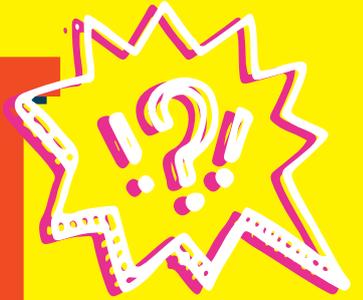
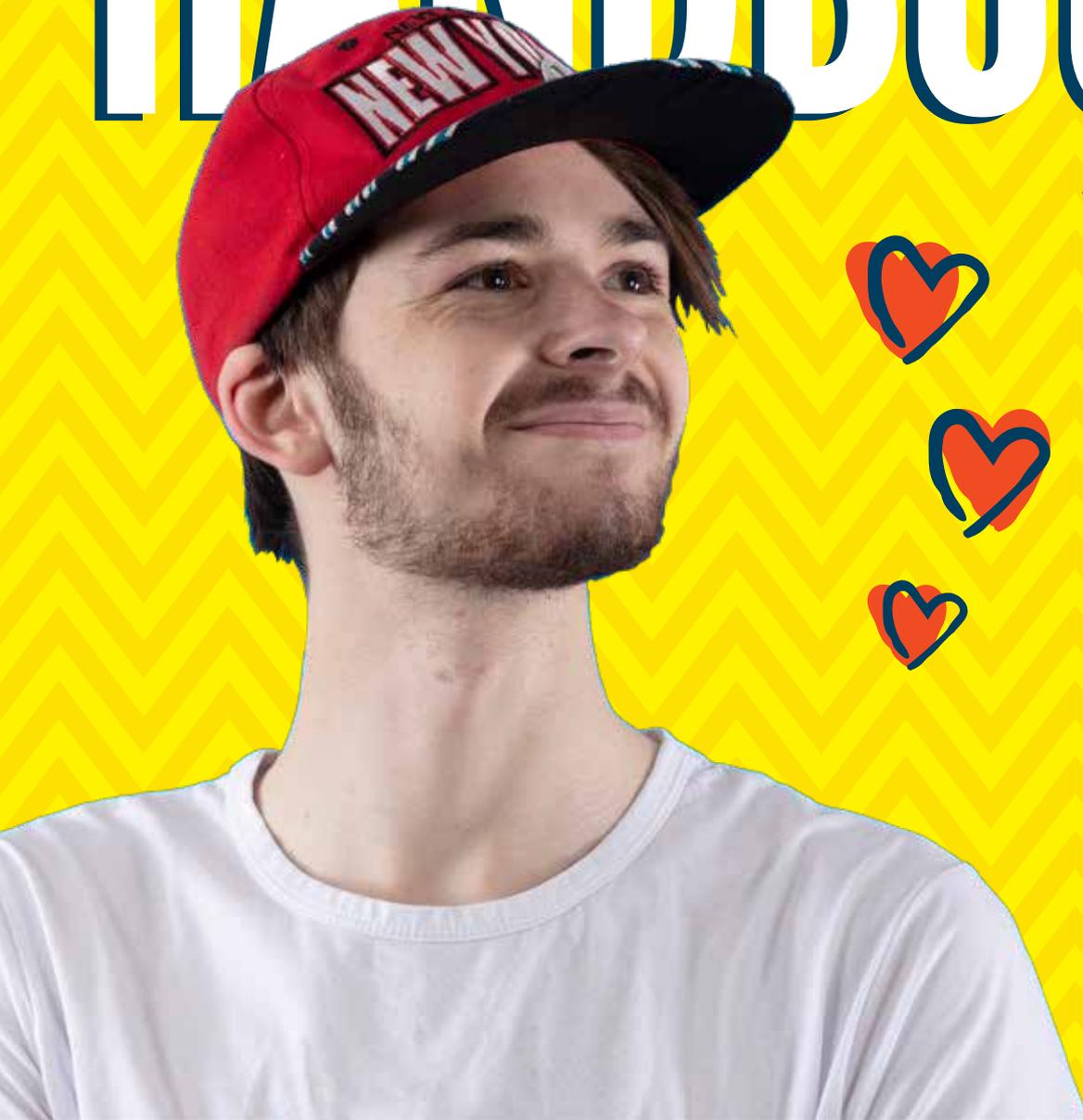




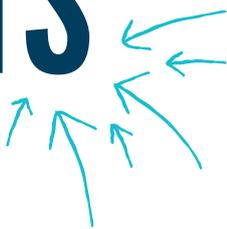
THE STUDENT HANDBOOK



2021/22



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WELCOME MESSAGE



“Firstly I would like to welcome you to Higher Education (HE) at Lincoln College, and to thank you for choosing to study here with us. This handbook and other study guides will provide you with all of the essential information that you will need to know about the College, your course, and the support you can access.

Throughout the induction period you should expect to be introduced to all aspects of life at Lincoln College. Your tutors will ensure that you feel welcome and that you are fully supported through the process. Throughout the academic year you will have the opportunity to provide feedback on your course and your overall experience here at Lincoln College. We will also be actively looking to recruit students to the College HE Student Representative System.

Should you have any questions or problems during induction or at any time during your course, please get in touch with your tutor or myself - we will be happy to help. I wish you the very best with your studies and look forward to seeing you at Lincoln Cathedral for your graduation.”

