

LSCI Student Handbook 2021-2022





London School of Commerce & IT

Company No. 06545902 (under the Companies Act 1985)
Given at Companies House, Cardiff
(The 27th of March 2008)
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Information provided by LSCI is intended as a guide only and does not constitute a contract between LSCI and a student or any third party, since LSCI reserves the right to cancel, suspend or modify any programme, should the circumstances apply. However, any such action will have due regard for the interest of the students on the programme.

LSCI Student Handbook: 2021 - 2022
Revised: September 2021
Next review due: August 2022

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Message from LSCI Team

Warm Welcome to London School of Commerce & IT (LSCI)

We congratulate you for choosing the College as part of your preparation for facing the challenges of your professional career. We are certain that you will find your experiences with the LSCI most useful, exciting and enjoyable.

The Student Handbook provides you with all the basic information about the services available at the College. Specific details about your chosen programme of study are separately given to you when you are enrolled. Various application forms you may need are available on request from the reception. The soft copies of the student handbook can be accessed through the College website.

You will receive comprehensive information and briefings when you participate in the induction process at the start of your course. We always care to listen to you, make a note of your views and are fully committed to share your concerns.

This is the College you have chosen to build up your professional career. So do make use of the various opportunities available at the College, as these can be the most valuable part of your learning experiences with us. If you have concerns or worries about anything, never hesitate to share them, seek advice or ask for guidance. We also wish you to be alert about your duties and responsibilities while being with us. LSCI as an institution of learning is yours and feel free to tell us how best we can contribute to your learning.

We wish to assure you about the quality of service you expect of us which would be both competitive and rewarding towards building your professional career.

The QAA HER (AP) full review held in November 2016 and the subsequent annual monitoring visits have been very positive. As a Higher Education Provider we met UK expectations in maintaining academic standards, the quality of student learning provisions, quality of information about learning experiences and the enhancement of student learning. We also received two Good Practices on effective use of Individual Learning Plan (ILP) and helping students providing formative feedback in developing their true potential.

LSCI is registered with Office for Students (OfS) since June 2019. We strongly believe in OfS's motto that every student whatever their background has a fulfilling experience of Higher Education that enriches their lives and careers.

We wish you all the best in your search for a vibrant professional life ahead of you.

Principal

PART 1

ESSENTIAL INFORMATION

LSCI regulations are designed to be consistent with our statutory obligations. We will provide a framework for conduct to ensure that the College is able to meet the needs of its beneficiaries and offer them the maximum support they require towards their learning and attainment of academic objectives. The information provided herein will enable you to understand mutual obligations and responsibilities and derive the best outcomes during the course of your study at LSCI.

LSCI Student

LSCI interprets "student" to mean any person enrolled by LSCI to follow a course or programme of studies, which has been approved by the College's Academic & Quality Enhancement Committee. You are required to enrol before the start of your programme of study. The dates for enrolment are determined by LSCI and are available in LSCI Academic Calendar issued from time to time, usually at the commencement of each calendar year.

Enrolment

Once you report to the LSCI and provide all the requisite documents, the College will complete all procedural requirements and you will be formally enrolled. In enrolling as a student at LSCI you must abide by the Rules and Regulations of the College and completely fulfil your obligations as a student. You must ensure that you read and understand the regulations thoroughly. Failure to comply with these requirements at any stage of your study in the College may lead to an exclusion from your study at LSCI.

Conditions of Enrolment

Please make sure you have satisfactorily complied with the following conditions. You will not be able to enrol and will not be able to start your programme if you fail to meet any of these conditions.

- An LSCI enrolment form has been satisfactorily completed
- Payment of fees or arrangement for the payment of fees has been made.
- Your entry qualifications have been verified.
- Any other procedures and/or documents which may be required or which you have been notified about have been completed.

INFORMATION ADVICE & GUIDANCE (IAG)

In October 2009 the Government launched a new strategy to make careers education and Information, Advice and Guidance (IAG) more relevant to the 21st century. The Information Advice and Guidance strategy aims to make careers education more accessible for learners and ensure each one of them, whatever their background, can make the right education and training choices so they have the best possible chance of succeeding. The service is designed to help learners make an informed decision about how to improve their job prospects. We will enhance your skills, obtain a qualification, or just make the most out of a current job.

Our purpose

The purpose of the Information, Advice and Guidance Service is to support enquirers / prospective learners considering study with London School of Commerce and IT (LSCI) and to support learners in achieving their aspirations, including their study and career goals through LSCI study.

Aim of the IAG service

The Service aims to deliver IAG to enquirers and learners who are registered on, LSCI alumni, or considering registering for, a qualification or module with LSCI.

Our IAG objectives are to:

- 1) empower potential and existing learners to achieve their study and career goals and to develop independence in their decision making
- 2) ensure that the delivery of IAG within the College is responsive to changes and developments both internally and externally, including changes to our learner markets
- 3) support the improvement of learners' completion and progression rates
- 4) work proactively and collaboratively internally to enhance the effective delivery of IAG.
- 5) identify and work in partnership with external organisations to inform and enhance our service to learners.
- 6) provide learners' with professional, timely, accurate, current, clear, impartial, and relevant advice. Advice provided is aimed to assist in achieving goals, building confidence, boosting self-esteem, understanding how funding works, creating informed decision making, breaking boundaries and raising aspirations.

