



SEVERN
BUSINESS
COLLEGE

STUDENT HANDBOOK

2012-2013

Table of Contents

Your Responsibilities And The College's Duties As A Licensed Sponsor	2
Guidance For New Students	3
College Rules	5
Examination Rules	6
Disciplinary Procedure	8
Health & Safety Policy	9
Complaints Procedure	9
College Academic Misconduct Policy	10

Your Responsibilities And The College's Duties As A Licensed Sponsor

Your responsibilities:

1. Under Tier 4, an education institution is considered your "sponsor" to study in the UK. If you got a visa under Tier 4 to study at Severn Business College, Severn Business College is thus your "sponsor".
2. At enrolment, you must present a valid passport with a valid visa to cover the whole course you intend to study. You must update your passport copy every year; you must go to Student Records Department (Reception) so that they can take a copy.
3. Be aware of, understand and comply with the conditions of your visa. Generally the conditions of your "Tier 4 (General) Student" visa are:
 - You must be studying full-time, part-time study is not allowed.
 - If you suspend or withdraw from your course, the UKBA expects you to return to your home country.
 - You must ensure that you apply to extend your visa before your visa expires.
4. Register promptly with the police if required to, and update your police registration if you change address, get a new passport or visa, change course or change place of study.
5. Comply with the attendance policy and attend all timetabled classes, meetings with tutors and any other arranged sessions, unless you have authorised leave.
6. Report any change in your contact details to the College's Student Record Department (Reception). You should update your contact details with College immediately, any change in your contact details such as - address, telephone number, mobile number, email address, status, should be notified in writing. **You should update your contact details by one of the following methods:**
 - In person at Reception.
 - You need to print out and complete the Contact Details Change Form on www.severnbusinesscollege.com. Then take the completed form to Reception.
 - Email at: admin@severnbusinesscollege.com
7. Be aware of the implications for your visa of stopping or suspending your studies, being absent from the College without authority and not complying with

The College's duties as a licensed sponsor:

The College has a licence to sponsor students, granted by the UKBA. This licence imposes duties upon the College. The College duties are:

1. Keep a copy of your passport, visa and/or UK ID card. This is done by Student Records Department (Reception). If you get a new passport, visa or ID card while you are at the College, you must go to Student Records Department (Reception) so that they can take a copy.
2. Keep an up-to-date record of your contact details.
3. Report to the UKBA if:
 - You fail to enrol on time.
 - You are absent from the College without permission for a prescribed period.
 - Your circumstances change, for example, if the length of a course of study becomes shorter or discontinue the course.
 - The College stops being your immigration sponsor for any reason, for example, if you move in to immigration category that does not need College sponsor.
 - It has evidence that you are breaking the conditions of your visa.

Guidance For New Students

1. Health & Safety

In case of Fire:

- A. A Fire Alarm will automatically set on ringing and you will need to exit from the building following Fire Exit routes. Wherever you may be inside the building, you must take the closest exit
- B. You will need to go outside the college building. Stay there until you are advised to come back into the building.
- C. Do not return to take any belongings
- D. Please do not panic. We have a Fire Policy Risk Assessment and trained Fire Fighters to take every precaution to stop any fire from blazing
- E. Take your personal safety first without taking any risks

In case of any minor injuries/accidents:

- A. Report immediately to the Trained First Aider
- B. We have a First Aid Kit which is kept in the reception area. The first aider will assess/examine any injury. If minor, a dressing will be applied. If serious you will be advised to go to a hospital and if necessary by ambulance

2. UK Border Agency rules for International Students

You will be reported to the UK Border Agency:

- A. if you fail to enrol on the course within the enrolment period or miss the first day of class
- B. if you miss 2 weeks of classes without the college permission
- C. if you stop your studies or studies end
- D. if the college stops being your immigration sponsor for any reason, for example, if you move to an immigration category that does not need an approved education provider
- E. if there are any significant changes to your circumstances, for example, if the length of a course of study becomes shorter or a course is discontinued
- F. if there are any suspicions that you are breaking the condition of permission to stay

3. Change of Personal Contact Details

If there are any changes to your contact details, you must notify the College immediately. Any changes to your contact details such as – address, telephone number, mobile number, email address, status, should be notified in writing.

