



London College of Business and Information Technology



Contents

| | | |
|-----|--|----|
| 1. | Welcome | 3 |
| 2. | Introduction | 4 |
| 3. | Key Faculty | 5 |
| 4. | Your commitment | 6 |
| 5. | Our commitment | 7 |
| 6. | Your responsibilities | 8 |
| 7. | Attendance policy & procedures | 9 |
| 8. | Assessment | 12 |
| 9. | Great learning technique | 14 |
| 10. | General information | 16 |
| 11. | Facilities, services and useful contacts | 18 |
| 12. | Life in London | 19 |
| 13. | Useful Contacts | 24 |

WELCOME

It is a pleasure to welcome you to the London College Of Business and IT. LCBIT is a young and dynamic institution with programmes that have been professionally and specifically designed to help you acquire and develop effective strategic management skills using modern techniques and tools.

We are an official category C partners with Edge Hill University for MBA and MA management top up programmes and are accredited with ASIC, Edexcel, BCS, ABE, OCR, OTHM and the ATHE.

With fantastic academic staff and international students with multi-cultural background you only have to look around to see what a great learning environment you have become a member of. We aim to equip you with all the skills that will enable you to meet the challenges of business world.

Mr. Muhammad Shoiab

Principal

INTRODUCTION

This handbook is intended to give you a guide about the London College of Business and IT, as well as some general information about local life. Please take the time to read it, as many frequently asked questions are answered in the handbook.

In regards to the colleges policies and regulations, this handbook is intended as a guide only. Further information can be obtained by speaking to faculty members or support staff.

Please take your time to read through to make sure you are familiar with the content. The handbook is posted on-line and will be up-dated when there are any changes to policy or information.

Once again, welcome to the London College of Business and IT. We hope you enjoy your time here.

Mr. Ahmed Junaid

Director of Studies

KEY FACULTY MEMBERS

Teaching Staff

| | |
|------------------|--|
| Bilal Khalid | Information Technology, Level 5 |
| Fahim Iqbal Butt | Business Management, Level 7 |
| | Business management, Level 5 |
| Atif Malik | Business management, Level 5 |
| | Business management, Level 7 |
| Waqas Shahid | Travel Tourism and Hospitality (TTHM) |
| | Business Management |
| | MBA for Research Methods |
| Gary George | Business Management, Level 7 (HR Only) |

Staff Contact Details

| | | |
|----------------|---------------------|--|
| Ahmed Junaid | Director of studies | Junaid@lcbrit.co.uk |
| Waqas Shahid | Student support | Waqas@lcbrit.co.uk |
| Muhammad Awais | Administration | Awais@lcbrit.lco.uk |
| Gary George | Compliance officer | Gary@lcbrit.co.uk |

** For a detailed list of faculty and support staff please contact administration

YOUR COMMITMENT

We expect all students studying at the LCBIT to commit to the following values:

- To be pro-active in your learning attitude with regular and punctual attendance to lectures and work submissions
- Be familiar with the college policies on studying, health and safety and do not hesitate to seek advice when unsure
- Be respectful of those around you including faculty members and other students
- Most of all, ensure you make the most of your time at LCBIT



OUR COMMITMENT

The mission of the LCBIT is to contribute to society through the pursuit of education and learning at the highest international levels of excellence. We will:

- Treat you with courtesy and respect at all times
- Strive for excellence, integrity and innovation in every aspect of activity
- Communicate openly and effectively with every aspect in regards to your studies and the college
- Provide a safe and stimulating learning environment

YOUR RESPONSIBILITIES

Attendance: It is a requirement of the college and the UKBA that you attend college on a regular basis and submit course works in time. Failure to do this could result in you being de-registered and in the most serious of cases we will be required to inform the UKBA. The colleges policy for absence is as follows. Upon missing the 4th expected contact a letter will be sent to your home address. Upon missing the 8th expected contact we will send a second letter to your home address. These letters may require you to attend a meeting with one of the college support staff. Upon missing the 10th expected contacts we will de-register you and we will also inform the UKBA.

If you are unwell, you must call the college by **8:30am** on **0207 392 7697** and inform us of this for each day of your absence.

Time Keeping: The college expects students to show respect to lecturers and other students by attending lectures and submitting work in a timely manner. Students who arrive to lectures late disrupt the lecture which does not show the mutual respect we expect of students. Depending on how late you are to a lecture this could be deemed as being absent. If you have 4 lateness's, you will be issued a warning letter and we will continue to review your punctuality if the improvement is not made.

