

STUDENT
HANDBOOK

2010

CECOS
London
College



TABLE OF CONTENTS

Contents

WELCOME MESSAGE FROM THE DIRECTOR3

ENROLMENTS AND REGISTRATION4

 Office Opening Hour4

 College Term Dates.....4

 Enrolment.....4

 Registration.....5

 Introduce a Friend5

PAYMENT OF FEES5

 College Regulations for Payment of Fees.....5

 Paying your Fees by Regular Instalments.....5

 Late Enrolment5

 Paying your Fees by Cheque, Cash, Credit Card or BACS.....6

WITHDRAWAL6

COURSE CHANGE POLICY6

REQUESTS FOR DOCUMENTS7

COLLEGE I.D. CARD7

 Replacement Cards.....7

CECOS LIBRARY & ITS FACILITIES.....7

 Other Libraries.....8

 Copying and Printing Facilities8

 Computer Facilities8

INTERNATIONAL STUDENTS8

STUDENT ADVICE AND GUIDANCE.....8

 Extra-curricular Activities9

ATTENDANCE & EXAMINATION RULES9

 Attendance9

Sickness.....	10
Examination Rules and Policies	10
Plagiarism	11
Guidelines for the avoidance of plagiarism	11
Plagiarism and the Web	12
GENERAL COLLEGE RULES & REGULATIONS	12
STUDENT COMPLAINT & APPEAL PROCEDURE	12
EQUAL OPPORTUNITIES POLICY	13
STUDENT DUTIES UNDER PBS.....	14
USEFUL CONTACTS AND RESOURCES	15

WELCOME MESSAGE FROM THE DIRECTOR

It gives me a great pleasure to welcome you to the CECOS London College. I am glad that you have taken the first step towards making the right decision in selecting CECOS for your further studies. I am sure that it will prove to be an intense, challenging and rewarding learning experience for your professional and personal growth. For the last 24 years we have been at the forefront of education especially in vocationally oriented fields.

Accordingly, the mission of CECOS London College is:

- To provide excellence in the fields of IT, Computing, Business, Accounting, Travel & Tourism and Management Studies;
- To promote knowledge and skills to enhance students' employability, in particular, in commercial and business sectors;
- To promote the highest standards of practice among professionals;
- To develop the potential talent of those young men and women striving to achieve professional excellence;
- To develop in its students the courage, confidence and initiative to bring about the positive change in human society around the globe.

Once again, from me and the entire team of the CECOS, a warm welcome and best wishes for your bright future.

Dr. Mudassir Tanveer
Director
CECOS London College

ENROLMENTS AND REGISTRATION**Office Opening Hour**

CECOS office opening hours are as follows for any queries you have concerning enrolment, registration, payment of fees, etc.:

Term Time & Vacation: Monday to Thursday, 9 AM to 6 PM
 Friday, 9 am – 1pm
 Phone No. 020 7359 3316
 Fax No. 020 7288 1599
 Email: info@cecos.co.uk

College Term Dates

The College term dates for 2010/11 are as follows

Course	Semester commences
EDEXCEL BTEC Level 7 Extended Diploma in Strategic Management and Leadership	18th October 2010
	21st February 2011
EDEXCEL HND Level 4 & 5	18th October 2010
	21st February 2011

A complete term schedule for courses given above is attached. Please note that all term dates are subject to change according to different course requirements or due to change in circumstances.

Enrolment

Students are required to enrol for their courses at the beginning of each semester. **If you do not complete enrolment, you will not be permitted to attend classes or access either the library or computer labs.**

Your application form and fees statement must be signed, dated and returned to the office in person, no later than the course commencement date.

All courses are subject to a minimum enrolment, failing which the course will be cancelled or postponed until this requirement has been met. In case your course is cancelled for this or any other reason, you will be required to register on another course.

The office will be open for registration of students at the following times:

Monday – Thursday 11.00 am to 1 pm; 3pm – 4.30 pm.

Friday – 11.00 am to 12.30pm.

Registration

Under CECOS regulations, all new students are required to formally register with the College in accordance with the requirements of the UKBA, affiliated university and awarding bodies. Your registered name will eventually appear on the final award certificate, if you are successful.

