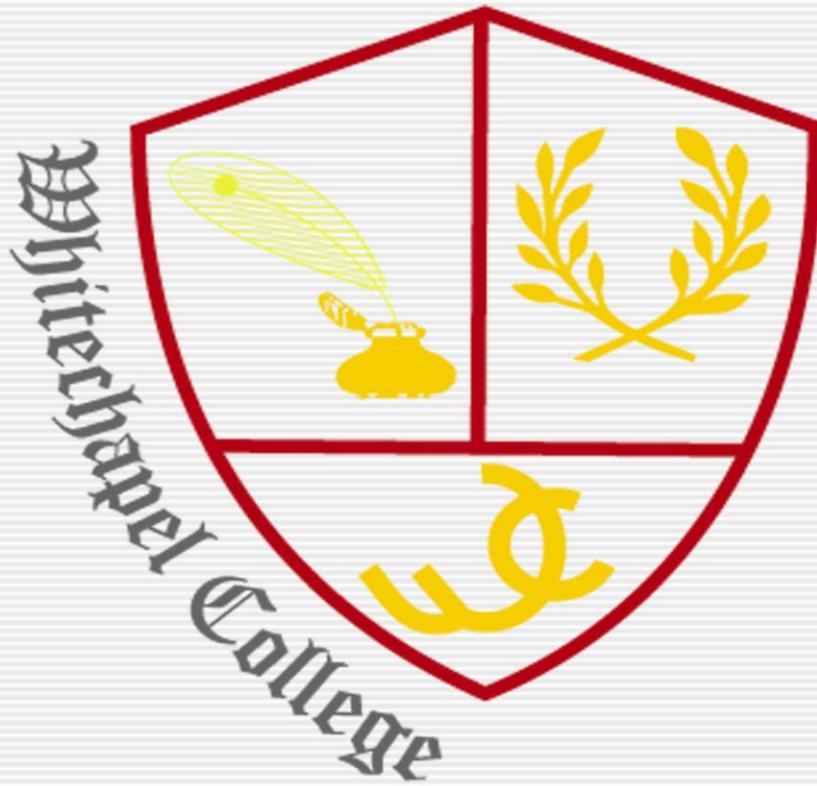


Student Handbook



Welcome

We are very pleased that you have considered studying with us at Whitechapel College. This handbook is designed to provide you with all the information you need to help you settle in as quickly as possible.

The College provides an induction and orientation programme, which will help you to settle in when you get here. It takes place before classes start and we strongly recommend that you come along. We hope the programme will help you to make new friends and solve any problems you may have early on.

The Welfare Officer provides information and advice on a range of specific issues, including finance, employment, accommodation, health and other queries you may have.