Academic meetings and vacations

Meetings of College Committees during the term			
Academic Quality Enhancement Committee (AQEC)	Bi Monthly	<i>Students' representative participates in all these meetings. You may raise any academic or welfare issues in these meetings. You may also contact your Mentor/ Tutor/ Welfare Officer if necessary</i>	
Course Committee meetings	Bi Monthly		
Exam Board Meeting	Before Certification Claim		
Vacations			
Christmas Vacations & Semester Break	13 Dec 2021	14 Jan 2022	
Half Term Vacations	25 Oct 2021	29 Oct 2021	
	14 Feb 2022	18 Feb 2022	
	30 May 2022	03 Jun 2022	
Easter Vacations	14 Feb 2022	25 Feb 2022	
Summer Vacations	11 Apr 2022	22 Apr 2022	

Attendance

The College requires that all students attend a minimum of 80% of scheduled sessions. Students are informed of the importance of regular attendance at enrolment and induction. Details of attendance requirements are displayed on notice boards and contained in induction packs. Attendance rates are monitored constantly and students will be counselled and supported if an attendance problem is seen to be developing.

Registers

Registers are taken within the first 20 minutes of all lessons. Students who arrive late are noted. Three incidents of lateness count as a missed session. At the end of a session teachers count the number of students remaining in the class.

Late arrives/Early leavers

Students who arrive late for a lesson are required to complete a Late Arrival Form giving time of arrival and reasons for lateness. Students who leave a session early are also required to fill out an Early Leavers Form giving time and reason for leaving early.

Absences

We send email reminders, make telephone calls, text message.

Course details and Assessments

The course details such as the units/modules and content are included in course handbooks and are provided during the Induction.

Awarding organisation website is an important source of updated information to you on all matters related to your course, including learning resources and assessments. You need to make yourself thoroughly conversant with the awarding organisation website which offers your course and ensure that you are planning your learning activities in line with the expectations specified in that website.

You will need to know exactly how you are going to be assessed throughout your course of studies. Your tutor will give you full details of what you are required and expected to do for respective

modules of your course. The information can also be found in respective course books and relevant policies.

ASSIGNMENT SUBMISSION PROCEDURE

All assignment must be submitted in Turnitin by the deadline specified in the assignment brief. You will be given Turnitin log in details before submission date. A link will be created for each unit and it will be active for two weeks when you need to submit your assignment. The window is opened until the midnight and you will NOT be able to submit after this time. The steps of the assignment submission are as follows:

Step 1: You must submit your assignments to the Turnitin link created for you. Submit your assignment for plagiarism check first. If your assignment shows a high plagiarism, you must make changes to your assignment in order to reduce it to an acceptable level. According to our policy, the acceptable similarity index is between 0 -20%.

Step 2: You must attach the Declaration Form to the top of your assignment. Make sure that you put this in using a text box to bypass plagiarism check.

Step 3: Submitted assignments will be assessed within the period ear marked in the Assessment Plan usually within three weeks after the submission deadline.

Step 4: Once the assessment is completed, the Internal Quality Assurer (IQA) will verify the standard of assessment and write reports.

Step 5: Once the IQA is completed, you will be able to view your assessment feedback in Turnitin. The result will be compiled by admin and inform the assessor to give you feedback.

Step 6: If you have passed you do not need to do anything. If however, you did not pass or your assessment is withheld because of the high plagiarism, you need to resubmit your work after giving acceptable reason as to why the similarity index was high. You must improve your assignment incorporating the suggested assessment feedback. Only one re-submission is allowed for a unit.

Step 7: A new link will be opened in Turnitin after eight weeks of the previous submission deadline to re-submit your work using the **Resubmit link**.

Late Submission

Those of you did not submit your assignment by the previous deadline you may still submit within 10 working days beyond the original submission date but this will be considered as late submission. This does not apply to re-submissions. The late submission will be assessed and if your work is of a pass standard, it will be capped as pass only.

Mitigating Circumstances

You may apply for special consideration for a late submission if your learning was seriously affected or you were seriously disadvantaged which had an impact on your assignment preparation. Circumstances might include illness, accident, disability or bereavement.

You can **make an application to the Principal for special consideration** together with the appropriate documentary evidence. The Principal will give an approval or otherwise, depending the merit of your application.

The request must be lodged no later than 3 working days after the date of the final submission. For you to be able to submit your assignment, a new link will be created in Turnitin and the work will be assessed as normal.

Submission Format

You should prepare your assignment in a way that all the learning outcomes are covered and the assessment criteria are answered appropriately. You are required to make use of headings, sub-heading, paragraphs, and subsections as appropriate and ensure that the report is justified aligned. You are required to use Microsoft Word and Times New Roman or Arial at size 12.

