



**Essex**  
College

# **STUDENT HANDBOOK**

**2011 - 2012**

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# **STUDENT HANDBOOK**

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## **1. Welcome to Essex College**

**Essex College is on an aggressive mission to better serve local communities by providing quality education.**

The College is strategically and conveniently located in the heart of corporate businesses as well as the paramount surroundings of Wembley Stadium brings in more opportunities for work and entertainment for students. In recent years, the college has proven to be a time of significant achievement, the dramatic transformation of Essex College over the past years is the result of several positive initiatives, for e.g. new programs, significant improvements in student services, upgraded technology and student facilities improvements that provides a perfect base for both home and international students to study for higher and professional education.

## **2. STUDENT'S RESPONSIBILITIES**

**As a student at Essex College you will be expected to:**

1. ARRIVE on time every day.
2. BRING work when required to class. Please ensure all assignments are completed and required reading is done before class.
3. RESPECT other students, their work and their property.
4. TAKE responsibility for your own learning and do your best.
5. FOLLOW the College rules.
6. BE polite, honest and fair.
7. LISTEN to others.
8. LOOK after your College by taking responsibility for the internal and external environment.
9. CREATE an environment where everybody can feel safe and secure.
10. FOLLOW instruction and advice.
11. DO NOT use mobile phones during class.
12. ASK for help if you need it.

## **PERSONAL DEVELOPMENT PLANNING/PROGRESS FILES:**

For the duration of your studies you will be expected to show knowledge and understanding of the content of the course apply your knowledge and understanding in variety of practical contexts, select and use a variety of skills and techniques appropriate to work in the world of your field of study. An emphasis is placed on students developing more responsibility for their own learning.

- ✓ Each student will have a progress report which will be monitored and completed by the tutor at regular intervals.
- ✓ Each student will be provided with a course Evaluation Questionnaire at the end of each term as part of Essex College Monitoring and Evaluation Procedures for feedback and quality purposes.

All students will be given full support and assistance during the course of their studies by their tutors, as well as by other members of the college.

**Please remember you must always ask for help if you need it. All Essex College tutors and staff members are here to help you at all times. Please also be advised that a STUDENT REPRESENTATIVE has been appointed to assist you and represent you at termly meeting with the College Principal.**

### **3. STUDENT ATTENDANCE & LATENESS POLICIES**

This policy has been developed as part of the college's commitment to provide a supportive learning environment in which encouragement is given to all students to develop a range of skills, abilities and approaches to their studies and other activities.

#### **AIMS**

The Attendance Policy aims to:

- Encourage all its students to maintain a 100% attendance;
- Ensure compliance as a Tier 4 college to monitor attendance and take appropriate actions if this is below the minimum required standards;

- Enhance the overall learning environment by encouraging active participation through regular attendance in all areas of study;
- Provide guidance on why attendance is important;
- Use attendance as one of the factors to be taken into account in reviewing a student's commitment to, and performance in, their academic studies and in developing an appropriate response to specific concerns about performance.

### **What is Attendance?**

Attendance refers to the time spent in college and can be categorised as lectures, workshops, tutorials, meetings, coursework submissions and examinations or as specified in the students Handbook. Regular and consistent attendance at college is expected and is critical to a student's success and achievement of their learning goals. The college aims to have 100% attendance, however, UKBA requirement is that it should not fall below 80% in each term unless there are exceptional circumstances which can be justified to the personal tutor/ administrator. Each case of absenteeism is different and will be treated individually on the basis of circumstances and evidence provided. The authorised absent is only applicable when a student fills and submits ***'Student Leave request Application Form'***. This must be duly approved.