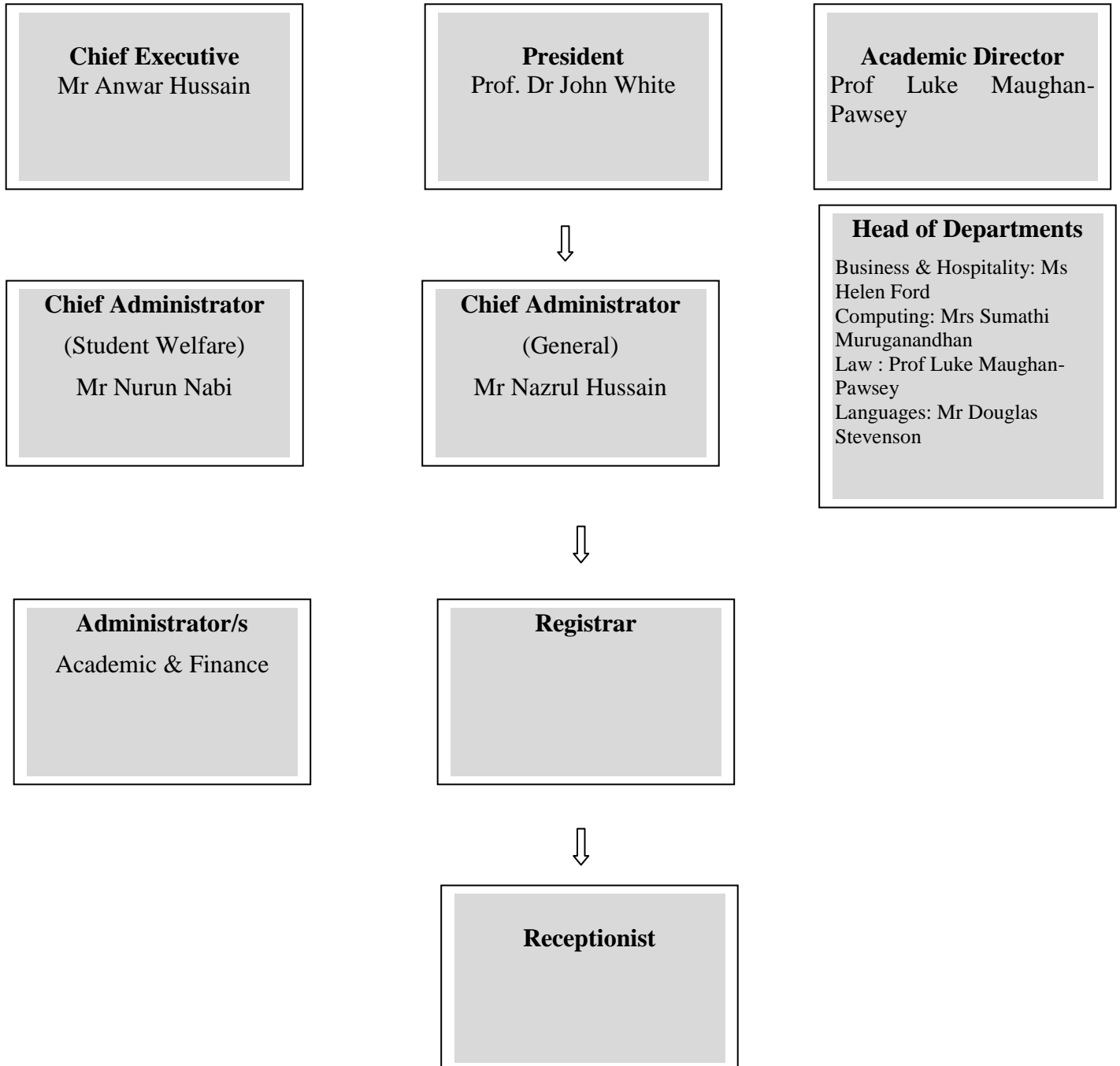
MISSION STATEMENT

Whitechapel College Aims to:

- Provide Education and training to meet the needs of the Community at the highest National standards for careers and life.
- Operate on an equal opportunity basis providing the means of education to every adult member of the local community in an area covering the whole of UK.
- Demonstrate the benefits, which education can bring and provide crucially important opportunities to all.
- To encourage, motivate and support all individuals and groups to take advantage of further education provision at both local and regional level.
- Work towards becoming a major provider of opportunities for people with disadvantages by removing any remaining barriers to education and training.
- Deliver courses that lead to qualifications that are fully recognised by Employers and Further Education Establishments World-Wide.

The College is run in accordance with the following Management / Supervision structure:

Management Structure



The Senior Management will recommend appropriate policies and systems.

Whitechapel College always tries to support the students to the best of its capabilities. Some of the useful facilities that a new student (as well as an existing student) can expect are given below:

STUDENT VISA

You are responsible for applying for your visa, although we will of course assist you. Being accepted in our programme is not a guarantee that you will be given a visa. Even when you have paid fees we are unable to intercede on your behalf with the authorities and neither we, nor anybody else, is able to obtain a visa for you. If you request any advice however, we will assist you as far as possible. Further advice can be obtained as detailed below and from the British High Commission/Embassy and the UK Border Agency. The College will provide relevant information and documentation in the event of an application for the extension of leave to remain. Any assistance offered is conditional on the fulfillment of student obligations.

- i. There is leaflet available from the British High Commission/Embassy and the UK Border Agency. Please obtain and read it.
- ii. You must demonstrate the ability to finance your studies and living expenses for the entire duration of the course. You should remember that as a full time student your hours of work will be limited during term time. However you may work full time out side term time.