Instructions to complete your assignment

1. This assessment is designed to assess your achievement of all the Learning Outcomes and associated assessment criteria in the relevant unit of the qualification you are undertaking.
2. You should make sure that you plan your work carefully, to ensure that you cover all the requirements of the assignment and complete it within the time limit specified.

3. You must make sure that you acknowledge any sources you have used to complete this assignment, listing reference material and web sites used.
4. Your assignment should be your own work and you need to give reference to support and strengthen your work, where appropriate using the Harvard Referencing System (HRS).
5. You should also follow a recommended word limit as indicated in the respective assignment brief, although you will not be penalised for exceeding the total word limit.
6. You must include the declaration statement (given below) with your submission.

Declaration statement

I certify that the work submitted for this assignment is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.

Further Guidance- Grading

Each Unit will be graded as a **Pass**, **Merit** or **Distinction** as per achievement of the expected grades.

- **To achieve a Pass**, you must have satisfied all the Pass criteria for the learning outcomes, against the specified *Assessment Criteria* for Pass.
- **To achieve a Merit**, you must have satisfied all the Merit criteria (and therefore the Pass criteria) through high performance in each learning outcome.
- **To achieve a Distinction**, you must have satisfied all the Distinction criteria (and therefore the Pass and Merit criteria), and these define outstanding performance across the unit as a whole.
- If all the assessment criteria for Pass have not been achieved adequately, the work is graded as '**Referred**'.
- **Withheld:** If your submitted work shows more than 20% similarity or the assessor has any concern regarding the originality of your work, it will be graded as '**Withheld**'. The assessor will apply their professional judgement and may call you for an interview to ascertain originality.
- **Late Submission:** For any late submission, the grade is **capped** at a **PASS**.
- Only one opportunity for **re-assessment** of a unit will be permitted and in this case the re-assessment will have its grade capped at a **PASS**.

ASSESSMENT & VERIFICATION POLICY & PROCEDURES

Aims and Objectives of the Policy

Aims

LSCI is committed to ensuring that standards of assessment are consistent, transparent and in line with the requirements of our awarding organisations. The way students' work is assessed must serve to achieve the stated learning objectives of the programmes we offer and facilitate the achievement of our students' qualification and their wider development.

Objectives

To assess students' work with integrity by being consistent and transparent in our assessment judgments and processes so that the outcomes are fair, reliable and valid.

To ensure that assessment standards and specifications are implemented fully so that no risk is posed to the reputation of the awarding organisations or the qualifications we offer.

To establish quality control and recording mechanisms for assignments and their assessment through a system of sampling, internal verification as appropriate to the requirements of the programmes.

For more detail please visit

W [Assessment & Verification Policy](#)

While we follow our own policies for Pearson courses, please note that if you are undertaking Bucks New University courses at LSCI, please visit the following link for more information:

W [Assessment and Feedback policy](#)

APPEALS POLICY

Introduction

London School of Commerce and IT (LSCI) aims to ensure that all decisions affecting learners are processed fairly, in order to produce reliable and valid judgments. Despite this there may be incidents when LSCI decisions are questioned. LSCI has developed procedures in order to allow candidates to enquire about, or appeal against, decisions that have been made. This policy is in line with our main awarding organisation – the Pearson Appeals Policy.

Grounds for appeal

The College's assessment process is subject to quality assurance procedures which are approved by its awarding Organisations and which conform to the guidance issued by the Quality Assurance Agency in its UK Quality Code. Students of the College have the right of appeal against the decision of an Examination Board, where applicable.

COMPLAINTS POLICY

Introduction

The College greatly values the views of its staff and students. It aims, therefore, to manage their complaints in a way that is sensitive to the needs of each specific case and supportive of the College's goal of providing an exceptional experience. There are a number of informal channels through which it is hoped that most problems can be resolved. If, however, you need to pursue a complaint formally, you can be sure that the College will treat it seriously and impartially, on the basis set out in this document.

Scope of the policy

The College Complaints Policy is available to all students of the College to enable them to raise any concerns about service provision, including matters relating to discrimination in any form.

The policy of the College is that no person (student, staff or visitor) is discriminated against, either directly or indirectly, on the grounds of their race, colour, ethnic or natural origin or nationality, gender, marital status, age, disability, sexual orientation, religious or political beliefs, disability or

offending background. No person shall be discriminated against or adversely affected by making a complaint.

Grounds for Complaints

Grounds for complaint might include:

- ❖ Dissatisfaction with standards of *academic provision* (e.g. the academic framework such as course design, content and structure; resources and facilities; arrangements for assessment; and information provided on the course)
- ❖ Dissatisfaction with the *quality of supervision and tuition*
- ❖ *Failure to meet obligations*, such as those set out in the Prospectus, Student Handbook, the Equal Opportunities Policy etc or other promises or assurances agreed
- ❖ *Deficiencies in standards of service*, including lack of *support* facilities such as administrative services
- ❖ *Harassment, bullying and victimisations*, and
- ❖ Other deficiencies impacting on the quality of students' learning experience.