You should update your contact details by one of the following methods:

- A. In person at Reception
- B. You need to print out and complete the Contact Details Change Form on www.severnbusinesscollege.com. You then need to take the completed form to Reception
- C. Email at: admin@severnbusinesscollege.com

4. Accommodation

- A. The accommodation where you are planning to stay after your arrival in the UK, need to be safe and healthy according to UK rules.
- B. You can expect to pay approx £50 (average) in rent a week for a shared accommodation (two persons in a single room). All utility bills are usually included in the rent, but you will need to check with landlord for any additional costs such as service charge, etc
- C. You would need to budget approx £15-£25 on average a week for food
- D. Students normally have to pay one month's deposit and one month's rent in advance. This rule may vary from landlord to landlord. This will be stated in your tenancy agreement. You may need to give one month's notice if you wish to terminate your tenancy and to get your deposit refunded.
- E. In a shared house, you will also need to take part in cleaning and cooking chores as agreed with other housemates.

The estimated living cost in London is £7200 per year.

5. Registration with GP

You are only allowed to buy medication from the Dispensary (Pharmacy) on production of prescription from the GP. You will be able to get prescriptions once you have registered with a local GP. To be registered with a GP, you will need the following documents to produce at the GP's office:

- A. Your Passport
- B. Proof of address
- C. Student letter from the college

For minor ailments such as cough/headache/allergy/toothache etc. you are able to buy some medication from supermarkets (TESCO/ASDA) or pharmacies, without producing a prescription from the GP.

6. Opening Bank Account

You will need to open a bank account for at least two reasons:

1. Your salary from your employer will be paid directly into your bank account.
2. Any money you need to bring from your country of residence has to be channelled through your UK account & your home account.

Approaching to a Bank

You may apply for an account online. The Bank will check your address and send you an application pack. If you wish you may go to the bank in person to apply for account. The following documents will be required by the bank in order to process your application to open an account -

- A. Your Passport
- B. A letter from the college showing your status as a student, in order to open a student bank account

7. Student ID

The college will provide students with a photo ID card which is your valid identity as long as you are a student of the college. Always have your ID card with you when travelling or at your work place.

8. Fitness Clubs

Having good health is very important for your study and work. The following are some useful links to find Fitness Clubs in your area:

www.yell.com

www.fitnessfirst.co.uk

9. Emergency

UK has a very unique safety and security service delivery system for its people who are legally staying. For any physical assault, bullying/harassment, threats, pick pocketing, illness or any other emergencies, dial 999 on your mobile. On reply say where you are, and what has happened to you to the service delivery person (Police/Hospital staff etc). You should only dial 999 only in case of a real emergency.

For any other emergency health reasons (rash, headache etc) you can phone NHS Direct: 08454647.

10. Socializing in UK

United Kingdom is a country of diversity. They value human dignity. You should be able to get a good job as soon as you become familiarized to the environment and

system. One way of doing this is to get involved with more British colleagues and exchange dialogues, ideas and views

11. Registering with the Police

You are required to register with the police if your passport is stamped by the immigration officer with 'register with UK police on arrival' or 'register with the police within 7 days' or if you are from non-EU/EEA or non commonwealth countries or if you are from any of the following countries: Afghanistan, Algeria, Argentina, Armenia, Azerbaijan, Bahrain, Belarus, Bolivia, Brazil, China, Colombia, Cuba, Egypt, Georgia, Hong Kong, Iran, Iraq, Israel, Jordan, Kazakhstan, Kirgizstan, Kuwait, Lebanon, Libya, Moldova, Morocco, North Korea, Oman, Palestine, Peru, Qatar, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, United Arab Emirates, Ukraine, Uzbekistan or Yemen.

College Rules

The college has policies, procedures and rules to make sure that all our students get a good experience, enjoy their time at college, and have the best chance of success.

Equal Opportunities Policy

We welcome people from all sectors in the community. Everyone has an equal entitlement to benefit from our services. Everyone in the college has a responsibility to respect all others and to avoid discrimination and harassment. Your own race, gender, ability, sexuality, age, lifestyle and religion will be given respect and treated positively. We challenge discrimination, monitor our services and actively promote good relations between different groups.

Health and Safety Policy and Guidelines

By law we have to provide a safe environment for all our employees, learners, visitors and other people who are affected by our college's activities. We keep high standards of health, safety and welfare. Everyone has a responsibility to behave safely and not to do things that put themselves and other people at risk.