Becki Hamnett

Associate Director of Higher Education



RESPECT FOR ALL

Our Expectations

- Treat all staff and students with respect
- Wear your lanyard and student ID card at all times on campus
- Accept responsibility for your own learning
- Accept responsibility for your own wellbeing
- Attend all classes and be punctual 
- Arrive prepared to study
- Complete all work on time and to the best of your ability
- Behave appropriately for your work and study environment



BRITISH VALUES OUR VALUES

DEMOCRACY

THE RULE OF LAW

INDIVIDUAL LIBERTY

RESPECT AND TOLERANCE



INDUCTION ACTIVITIES

Item	Where to find
Tutorial Information	
Personal tutor introduction	Tutor Course Handbook
Individual tutorials and progress meetings	
ProPortal	Tutor Induction Handbook
Student responsibilities	
Campus tour	
Refreshment, social and leisure facilities	
Learning styles and study skills	Tutor / Library staff Referencing and Study Skills Handbook
Course Information	
Timetable with rooms	Tutor Course Handbook
Course calendar	
Course content overview	
Assessment details	
Specialist books / equipment / clothing / PPE	
Work based learning / residential / field trips / visits	
Confirmation of entry qualifications and enrolment	Tutor Induction Handbook
Student Support	
College policies and procedures	Tutor Induction Handbook
IT access and logging on	
Students' Union	
Student Services	
Library induction	Library staff Referencing and Study Skills Handbook
Referencing	
Study skills	

HE Contacts

Associate Director of Higher Education: Becki Hamnett

Email: rhamnett@lincolncollege.ac.uk

Tel: 01522 876204

HE Administration Officer: Ann Rowntree

Email: arowntree@lincolncollge.ac.uk

Tel: 01522 876398

HE Registry Assistant: Lynn Freeman

Email: lfreeman@linconcollege.ac.uk

Tel: 01522 876000 ext 6647

Safeguarding

Email: safeguarding@lincolncollege.ac.uk

Tel: 07580 975854

Widening Participation Team

Email: wp@lincolncollege.ac.uk

Tel: 01522 876225

Enrolment

Before you can enrol with Lincoln College you will need confirmation of how your course will be funded. This is usually a letter from your employer or Student Finance England.

Apart from exceptional circumstances and with the prior agreement of the College, if we have not received payment of all or part of your fees before the first half term, you will be invoiced an amount equal to what the College should have received by this date from SFE. Failure to pay fees without adequate reason will result in your suspension and withdrawal of access to the College's IT system until payment is received.

Where applicable you will also be required to arrange with SFE for the College HE Admin Officer to have permission to discuss the progress of your Tuition Fee Loan application.

Apprentices studying for a degree do not pay their own tuition fees. These will be covered by your employer. Apprentices cannot take out a student loan, so you will need to cover your own living costs, including housing, travel and materials.

ATTENDANCE AND ABSENCE REPORTING

Communication
is **King**

ATTENDANCE IS CRUCIAL TO YOUR SUCCESS

WE EXPECT 100% ATTENDANCE.



- Appointments for the doctor/dentist should be made outside of lesson times wherever possible
- Check the College calendar for term dates to help with planning holidays.
- Keep us informed of your contact email and mobile number, so we can continue to keep you updated
- Absence must be reported as soon as you know you will be absent
- Please contact your School Admin Team before 8.45am on each day of your absence
- You will need to provide your name, Student ID, course and tutor.

**Please ensure that your contact details are kept
up to date with the Digital Engagement Team.**

**This can be done in person or by emailing
admissions@lincolncollege.ac.uk**



APPRENTICESHIPS

epadmin@lincolncollege.ac.uk 01522 876214

SCHOOL OF ADVANCED, CAREER AND HIGHER EDUCATION
ANIMAL MANAGEMENT, BUSINESS, CLINICAL HERBALISM AND ACUPUNCTURE,
CREATIVE ARTS, SOCIAL SCIENCE , SPORT AND SERVICE SECTOR

sheaadmin@lincolncollege.ac.uk 01522 876331

SCHOOL OF PROFESSIONAL INDUSTRIES
CONSTRUCTION, ENGINEERING AND COMPUTER SCIENCE

piadmin@lincolncollege.ac.uk 01522 876348

NEWARK
MUSICAL INSTRUMENT CRAFT

01636 652158

Absences can also be reported via ProPortal by clicking on the 'Submit Documented Absence Request' link in the information menu and completing relevant details.

This should be completed by 8.45am on the first and every following day of absence and will be reviewed by your relevant School Admin Team.

COLLEGE POLICIES AND PROCEDURES

There are a number of policies and procedures that you will need to be aware of as you may need to make reference to them at some point during your time with us. You will find the link to all of the appropriate policy documents on Canvas.

Alongside our generic policies, you will also need to be aware of the Higher Education specific policies and procedures in the HE Information Centre on Canvas.

You will also find course relevant HE policies on your specific course page on Canvas, such as:

- The assessment regulations relevant to the validating partner of your course (eg. the Open University, The University of Hull, Pearson Edexcel, Bishop Grosseteste University and The University of Derby)
- The mitigating or extenuating circumstances policy relevant to your validating partner

Your personal tutor will ensure that these policies and procedures are fully explained to you as part of your course induction.



BISHOP
GROSSETESTE
UNIVERSITY



LOVEMU
COLLEGE



CAREERS *Your Opportunities*

Careers Guidance Service

Personal one-to-one careers guidance is available for all our learners. Our fully qualified and experienced careers guidance practitioners provide impartial advice and guidance.

They can help with:

- **Career planning and career decisions**
- **Researching career opportunities**
- **Job search and application skills, including CV advice**

Our service has achieved the nationally recognised Matrix standard for excellence in the delivery of information, advice and guidance.

Careers Guidance appointments are available throughout the year; you don't even have to be a student at the College. Our dedicated Careers website provides information to support learners and parents.

Visit our website at: <https://lincolncollege-uk.libguides.com/careers>



Our website includes information to support you in your career planning and decision making; this includes **Career Coach** which provides information about different career choices, skills needed, salaries and job vacancies.

CONTACT US:

**CAREERS@LINCOLNCOLLEGE.AC.UK OR CALL OUR
DEDICATED CAREERS AND COURSE INFORMATION
OFFICE ON 030 030 32435.**



OUR RECEPTIONS



Our Reception Team provide a friendly and welcoming service to our learners and visitors.
If you have an appointment with one of our Student Support Services, please report to Reception and the team will check you in.

They also provide information and signposting to the services available at College.
The Team will be happy to assist you to find the service that meets your needs.