### **Procedure:**

- All the students are expected to attend all lectures, seminars, workshops and tutorials unless these are declared as non compulsory. Students are also expected to adhere to prescheduled meetings and feedback sessions with their tutors and meet all deadlines for submission of coursework and examinations etc.
- Students who miss 10 contacts or whose attendance is below 80% (during a period in which 10 contacts are completed) will be terminated and reported to UKBA.
- All students are expected to be punctual and arrive on time. A maximum late arrival of 10 minutes is allowed. A student who is late by more than 10 minutes will join class but will be marked Late. Any student who is late by more than 30 minutes will be marked "A" but it is up to the discretion of tutor to allow attending class.
- In case of no show or no improvement within 2 weeks of sending final warning and reporting to UKBA, the student registration will be cancelled and reported to UKBA and also ASIC if appropriate.

### What is a Contact?

*At Essex College, a “contact” is defined but not necessarily confined to a period of one lecture time (e.g 9:30 AM to 12:45 Noon). Students will have minimum of 5 contacts per week. There are two separate attendance sheet for each lecture, before break (9:30 to 11:00 AM) and after the break (11:15 AM to 12:45 Noon). Attendance is taken for 2 sessions but constitutes as “one contact”. A student who misses one session but attends the second one will be eligible to ½ contact attendance.*

- Attendance is entered in the KSAS system daily and is administered daily. The Admin Manager will administer and monitor attendance daily and will take necessary action when a student has missed 3 contacts or if attendance is falling below 80%. A **First Warning Letter** will be issued.
- A **Second Warning Letter** will be issued if attendance remains below 80% or if a student misses 6 consecutive contacts.
- A **Final Warning Letter** is issued if attendance remains below 80% after 10 contacts. A clear intention to report to UKBA is stated.
- The attendance will be closely monitored for two weeks after issuing the Final Warning Letter. If a student doesn't show up or improve attendance past 80%, the student registration will be cancelled and UKBA will be reported of termination. The college may also inform ASIC if the need arises to do so.
- However, a student who misses 10 consecutive contacts will be terminated upon Final Warning and reported to UKBA.

### Recording Students attendance:

- Attendance is taken for each session; this includes the lecture, workshop, tutorials and Lab sessions.
- The college admin department will print a copy of the Attendance sheet for the respective classes and keep it ready for the respective lecturers according to the Time Table.
- It is the lecture's responsibility to collect the student attendance sheet for their session.
- At the beginning of the lecture the lecturer takes attendance, he / she puts Present / absent / authorized leave and should sign the form. Lecturer should return it to the admin office after the lecture.

- The admin department will maintain the hard copy and will enter the data into the system.
- In the system daily attendance, weekly report and the cumulative report is maintained.

**When UKBA will be reported?**

The college will report a student to UKBA:

1. When a student's attendance misses 10 consecutive contacts.
2. When the college has terminated a student registrations due to now show or no improvement within two weeks after final warning letter.

**4. Misconduct from Students:**

Essex College does not encourage with the following behaviour and will be taken severe action which may lead to legal actions depends on the nature of their misconduct:

- a) disrupts, or improperly interferes with, the academic, administrative, sporting, social or other activities of Essex College, whether on Essex College premises or elsewhere;
- b) obstructs, or improperly interferes with, the legitimate functions, duties or activities of any student, member of staff or other employee of the college or any authorized visitor to the College;
- c) involves violent, indecent, disorderly, threatening or offensive behaviour or language (whether expressed orally or in writing, including electronically) whilst on the College premises or engaged in any College activity;
- d) involves distributing or publishing a poster, notice, sign or any publication which is offensive, intimidating, threatening, indecent or illegal, including the broadcasting and electronic distribution of such material;
- e) involves fraud, deceit, deception or dishonesty in relation to the college or its staff or students or in connection with holding any office in the college, in the Student's Welfare or in relation to being a student of the College.
- f) involves action likely to cause injury or impair safety on College premises;
- g) involves the possession of unauthorised material or the use or attempted use of unauthorized or unfair means (including academic malpractice such as plagiarism or collusion with other students or fabrication or falsification of result) in connection with any examination or assessment;
- h) causes damage to or defaces college property or the property of other members of the College caused intentionally or recklessly, and/or misappropriation of such property;

- i) involves failure to disclose name(s) and other relevant information to an officer or employee of the College in circumstances when it is reasonable to require that such information be given;
- j) Constitutes a failure to comply with previously-imposed penalty or reasonable instruction under this Regulation or any other College Code, rule or regulation.