For more detail please visit

W [Appeals Policy](#)

While we follow our own policies for Pearson courses, please note that if you are undertaking Bucks New University courses at LSCI, please visit the following link for more information:

W [Academic Appeals Procedure](#)

ACADEMIC MISCONDUCT POLICY

London School of Commerce & IT (LSCI) takes academic misconduct very seriously and seeks at all times to rigorously protect its academic standards. Plagiarism, collusion and other forms of cheating constitute academic misconduct, for which there is an explicit range of penalties depending on the particular form of academic misconduct. The penalties that can be applied if academic misconduct is substantiated range from failure in the item of assessed work or module to expulsion in very serious cases.

It is the responsibility of students to ensure that they understand the academic practices of their courses as well as the College's procedures governing student academic misconduct and to ensure that work submitted for assessment is their own. In any academic activity at the College, students are responsible and accountable for academic integrity. Academic misconduct will be disciplined according to the severity of the offence. Those who are found to have repeated offences will be progressively disciplined.

For more detail please visit

W [Academic Misconduct Policy](#)

While we follow our own policies for Pearson courses, please note that if you are undertaking Bucks New University courses at LSCI, please visit the following link for more information:

W [Academic Misconduct policy](#)

EXAMINATIONS

You need to ensure that you are familiar with the regulations of any examination you are going to take. It is your responsibility to know when and where your examinations are taking place. You are required to keep your ID card to prove your identity. The dates and times of examinations will be communicated to you, usually via notice board and VLE. You will need to ensure that you arrived before the start of the examination. You will not be allowed in if you are late by more than half an hour. You will also not be allowed to leave until 45 minutes of the examination has passed.

If you are ill or have had an accident and/or cannot take the exam, then you must report this as soon as possible and send a medical certificate to the College. Should you require any special provisions for an examination, due to a verified disability you need to apply for this as soon as possible prior to your examination. Such requests must be accompanied by appropriate documentary evidence. During the examination you are not permitted to bring any material into the examination room that may lead to suspicion of unfair practice. A separate document will be issued on detail rules and guidance prior to the examination series.

Insurance

LSCI has insurance to cover its legal liability for accidental injury, loss or damage sustained by third parties when students are on campus or on official placements arranged by LSCI as part of a student's programme. LSCI does not accept any responsibility for personal property lost or damaged on its premises or on official placements off campus. Any person causing loss or damage to LSCI property will be held personally responsible and liable for the cost of replacement or repair, as necessary. Students wishing to insure either themselves or their possessions are strongly advised to make their own arrangements as no personal accident or contents cover is provided by LSCI.

How will you ensure if there is a change?

You will be notified of any changes to tutoring sessions, instructions, welfare initiatives through the following means. Please ensure that you visit them regularly to avoid disappointment.

- The College notice boards
- VLE
- Notices circulated to the classrooms
- Email messages sent to your registered email address and texts on your mobile phones

How will you communicate with the College?

All formal communications must be made in writing or using prescribed forms for the purpose. Please ask for an acknowledgement and retain a copy of your submission.

PART 2

STUDENT WELFARE AND SERVICES

Introduction

Students are the focal point of all the initiatives of LSCI. We ensure that students' welfare, well-being and holistic development are given utmost priority at all times. The Academic and Administrative Departments of the College are responsible to provide you with any assistance that you may need during the course of your study.

Contact person for welfare and pastoral support

You need to contact Student Welfare Officer for all matters related to your welfare and pastoral support. The welfare officer will direct you to the appropriate member of staff and ensure that the issues are resolved to your complete satisfaction.

Contact person for Academic Issues

You need to contact, the Dean for any issues related to your academic learning. In absence of the Dean, you may also contact the Principal.

Student representatives

Students are thoroughly encouraged to participate in the decision making process at LSCI. The College is committed to provide ample platforms for capturing and acting upon the student voice through all possible measures. In this direction, students of various courses and intakes will be asked to nominate their representatives for each cohort. The representatives will function as an effective link between the students and the College management, to ensure that all areas of importance and students' concerns are adequately addressed and the right support systems are developed.

Student Participation at Committee Meetings

The College operates the following committee structure.

- (a) Course Committee (meets each month to discuss on academic matters)
- (b) Academic & Quality Enhancement Committee (Meets bi-monthly to decide on all matters related to all matters related to academic learning and welfare)

Student representatives attend these meetings. The discussion and decisions are minuted and distributed to the committee members.

IT Services

Access to the IT facilities at LSCI is normally available during the opening hours. Staff and students are permitted to use workstations. Access to unlimited Broadband Internet access is available through all computers. All computers have Windows 7 and a wide range of software, including Microsoft's Office suite, as well as other common applications, such as e-mail, Internet browsing facilities and graphic design.

Photocopying

Photocopying of teaching materials can be done from the LSCI administration section, subject to the limits imposed by copyright regulations. LSCI has a copyright license to enable students and staff to copy extracts from publications normally up to 5% of the work. There are black and white, and colour copier and scanners for you to use.