Our Reception Team provide a point of contact for Student Services and Careers Guidance support.

studentservices@lincolncollege.ac.uk | 01522 876220

Reception Opening Times

Lincoln Main Reception

Term time

Monday-Thursday 8.00am - 5.30pm
Friday 8.00am - 4.30pm



Non term time

Monday-Friday 8.00am - 4.30pm

Newark Reception

Term time

Monday 8.00am - 5.00pm
Tuesday-Thursday 8.00am - 7.00pm
Friday 8.00am - 4.30pm

Non term time

Monday-Friday 8.00am - 4.30pm



Gainsborough Reception

Term time

Monday-Thursday 8.30am - 5.00pm
Friday 8.30am - 4.30pm

Non term time

Monday-Friday 8.30am - 4.30pm

REALISE YOUR POTENTIAL

SUPPORTING YOU

Additional Learning Support

We offer support to learners with a learning difficulty, disability, medical condition or a mental health difficulty, including:

- Hearing and visual impairment
- Mental health problems
- Specific learning difficulties related to Dyslexia
- Autistic Spectrum Disorder/Asperger Syndrome
- Physical disability
- Learning difficulties/emotional and behavioural difficulties

When you meet with an Assessment and Support Coordinator, a conversation about what support you need will take place. The Assessment team will ask about what support you've had in the past, and if any reasonable adjustments can be put in place. Reasonable adjustments could be walking you to class in your first few days, providing overlays, reading pens etc.

The College has a Transitions Officer to help students with an Education, Health and Care Plan (EHCP) when starting their course. The Transitions Officer can provide bespoke tours, introductions to tutors and support with interviews.

The Assessment Team can be contacted to arrange an appointment with an Assessment and Support Coordinator. This service is confidential.

assessmentofficer@lincolncollege.ac.uk
or on 01522 876225.

BE THE
BEST
VERSION OF
YOU

YOUR WELLBEING

Mental Health

The College takes a coordinated approach to mental health from promoting health and wellbeing to engaging with external services to offer support when times are difficult. It is fair to say that we will all struggle with our mental health at some time in our life and students are no different.

Within College, we have resources to support students through the:

- Youth and Wellbeing Team
- Progression Coaches
- Mental Health First Aiders
- Assessment and Support Team
- Mental Health Co-ordinators
- Counsellors
- Safeguarding



Students can access support through the Safeguarding and Mental Health Single Point of Contact (SPOC) by calling **07580 975854** or emailing safeguarding@lincolncollege.ac.uk.

Students can also seek support through Main Reception where they can be seen as part of the “drop in” service when they can be seen by a member of the Assessment and Support Team for advice and support. Students can also speak with any member of staff who can contact Safeguarding and Mental Health on their behalf.

Counselling and Pastoral Support

Support can be provided for any emotional or personal difficulties you might encounter. Confidential appointments can be arranged with a Counsellor. To book an appointment, phone Student Services on **01522 876220**, email counsellors@lincolncollege.ac.uk, or call in to Reception.

If learners need spiritual guidance, the Chaplains can offer support to people of all faiths and denominations. If learners would like an appointment to see a Chaplain, please email chaplaincy@lincolncollege.ac.uk

Youth and Wellbeing Team

The Youth and Wellbeing Team offer support and enrichment opportunities to all students. They are based in the Student Common Room (SCR) in Monks Building at Lincoln College. The SCR is a safe place where you can relax and take advantage of our free facilities. You'll have the opportunity to get involved in various activities, and if you need any support or advice the staff are always on hand to help. There is also a consultation room which can be used for quiet contemplation and prayers. Please contact youthworker@lincolncollege.ac.uk for more information.

The Team are friendly, experienced and qualified to offer a wide range of services including:

- Sexual health advice
- Help and advice for you to develop personal and social skills
- Workshops and events related to wellbeing and personal development
- Weekly activities e.g. quizzes, debates, films and table tennis

To get in touch with the team, find out what we are up to and keep up to date with events, email youthworker@lincolncollege.ac.uk, follow us on Instagram [@lcyouthandwellbeing](https://www.instagram.com/lcyouthandwellbeing) and on Twitter [@LincolnCollyawt](https://twitter.com/LincolnCollyawt).

Lincoln College Assistance Dog

Meet Freddie the Faculty Dog!

Freddie is a Therapy Dog in training. Freddie is a Labradoodle puppy and he joined the College when he was 9 weeks old in November 2020. Freddie has been busy getting socialised and experiencing what life at the College is like at all of our campuses. Students enjoy playing with Freddie, taking him on walks and giving him cuddles. Freddie has also started to spend time in lessons with students and can help you feel more relaxed before an exam. If you would like to meet Freddie or find out more about him, then why not email him freddie@lincolncollege.ac.uk and you can also follow him on Instagram [@freddiethedoglc](https://www.instagram.com/freddiethedoglc)





KEEPING EVERYONE SAFE

We have a Safeguarding Team at College to ensure that our students are safe, and wherever possible protected from harm. If at any time you are worried for your own safety, or that of another young person or vulnerable adult, then please contact us. We will listen to your concerns and take appropriate action to ensure the safety and wellbeing of our community.

What is Safeguarding?

Safeguarding is the protection of children and vulnerable adults from:

- Abuse
- Maltreatment
- Impairment to their health and development

Safeguarding is about making sure that anyone who is under 18 years of age, or over 18 with additional needs, is safe and looked after.

Amongst other things Safeguarding can be to do with:

- Physical Abuse
- Sexual Abuse
- Sexual Exploitation
- Emotional Abuse
- Neglect
- Prevent
- Bullying and Harassment
- Mental Health Emergencies
- Homelessness

We are here to help and support our students with any issues that may be affecting them.

If you have any concerns yourself, or with regards to others, please feel free to speak to any member of staff. All College staff are safeguarding trained and can be spotted easily as they wear a blue lanyard.

You can also contact the Safeguarding Team directly by calling the main switchboard, the Safeguarding mobile phone (07850 975854) or through e-mail at safeguarding@lincolncollege.ac.uk

Bullying and Harassment/Hate Crimes

Lincoln College has zero tolerance towards any form of Bullying, Harassment or Hate Crime.