Disability Statement

This gives details of our facilities, services and the support we can provide for people with learning difficulties and disabilities. We try to adapt the college to the learners who want to come here, rather than expect them to adapt to us.

Our Rules

When you enrol at the college, you sign to say that you will keep to our rules. You also sign to say you understand that if you break our rules we may take disciplinary action against you. Occasionally when people seriously break our rules we have to exclude them from college. This can be for a short period or permanently.

The College will:

1. Provide you with an induction programme
2. Provide you with information about your programme of study
3. Provide qualified and experienced staff who will attend all sessions on time. You will be informed if & when they are absent
4. Provide opportunities for you to express your opinions about the service we provide

5. Provide you with advice on progress

We ask you to:

1. Attend all sessions punctually or explain absences/lateness
2. Switch off mobile phones in learning and study areas
3. Behave responsibly in class, taking care not to disrupt the learning of others, acting with respect and courtesy towards your tutors and other students at all times
4. Complete and submit assignments and coursework by the agreed date
5. Only present your own work for assessment. Presenting other people's work as your own, or allowing others to use your work in this way will result in disciplinary action
6. Take responsibility for your own learning and find out what is expected of you while on the course
7. Discuss your progress with your personal tutor
8. Return any borrowed equipment and materials by the agreed date
9. Let your personal tutor know if you are thinking of leaving your course, or if your address, contact details, status change
10. Take responsibility for finding out about times and dates of examinations and assessments, registering for them and for arranging for any fees to be paid, and abide by all exam and assessment rules and regulations
11. Abide by the college's Internet & Networks Acceptable User Policy
12. Abide by the College Rules

College Rules

Once you join the college, you are expected to share in the responsibility for creating an environment in which everyone can learn and enjoy the social life of the college. Our College Rules sets out the simple rules about social behaviour that you must keep.

1. You must have consideration and respect for everyone else in the college, and for their race and religion, their gender, their sexual orientation, their ability, age and social background.
2. You must not harass other people, especially on the grounds of colour, race, gender, sexuality, lifestyle, position, or ability. Harassing people includes things like insulting comments; offensive behaviour and language, jokes, graffiti, threats and giving people

unwanted attention.

3. You must never bully, intimidate, taunt, verbally abuse, or threaten violence towards any person. You must never start or join in any physical violence or aggressive behaviour. You must never carry anything that could be regarded as an offensive weapon.
4. You must never gamble, drink alcohol or be in possession of, deal in or take illegal drugs on college premises or while participating in any activity associated with the college. If we suspect you are under the influence of alcohol or drugs we will require you to leave the premises immediately.
5. You must never forge other people's signatures. Fraudulent claims for payments or allowances will be referred to the police.
6. You must respect the college property and other people's belongings. Any act of theft, attempted theft, vandalism, graffiti, or posting of offensive materials will lead to immediate disciplinary action.
7. You must try to be quiet and orderly in the way you move around the learning areas, workshops, corridors, cafeteria area, offices, reception areas and car parks.
8. You must only eat, drink and smoke in the appropriate places. Eating, drinking and smoking are

not allowed in classrooms or workshops and carrying drinks along corridors causes a safety hazard. You must only smoke in designated areas. Spitting is a health hazard and is prohibited.

9. You must take care to act safely and not put yourself or others at any risk. If there are special safety requirements in your area of work, you must keep to them.
10. You must help the college with its security by carrying your ID card at all times.
11. You must not use your own or any illegal software on any of our computer systems. You must never interfere with software, hardware, or data belonging to, or used by the college.
12. You must not take mobile phones into exams. This will lead to instant disqualification.

Remember the College Rules are there to protect everyone. If you break any of the rules, you will be subject to disciplinary action. This could lead to suspension or expulsion from the college. You have the right to give your side of the story. You can also appeal against disciplinary action taken against you.