At the time of registration students are required to present the following;

- Passport to be copied and kept in student's record
- Original certificates / degree to be copied and kept in student's record
- Provide contact details in the UK i.e. address, telephone number and next of kin details

It is the student's responsibility to keep their contact details updated at all times. Copies of students' passport will also be required in case student travels abroad and returns.

Introduce a Friend

We would also like to make you aware of the fact that if you introduce a friend for study at the College, you will be awarded 10% off of your annual tuition fee.

PAYMENT OF FEES

College Regulations for Payment of Fees

1. A student is not regarded as enrolled at the College unless the College requirements for the payment of fees have been met.
2. Enrolment means acceptance by the student of the College terms and conditions for payment of fees. A student who incurs liability for fees at another examination board for their registration and examination is personally responsible for payment of such fees.

Paying your Fees by Regular Instalments

Payment by regular instalments is an easy way to pay your College tuition fees. It allows you to spread the cost over the year by paying in three or maximum four instalments. However, to become eligible to pay by this method, you must sign the schedule form with fixed payment dates. Each instalment must be paid by the due dates specified in the fee agreement made with the College, otherwise there will be a penalty charge.

Late Enrolment

If you do not enrol within two weeks of your course starting date, your admission will automatically be transferred to the following semester and you will be charged a fee of 100 pounds sterling for late enrolment.

Paying your Fees by Cheque, Cash, Credit Card or BACS

Cheque Payment

All cheques should be made payable to CECOS London College. Please write your name, programme of study and student registration number on the back of the cheque.

Cash Payment

Cash payments are not accepted at the office. If you wish to pay your fees by cash, you will be required to deposit funds at a local branch of Lloyds TSB. The details are:

Account Number: 17768268

Sort Code: 30 94 21

Nearest Branch: 31 Holloway Road, London N7 8JU

Credit Card Payment

Students wishing to pay by credit card will have to pay an extra 2% on top of their fee payment. The College has recently changed some regulations regarding credit card payments, so please note that:

- We accept all major credit cards except American Express.
- We do not accept card payments by phone.

BACS Payments

Payment by BACS is also a convenient payment method. Please contact the Office for more information on this payment method. Our bank details are given in our website: www.cecoc.co.uk.

WITHDRAWAL

If for any reason you decide to withdraw from your programme of study, you must notify the college in writing. Written notification must be sent to the Programme Manager. In the case of withdrawals, fees paid are not refundable.

COURSE CHANGE POLICY

If you wish to change the course for which you have originally enrolled certain restrictions imposed by UKBA may apply. More information is available on the UKBA website at <http://www.ukba.homeoffice.gov.uk/studyingintheuk/adult-students/changes>

REQUESTS FOR DOCUMENTS

All requests for documents, such as letters required for opening bank accounts, Council Tax Benefit etc. must be requested via the College website:

www.cecocos.co.uk/documents

All enquiries should be emailed to:

documents@cecocos.co.uk

Completed documents will be available for collection from reception the next working day between 3 – 5 pm.

COLLEGE I.D. CARD

When the office receives your completed Enrolment Form and Fees Statement you will be issued with your College I.D. card. You must carry your card with you at all times while you are in College. **You will need to show your I.D. card when your lecturer completes each class attendance register.** Your I.D. card will also be useful for you to obtain discounted student rates on various facilities, entertainments, etc. It can also be useful to carry on your person in case you are stopped by the police, for example.

Replacement Cards

If you wish to change your I.D. card or in case you lose or damage it, the office will issue you a replacement upon payment of a non-refundable fee of £10 only, to be paid in cash. Damaged or old cards must be returned to the office if you require a replacement.

CECOS LIBRARY & ITS FACILITIES

CECOS is accredited centre of many awarding bodies and our students have unlimited online access to libraries or manuals of these awarding bodies. As a student at CECOS London College, you can become a member of the British Library only one stop away from CECOS on the underground. The College also provides reading room with collection of books on various subjects located on the first floor with reasonable seating facilities. You will find books, journals, magazines in the library which you can consult at your leisure. The reading room facility's opening hours are the same as the college opening hours. However, please note that you will not be able to borrow more than one book at a time.