## **5. STUDENT WELFARE POLICY**

### **Health and safety:**

On induction day with the students, we give students comprehensive Health & Safety information and our Student Welfare Officer (SWO) Kashif Jawaid provides advice and assistance to students on registering with their local GPs. Our SWO liaises with students and our Health and Safety Officer Waqas Khokar deals with any new health and safety issues as it arise.

### **Careers Service:**

We have implemented a careers service in the College. We have two shelves in the library with magazines and materials providing information relating to jib search, job availability, etc.

### **Social Events and College Trips:**

The College will organise and take students to social events and College trips, where applicable.

### **Accommodation:**

We assist overseas students in finding accommodation through the College SWO. We have a list of accommodation providers in the local area.

### **IT Skills:**

We run basic courses for beginners. Students on the other courses who need to improve their basic IT skills will be referred to these courses.

### **Teaching Quality:**

As part of our student welfare policy, we conduct lecture evaluations by asking the students to fill in a lecture evaluation sheet for each subject. The processed anonymous data will be available to the principal, and the relevant lecturers and academic staff.

### **Sport:**

We organise a wide range of sporting activities including football and cricket for students.

## **Student Union:**

Every student who enrolls with us will be enrolled to the National Students Union (NUS) and will be given student union card, which entitles them to students discounts in some major business organisations, including Topshop, Topman, cinemas, etc...

## **6. STUDENT DISCIPLINARY PROCEDURE**

If there is evidence that a student has breached or broken the code of conduct the Disciplinary Procedure will be used.

Under these procedures the College has the power to discipline students and to suspend or expel any student for good cause.

The essence of misconduct is outlined in the Code of Conduct and relates to behaviour that:

- interferes with the safe functioning or activities of the College, or of those who study or work in the College, or
- otherwise damages the College or its reputation, and/or
- constitutes a criminal offence

The Disciplinary Procedure seeks to ensure that in all decisions regarding student discipline individuals are afforded a fair hearing and that penalties are proportionate.

In the event of a serious breach, criminal misconduct, or where it is believed that the health, safety or welfare of others may be jeopardised by the continuing presence of a person or persons against whom allegations have been brought, they will be suspended immediately pending a hearing.

## **CODE OF CONDUCT**

1. Behaviour towards others must not be discriminatory.
2. Behaviour towards others must not be threatening, violent, aggressive, abusive or disruptive.
3. All individuals must respect the rights of others to a quiet, clean and orderly working environment.
4. Individuals must not behave in ways that put their own or other people's health, safety or welfare at risk and must observe all directions with regard to Health and Safety
5. Individuals must not cheat in examinations or in course work.
6. Individuals must respect the property of other people and that of the College and its premises.
7. Individuals must not bring illegal substances onto College premises.

8. Alcohol may not be consumed on College premises except in licensed areas.
9. Individuals under the influence of drugs or alcohol may not enter College premises.
10. Smoking is not permitted within College buildings.
11. Individuals must not bring the reputation of the College into disrepute through anti-social behaviour either on or off College premises.
12. Individuals must abide by reasonable instructions issued by a member of the College's staff.
13. Mobile phones must be turned off in all areas where teaching and learning activities are taking place.
14. Individuals bringing vehicles onto College premises must observe parking and speed restrictions and drive with care and consideration for others.
15. Individuals must abide by the IT Code of Practice.

Behaviour that contravenes the Code of Conduct will be dealt with through the Student Disciplinary Procedure. Where there is evidence that a serious criminal offence has occurred, the matter will be referred to the police for investigation. Any conduct that constitutes a criminal offence will be regarded as a breach of the Code of Conduct.

## **7. ASSESSMENT PROCEDURES**

### **ASSESSMENT PROCEDURES**

#### **Assessment Procedures**

The Course outline describes in detail the contents, learning outcomes, teaching schedule and assessment procedures.