Examination Rules

1. It is a candidate's responsibility to ensure that they know the correct date, time and location of all their examinations.
2. Candidates should be seated at least fifteen minutes before the start time of the examination.
3. Candidates **MUST** take their ID card to each examination and place it on their desks. An invigilator will check ID cards during the course of the examination. If a candidate cannot provide their ID card, another form of photographic identification will be required.
4. During examinations, candidates must obey any instructions given by the invigilators; candidates must listen carefully to instructions and inform an invigilator if they cannot hear what is being said or if they do not understand what is being said. Refusal to obey an invigilator's instructions is a breach of regulations.
5. In the event of a fire alarm or other emergency requiring evacuation of the examination venue, the invigilators will tell candidates to leave all examination materials on the desk, leave the room in an orderly fashion and assemble at the designated point outside. Candidates must not communicate with any other candidate as they are still under examination conditions.
6. Candidates should only take the minimum amount of belongings into the examination room. The invigilator(s) will tell candidates where to leave cases/bags/coats etc. Small valuables such as purses, wallets, credit cards etc may be placed on the examination desk. Mobile phones or other electronic communication equipment (iPods and MP3 players etc) must be turned off completely, and must be hidden away in bags or coats, **NOT** left on desks. Noise interruption from electronic equipment is deemed

as irresponsible action detrimental to all candidates' and may lead to expulsion from the examination. Candidates are not allowed to use mobile phones or similar devices for any communication during the examination. Such use will result in disqualification.

7. Candidates are allowed to take to an examination desk: pens and pencils, erasers, rulers, geometry equipment (eg set square, compass, slide rule etc). Calculators (including scientific calculators) are allowed provided they are not programmable and cannot store or recall information and must be of a size suitable for use on the desk. They can be either battery or solar powered and must be noiseless and cordless. Calculators must not be borrowed from another candidate during an examination for any reason.
8. Candidates are not allowed to take to an examination desk: books, data tables, notes, paper, blotting paper, dictionaries (including bi-lingual or electronic) or any other written material (even if it does not relate to the examination being sat), (EXCEPT where the candidate is taking a Case Study examination where text books and notes are allowed and this is stated on the question paper).
9. Candidates will not be allowed to enter an examination room after the examination has been in progress for 60 minutes (one hour). Candidates who arrive late but within the first 60 minutes (one hour) will not be granted extra time.
10. Candidates will not be allowed to leave an examination room until the examination has been in progress for 60 minutes (one hour). Candidates who wish to leave after one hour may do so with an invigilator's consent, provided that they hand their completed script(s) and examination question paper to an invigilator before leaving. Candidates must leave the venue without disturbing other candidates.
11. It is the candidate's responsibility to check that they have been given the correct question paper. If there is any doubt, candidates should attract the attention of the invigilator immediately by raising their hand.
12. All work must be written in the answer books provided. Rough work and all calculations must be written in the answer books and should be crossed through if it does not form part of the answer to the question being attempted; there is no separate "rough paper". Pages must not be removed from or inserted into the answer book. If extra paper is required for examination answers a new answer book will be provided by the invigilator. Rough paper or stationery must not be brought into the examination.
13. Candidates MUST write their answers in blue or black ink or ballpoint pen, pencil is not allowed; (except for graphs or diagrams). The use of correcting fluid/ correcting pens and highlighters is discouraged.
14. A candidate must not communicate or collude in any way with another candidate or any other person (except an invigilator) during the examination and must not disturb other candidates.
15. Candidates must not leave their examination desks during an examination except with the permission of an invigilator. Any candidate who leaves the examination room unattended will not be allowed to return to the room.
16. If candidates need to visit the toilet, they must attract the attention of an invigilator by raising a hand without disturbing other candidates. An invigilator will escort you to the toilet. No extra time is allowed for toilet visits.
17. Smoking is not permitted in the examination rooms or anywhere in the examination venue.
18. You must not ask for, and will not be given, any explanation of the questions.
19. The eating of food and the drinking of alcohol is FORBIDDEN in all examination rooms: however, small packets of sweets and small bottles of water are allowed.
20. Candidates who have handed their completed scripts to an invigilator and who have left the examination room will not be re-admitted under any circumstances.
21. Candidates must stop writing when instructed to do so by the invigilator. Failure to comply will be reported.
22. Candidates must not remove answer books or the examination question paper from an examination room. Answer books that have been removed from the examination room will be cancelled.
23. Medical certificates and evidence of other extenuating circumstances for nonattendance at examinations must be received within three weeks after commencement of examination.