Bullying, harassment and hate crimes, by their nature are corrosive, tormenting and distressing. These can have a significant physical and emotional impact on groups and individuals. They can take many forms from name calling or offensive language/gestures to direct physical assault.

Bullying, harassment and hate crimes can also occur in an online environment, including both cyberbullying and cyberstalking. These entail the malicious use of technology to harass, threaten, pressure or embarrass an individual online.

If you are concerned that you or someone else is suffering any form of bullying or harassment, be it physical or online, then please make contact with the Safeguarding Team for advice, or talk with your course tutor. Don't suffer in silence.

Lincoln College is also a safe reporting centre for hate crime, and we take all reports seriously. We work closely with partnership agencies to raise awareness of hate crime and increase reporting. We encourage our staff and learners to report any incidents to our Safeguarding Team internally or externally to Stop Hate UK.

Child Criminal Exploitation

Persons under 18 can be exploited by being taken advantage of by others and forced or fooled into committing crime, transporting drugs or working for little or no money. This can include what is known as "county lines" where young people or vulnerable adults are fooled or forced into transporting and selling drugs in different parts of the country.

Grooming

Grooming occurs when an individual or group takes advantage of a child, young person or vulnerable adult in order to get them to do something that they are uncomfortable with, such as a sexual or criminal act. This is often in exchange for gifts and presents.

Substance Abuse

Substance abuse is the misuse of drugs and alcohol, including legal and illegal substances.

An addiction to substances including alcohol heavily impacts the way a person thinks, feels and acts. Many individuals with addictive disorders are aware of their problem, but have difficulty stopping on their own.

If a student is struggling with substance abuse or addiction, they can talk to a member of Student Services who can get them the help they need, which can include working with external support agencies.

Prevent

All schools and colleges have a duty to prevent its learners being radicalised and drawn into terrorist activities. This is called our Prevent Duty. The Prevent Duty is not about preventing students from having political and religious views and concerns, but about supporting them to use those concerns or act on them in non-extremist ways.

If you have concerns with regard to any of our students please contact us.

All staff, students and visitors are expected to wear lanyards whilst on our campuses. This is so that we can be clear who is welcome and part of our community. In order to keep you safe, you must wear your lanyard at all times.

The **Safeguarding and Mental Health Single Point of Contact** is available for advice and guidance in relation to any student. This confidential service is open to anyone who has concerns about a student and is contactable on **07580 975854** or **safeguarding@lincolncollege.ac.uk**

Confidential

E-safety

The College network is a secure system which is regularly monitored. The Lincoln College Internet Acceptable Use policy and web restrictions apply to you when using College PCs and also when connecting to the WiFi if using your own device.

- Create a secure password and ensure you keep it safe
- Make sure you always log out of the PCs and laptops correctly
- If you need to speak with someone about keeping safer or if you feel threatened online, please contact the Safeguarding Team
- Ensure you review your Privacy Settings for any social media sites and apps which you sign up to
- Think before you post anything potentially embarrassing or harmful, either of yourself or someone else, as it can have severe consequences
- Others can easily screenshot and share what you add to social media – even on Snapchat!

Togetherall is an online service providing access to millions with anxiety, depression, and other common mental health issues. Users can access this service at <https://togetherall.com/en-gb/>.



WIDENING PARTICIPATION

The aim of Widening Participation is to ensure that all those who have the ability to benefit from Higher Education have the opportunity to do so. Widening participation activity addresses patterns of under-representation in Higher Education. For example, some students live in an area which means they are less likely to study to that level, BAME students or those who are care leavers are also underrepresented at this level of education.

Lincoln College believe that all students should benefit from studying and learning regardless of their background and we endeavour to ensure that barriers students face are limited. We are committed to supporting all of our students and wish to ensure that underrepresented groups are able to study and achieve their best. We address areas for improvement through our Access and Participation Plan which can be found on the Lincoln College website.

'The course will give you techniques to cope with difficult thoughts, feelings and emotions. This will be useful for both the course and life in general'.