Personal Details: The college keeps a record of all students personal details, this includes your home address, telephone number, mobile phone number and e-mail address. It is your responsibility to inform us of any changes. This can be done by logging onto your personal account on the college website and changing them, (Our systems will update automatically) or by filling in a change of details form and handing it to the support staff. Failure to do this may result in missing vital communications from the college.

ATTENDANCE POLICY & PROCEDURES

At LCBIT the attendance of the learners for all the courses, full time or part time, is classed as mandatory. This ensures:

- **Successful completion of the course.**
- **To stay in line with the study visa requirements and the regulations outlined by UKBA.**

Purpose & Scope:

- To communicate LCBIT's policy, in terms of attendance, of various courses the learners are enrolled in, to every department in the college.
- To ensure that the learners have a clear understanding of the attendance procedures.
- To ensure that the college is in compliance with the UKBA regulations.
- To ensure that there is a clear set of guidelines of what actions the college will be taking to deal with poor or unacceptable level of attendance.
- To outline the procedures of applying for short leave.
- To outline the procedures of communication to be used in case of personal emergencies.

Roles and Responsibilities:

Principal: The Principal as the head of college has the overall responsibility of the implementation of the procedures outlined in this document.

Administrator: Is responsible for the communication of the procedures in terms of attendance, to every level of management and the students in general, He/she is also responsible for the record keeping of attendance related documentation.

Programme in-charge: The In charge, of each programme is responsible for dealing with the attendance related issues within their programmes.

Lecturers: The lecturers in each class have the responsibility of marking the attendance and ensuring the overall process is carried out with utmost integrity.

Administration staff: Admin staff is responsible for the input of all the attendance into the college database at the end of every lecture. The hard copies are also to be kept until the completion of the particular units of the course.

Warden of the Day: The Warden of the day is responsible for completing the warden checklist and to highlight any discrepancies. To then sign the attendance sheets to verify the attendance.

Learners/Students: The students are responsible for following all the attendance procedures outlined in this document. The ultimate responsibility of justifying the individual level of attendance to the college and external authorities like awarding bodies and UKBA, where required, also lies with the students.

Procedures:

- The management and learners at LCBIT will be kept informed about the attendance procedures to ensure that there is a required level of understanding about these procedures.
- The international students are required to report to the college at their arrival in the UK.
- This reporting has to take place within the first three working days starting from the date of their arrival.
- This type of reporting can also be done via telephone only in the case where the course has not yet started.
- In case the particular course has already started or is about to start before the third working day period of their arrival, the learners will report to the college as soon as possible.
- In the case where there is a medical condition that has arisen after the arrival in the UK the student is required to inform the college by whatever means possible.
- In the case where medical condition prolongs and student cannot physically attend the college, after the course has started, the student then will be required to produce a medical note from a hospital or GP.
- If the learners fail to report within the time frame mentioned this could lead to further action taken and this could involve termination from the course and reporting to UKBA.
- The learners are required to meet a minimum level of attendance of 80 % for a successful completion of the individual unit.

Following is a published set of reporting duties by UKBA that LCBIT is obligated to perform:

Reporting Duties:

- All sponsors must report the following information or events to us, within any time limit specified. **This includes reporting events during any period that a student is on a pre-session course at a partner institution which was named on the student's visa letter or confirmation of acceptance for studies.** Information about students' non-attendance, non-compliance or disappearance will be used to take enforcement action against them:
- If a sponsored student does not enrol on his/her course within the enrolment period. The report must be provided within 10 working days and must include any reason given by the student for his/her non-enrolment (for example a missed flight);
- If a sponsored student misses 10 expected contacts, without the sponsor's reasonably granted permission. In this case, the report must be provided within 10 working days of the 10th missed contact.
- If a sponsored student discontinues his/her studies (including a deferral of study). Such a report must be given within 10 working days of the even in question, and joined, if the sponsor knows it.
- If the sponsor stops sponsoring the student for any other reason (for example, if the student moves into a different immigration route with a different sponsor or one which does not require a sponsor, or the student's period of leave to remain in the UK comes to an end) the report must be provided within 10 working days.

The reporting duties are in line with the UKBA Tier 4 Sponsor Guidance Contacts are explained as follows from the pack in Point 311, Page 51 & 52:

Sponsors must notify us where a student has missed 10 expected contacts.

