hovertravel

0843 487 8887

www.hovertravel.co.uk

Cycling around Portsmouth

Details of Portsmouth's quieter routes, cycling events, Bike Doctor clinics and more can be found at <https://www.portsmouth.gov.uk/ext/parking-travel-and-roads/travel/cycling-around-portsmouth>

Bikes

The College has secure bike cages at Highbury Campus and North Harbour Training Centre.