Disciplinary Procedure

THE PROCEDURE

The basic responsibility for maintaining discipline and ensuring satisfactory attendance and performance lies with individual module lecturers who may at any time discuss informally with the student any minor breach of conduct or unsatisfactory performance

a) Stage 1 - Oral Warning

If conduct or performance does not meet acceptable standards the student will be interviewed by an appropriate lecturer, who, if not satisfied with the explanation put forward, will issue an oral warning which will be recorded on the student's record and a signed acknowledgement obtained from the student.

b) Stage 2 - Written warning

If conduct or performance is still unsatisfactory the student will be interviewed by an appropriate lecturer or Registrar, who, if not satisfied with the explanation put forward, will issue a written warning setting out the reasons for the action which will be entered on the student's record and a signed acknowledgement received from the student.

c) Stage 3 - Final Written Warning

If conduct or performance is still unsatisfactory the student will be interviewed by Registrar who, if not satisfied with the explanation put forward, will issue a final written warning giving details of the offence and advising the student that any further infringement of the rules will result in exclusion. Details of this warning will be entered on the student's file.

d) Stage 4 - Exclusion

Should conduct or performance give cause for further complaint the student will be interviewed by the Registrar or Principal who, if not satisfied with the explanation put forward, will advise the student that he/she is excluded from the course and this will be confirmed in writing.

e) Serious Misconduct

In the event of a serious breach of discipline Stages 1 and 2 may be omitted and action taken in accordance with Stage 3 of the procedure.

f) Gross Misconduct

If a student is found guilty of gross misconduct the penalty for a first offence will normally be summary exclusion i.e. exclusion without notice.

CATEGORIES OF MISCONDUCT

The following are examples of various types of misconduct. These lists should not be regarded as exhaustive, nor does it imply that the College will not take action in accordance with its rights and duties under criminal law.

Misconduct - Dealt with under Warnings Procedure

1. Poor time keeping
2. Time wasting
3. Poor quality of work

Serious Misconduct - Action taken at Stage 3 of Procedure

1. Disregard of College authority
2. Misuse of College resources
3. Absence without leave or without valid medical certificate
4. Unauthorised absence
5. Careless working practices
6. Bringing the College into disrepute
7. Failure to complete due work
8. Failure to observe the normal courtesies towards staff and other students
9. Failure to comply with the College's Equalities Policies and current equalities legislation, including behaviour that is bullying, discriminatory, harassing or victimising of others on grounds of age, disability, gender, race, religious faith and belief or sexuality.

Gross Misconduct - Action taken at Stage 4 of Procedure

1. Deliberate non-compliance with safety rules
2. Theft from the College or staff/students of the College
3. Wilful and/or malicious damage to College or personal property
4. Assault and/or fighting and/or sexual misconduct on College premises
5. Unauthorised consumption of alcohol during college working hours
6. Representing or acting on behalf of the College while under the influence of alcohol or drugs
7. Serious failure to observe the normal courtesies towards staff and other students
8. Repeated or serious failure to comply with the College's Equalities Policies and current equalities legislation including behaviour that is discriminatory, harassing or victimising of others on grounds of age, disability, gender, race, religious faith and belief or sexuality.

Health & Safety Policy

Policy Aim

It is the policy of Severn Business College to conduct its activities so that prime consideration is given to the health and safety of its employees and all other persons affected directly or indirectly by its activities.

Every employee of Severn Business College has the responsibility to follow safe working practices and to have a genuine concern for the health and safety of all persons that may be affected on the College premises.

Specific Objectives

People are the key factor in the business. Therefore it is the policy of the College that its operations are executed at all times in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees and all persons likely to be affected by its operations, including students, and the public where appropriate.

The College will prepare, and as often as may be appropriate, revise a written statement of the general policy with respect to the health and safety at work of

employees and the organisational arrangements for carrying out that policy, and to bring the statement and any revision of it to the notice of all employees.

It is the duty of every employee whilst at work:

1. To take reasonable care for the health and safety of him/herself and of other persons who may be affected by their acts or omissions.
2. To co-operate with the College in the implementation of the policy so far as it relates to the College's responsibilities under the Health and Safety at Work etc
3. To refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health and Safety reasons.
4. To work in accordance with information and training provided.
5. To ensure that all accidents, near-miss incidents, dangerous occurrences, hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements are reported without delay. Maintain safe access to and egress from the workplace at all times.

Complaints Procedure

Purpose

Severn Business College recognises that differences and complaints can arise from time to time and therefore has a fair and equitable process for dealing with employee or student complaints.

Scope

The quick settlement of any complaints that may occur is in the best interest of all parties concerned. Therefore the following steps are implemented to ensure this happens.

Procedure

1. As soon as a complaint arises, it will be raised and discussed with all parties involved
If a student is making the complaint they are required to complete the Complaints Form available from the Reception. The completed form is reviewed by the

Student Support Officer or Senior Management (for student complaints).