WORK
WITH THE
BEST

How We Can Support You

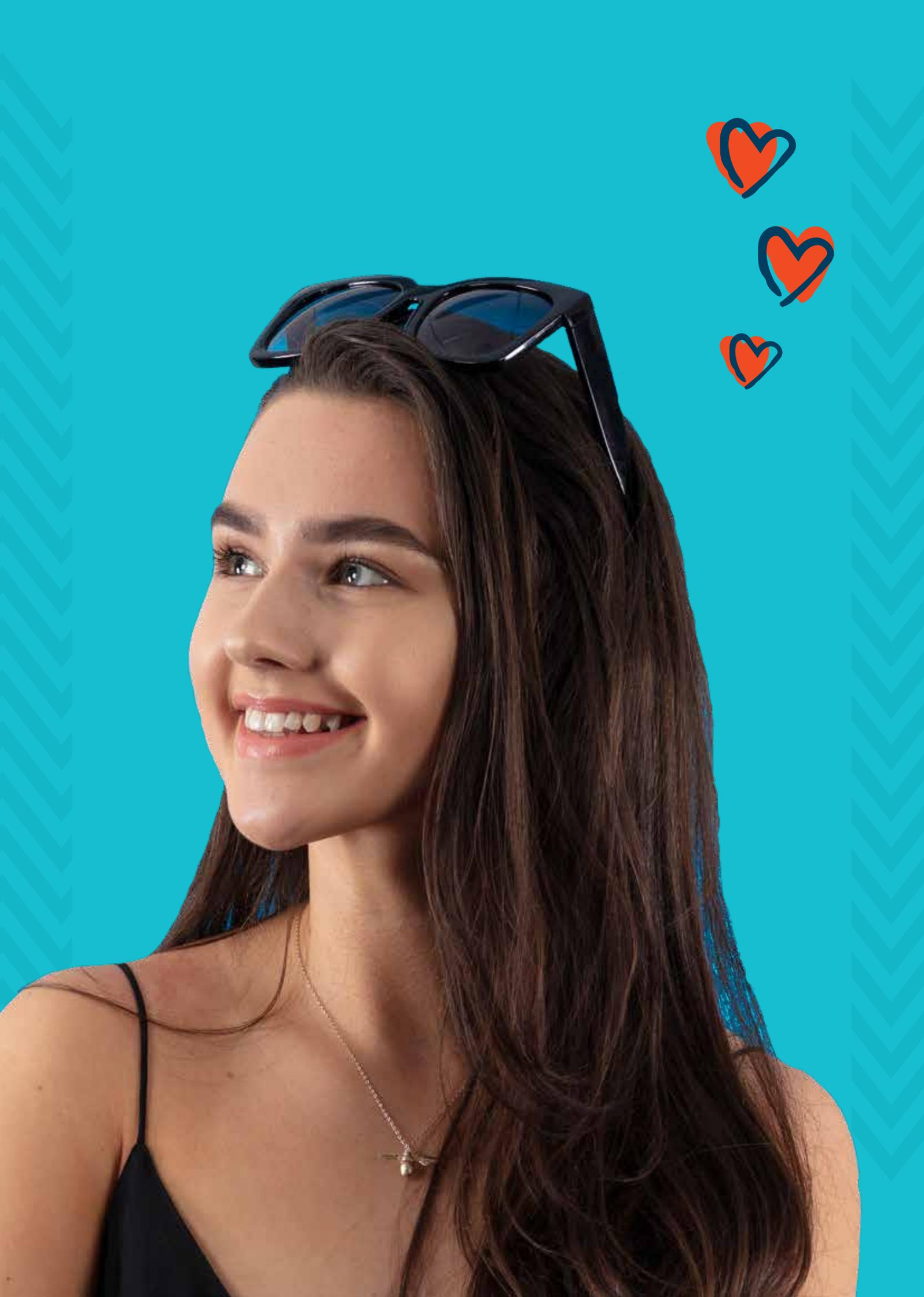
The Widening Participation Team offer lots of opportunities to enhance your studies including one to one sessions, workshops and seminars throughout the year. These include:

- One-to-one coaching to equip you with skills to be successful in your educational and life journey.
- One-to-one appointments with our academic writing officer to help to improve your critical thinking and assignment structure.
- Workshops and seminars covering topics such as stress management, how to write well and how to write a dissertation.
- We also offer more extensive programmes in study skills and managing your mind and emotions which is a fantastic eight week programme. Students who have previously attended these sessions have found them extremely beneficial.

'It's been really beneficial, I've found it really helpful for both the course and stuff that's going on personally'.

The team will be in touch to let you know what's going on and how to book.

If you would like to find out more then please contact the Widening Participation Team – wp@lincolncollege.ac.uk



Get support. Take control. Feel better.



**A confidential,
online mental health
support community,
available 24/7.**

Free to all students.



16+

A safe place to express yourself and support each other, alongside courses and resources.

togetherall.com



SCAN TO JOIN FOR FREE TODAY


togetherall

EXAMINATIONS

During your time studying with the College, it's likely you will take some formal exams. Our Examinations Team organise and manage all the invigilated exams held at the College including GCSEs, A Levels and Functional Skills. The Examinations Team can be contacted if you have any questions or queries about examinations and certificates. There are Examinations Team representatives at all 3 sites, please just ask at Reception. Alternatively, please contact us by telephone, **01522 876000** and ask to speak to the team for your site, or email **exams@lincolncollege.ac.uk**.

All learners are required to pay for any resit examinations, where a fee is applicable. The resit fees must be paid by the given deadline and entry will only be made upon the receipt of the payment. The only exception is Functional Skills qualifications and GCSE English and maths where these are part of a Study Programme or integral to a Study Programme. Learners are able to apply to Student Services for support with the payment of any fees.

You will be emailed when your certificate is ready to be collected, so please ensure that all contact details are kept up to date with the Digital Engagement Team. This can be done in person or by emailing **admissions@lincolncollege.ac.uk**.

Access Arrangements

If you have had access arrangements in the past, or feel you would benefit from access arrangements, you need to apply to Student Services by 1 October 2021 for any resits or by 19 November 2021 for any other exams. The application form can be obtained from Reception at Lincoln, Newark or Gainsborough, phone **01522 876225** or email **accessarrangements@lincolncollege.ac.uk**.

Access Arrangements can be organised for exams to ensure that all learners have fair access to the exam, whilst not compromising its integrity. Access Arrangements ensure that Exam Boards are compliant with the Equality Act. Some concessions available could be: extra time, reader, scribe, small group, coloured paper or a reading pen.

If an application for Access Arrangements is received after the deadline, this could impact on the concessions available to you.

EXAM TIPS

- Check the exams timetable on Canvas to find out the venue of your exam
- Arrive at least 15 minutes before your exam
- Bring a black pen
- Remember that mobile phones and smart watches are not allowed in the exam room
- Bring your lanyard and student ID card

If you have any queries about exams, contact the Examinations Team **exams@lincolncollege.ac.uk**.

WHERE TO EAT



Our campuses at Lincoln and Newark serve a variety of drinks, hot and cold food to eat in or take-away. Our dedicated catering team prepare all food on site using fresh ingredients that are delivered daily, catering for everyone's requirements.

The CornerHouse

The CornerHouse canteen at Lincoln offers freshly cooked food including daily specials, salad and yoghurt bar, sandwich and sub roll meal deals and confectionery items.

Monday to Friday 7.45am - 2.15pm

Deans Coffee Shop

You can also drop in at Deans Coffee Shop at Lincoln for a Costa Coffee, 'Grab & Go' food offer, sandwiches and sub rolls, fruit and yoghurt pots along with confectionery.

Monday to Friday 7.45am - 3.00pm

NG24 at Newark offers freshly cooked food including daily specials, sandwiches and sub rolls and confectionery items.

Monday to Friday 7.45am - 2.00pm

All our food outlets offer contactless payment and accept all major cards at the till points. We also have a Student Common Room at Lincoln with kitchen facilities, perfect for relaxing with your packed lunch.