Photocopying/printing is chargeable at a nominal price. This cost can be paid either through a facilities card for the purpose to be purchased from the Administration (OR) to pay in cash to the reception/administration.

Computers and Internet

LSCI has three computer labs equipped with sufficient computers that enable access to the internet as well as the VLE. Students can use these computers at their convenience at any time during working days. In addition to the computer labs, the College provides Wi-Fi facility for students to use their laptops and other gadgets to access internet. The access to internet by students is protected by appropriate firewall systems.

Library

LSCI has a library with a collection of books on areas related to different courses offered. These books are usually provided to students as reference material, to be used within the College premises.

Students, tutors and all such relevant personnel can have access to the LSCI library. If you wish to loan any books and take them home for study, a refundable security deposit of £30 per book is charged. In no case more than two books will be issued to students at one time. Books can be retained for a maximum of 10 days. A fixed penalty of 25p per day for each material will be charged if you fail to return the books within the deadlines.

Virtual Learning Environment (VLE)

Every student is provided with a user id and password to have access to the VLE. These include access to assignment briefs, scheme of work, e-books, magazines, journals, power point presentations and handouts uploaded by tutors for their respective modules. Notices, personal information database and student progression related information are also uploaded by the administration.

In addition to learning resources, the VLE will enable you to monitor your personal information, your progression, access electronic notice boards etc. You are strongly recommended to access this portal at least once in every week and ensure that you keep up to date with the latest developments of the College and strictly follow various instructions passed onto you through this medium.

Use of Virtual learning environment

All students will be given training on the use of VLE. A personalised user ID and password will be issued and sent to all students by email or they can be collected from the Admin. Resources to the VLE will be updated regularly by the teachers and Admin at least once in a month.

The VLE would also have e-library memberships and subscriptions to various electronic learning resources. These resources are available and accessible to all students.

The VLE resources are copyrighted. Students are not permitted to share these with any other person than the students of this College.

The VLE Administer will coordinate with the student Club Coordinators, to ensure that the VLE is appropriately managed and regularly updated with various resources.

Student Identity Card

You are required to carry Student Identity Card at all time whilst on the campus. Classroom checks may be carried out from time to time for security reasons.

Letters for Official Purpose

If you require any letter from the College for enrolment to Higher Educational institutions you need to submit the Letter of Request Form available in the Admin section. Letters normally take seven working days to be issued.

Personal E-mail Accounts

You may use your own e-mail account for personal communications, but you are expected to access your e-mail account through only that you have had provided to LSCI for correspondence. Check this mailbox regularly for new messages and announcements forwarded from the College.

Change of Address, Phone Number and E-mail Address

Any change of address, phone number and e-mail address must be notified to the Admin immediately. It is essential that the students keep the College informed of their current address, without which LSCI cannot provide guarantee of service in regard to urgent notifications. To do this, you need to complete the 'Change of Circumstances Form'.

Notices and Information

You must ensure that you read the notices displayed on the College Notice Boards and update yourselves regularly on LSCI affairs affecting you. A wide variety of leaflets and information is also available from the LSCI admin section. Important information, handbooks, course books and course specific information, examinations/assessment schedules and changes initiated by the awarding bodies - is also disseminated through VLE from time to time.

First Aid

LSCI has the statutorily required facilities for providing First Aid to the students and members of Staff. The first aid boxes are placed at the reception and close to the notice board and library on the ground and first floors of the building. With its trained and dedicated first aid personnel LSCI

provides first aid whenever such support is needed. This is to mitigate with emergency medical conditions and they are referred to appropriate medical specialists immediately. You are advised to contact your GP to obtain follow up advice after the first aid.

Student Welfare

LSCI has a section for rendering student welfare services where the students get advice on a range of non-academic welfare issues. The College office also holds any lost property that is handed in. You can claim if you have lost anything and you may get it back showing appropriate description that matches with your lost property. Welfare office also helps and guides you to organise student Clubs provide information that may help you on matters such as:

- Job Centres& Part-Time Jobs
- Student Discounts/Transport for London (TfL) Travel Cards

You may contact either the Welfare Officer or your Mentor for any help or support on any issues related to general welfare.

Refreshment

LSCI has specified area for refreshment facilities lunch/tea/coffee etc where you can enjoy refreshing yourselves. However, eating and drinking is strictly prohibited in the Library, IT and classrooms.

Student Activities and Student Clubs

There are a number of students' activities being organised by students themselves, towards promoting cultural understanding, leadership abilities, entrepreneurship, communication skills etc. These clubs are managed by voluntary students who are guided by nominated members of staff. The groups are purely voluntary and will not be involved in any kind of financial transactions. The College would provide appropriate possible support, to promote the activities of various student clubs.

The following are the student clubs, currently carrying out various activities.