If a staff member is making a complaint they are required to complete the Complaints Form available from the Reception. The completed form is reviewed by the Principal (for all staff complaints).

2. A meeting involving the complainant and all other parties involved in the complaint is called. The meeting and its outcome is documented on the form.
3. If the matter is not resolved to the satisfaction of all parties it is referred to the Director who will review the report and make a final decision about the complaint.
4. Each complaint and its outcome are recorded in writing.
5. Complaints should not be discussed openly throughout Severn Business College.

College Academic Misconduct Policy

The following are dishonest and therefore unacceptable and not allowed by the college -

Taking someone else's work, images or ideas and passing it off as your own (This is called plagiarism). Using the computer, either the internet, or information stored on a hard or floppy disk which belongs to someone else, and passing it off as your own. Cheating, that is, acting unfairly or dishonestly to gain an advantage. Secretly agreeing with others to cheat or deceive. (This is known as collusion). All these are called academic misconduct. If you are discovered or suspected of doing any of the things shown in the list above, the college will investigate and may take action against you. (That is, you will be subject to disciplinary regulations.)

This is what is expected of you whilst you are at the college

1. You will only hand in your own original work for assessment.
2. You will show when you have used information provided by someone else by giving the person's name and where you found the information in your work (or in your portfolio) as you go along. For example, if you use someone else's words you will enclose the quote with inverted commas. You will also repeat this information at the end of the piece (this is called a bibliography/references section). The same applies if you have received help. This is the standard practice in the world of learning. Your tutor or lecturer will give you help with this. You should seek advice and guidance from tutors if you are unsure how to do this properly.
3. You will show when you have downloaded information from the internet.
4. You will never use another's disk as if it were your own. Neither work, nor copy work from a disk belonging to someone else and use it as if it were your own.
5. You will never use someone else's artwork, pictures or graphics (including graphs, spreadsheets etc.) as if they were made by you.
6. You will never let other students use or copy from your work and pass it off as if they have done it themselves.
7. You can expect all cases of suspected academic misconduct to be fully investigated using the college

disciplinary procedures. If proved, you can expect the college to take action against you. What happens will depend on how serious what you have done appears to the college.

8. The member of staff who has looked into what you have done will decide how serious the case appears at first. The claims that you have done something illegal or wrong (the allegations) will be written down so that you know the case you have to answer.

The actions taken by the college, if they believe from the evidence you have done is thought to be a minor case of academic misconduct

1. What you have done will be discussed with you in a private tutorial.
2. You will be given a warning about how you must act in the future.
3. You will have marks from your piece of work taken away (which may be 6% as a guide), or you will have work returned to re-do and hand in for remarking.
4. If this has happened before, you will go straight to a second stage interview.
5. If you are working towards an exam, the relevant examining body will be told what has happened in accordance with the examination board's policy.
6. External examiners/verifiers will also be told what you have done, in accordance with the examining board's policy.

When what you have done is thought to be a moderate case of academic misconduct

1. Your mark or assessment grade will be reduced or you will be awarded zero, depending on how serious the matter appears to the college.
2. You may not be allowed to take the unit/exam/test again.
3. The course tutor may decide that you must attend a second stage interview.
4. The relevant examining body will be told what you have done, in accordance with the examination board's policy.
5. External examiners/verifiers will also be told what you have done, in accordance with the examining board's policy.

When what you have done is thought to be a serious case of academic misconduct

A penalty will be awarded. This will be decided by the college staff interviewing you and will depend on the seriousness of what you have done.

Any of the following may be given – A zero grade in the exam/test/module is given or the assessed work is not awarded a grade. You are not allowed to re-sit the exam or test, or you are not allowed to re-do the piece of assessed work. You are disqualified from your course. You are expelled from the college.

The relevant examining body will be told what you have done, in accordance with the examining board's policy. External examiners/verifiers will also be told what you have done, in accordance with the examining board's policy. In all cases, a note will be made on your file of the allegation, the outcome and any penalty you are given. You need to know that this information may be used by the college when it is asked to provide a reference for you, for example if you want to go to another college or get a job.

You must sign the statement below to show that you have read and understood the Student Handbook

"I have read and understood the Student Handbook and agree to be bound by the rules established therein"

Student Name:

Student Signature:

Date:



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