Enjoy a free Nescafe hot drink on us and 50% off your first meal at the CornerHouse, Deans Cafe or NG24 using the voucher below.
We look forward to seeing you soon.



NG24

**50% OFF MEAL
VOUCHER**

Please present voucher when paying. Valid once.
Expires Friday 22nd October 2021.



NG24

**FREE NESCAFE
HOT DRINK**

Please present voucher when paying. Valid once.
Expires Friday 22nd October 2021.



OUR FACILITIES

Sessions Restaurant (at Lincoln)

Lincoln College Sessions Restaurant offers a high-quality dining experience in a City Centre location. Enjoy fine dining in our full 40 cover dining area, relax in the bar or grab a hot drink and pastry and enjoy the fresh air in our Alfresco Courtyard. All meals are prepared by our students using locally sourced ingredients.

Daytime Opening Hours (Term time only)

Takeaway Tea/Coffee and Pastries served Daily 10.00am - 2.00pm

Lunch: Monday to Friday 12.00pm - 1.15pm

Light Bites and Bar Snacks: Monday to Wednesday 12.00pm - 1.30pm

Evening Opening Hours (Term time only)

Fine Dining: Wednesday 6.00pm - 7.15pm

Themed Evening: Thursday 6.00pm - 7.15pm

To book please call **01522 876343** or email sessionsrestaurant@lincolncollege.ac.uk

The students are completing nationally recognised qualifications and are supervised at all times.

Keep Fit and Healthy

Deans Sport and Leisure

All students are entitled to discounted offers at Deans Sport and Leisure (Lincoln campus). Deans relaxed and friendly facilities are there to give you an active experience you'll enjoy. Learners can join in with a range of sport, work out in our Fitness Suite or relax in the spa.

Deans Opening Times

Monday-Friday 6.30am-9.00pm | Saturday-Sunday 8.00am-4.00pm

www.deans-sport.co.uk

The Salon

There are student run training salons at Lincoln and Newark. Hairdressing appointments are available at both Lincoln and Newark. Beauty Therapy treatments can be booked at Lincoln. Weekday and evening appointments are offered to students and members of the public during term time. To make an appointment, telephone **01522 876392** or email thesalons@lincolncollege.ac.uk.



DIGITAL SKILLS

WiFi hotspots are available across campuses. Learners simply log in with their College username and password.

Lincoln College Student Computer Account

Your username is your student ID number.

Once you have completed your enrolment you will be sent your login details via text. Please look out for this, follow the instructions and keep it safe.

When you start College you will be provided with further information and details about using the College digital learning platforms.



Microsoft Office 365

All College students have access to Office 365. This provides access to your College email account, Office programs (e.g. Word, PowerPoint and Excel), as well as online storage for your College files through OneDrive. You will need to use your College email address and password to login.



Student Email - Using Microsoft Outlook

Your email address is your Student ID Number@student.lincolncollege.ac.uk. Your College email account is accessed through Office 365. You will receive important information to your email, so it is vital that you check it regularly. Download the Outlook App to your smartphone so you can easily check your College emails wherever you are.



Microsoft Teams

Microsoft Teams allows you to connect to online content and classes. You can use video calling for remote classes and share files between groups. Microsoft Teams allows you to stay connected with your classmates and tutors. Teams can be accessed through Office365 or you can download the Teams App.



Microsoft OneDrive

Microsoft OneDrive is a cloud based file storing system where you can store your College work while you are studying. You can access OneDrive through Office365 and retrieve your work wherever you are studying.



Canvas Virtual Learning Environment (VLE)

The College VLE is called Canvas. Canvas is our learning platform providing access to your course materials, assessments and communication about your course and College. Download the Canvas app to have your course materials at your fingertips.



Individual Learning Plan (ILP) & ePortfolio

ProPortal is your online individual learning plan for you to review your learning, set targets and monitor your progress.

If you are an Apprentice you will use your online portfolio to track your progress, record evidence and log off-the-job training.

Details of your ProPortal login information will be sent to your College email account



My Career

My Career is our platform to help you to develop your career planning and employability skills, track your progress and participate in online careers learning.

Studying off Campus

Your username is your student ID number.

Once you have completed your enrolment you will be sent your login details via text. Please look out for this, follow the instructions and keep it safe.

When you start studying you will be provided with further information and details about using the College digital learning platforms.



www.lincolncollege.ac.uk

Digital Skills Helpdesk

Please contact the Digital Skills Helpdesk for support and advice about using the College digital learning platforms.

Tel: **01522 876234**

Email: digitalskills@lincolncollege.ac.uk

Digital Skills Live Chat and website

<https://lincolncollege-uk.libanswers.com/digitalskills/>



Printing

You will have a printing and photocopying allowance for each year.

There are multi-functional devices (MFDs) on campus which enable you to print, copy and scan. There are MFDs in each library and student accessible MFDs in other locations across campuses.

THE LIBRARY



Our spacious and well-equipped Libraries are designed to provide a safe, supportive and stimulating environment for independent study. The Library opening times can be found at <https://lincolncollege-uk.libguides.com/home>. Alternatively, pick up a bookmark from a Library helpdesk.

Borrowing, Renewing and Returning Items

The Resources in the Library are arranged in colour-coded subject zones to help you find the books and periodicals you need. You can borrow up to 20 items at a time. Providing a reservation has not been placed on an item, loans are automatically renewed 4 times without you needing to bring your loans into the Library. Items must be returned to the helpdesk every 5th renewal. Charges are made for the late return of your items. Manage your library account and check your renewal count through the Online Library Catalogue <https://lincolncollege-uk.libguides.com/home>. Click on the My Account link in the top right-hand corner of the page and log in with your usual College login details.

Bookable Study Areas

Our Libraries provide areas for individual and group study. Lincoln and Newark also have bookable group and quiet study areas. Just ask a member of staff to book a study space.

“The Library is a perfect environment for me to study.”