#### **Setting of Coursework Assessment**

- In setting assessment/coursework, the possibility of plagiarism and cheating is kept in mind.
- Assessments are designed to reduce the risk of this happening, e.g. regularly varying written assignments.
- Procedures to detect and respond to evidence of plagiarism or cheating are in place and students are made aware of this.
- A late assignments are given a 'PASS' at most and students are made aware of this.

## **Submission**

All coursework is submitted to the Examination Officer and an electronic or paper receipt is issued. The coursework must be submitted by 5pm of the hand in date.

## **Extensions**

A student may apply for extension in the hand in date of his or her coursework. Such a request must be made prior to the hand in date and must be in writing to the In-charge Examination or Director Studies. A maximum extension of up to 2 weeks may be granted in genuine extenuating circumstances or on the medical reasons.

## **Assessments**

### **Setting Assessment Questions**

The lecturer of the module sets out the Assessments paper. The assessment question must be submitted to Examinations officer. She will check with the respective awarding body and issue the questions to the students. It is always emphasized that the Assessment questions must reflect the intended outcomes set out in the course outline. The Principal and Director Studies take keen interest in ensuring that this happens.

### **Returning Marked Work**

The module lecturer aims to mark and return the coursework as soon as possible. In normal circumstances, a period of 2 to 3 weeks is considered appropriate to return the marked work. The marked work is returned by the lecturer to the examination officer.

**Internal Verification:** The papers are collected from the Lecturer and given to internal verifier (IV) for second marking. Internal verifier goes through every paper and check for the validation of the assessment and marking.

### **External Verification:**

Examination officer will coordinate with the respective awarding bodies and fix the date for the External Verification. On the day of External verification, the marked assessments papers and the reports are made available for the External Verifier (EV). EV will go through and will send the report to the respective awarding bodies.

### **Publishing Results:**

Academic Committee will discuss the reports received from the Awarding body and will publish results to the students. The certificates will be issued within 2- 3 weeks of publishing results.

**Re-Evaluation:** If any student wants to go for Re-Evaluation they can apply to Examinations Officer. The assessment paper will be checked by another lecturer for marking and result will be given to the students within 3 weeks.

## **8. PLAGIARISM POLICY**

Plagiarism is a serious academic offense and students are responsible for self education about it. This policy is designed to explain what plagiarism is, why it brings severe penalties in the College, and how to avoid it. Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. This can range from failing to cite an author for ideas incorporated into a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the internet. All are plagiarism.

There are three central things all students should know about the consequences of plagiarism:

### **Plagiarism is a College Offence**

Lecturers are expected to report all instances appropriate academic representative including the principal, which then initiates a review of its own. In the other words, in addition to dealing with the course instructor, students who plagiarize must also deal with the college. Students found guilty of plagiarism will have this entered into their record and may be expelled from the College.

### **Plagiarism in most instances is easy to identify and expose**

The very force that makes plagiarism easy and tempting to some students the internet makes its detection easy. Most lecturers can locate the source of suspected plagiarism within a few minutes of searching the web. In this context, plagiarism is a much stupidity as it is dishonesty. Students should be aware that all professors have access to website, which is a very effective resource for catching plagiarism.

### **All parties to plagiarism are considered equally guilty**

If you share your coursework with another student and he or she plagiarizes it, you are considered as guilty as the one who has plagiarized your work, since you enabled the plagiarism to take place. Under no circumstances should a student make his or her coursework available to another student unless the instructor gives explicit permission for this to happen.

In other words, students who plagiarise are likely to be caught, and the consequences will be severe and will include anyone who enabled the plagiarism to take place. Essex College will be

implemented, regardless of the feelings of either the students or the instructor. **Avoid plagiarism at all costs**

## **9. LIBRARY POLICY**

1. The following people are eligible to use and borrow materials from the Library:
  - a) Students formally enrolled to a course leading to a Post Graduate Diploma, Advanced Diploma & diploma
  - b) Members of the Academic Staff
  - c) Members of the Administrative Staff
2. Please be aware of the fact that the library is reference only. If a student wishes to borrow a book for use within the library, they must sign the book out from the front desk for use within the library and then when finished sign the book at the front desk.