- Cultural club
- Entrepreneurship club

The guidelines of the student clubs are given below:

1. All activities of the clubs should aim to foster and enhance the leadership, business activities, cultural and employability skills.
2. Participation in the group activities is compulsory for every student of LSCI, with no exceptions.
3. Students of each course will nominate two representatives to this club to act as the Club Coordinators.
4. The Club Coordinators shall meet once in a month.
5. The representatives/Club Coordinators will act as mentors for the group and report the developments to the Course Committee meetings on a monthly basis.
6. The Club Coordinators shall organise various activities like lectures on entrepreneurship, seminars, workshops and visits to places, organise cultural activities, select teams for competitions if any and take up such projects that are beneficial to them.
7. The Club Coordinators of the two clubs will endeavour to coordinate with each other and ensure that the best interests of students are always taken care of.
8. There is no limitation in any sense that activities will be limited to any particular club or group of students. Every student and every group will have an equal chance, opportunity and responsibility in taking up any activity of interest. However, every activity will only be taken up with a formal approval from the College management.
9. The group will not collect any subscriptions or carry out any financial activities in any circumstance.
10. The members of the club is authorised to undertake social networking such as twitter or blogs, under the guidance and supervision of the representatives of the club.
11. Every student is advised that the activities of the club are essentially aimed at supporting your process of self-development as a leader. These activities should in no way be presented as excuses for failing on academic and course related responsibilities of the student.
12. The College management, at its discretion may make changes, additions or close the activities of the group, if the activities are found to be detrimental to the overall interests of students, at any point of time.

PART 3

SPECIAL REQUIREMENTS

HEALTH AND SAFETY POLICY

Statement of Intent

London School of Commerce and IT recognises and accepts the responsibilities stated in the Health & Safety at Work Act 1974 and will, as far as is reasonably practicable, ensure the health, safety and welfare of all College staff, students, visitors, contractors and members of the public who are, or may be, affected by its activities. The ultimate goal of this Health and Safety Policy is to promote a positive safety culture across the College, where everyone has the same set of values and beliefs in working safely.

LSCI will:

Regularly monitor the effectiveness of health and safety through regular workplace inspections, audits and investigation of all incidents.

Provide a safe environment for its students in its care while they are studying at the College, visiting the College or participating in the College activities.

LSCI requires the continuous commitment and involvement of everyone to:

Identify and control hazards and risks

Meet the expectations required of the College

Conducts fire drills to ensure compliance with health/fire and safety regulations

Operation of Fire drills

All LSCI students must be attentive to the following fire alarm Regulations and safety measures:

Both announced and unannounced fire drills take place throughout the year in the LSCI premises.

- A continuous alarm sound signals that there is a fire; hence everybody in the LSCI premises must immediately vacate the building.
- All students must be aware of the fire assembly point on the ground floor across the road in front of N A Collection.
- Do not wait or stop to collect personal belongings and proceed to the nearest emergency exit and get out of the LSCI premises.
- Do not use the lift in case of a Fire alarm.

W

[Health & Safety Policy](#)

DATA PROTECTION

London School of Commerce & IT (LSCI) is committed to a policy of protecting the rights and privacy of individuals (including students, staff and others) in accordance with the Data Protection Act of 1998 (DPA) and General Data Protection Regulation (2018). LSCI needs to process certain information about its staff, students and other individuals it has dealings with for administrative purposes.

The purposes of the Data Protection Policy include the following:

- To recruit and pay staff
- To administer programmes of study
- To record progress
- To agree awards
- To collect fees, and
- To comply with legal obligations to funding organisations and government.

The DPA (1998) enhances and broadens the scope of the Data Protection Act of 1984. Its purpose is to protect the rights and privacy of living individuals and to ensure that personal data is not processed without their knowledge, and, wherever possible, is processed with their consent. To comply with the law, information about individuals must be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully.

The GDPR contains provisions that the centre will need to be aware of as data controllers, including provisions intended to enhance the protection of student's personal data. The new regulatory environment demands higher transparency and accountability in how centres manage and use personal data. It also accords new and stronger rights for individuals to understand and control that use.

For more detail please visit

W [Data Protection Policy](#)

While we follow our own policies for Pearson courses, please note that if you are undertaking Bucks New University courses at LSCI, please visit the following link for more information:

W [Data Protection Policy](#)

EQUALITY AND DIVERSITY

LSCI as an institution of learning is fully committed to equality of opportunity in all aspects of the life and work of its members with specific references of its commitment to the following:

- It recognises that discrimination of any kind is unacceptable in any form.
- All individuals will be treated with dignity and respect and be valued for their contribution
- The main Equal Opportunities Policy outlines the current legislation in this area together with roles and responsibilities, the scope and aims of the policy and how it will be implemented and monitored. This is achieved mainly through its Equality and Diversity.
- It has such policies that relate to equal opportunities to actively combat direct and indirect discrimination, to raise awareness so as to help unintentional discrimination and to ensure all its stakeholders comply with its policies, codes of practice and related legislation.
- It encourages all its stakeholders to participate fully in its endeavours, regardless of their gender, colour, race, religion, nationality, ethnic or national origin, sexual orientation, marital status, disability or age.