Click and Collect

We offer a Click and Collect service that allows you to reserve and collect items at a later date from the Library. To place a reservation:

- Log in to your Online Library Account and search the Library Catalogue to find items you wish to borrow
- Click on the title of an item to view information on its location and availability
- Under the Check Availability option, select Click and Collect and follow the instructions to make your reservation
- You will receive an email notification when your items are ready to collect
- Reserved items are held for a period of 7 days only
- Visit the help desk to collect your items.

Postal Loans

Higher Education students studying at Lincoln College who do not live locally can request up to 4 items at a time via our postal loan service. Any number of requests may be submitted up to the maximum loan limit. Students who live within a 40 mile radius of the College are not eligible to use the service.

We will post items to addresses in the UK using Royal Mail Signed For delivery. Students using the postal loan service are responsible for the books from the point they receive the items until they are checked back into the Library. Students can return loaned items in person when they visit the campus. If they choose to return items by post they must pay any associated charges themselves. We recommend returned items are sent via a tracked service please.

Full details of the postal loan service can be found on **LibGuides** under the **Using the Library** section.

Using the Computers

Students have access to computers and laptops to use within the Library. You can also use your own laptop or mobile device and WiFi hotspots are available across campus including in the Libraries. For more information, just ask a member of staff.



DISCOVER YOUR RESOURCES



Our Library pages (LibGuides) can be found at <https://lincolncollege-uk.libguides.com/home> and will provide you with the best quality information to support you whilst you are here at College. LibGuides provides you with access to:

- Online Library Catalogue to search for books, periodicals and DVDs
- Discover More is our advanced online search tool providing you with access to a wide range of resources including eBooks and thousands of full text eJournal articles
- EJournals from publishers such as Wiley, Sage, Springer, Oxford University Press and Cambridge University Press
- Subject Guides where you will find many useful resources that have been carefully selected for you and your course
- Live Chat so you can talk with a member of the Library team online during Library opening times

Assignment and Coursework Preparation

There are photocopying and scanning facilities in each Library. Please observe the copyright guidelines on display. To give your assignments a professional finish, we have a range of equipment you can use such as a laminator and comb binder. A selection of stationery items can be bought from the main Help Desk.

Library News and Information

News and information about the Library services, resources and facilities is displayed on the digital signage in the Libraries. Follow us on  Instagram [@lincollib](#) and  Twitter [@LincolnCollLib](#) for lots of useful information, resource updates and support from the Library team.

Plagiarism

When submitting your work, you are taking responsibility that what you are handing in is your own. You also need to make sure you are acknowledging the sources of information used. By taking these valuable steps you are protecting the integrity and reputation of both yourself and the qualification being delivered.

TurnItIn is a tool used by the College to support you with the submission of your assignments. TurnItIn assesses the academic integrity of student work and detects plagiarism.

Referencing

If you need help when referencing your work, contact the Library Team to arrange an appointment with one of our friendly and experienced Library Information Advisers.



THE LIBRARY

Library Information Adviser Support

Our Library staff are on hand to help you make the most of what is available and to find resources for your studies. Library Information Advisers offer group Study Skills sessions on a range of topics, including referencing, locating resources and information for your assignments.

You can also book a one-to-one Study Skills support session with a Library Information Adviser. Visit the Meet the Team page on LibGuides to book an appointment online, call into the Library or email library@lincolncollege.ac.uk to make an appointment.

Interlibrary Loans

If you need a journal article or specialist book which the Library doesn't have, we can make arrangements with other libraries both regionally and nationally to obtain items on your behalf.

Requests for Interlibrary Loans can be made online through Discover More or by downloading and completing the Request Form from LibGuides too. For each request you are required by law to complete a copyright declaration.

This is a fast and reliable service where journal articles can usually be delivered to you within 24 hours, electronically via email, for immediate download. However, should there be a delay, this would be no more than 4 days.

If you are a student on an HE course you are entitled to request Interlibrary Loans to support your studies. These are subject to a quota depending on which year you are studying.

Interlibrary Loan Quota (HE Students) – requests per academic year		
	Free	£1 per request
Year 1 or equivalent	3	10
Year 2 or equivalent	5	10
Year 3 or equivalent	10	10
Masters	20	10

You may request additional Interlibrary Loans above your quota. These will be charged at full cost. You will be advised about any full cost requests before items are ordered. Costs vary and can be up to £15 per item.

Communication is **King**





YOUR COLLEGE

HE STUDY ROOM

The HE study room is located in Monks Building (M127). It is a designated study area for use solely by HE students which offers:

- computer access and WiFi
- social study areas
- a bookable group study area
- soft seating
- MFD printer
- suggestion box so you can help us improve

The Study Room is accessed from the side entry door of Monks Building (walk past Main Reception towards the car layby area and follow the building around to the car park barrier). There is access for students to use the toilets located within the Air and Defence College from the Study Room. During the Induction period you will have these additional access rights added to your student card by the Facilities Team.

Students are permitted to eat and drink in the Study Room, but it is each individual student's responsibility to ensure that litter is placed in the bins provided and that work areas are left clean and tidy for use by others. The HE Study Room is not a 'Common Room' or social area; therefore students are required to keep noise to a reasonable level that enables all students to work comfortably within the space.

The HE Study Room is not staffed, although the security staff will patrol the area throughout the day. It is therefore essential that students behave appropriately and responsibly at all times whilst using the Study Room. If you are concerned about the behaviour or conduct of a fellow student you must report this in the first instance to your personal tutor. Any student found to be using the Study Room inappropriately, disrupting others or abusing this facility in any way will have their access rights to the HE Study Room removed.



CAREER DEGREE BURSARY

You will receive a £500 Career Degree Bursary for full time students and £250 for part time students for every year of study. This enables you to enhance your main academic programme with additional qualifications, activities and experiences that are vocationally relevant and give you a competitive advantage over other graduates in the job market. These include industry qualifications, professional accreditation, conferences, events and employer-led activities. At the end of your studies, you will walk away with a degree and a raft of qualifications that will mean you have the competitive edge over students graduating from other higher education suppliers.

