



The Church of Scotland

Introduction to Initial Ministerial Education (IME) Student Policies

The IME Programme has a range of different policies in place which are designed to provide all students with advice, support and guidance on a range of issues which we know are important to students. The policies are designed to supplement all agreements in place with you.

These policies are:

Absence and Time Off	Student Wellbeing	Equality and Diversity	Conduct and Performance	Information and Compliance
Sickness Absence	Alcohol and Substance Abuse	Dignity at Study	Complaints	Safeguarding
Students as Carers	Death of a Student	Equal Opportunities	Code of Conduct	Expenses
Students as Parents	Mental Wellbeing and Health		Performance	Data Protection (including Student Privacy Notice)
Time off Studies	Health and Safety			Social Media
	Conflict of Interest			Acceptable Use of Information Systems
				Etiquette for Group Video Technology

You may not have cause to refer to all policies whilst participating in the IME programme, however, we do ask as a minimum that you familiarise yourself with all policies to ensure that you are clear about what support you can expect, the standards required of you and to give you a greater understanding of the IME programme.

Throughout the policies, we have used the term “students” to include all those who participate on the IME Programme, first as candidates, then as probationers.

As a candidate in your first years of training, you will study primarily at university/college. You will be, as with all students, bound by their specific Student Code of Conduct and certain other policies whilst studying on campus. University policies are primarily designed to ensure that the university provides a safe, healthy and inclusive environment for all students. Universities offer a range of services, signposting and advice to all students including welfare, finance and mental health. We will work with each institution to ensure, where necessary, a co-ordinated approach, and that advice and guidance provided to you as a student is clear, non-contradictory and easily accessible. You are, as a candidate, taking your first steps in the Ministry of the Church and we expect that you will adhere to Faith Nurture Forum IME Programme Code of Conduct and IME student policies and that from time to time, and depending on the issue, it will be necessary for all parties to work together.

As a candidate on placement, you will experience a practical introduction to life in the Ministry of the Church of Scotland, taking on increasing responsibilities as your study continues. When on placement Faith Nurture Forum expect you to adhere to policies in place for the Faith Nurture Forum IME Programme.

Probationers, during their 15 month practical placement, will be expected to adhere to Faith Nurture Forum IME Programme policies. At this stage in your Ministry you are still part of the student programme, and therefore Faith Nurture Forum expect that you observe policies and procedures as required by the Council. You may observe that these might be a little different to some of the local policies in place at a Presbytery, or Parish level, and if this raises concerns for you, then please do refer to your Supervisor or Training Officer in Faith Nurture Forum.

All policies were developed and through continual review and feedback these policies may be subject to change. You will be notified of any substantive changes.