Other Libraries

Since our library research facilities are somewhat limited, you may wish to use another library for research purposes. We recommend that you join the public library either in the area in which you reside, or the one near CECOS London College. You will have to show proof of residence by producing a utilities bill, bank statement, etc., to join the library in your area, or your College I.D. card to join the library in this area. A public library card provides you with access to all libraries in the same Borough. You may even be able to access the British Library located on Euston Road, if you can prove that you need to do so for research purposes. You may also wish to consult the Business Library located near the College for reference purposes only. For further information, you can consult our Registrar for a list of addresses of these libraries.

Copying and Printing Facilities

A photocopier is located on the first floor of academic block which can only be used by the students if you have paid and obtained credit.

Computer Facilities

Access to computing resources managed by CECOS is controlled using a username and password. CCS resources include:

- Three computer labs
- Student Area providing computers and internet facility

INTERNATIONAL STUDENTS

CECOS enrolls students comprising over 35 nationalities, mostly from Asian and African countries. We would like to take this opportunity to welcome our new international students, most of them new to the UK, its learning environment and all it has to offer professionally, educationally and culturally.

All of our new students are asked to register during the first week of the term. During this week, we focus on issues such as enrolment, accommodation, health care and other relevant matters.

STUDENT ADVICE AND GUIDANCE

Our staff are here to help you and to ensure that your time at the College is as successful and enjoyable as possible. We can provide advice on a range of issues including living and working in the UK, your course, study skills and renewing your visa. **Please direct all enquiries to our receptionists in the first instance.** They will be able to direct you to the person best able to help you. Please note that our administrative staff are very busy, but please be assured that they will attend to your enquiry as soon as possible.

Extra-curricular Activities

CECOS London College organises a College outing for all of its students once a year, usually at the end of the summer term. We generally visit a historical place and/or the seaside. In addition, some lecturers may arrange outings connected to their courses at their own discretion. Please check the student notice board regularly for details of events.

ATTENDANCE & EXAMINATION RULES**Attendance**

As a sponsor for students admitted to the UK under Tier 4 of the points-based system, the College has a number of legal obligations concerning the monitoring of student attendance. The Attendance Policy below has been developed to ensure that we comply with our responsibilities as a sponsor and to ensure that our students receive the best possible support whilst studying in the UK.

1. Attendance registers will be created for each class prior to the commencement of the semester and updated as necessary.
2. Lecturers will collect a daily attendance register from reception before the start of the class.
3. Lecturers will take the attendance register for each class by marking students present or absent. The identity of individual students will be confirmed to the lecturer by showing their student I.D. card.
4. After 15 minutes of the start of class, the Attendance Monitoring Officer (AMO) will collect attendance registers from each lecturer.
5. The AMO will count number of students in the class and confirm that this is consistent with the completed register.
6. Any student who arrives more than fifteen minutes late must report to the AMO at reception before they can be admitted to the class. They will be recorded as late. If a student arrives more than one hour after the start of a class, they will be recorded as absent.
7. Three late attendances will be considered as one absence.

8. If a student remains absent for 10 consecutive expected contacts during the term he/she will immediately be reported to the UKBA in accordance with their requirements.
9. If, at the end of a semester, a student has shown poor attendance (defined as less than 80%) he/she will be reported to the UKBA.
10. If for any reason a student cannot attend a class as scheduled, they must inform the college receptionist as soon as possible.
11. A student leaving a class before its scheduled end time will be recorded as absent for the entire class.

Sickness

If a student is unwell and unable to attend class as a result they should inform the College receptionist at the earliest opportunity. Absence for more than seven days must be supported with a certificate from the student's general practitioner.