311. Students in schools, Further Education and English language colleges this will normally be where the student has missed 2 weeks of a course. In the Higher Education sector, where daily registers are not kept we will accept this reporting where the student has missed 10 expected interactions (for example, tutorials, submission of coursework etc). **Some examples of expected interactions would be:**

- Attendance at any lesson, lecture, tutorial or seminar (as relevant to the level of study);
- Attendance at any test, examination or assessment board;
- Submission of assessed or un-assessed coursework;
- Submission of assessed or un-assessed coursework;
- Submission of “interim” dissertation/coursework/reports;
- Attendance at any meeting with a supervisor or personal tutor;
- Attendance at any “research method” or “research panel” meetings or “writing up”
- Seminars or “doctoral workshops”;
- Attendance at a viva;
- Registration(matriculation/enrolment);
- Attending an appointment with a welfare advisor or international student adviser

This list is not exhaustive

- At LCBIT, the above mentioned points by UKBA will be followed without exceptions
- These points therefore form a guideline for attendance policy at LCBIT
- Following are the further procedures in regards to attendance:
- If a student misses 4 expected lectures/contacts, he/she will be issued by first warning letter.
- If the student misses 8 expected lectures/contacts, he/she will be issued with the second warning letter.
- At their 10th missed expected contact, they will be deregistered from the college.

- After deregistration the college will inform the UKBA about their status at the college.

Procedures regarding leave/illness:

The college understands the need of short term leave. For this reason there is simple set of procedures that college requires the students to follow these are:

- A short leave form has to be filled in explaining the reason for leave and the date.
- This form has to be signed by the concerning administration staff.
- This form has then to be given to the administration staff to be input in the database.
- Point to be noted in this regard is that such leave will still have the effects on the attendance percentage for the particular student.
- In case of illness the students are required to provide the medical certificate and/or hospital letter covering the period of absence.
- Such documents are to be attached to individual’s files.

This document is subject to a review on quarterly basis and revised if new regulations by UKBA are announced.

This document is linked to:

General College Policy

UKBA Sponsor’s Duties

UKBA Tier 4 Sponsor Guidance Pack

<http://www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/pbsguidance/guidancefrom31mar09/sponsor-app-guidance-t4.pdf?view=Binary>

Page 51 & 52 of the above link

ASSESSMENT

General Assessment throughout the Year: You will be assessed throughout the academic year by your lecturers. They will monitor your absence levels, general behavior and attitude as well as your progress with any course work and other class activities etc. They may also use tests to monitor your knowledge on subjects. Their feedback will be passed on to the student support officer who will then give you a feedback on a regular basis.

Examinations: Unless you are able to provide evidence of mitigating circumstances you will be required to attend examinations.

Examinations are conducted under strict procedures to ensure quality and uniformity, to minimise the opportunity for learners to use unfair means and to ensure the integrity of examination process.

Appeals: At LCBIT we class the appeals procedures, and a true and fair application of these procedures an integral part of the quality assurance. LCBIT has a staged procedure of appeal. It is stressed that each stage must be completely exhausted before the appeal can be taken to the next level. The stages are as follows:

1. Informal – Learners will consult with assessors to discuss an assessment decision within 10 days
2. Review – The decision will be reviewed by the internal verifier. There is a maximum of 7 days to move to this stage of appeal and it will be completed within 3 days

3. Appeal hearing – The principle or senior manager will conduct an appeal hearing within 7 days starting from when the appeal is brought to level 3.

Re-sits/Extensions/Mitigating Circumstances:

Re-sits and extensions will only be allowed if the student can provide evidence of mitigating circumstances. This could include serious ill-health or any other form of adverse circumstances. Students should speak to the director of studies if they feel they meet this criteria.

Plagiarism:

You may be tempted to hand in essays, projects or other pieces of assessed work containing work that isn't your own. This is something the college views very seriously. All submitted work is monitored by a specialised computer program that compares your work to find similarity with the material already been produced. If you are identified as using work that isn't your own you may be required to re-submit or in serious cases be removed from the course.

Deadlines:

You will be informed of all deadlines for submitting assessed work and it is your responsibility to ensure these deadlines are met.

***Note:** Further information on these policies can be found in the guidelines of course work submission*

GREAT LEARNING TECHNIQUES

Approaches to Studying:

As far as possible try to use the same place for serious study and use it only for that. By doing so, the brain will automatically trigger a 'study mood' whenever you are there. It should support your studies by being free of distractions, have access to the study materials you need and have a work space such as a desk or table.