## **CONDUCT**

3. Readers must take care of the library materials and must not deface them in any way, including by highlighting, underlining, writing or drawing on them or by removing any part of them. Bottles of ink may not be brought into library.
4. The library users shall respect the rights of other users to work quietly. Silence shall be maintained as far as possible in the study areas of the library. Mobile phones must be switched off or put into silent mode within library facilities.
5. Food and drink may not be consumed nor displayed within the library. Smoking is not permitted anywhere in the College building including the Library.
6. The library users are responsible for the security of their own property. They must, if required, submit their belongings for inspection as they leave the library. Personal possessions must not be left in the Library overnight.
7. Readers using their own laptops in other areas of the library do so at their own risk and are responsible for the safety and security of their equipment.

## **10. EQUAL OPPORTUNITIES POLICY**

The Essex College realizes the importance of diversity and equality of opportunities and, therefore, is fully committed to equal opportunity policy for all its staff, students and members.

- Essex College aims to create an environment where individuals deal with each other with dignity and respect.

- Essex College aims to provide learning and knowledge suitable for personal development and employability skills to all of its students from all backgrounds and origins.
- Essex College is conducive the continued professional development of its staff and encourages participation in conferences and courses likely to bring new skills and understanding among the individuals.
- Essex College hires staff from the whole community and enables them to contribute positively to achieve college objectives.
- Essex College fosters environment where both staff and students view their stay at the college a remarkable experience.
- Essex College discourages and endeavour to eliminate direct and indirect discrimination on the basis of race, gender, sexual orientation, ethnic or national origin, colour, age, marital status, disability, social class, political or religious belief etc.
- The college shall name a senior member of staff and will allocate responsibility for the monitoring of the implementation of the equal opportunity policy.
- Essex College will inform all members about its equal opportunity policy. A copy of this is normally displayed on the notice board and is given to the new member of staff during induction.

## **11. STUDENT DISABILITY POLICY**

At Essex College we are fully committed to ensuring that our equal opportunities policy is practised throughout the College, that every student has the opportunity to develop his/her potential and is made welcome, comfortable and has equal access to all services and facilities.

The Disability Discrimination Act 2005 (DDA) makes it unlawful to discriminate against disabled people, or people who have had a disability, without justification. Indirect discrimination where a provision, criterion or practise presents barriers is potentially as unlawful as direct discrimination. Reasonable adjustments must be considered fully before any decision is taken to justify less favourable treatment towards a student or member of staff. Discrimination is only lawful for ‘substantial and material’ reasons and in limited prescribed circumstances outlined within the DDA. Legal protection extends to the post employment relationship for disabled staff, e.g. with references.

“Substantial” means more than minor or trivial and includes progressive conditions where impairment is likely to become substantial, such as cancer, multiple sclerosis, muscular dystrophy and HIV infection. People with such conditions are covered by the Act from the moment there is a noticeable effect on day-to-day activities, however slight.

“Long-term” means effects which have lasted for at least twelve months, or are likely to last for twelve months or more. Long-term effects include those which are likely to recur. Day-to-day activities” are normal activities carried out by most people on a regular basis, and must involve one of the following broad categories: mobility; manual dexterity; physical co-ordination;

continence; the ability to lift, carry or move everyday objects; speech, hearing, or eyesight; memory or ability to concentrate, learn or understand; perception of the risk of physical danger.

1. At Essex College we welcome students with disabilities. The College was founded to provide education for mature and working people. It has always had a diverse student body and has promoted social inclusion through the courses it offers and their mode of delivery.