Examination Rules and Policies

1. All exams are held by external awarding bodies and candidates are required to obey any instruction given by an examination supervisor for the proper conduct of the examination.
2. Students retaking exams shall only be allowed upon payment of exam fee and according to rules a student can be allowed.
3. No extra materials like bags, writing paper, manuscripts, books, foods or drink other than specified materials may be brought into the examination room by the students.
4. Mobile phones must be switched off for the duration of the exam.
5. Candidates may not be admitted to an exam after 30 minutes from the time of commencement of the exam.
6. If a candidate needs to leave the exam room urgently, they can only do so one by one and upon the permission of the invigilator.
7. Students who are found using unfair means will not be allowed to finish a sitting exam.
8. Late-comers will not be granted additional time than the specified original one.
9. In order to minimize the distractions inside and outside the exam room, students are kindly requested to leave the exam room quietly.
10. All in-class examinations must be taken. Exceptions to this rule are made only in extraordinary circumstances such as serious medical or personal emergency and only with the prior approval of the Programme Manager or the concerned lecturer. Individual faculty members do not have the authority to make exceptions to this rule, nor to offer extensions on exams.

11. The exam schedules/time table will be posted on the college at least two weeks before the exam. It is the duty of the students to check the notice board regularly.
12. A candidate who commits any infringement of the rules governing exams is liable to disqualification at the particular exam, to immediate expulsion from the exam room, and to such further penalty as may be determined in accordance with the College policy.
13. Examination results will be made accessible to the candidate at the discretion of the lecturer concerned or, failing that, one month from the exam date.

Plagiarism

Plagiarism refers to the unacknowledged presentation of another individual's work as one's own. It can take many forms, and some of the main examples are outlined below. There are no circumstances under which plagiarism is acceptable. Plagiarism is a serious form of cheating and will be dealt with by the College as such.

Guidelines for the avoidance of plagiarism

- a) Course work, dissertations and essays submitted for assessment must be the student's own work. In the case of group projects, the contributions of individuals should be clearly identified.
- b) Unacknowledged direct copying from the work of another person, or the unacknowledged close paraphrasing of somebody else's work, is plagiarism and is a serious offence, equated with cheating in examinations. This applies to copying both from other student's work and from published sources such as books, reports or journal articles.
- c) Use of quotations or data from the work of others is entirely acceptable, and is often very valuable provided that the source of the quotation or data is given. Failure to provide a source or put quotation marks around material that is taken from elsewhere gives the appearance that the comments are ostensibly one's own. When quoting word-for-word from the work of another person quotation marks or indenting (setting the quotation in from the margin) must be used and the source of the quoted material must be acknowledged.
- d) Paraphrasing when the original statement is still identifiable and has no acknowledgement, is also plagiarism. A close paraphrase of another person's work must have an acknowledgement to the source. It is not acceptable to put together unacknowledged passages from the same or from different sources, link these together with a few words or sentences of your own and change a few words from the original text: this is regarded as over-dependence on other sources, which is a form of plagiarism.
- e) Direct quotation from an earlier piece of the student's own work, if un-attributed, suggests that the work is original, when in fact it is not. The direct copying of

one's own writings qualifies as plagiarism if the fact that the work has been or is to be presented elsewhere is not acknowledged.

- f) Sources of quotations used should be listed in full in a bibliography at the end of the piece of work and in a style approved by the student's lecturer. Students are strongly encouraged to adopt the 'Harvard' referencing system for consistency.

- g) Plagiarism is a serious offence and will always result in imposition of a penalty. In deciding upon the penalty the College will take into account factors such as the year of study, the programme on which the student is enrolled, the extent and proportion of the work that has been plagiarised and the apparent intent of the student.

Plagiarism and the Web

The World Wide Web makes available unlimited information on the internet to which people have unrestricted access. Although information on the internet appears to be free, copyright restrictions still apply and acknowledgement should be made to the person / institution to which it belongs. Care must be taken while using material from web to ensure that copyright belongs to that particular publisher.

GENERAL COLLEGE RULES & REGULATIONS

1. There is to be no discrimination against others on any basis, be it race, religion, nationality, gender or sexual orientation. Any acts thereof should immediately be reported to the College authorities.
2. Please observe rules of common courtesy and avoid foul language, shouting or any other misdemeanours when you are on the College premises. Instances of harassment in this form should be reported to the College authorities.
3. You should observe proper attire, suitable to a college atmosphere. This also means respecting each other's cultures by not wearing mini-skirts or other revealing clothing, cut-offs, soiled and inappropriate clothing (i.e., T-shirts with offensive messages on them, for example).
4. Eating and drinking in classrooms and in the computer labs is prohibited.
5. All mobile phones must be switched off in class.
6. Please keep the College tidy and clean by throwing all rubbish in the bins provided in the front lobby of each floor.