W [Equality and Diversity Policy](#)

Non-Smoking Policy

Smoking is strictly prohibited in the LSCI campus as per law and the College is a declared non-smoking zone. No student or member of staff is allowed to smoke within the College premises.

Use of Mobile Phones

Mobile phones must be switched off during class hours and during the period of examination. They must be handed in during examination to an invigilator or placed in a box at the back of the room.

Termination/Dismissal

Any student may be expelled, suspended, placed on review, or given a disciplinary warning for reasons such as:

- Submitting falsified documents or misrepresentation of identity
- Unauthorised entry to the College premises or being involved in abusive behaviour
- Intimidation or theft
- Damages to the College property
- Cheating on tests/examinations
- Obstructing College functions
- Unauthorised entry into the College premises or abuse of College property
- Possession of illegal substances, e.g. drugs, unless accompanied by the relevant medical certification
- Possession of items/weapons deemed "dangerous".

Part 4

General Code of Conduct

LSCI only admits students who are over 18, and consequently deemed adult and mature.

All students are expected to conduct themselves in a reasonable and orderly manner having due regard for other people and LSCI property.

Students are expected to observe all LSCI regulations, policies and procedures that govern the effective management of LSCI activities, including those relating to financial requirements, health and safety, the use of learning, computing and library. Copies of regulations, policies and procedures can be obtained from the LSCI website and from the College administration.

An act will be regarded as misconduct and therefore the subject of disciplinary action, if it constitutes or is likely to constitute improper interference with the normal and legitimate functioning and activities of LSCI or of those who work or study at LSCI, if it endangers the safety or property of others or if it damages or is likely to damage the reputation of LSCI.

The sale of goods or services by students on LSCI premises is not permitted. Similarly, any form of gambling on LSCI premises is illegal and will result in disciplinary action. The use of any illegal drugs on LSCI premises is prohibited and any dealing in illegal drugs will always be reported to the police.

The following constitutes a non-exhaustive list of the types of misbehaviour or misconduct that this Code is intended to cover.

- Violent, indecent, disorderly, threatening or offensive behaviour or language (including possession of weapons, chemicals and acts of terrorism).
- Fraud, deceit, deception or dishonesty in relation to LSCI or its staff or in connection with holding any office in LSCI or in relation to being a student of LSCI

- Action likely to cause or impair the health, safety, and well-being of any student, member of staff or other employee of LSCI or any authorised visitor to LSCI
- Verbal abuse, bullying or any form of harassment, intimidation, victimisation or discrimination of any student, member of staff or other employee of LSCI or authorised visitor to LSCI
- Damage to, or defacement of, LSCI property or the property of other members of the LSCI community caused intentionally or recklessly and misappropriation of such property
- Misuse or unauthorised use of LSCI premises or items of property, including misuse of computers or other electronic devices to transmit, receive, view or display offensive, defamatory, discriminatory, obscene or otherwise illegal material or to introduce any virus, worm or other harmful or nuisance program or file into any IT facility
- Failure to disclose a name and other relevant details to an officer or employee of LSCI in circumstances when it is reasonable to require such information
- Failure to comply with a previously imposed penalty under that constitutes a criminal offence where it takes place on LSCI premises: affects or concerns other members of the LSCI community; damages the good name of LSCI or brings LSCI into disrepute

Code of Conduct during the teaching and learning sessions

The following Code of Conduct must be adhered to by every LSCI student during the teaching and learning sessions (both online and face to face).

1. Must attend all classes with punctuality
2. Listen attentively and participate actively in all teaching and learning activities during the sessions.
3. Show respect to each other and don't get involved unnecessary chatting.
4. The medium of teaching is English and therefore using any other language during the session is not allowed.
5. The **video camera MUST be switched on during the entire session**. However, the microphone can be on and off according to the requirement of the tutor. It is a mandatory requirement, without which the attendance will be recorded as absent. The lame excuse of

poor internet connection is not acceptable. **One should seat in an upright position** respecting others.

6. **Eating food including chewing gum is not allowed** during the class. Only non-alcoholic drink like water is allowed if necessary.
7. **Smoking is strictly prohibited** during the class and within the LSCI building.
8. One should NOT cause any nuisance such as muting others microphone, during the course delivery using online platforms like Zoom, Blackboard etc.
9. No one should take photographs of the fellow students and teachers or make a recording of fellow students as this is against the General Data Protection Regulation (GDPR).
10. Everyone should follow decent dress code while attending the online and face to face classes. Putting on shorts or torn jeans should be avoided.
11. The Equality and Diversity Policy must be followed and everyone should respect each other.

Student undertaking

IDate of Birth (.....) the undersigned accept the offer of admissions for..... course and agree to abide by the following undertaking for the entire period of my time as a student of London School of Commerce & IT (LSCI).

I understand the consequences of breaching any part of this undertaking could result in me being expelled from LSCI and reporting to the Student Finance England.

PART 1- Undertaking about Attendance & Non-attendance Procedure

I agree to notify LSCI of any absences from class or agreed meetings with tutors as soon as possible.