There are two types of learning. Active and Passive. Trying to learn through passive reading has little value, You should try to study using Active learning, study as though you were trying to solve a problem, ask yourself which key questions you are hoping to answer in your study period, how the answers might be applied and what the limitations of the information are.

Reading Material:

Explore the section/chapter/book as a whole, this will provide you with the authors framework. Check if there are any convenient summaries at the end of a chapter. It is often easier to take notes from summaries than the detailed material. Skimming is an essential part of reading. Skim material to find the essential information and discard material that is not useful. Where there is relevant material you should read this in more depth.

Lectures and Note Taking:

Lectures can often be tedious due to their length. You can maintain your interest through active listening and note taking. It will be impossible to make a note of everything that the lecturer talks about, however you should make a note of key information. Where relevant use highlighters, arrows and diagrams to link and emphasize the relationship between ideas and concepts.

Exam Technique:

If you have worked steadily and consistently throughout the year exams should pose no problems, however you may find it useful to:

- Look at previous exam papers where possible to check the structure of the exam and become familiar with the type of questions it may ask
- Check you have all the relevant equipment for the exam, spare pens etc
- Rest before hand and ensure you leave plenty of time to arrive for the exam so that you are not 'rushed'

In the exam

- Don't panic
- Scan through the exam to plan how much time you have for each question, make a note of the ones that you cant answer and start on the ones that you can
- Plan the content and layout of the answer, don't just start writing
- Write legibly

GENERAL INFORMATION

College Calendar:

Semester and subject timetables can be found on notice boards and on-line when you log on. These include lecture start times and locations, important exam dates, submission dates etc.

Please check your e-mail on a regular basis as any change to room numbers, times etc will be communicated to you in this way.

College Security:

ID cards – Your college ID card is your responsibility. You should make sure you have it with you whenever on campus.

Be on guard – As with any large building it is difficult to control who has access to what. If you see anyone acting suspiciously please inform a member of staff.

Website use – Your personal student ID and password are just that, PERSONAL. Please do not share your ID and password with anyone. This will protect your personal details and work.

Health and Safety:

Your responsibility – Everyone on campus, including faculty, students and visitors has a responsibility to health and safety. Whether it be ensuring that exits are clear or that good house keeping is kept to prevent the risk of fire. Make sure you play your part.

Fire – Raising the alarm. You can raise the alarm by pressing any of the fire alarm points situated throughout the college. You should not try to tackle the fire.

Fire – Evacuation and evacuation point. Should we identify the need to evacuate please do so calmly and quickly. You should proceed to the nearest exit and make your way to the meeting point. Do not wait to take any personal belongings or re-enter the building until you are told it is safe to do so.

FACILITIES AND SERVICES

College Overview:

2nd Floor - Reception, Administration department, Lecture rooms 1,2,& 3, Computer lab 1, Students area

3rd Floor - Edge hill office, Director of studies, Principle, Library, Lecture rooms 4,5 & 6, Computer labs 1 & 2, Faculty room

Computer labs – Computer labs are situated throughout the college and are available for use outside of lectures to aid you with your work. Please ensure that when using these labs you are respectful of others and take any litter etc with you when you have finished.

Library – The library on the 3rd floor contains a number of useful books and other reading materials, however in today's day and age there is little need for extensive libraries. Instead you will be able to source most material you need for your studies on-line or in lectures.

Student lounge – The student areas are available for either academic work or just chilling out. Feel free to use these whenever you like but remember someone may wish to use it after you, so clear up after yourself.

LIFE IN LONDON

Local Area:

LCBIT is situated in the heart of the East End, an area of London with a rich past, but also one which has become one of the capital's most vibrant and exciting areas today. The East End is an area of immense contrasts: busy street markets, followed by peaceful walks along Regent's Canal, lively ethnic cafés and restaurants within a stone's throw of modern bars and clubs, quaint terraced houses against a backdrop of Canary Wharf - Britain 's tallest landmark - and historic Old Wapping traversed by the space-age Docklands Light Railway. But however you choose to spend your time out and about, there is no escaping the East End 's kaleidoscope of different cultures and traditions.

Nearby Brick Lane has become one of London 's most frequented places for curry houses, 24-hour bagel shops, internet cafés, 'happening' pubs and a wonderfully eclectic market. Columbia Road flower market attracts visitors from all over the capital, as do exhibitions at the Chisenhale and Whitechapel Art Galleries and the Museum of Childhood in Bethnal Green - a branch of the world-famous Victoria & Albert Museum. Studios in former warehouses in Spitalfields, Shoreditch and Hoxton have become home - residential and business - to designers, artists and musicians alike, while some of London 's most avant-garde entertainers perform at the new Jongleurs comedy club, few minutes' walk from the College.