The definition of disability used at **Essex College** that set out in the DDA Pt 4 and includes people who have any of the following:

- physical disability (e.g. limitations to dexterity or mobility)
- sensory impairment (e.g. visual, hearing)
- mental health difficulties
- chronic illness (e.g. asthma, epilepsy, diabetes)
- medical conditions, which may cause pain or other symptoms, which affect your studies (e.g. side effects of treatment, poor attention, poor concentration),
- specific learning difficulties (e.g. dyslexia, dyspraxia)
- any other condition which has a significant effect on your ability to study

## **12. Health and Safety Policy and Procedures**

It is the policy of the Essex College to promote the health, safety and welfare of all of its staff, students, visitors, contractors or members of the public who could be affected by the Department's activities.

The college is based in Alperton House which has its own health and safety policy and procedures. These are displayed prominently at various places throughout the building. All new staff and students are made aware of this.

The college has its own information and directions displayed prominently in case of fire or other emergency. All students and staffs are made aware of this during the induction.

Mr Kashif Jawaid, is the person to contact in case of any emergency or fire alarm etc.

The college expects all employees to take reasonable care of their health and safety and that of others who may be affected by their acts or omissions at work. It is also a legal requirement under the Health and Safety at Work etc Act 1974 and Management of Health and Safety at Work Regulations 1999.

Hazards that might pose a risk to the health and safety of anyone in the college should be reported to the Administrator or a senior member of college team.

Safety Inspections are carried out by competent persons of Alperton House regularly.

First Aid is provided by Lara Porfyrova. A first aid kit is also available in the college.

Smoking — The College operates a general no smoking policy.

**Fire Drill:**

During the induction week, all the students will be explained about the fire procedures. A fire drill rehearsal will be conducted by Kashif/ Malar / Zsuzanna the fire Marshal of the college during the induction week. Alperton house conducts the fire drills regular intervals for the entire building.



**Essex**  
College

**Dr Ali Malik – College Principal**

**Teaching Staff:**

<b>Dr Ali Malik</b>	<b>Accounting, Management and Finance</b>
<b>Dr Haider Shah</b>	<b>Business, Management</b>
<b>Dr Mullenga</b>	<b>Management, Research Methods</b>
<b>Malarvizhi Hussaini</b>	<b>Information Technology</b>
<b>Daniel Rukare</b>	<b>Business, Management, Marketing</b>
<b>Zahidul Khan</b>	<b>Information Technology</b>
<b>S Kumar</b>	<b>Information Technology</b>
<b>M II Chowdhary</b>	<b>Accounts &amp; Finance</b>
<b>Dr Rajinder Kumar Dogra</b>	<b>Management, Marketing</b>
<b>Mubashir Qurashi</b>	<b>Accounts &amp; Finance</b>

**Administration Staff**

<b>Kashif Jawaid</b>	<b>Director of Studies &amp; Student Welfare Officer</b>
<b>Tayyab Qureshi</b>	<b>Head of Marketing</b>
<b>Malarvizhi Hussaini</b>	<b>Course Co-ordinator / Examination Officer</b>
<b>Samir Vaja</b>	<b>Finance Director</b>
<b>Gerald Lewin</b>	<b>IT Administrator</b>
<b>Zsuzsanna Katona</b>	<b>Admin Manager</b>
<b>Salue Kavaliauskaite</b>	<b>Academic Administrator</b>
<b>Lara Portfyrova</b>	<b>Administrator</b>



### Whom to Contact?

<b>In case of fire:</b>	<b>Malar Vizhi (Fire Marshal) Zsuzsanna Katona (Fire Marshal)</b>
<b>First Aid:</b>	<b>Zsuzsanna Katona &amp; Lara Porfyrova</b>
<b>Accommodation:</b>	<b>Tayyab Qureshi</b>
<b>Student welfare:</b>	<b>Kashif Jawaid</b>
<b>To Borrow Library Books:</b>	<b>Lara &amp; Saule</b>
<b>Supervised Studies:</b>	<b>Malar &amp; Zsuzsanna Katona</b>
<b>In case of any Emergency:</b>	<b>Kashif Jawaid (07825260707)</b>