The Career Degree Bursary is not available to apprentices.

The Career Degree bursary was established in order to enable you, as Higher Education students, to enhance your academic programme of study. The bursary funds have been allocated in order for you to access additional qualifications, events and/or resources that complement your main qualification – making you more employable, industry prepared and equipped for life as a graduate within your chosen field.

Bursary funds can be spent on any of the following:

- Additional qualifications (e.g. FA Level 1, First Aid, Level 2 Safeguarding)
- Professional accreditation or membership (e.g. Guild of Photographers, STA)
- CPD workshops or events (e.g. Therapy Expo, Guest speakers, industry visits)
- Vocational placements
- Equipment and resources* (e.g. Books, uniform, IT)

* Note: This is not the primary purpose of career degree bursary funds, therefore you will not be permitted to allocate more than 1/3 of your total bursary funding on equipment and resources over the duration of your main programme (e.g. £500 in total for full time students on 3 year programmes).

Your course tutors are responsible for authorising the money that you spend each year and, in the majority of cases, the College will pay directly for the bookings made. Your tutors will also keep detailed records of how much money you have left to spend throughout the year and it is important to remember that there is no cash alternative available at any point. It is your responsibility as a student to consider how your bursary funds could be best spent, although your tutors may direct you to events or courses that they feel would be particularly beneficial.

You may wish to consider broader training or qualifications that are more generic in areas such as self-employment, business and finance, marketing, project management, languages or teacher training. You are able to use bursary money to part-fund any of the aspects listed above.



BECOME A STUDENT AMBASSADOR!



- Are you passionate about being a Higher Education student at Lincoln College?
- Are you looking for a part time job which can be flexible around your studies?
- Are you looking to learn skills which are transferable to the workplace?
- Are you wanting to enhance your CV?

Why not become a Student Ambassador?

What is a Student Ambassador?

A Student Ambassador is someone who enjoys meeting new people, encourages others to get involved and is proactive and passionate about studying Higher Education at Lincoln College. They are someone who is willing to offer support, encouragement and advice to prospective students and their families and supporters. The role of a Student Ambassador is varied and can involve administrative tasks, delivering presentations, supporting and ensuring events are delivered effectively. There are lots of things to get involved with, all of which are flexible. Most of all we need ambassadors who want to make a difference to our HE community.

Benefits of being a Student Ambassador

- Grow in confidence
- Learn transferable skills and gain valuable work experience
- Looks great on your CV
- Improve on presenting, communication and interpersonal skills
- Develop your leadership and team working skills
- Enhance your customer service skills
- Become a role model for Higher Education and inspire others to pursue studies in Higher Education
- Earn money alongside your studies

ROLES AND RESPONSIBILITIES

- Support with hosting and organising social events
- Provide help and guidance to new students at the HE Big Welcome
- Create digital content to build our HE community
- Help with on campus school visits
- Assist with subject sessions
- Promote events/opportunities to HE students

- Talk to potential students about the benefits of Higher Education at Lincoln College
- Act as a positive role model for Lincoln College and Higher Education.
- To be a competent and professional representative of the college in all dealings with prospective students.
- To maintain a welcoming atmosphere for visitors to the college.
- To conduct campus tours
- To represent Lincoln College at promotional events such as Open Days and experience days, in a variety of roles.

WHO WE'RE LOOKING FOR

- Current students who will be with us again next academic year
- Excellent communication skills
- Respectful of others and different cultures
- Willingness to share ideas
- Reliable and punctual
- Enthusiastic
- Committed
- Flexible
- Ability to lead and present to groups of people
- Ability to work individually and as part of a team
- Able to take and give instructions effectively
- The ability to take initiative and resolve problems when needed

If you think this applies to you and are interested in becoming a Lincoln College Student Ambassador, please email wp@lincolncollege.ac.uk



KEY DATES

College Calendar 2021/22

Autumn Term 1: Mon 6 September – Thu 21 October

Autumn Half Term: Fri 22 October – Fri 29 October

Autumn Term 2: Mon 1 November – Fri 17 December

Christmas Holiday: Mon 20 December – Tues 4 January

Spring Term 1: Wed 5 January – Thu 10 February

Spring Half Term: Fri 11 February – Mon 21 February

Spring Term 2: Tues 22 February – Fri 1 April

Easter Holiday: Mon 4 April – Tue 19 April

Summer Term 1: Wed 20 April – Fri 27 May

May Bank Holiday – Mon 2 May

Summer Half Term: Mon 30 May – Fri 3 June

Summer Term 2: Mon 6 June – Thu 30 Jun



KEY CONTACTS

College Switchboard | 01522 876000

Examinations Team | 01522 876227 | exams@lincolncollege.ac.uk

IT Help Desk | 01522 876275 | ithelpdesk@lincolncollege.ac.uk

Library | 01522 876232 | library@lincolncollege.ac.uk

Special Educational Needs and Disabilities Team |
01522 876225 | assessmentofficer@lincolncollege.ac.uk

Student Services | 01522 876220 | studentservices@lincolncollege.ac.uk

Safeguarding | 07580 975854 | safeguarding@lincolncollege.ac.uk

Digital Skills Helpdesk | 01522 876234 | digitalskills@lincolncollege.ac.uk

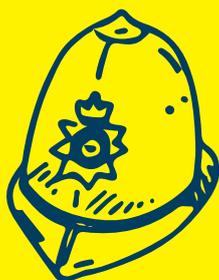
Emergency Out of Hours Contact Numbers

Lincolnshire Children's Care Services | 01522 782333

Nottinghamshire Children's Care Services | 0300 4564546

Police | 101 | 999 in an emergency

Samaritans | 08457 909090





Lincoln College
Monks Road | LN2 5HQ
01522 876000

Newark College
Friary Road | NG24 1PB
01636 680680

Gainsborough College
Acland Street | DN21 2LG
01427 617471

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 030 030 32435

 [lincolncollege.ac.uk/youtube](https://www.lincolncollege.ac.uk/youtube)

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 enquiries@lincolncollege.ac.uk