London:

If you want to experience more of the sheer energy and excitement of the capital, it will take a mere 15 minutes by tube to reach the West End, Covent Garden and Soho . What's more, with a daily, weekly or monthly Travel card - for unlimited travel on all forms of London transport - it won't cost you the earth either. And when you get there, such is the city's variety and diversity, the chances are that if something you're after doesn't exist in the capital then it doesn't exist anywhere.

From shopping, theatres, cinemas, pubs, galleries, clubs and markets to libraries, historic buildings, parks, sports facilities and concert venues, London is, alongside New York and Tokyo, continually cited as one of the world's hottest cities. It is also the centre of British politics, business, finance and the media.

With a little thought and imagination, along with the many useful hints and tips provided by weekly London guides, it needn't, however, be expensive. Once you've taken in sights like the Houses of Parliament, Buckingham Palace, The London Eye, and explored world-famous areas like Kensington, Knightsbridge, Covent Garden and Piccadilly Circus, take a trek away from the tourist hot spots and you'll find another London entirely: one which is populated by inexpensive cafés and restaurants which serve food from all over the world; bustling and inspiring markets; and second-hand clothes shops that offer quality fashion at a fraction of what it would cost in the high street. For those looking to supplement their grants, then London is for you too. For part-time and vacation work in bars, cafés, shops, galleries and restaurants, London has no equal.

Oyster Card:

Oyster card is a pre-paid electronic ticketing device that can be used within London on Buses, Tubes, National rail and DLR. An over 18 student oyster photo card can be acquired for a cost of 5 pounds for one year. It allows you a 30% discount on your pre-planned journey. For a single bus journey you would pay 2 pound in cash but on Oyster card you will only pay 90 pence.

Get a form, fill it in, give it to reception and you will be ready to go in a few days

How to get to College by Tube:

LCBIT is served by two underground stations, both within 5 minutes walking distance.

- White chapel (District line, Hammersmith and City line)
- Aldgate East (District, Hammersmith and City line)

How to get to College by Bus:

- Bus route 25 on White chapel road
- Bus route 15 on Commercial Road

Car Parking:

Parking is only allowed in the designated pay and display bays located in Fieldgate Street and surrounding streets

NI Numbers and Working in the UK:

To be able to work in the UK you will need to obtain a national insurance number. To apply for one telephone 0845 600 0643.

You will be asked the following question:

Name, Date of birth, Address in the UK, Employers details, Visa details etc

Following this you will be required to attend an interview at your local job centre plus office. You will need to attend in order to obtain your NI number.

You should also check the conditions of your visa to see how many hours you are allowed to work during term time and during college holidays. Breach of these conditions would be against UKBA regulations.

GP's and Health:

- We recommend that you register with a GP in your local area as soon as you arrive in the UK to ensure that you have access to health care if and when you need it.
- Get the list of local GP's from your local library or post office, Make an appointment with your local surgery explaining that you need to register with the GP.

When you go for your appointment you will need to take your passport and proof of address.

As well as GP's London is served by local walk in clinics and medi-centres. However the wait to see a Dr can often be time consuming and in some cases you will be expected to pay a fee.

NHS Direct – This is a 24 hour nurse led advice and information service for queries and minor health related problems. You can either call on 0845 4647 or log onto the website www.nhsdirect.nhs.uk

In case of a medical emergency for yourself or for someone else , that may need immediate medical attention you should ring 999 from any phone available and ask for an ambulance.

How do I open a Bank Account?

To open a bank account you will need a letter from the college. This can be acquired by filling out the relevant form and handing it to reception. You would also need to prove your identity. Generally the following can be used:

College letter, Passport, Other proof of ID – DVLA license, Proof of address – Utility bill

The following are major banks that you could use:

Natwest, Barclays, Lloyds TSB, HSCB

USEFUL TELEPHONE NUMBERS

| | |
|-------------------------|----------------|
| LCBIT | 020 7392 7697 |
| Emergency Services | 999 |
| NHS Direct | 0845 4647 |
| UKBA Enquiries | 0870 606 7766 |
| Transport for London | 0843 222 1234 |
| National Rail Enquiries | 08457 48 49 50 |