STUDENT COMPLAINT & APPEAL PROCEDURE

CECOS is committed to monitoring and evaluating all its services to enhance their quality. Feedback and comments on these services are always welcome. The Student Complaint Procedure is the mechanism by which students enrolled with the College can obtain redress, as far as possible, for any disadvantage, damage, or distress caused by acts of omission or commission of the College, its staff or agents.

In an effort to resolve misunderstandings or concerns, a student must first make every effort to resolve the problem by discussing his or her concerns with the faculty or staff member against whom the complaint is lodged. If the concern still persists, the student may discuss the complaint with the Principal.

In addressing the student's complaint, the Principal should solicit information from both the student and staff member, may confer with anyone having information about the complaint, and/or may hold a meeting between the student and the member of staff involved in an effort to mediate and resolve the complaint.

If the complaint is then still not resolved to the student's satisfaction, he/she may appeal in writing to the Director. The Director's decision is final in this regard and the decision shall be communicated to the concerned in writing as soon as it is taken.

For all the students of External Degree/Certificate Programmes, if they are still not satisfied with the decision made by the College, their application can be forwarded to the relevant external body if they so wish.

EQUAL OPPORTUNITIES POLICY

The College is committed to Equality of Opportunity.

1. The College will promote equal opportunities in all aspects of its operational activity.
2. College assessment methodologies will avoid creating unnecessary barriers to achievement.
3. The College will promote access to assessment for people with disabilities.
4. The College will work in co-operation with other organizations, as appropriate; to develop Code of Practice which can assist in ensuring that assessment materials are free from bias.
5. The College is committed to ensuring that its employment and contracting policies give equal opportunities to all, irrespective of gender, marital status, race and ethnic origin, disability or religious belief.

The policy for Equal Opportunities will be implemented in relation to:

- The provision of all services, including centre support and training services.
- The special arrangements and adjustments made for candidates to facilitate access to available qualifications.

- The methods of recruitment, selection, briefing and training of those working for or on behalf of CECOS London College, whether they are full-time or part-time employees, or trainers, assessors and verifiers working under contract.
- Give due consideration to candidates who suffer from illness, injury or indisposition at the time of the assessment taking place.

STUDENT DUTIES UNDER PBS

On arrival

- Register with the College immediately upon arrival. Students who have been issued with a CAS Number and who do not enrol will be reported to the UK Border Agency (UKBA). If a student decides not to come to the College or will arrive late, they must inform the College so that we can inform the UKBA;
- Allow the College to scan a copy of their passport and visa details and record these on the student record;
- Update their contact details immediately if they change by filling change of circumstances form and handing in to the College;
- Be registered as a student at the College on a full time course to have at least 15 hours per week of organised daytime study;

During Studies

- Attend teaching sessions regularly and request permission from the Programme Manager for absences. Students who have been issued with a CAS Number and have been absent for 10 consecutive contacts with the College will be reported to the UKBA;
- Think carefully before applying for a leave of absence or withdrawal. Students who have been issued with a CAS Number and who withdraw or take a leave of absence, will be reported to the UKBA and will need to leave the UK;
- Inform the College if their immigration conditions changes, for example, following a visa extension;
- Not apply for a visa extension to re-sit an examination or repeat a module of their course for a third time. As a sponsor cannot issue a visa letter to students in these circumstances. The immigration rules state that students will not be permitted to undertake a third repeat or re-sit.
- Be aware of the Points Based System and regularly read the College's web pages or UKBA website for current students on immigration;

After studies

- Leave the UK if there is more than one month between their current leave to remain expiring and a new course starting

USEFUL CONTACTS AND RESOURCES

UK Council for International Student Affairs (UKCISA)

UKCISA is the UK's national advisory body serving the interests of international students. Useful information is available on their website www.ukcisa.org.uk

BBC Learning English

<http://www.bbc.co.uk/worldservice/learningenglish/>

British Council LearnEnglish

<http://learnenglish.britishcouncil.org/en>