1. Notification of any absences must be made formally at the soonest.
2. Absences will be notified formally by emailing **admissions@lsci.org.uk**

3. Any absences must be justified with acceptable ground which is supported by appropriate evidence for the absence.
4. Any student who is late for more than 20 minutes for consecutive three classes will receive a warning letter.
5. Attendance falling below 80 percent will be reported to Student Loan Company (SLC) and the Awarding Organisation.

PART 2 - Undertaking about Change of Address and contact details:

I agree to formally notify LSCI and Student Loan Company immediately of any change of my address and contact details (home address, mobile telephone number and email address) using the **Change of Contact Details Request Form**.

PART 3 - Undertaking to adhere to College Rules and Regulation:

The College will not tolerate any abusive or threatening behaviour towards any staff members or other students and will immediately report such instances to the police and to the regulatory and legal bodies and take immediate internal action as deemed fit by the management.

The College reserves the right to add, amend or implement any new rules and regulations as is required, for the interests of the students, the staff and the regulatory bodies. This will be updated to the students accordingly.

I confirm that I will attend classes regularly and meet the mandatory requirement of **80 percent** attendance. I will also submit my assignments on time as per the deadline set by the College.

I agree that I am liable to pay the **remaining tuition fees** to the College, in the event of leaving the course anytime before the end date or in the event of being expelled from the College for any disciplinary. I understand this condition is not applicable for the cooling off period of 14 days from the day of enrolment.

I agree to submit my assignments on time by the stipulated deadline, both in Turnitin and hard copy, failing which I will be liable to pay a late submission fee of 100 pounds per assignment. I

also understand that there is only one chance for resubmission of assignments, should get a referral.
I understand that the resubmission fee is 30 pounds per assignment.

I confirm that I have read and understood the above undertakings with London School of Commerce and IT and understand the consequence of breaching any part of this undertaking which could result in my being expelled from the College.

I have been advised that I can ask for any clarification relating to these undertaking from the College admin or from any of the senior management team.

Name:

Signature:

Date:

LSCI Student Induction Checklist

SL No	Induction topics covered	Tick when complete
1	Introduction to key staff members and tutors	
2	Health and Safety Procedures & Housekeeping Rules	
3	Introduction to First Aiders and procedures, location of first aid boxes	
4	Introduction to fire Exit, Evacuation procedure, Fire Assembly point	
5	Student Handbook	
6	Introduction to the Student Welfare Systems	
7	Safeguarding & Prevent Policy and introducing with the Prevent Lead	
8	Equality and Diversity Policy	
9	Harassment and Bullying Policy	
10	Data Protection Policy - GDPR	
11	Appeals & Complaint Policy & Procedure including the Flow Chart	
12	Disciplinary Policy	
13	Attendance Policy	
14	Academic Misconduct Policy including Plagiarism and related regulations	
15	VLE and Social Media Policy	
16	Committee Structure & Student Involvement	
17	Introduction to Learning resources	
18	Introduction to mentorships - Student and Academic Mentors	
19	Introduction to Academic Calendar	
20	Class timetable and tutorials	
21	Assignment Submission Procedure	
22	Assessment & Verification Policy including Formative & Summative assessments	
23	Introduction to awarding organisation, registration, external verification & reports	
24	Questions and Answers	
25	Premises tour	

I _____, certify that all the listed topics as above have been thoroughly explained to me during the Induction training. I am aware of my responsibilities as a student of London School of Commerce and IT and will ensure that I shall abide by all the rules and regulations of the College.

I certify that the above listed topics were explained to me thoroughly and I have no clarifications / doubts in any of the above areas explained to me.

Signature of the student

Signature of the College representative

Complaints & Suggestions

Please feel free to drop your comments and/or complaints for attention of the College authorities in the complaint/suggestion box placed near the reception. The LSCI administration welcomes feedback from students so that the quality of services provided can be evaluated and monitored, consistent with the commitment to offer the desired high level of services.

USEFUL WEBSITES FOR STUDENTS

Education

Learning at the British Library
www.bl.uk/learning/index.html

Careers

Careers advice-Prospect
www.prospects.ac.uk/
Helpful advice on career planning and service

Writing a CV
~~<https://www.reed.co.uk/career-advice/how-to-write-a-cv/>~~
Guideline on how to create a CV

Career Advice- Telegraph Jobs jobs.telegraph.co.uk
Expert advice on planning career

Careers Development Institute
<http://www.thecdi.net/>

National Career Service
<https://nationalcareersservice.direct.gov.uk>

Contact Address/Opening Hours:

London School of Commerce and IT (LSCI) 59-66 Greenfield Road, London E1 1EJ
Opening Hours: 9.00 am - 5.00 pm

Contact(s): Admission Section Telephone: +44 - 0203 0028 385 Fax: 0207 702 9856

E-mail: info@lsci.org.uk or admissions@lsci.org.uk
Website: www.lsci.org.uk

LSCI/Handbooks/2021-2022
Student Handbook
Effective from: Sep 2021 Review date: Aug 2022

Reviewed: Sep 2021
Dr Anwarul Haque
Version 7