

Applying for your EMA, Further Education Bursary, Further and Higher Education Childcare and Discretionary Funding through the Student Hub

Applications for any of the above course funding can be applied for online through your Student Hub account which can be found through the college website or directly at www.studentjourney.uhi.ac.uk

Your username is your student ID

Your password is your date of birth in the format ddmmyyy. If you are a returning student, your password will be the same as you used previously set by you

Your Hub account is your electronic view of the records the college holds about your studies and is one of the methods the College uses to communicate with you about various aspects of your college life.

In addition to applying for funding you can also use UHI Records to:

- enrol on your course
- contact your tutors
- keep you up to date with college life and lots more.....

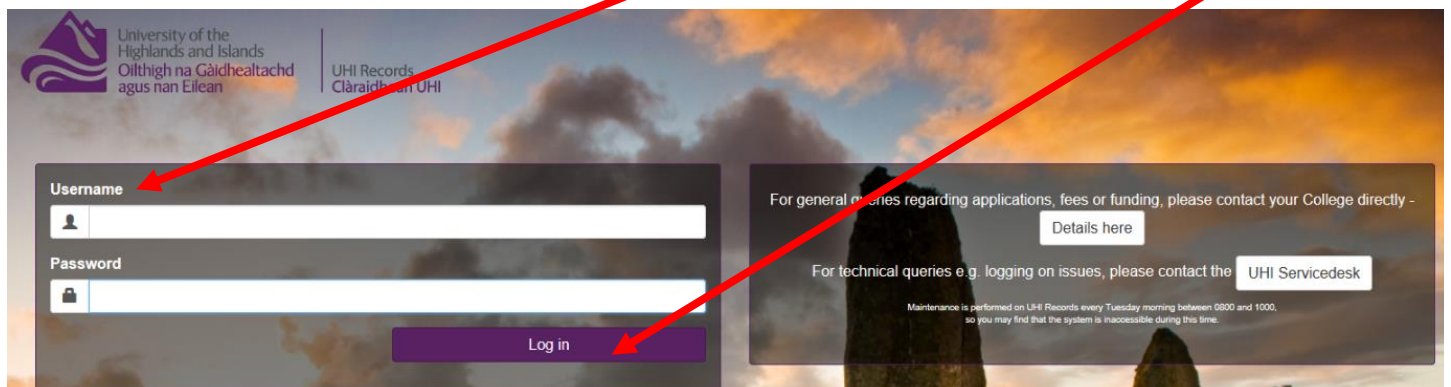
Funding

Financial assistance from the Education Maintenance Allowance (EMA), Further Education Bursary, Childcare and/or Discretionary Funds are only available through your Student Hub account. This includes Higher Education discretionary and Higher Education Childcare and all correspondence about your entitlement is communicated through your Hub account. Such as

- Who to contact and how
- Follow the progress of your application
- View what documents you need to submit
- Download forms that may be requested for your application
- View and print your award letters
- How your award is calculated
- Submit an Appeal and request a Re-assessments – this allows you to appeal the funding decision or inform staff of any changes to circumstances that may mean a re-assessment of circumstances.

Accessing your Hub Account

In your internet browser go to the following address www.studentjourney.uhi.ac.uk (You can also find a link to UHI Records on the student section of the UHI website). Log in using your username, which is your student ID and your password which is your date of birth in the format ddmmyyy:



University of the
Highlands and Islands
Oilthigh na Gàidhealtachd
agus nan Eilean

UHI Records
Clàraidh an UHI

Username

Password

Log in

For general queries regarding applications, fees or funding, please contact your College directly -
Details here

For technical queries e.g. logging on issues, please contact the UHI Servicedesk

Maintenance is performed on UHI Records every Tuesday morning between 0900 and 1000,
so you may find that the system is inaccessible during this time.

Applying for funding

To access your funding application click on the “Apply for funding” **Once you have submitted your application you can view its progress and other information relevant to you by clicking on the box entitled funding from the student hub dropdown (See below)**

Student Hub

The screenshot shows the Student Hub interface. At the top, there are three quicklinks: 'UHI Induction', 'Update Email/Mobile', and 'View Modules & Results'. Below this is the 'Enrolment status, information and to do' section, which includes a table for '2019/20 Enrolment Status'. The table has columns for 'Course', 'Start Date', 'Enrolled?', and 'Modules Selected?'. The first row shows 'THBRV0DVT - RCVS Level 3 Diploma Veterinary Nursing (1A1)' with a start date of '09/09/19', 'Enrolled?' status of 'O', and 'Modules Selected?' as 'N/A'. To the right, there is a 'UHI Records In-tray' section with 'Unread messages' and 'Other views: Unread messages (0)'. Below that is the 'Further Education Funding' section, which contains a table with columns for 'Year', 'Course Code', 'Course Title', and 'Course Start Date'. The first row shows '2019/20', 'THBRV0DVT', 'City & Guilds Level 3 Diploma Veterinary Nursing', and '09/09/19'. A red circle highlights the 'Apply for funding' link in the 'Course Start Date' column.

If you have any questions about completing your online funding application, please contact:

Argyll College liz.richardson@uhi.ac.uk
Lews Castle College lestudentservice@uhi.ac.uk
Moray College Student.Services@moray.uhi.ac.uk
North Highland College nhcstudentsupport@uhi.ac.uk
West Highland College funding.whc@uhi.ac.uk

Using the Hub in General

The screenshot shows the Student Hub logo and a dropdown menu. The dropdown menu is titled 'Student Hub - Applications' and contains the following items: 'Student Hub - Home', 'Enrolments', 'Forms', 'Funding', 'Student Support', 'Modules', and 'Personal Details'. The 'Funding' item is highlighted with a red circle.

From the Student Hub dropdown at the top of the screen you can explore all the different areas of your Hub account. You should familiarise yourself with these areas for information on what is available to you.

Modules

This allows you to see:

- Completed module results
- Modules you are taking this year
- Resits or modules continuing from a previous year

Personal Details

Students can check and change their address or contact details at any stage as well as change data sharing consent options. Care Experience (whether you have been in care) can also be updated as appropriate. For changing next of kin details students need to contact the local registry team to update this information. Your next of kin would be contacted by your college should there be any emergencies, so it is important that you let your college know of any changes.

Forms

On this screen you can:

- Print out a dyslexia sticker (only available to students who have contacted their local disability co-ordinator in the first instance).
- Apply for mitigating circumstances for exams/assessments (HE Students only)
- Withdraw/suspend or transfer courses (HE students only)

Along with other options regarding your study options.

Student Support

For students with disclosed disabilities or additional support needs we can arrange assistance and advice to help you get the most of your time out of university/college.

If you have any queries, please contact your local support team in the first instance.