AIRPORT ARRIVAL & WELCOME

New students arriving from abroad can utilise the College meeting service. A College representative is available to pick up the student from the airport and drive him/her to either to the College or to the lodgings. Students wishing to use this service must notify the College two/three days in advance of their arrival. The fee for this service is currently seventy pounds.

ENGLISH LANGUAGE SUPPORT

Students on full time courses, whose English proficiency requires further improving, are encouraged to attend language classes at the College, which is operated concurrently with their main studies. This does not apply to language students.

STUDENTS LIBRARY

In addition to our own library there are major research libraries and facilities available in London. We will be more than happy to provide you with a list of them at your request.

ACCOMMODATION

The College can arrange, on request, accommodation for the students. The accommodation may be arranged in a hostel where the facilities include central heating, common rooms, television, game rooms and well-furnished rooms. The weekly charge is approximately sixty to seventy pounds per week for a single room. Students can choose to stay in single or shared rooms in private flats. Such Accommodation has provision of self-catering and therefore, provides access to kitchen facilities. The weekly

rent for this type of accommodation is approximately seventy to seventy five pounds per week.

Whitechapel College provides accommodation service for students by providing a list of properties and landlords. Also it puts students in touch with each other for shared rent or lease in the neighbourhood. The College is also able to provide advice and assistance in placing students who require accommodation.

HEALTH

Newham Hospital is the local Hospital with a full and comprehensive range of medical facilities. The College helps students if they face any problems in registering locally with a medical practitioner or dentist.

LEISURE

To encourage students to make the most of their leisure time in UK, visits and social activities are arranged throughout the year. Educational trips to the Bank of England, Stock Exchange, London Museum, the Houses of Parliament, and Art Galleries are arranged. The College organises excursions to cities and towns in UK like Brighton and Cambridge. The College also holds staff/students parties as well as cultural events for different nationalities.

SPORTS FACILITIES

The Capital City makes an excellent place for sporting and social activities and has centres for all events. There are leisure centres available in and around the area. Local facilities include Atherton Leisure Centre at Romford Road and Newham Leisure Centre at Prince Regent Lane.

QUALITY ASSURANCE POLICY

a- Assessment

The students are assessed by various means and methods such as formal examinations, assignments, group work, project report and presentations.

b- Examinations

In-house tests are conducted at the College to prepare for the external examinations of the Accrediting Bodies. Students are well advised to take advantage of this assessment procedure to enable them to succeed in their examinations.

c- Progression

All successful students will have many opportunities to undertake a progression towards an Undergraduate or Postgraduate university degree programmes upon the completion of programmes at Whitechapel College.

d- Introduction to programmes

All students will have a complete introduction to their own selected programme. It shall include semester planning, time-table, examination schedule, and information about modules/units.

e- Induction facility & Notice of Time Table

There will be an induction on arrival of every new cohort of students, programme, semester or academic year in the College. It is obliged that all students attend on time on the induction day; this is because it will assist the students' personal planning and progression. All overseas students are subject to a minimum of 15 hours per week supervised classes.

Vacations

Vacations:

Apart from the ordinary vacations, the College will be closed on all bank holidays, as well as on the following occasions:

Easter vacation:

One week (usually the second week of April) depending upon the UK calendar.

Christmas & New Year:

Two weeks (last week of December and the first week of January).

Suspension of classes

If there are insufficient number of students in any given subject or class the College Management reserves the right to either merge or suspend such classes.

ACADEMIC CALENDAR 2012

(Except ILEX and Licensed Conveyancing courses)

JANUARY SEMESTER	
Term Commencement date	3 rd January 2012 (Tuesday)
Induction classes	9 th , 10 th & 11 th January 2012 (Monday, Tuesday & Wednesday), time and venue according to group to be confirmed later
Teaching commencement date	16 th January 2012 (Monday)
Teaching end date	16 th March 2012 (Friday)
Assignments submission deadline	30 th March 2012 (Friday), 4.00pm
Holidays	2 nd April 2012 (Monday) – 4 th May 2012 (Friday)
Results to be published on:	13 th April 2012 (Friday)
MAY SEMESTER	
Term Commencement date	7 th May 2012 (Monday)
Induction classes	14 th , 15 th & 16 th May 2012 (Monday, Tuesday & Wednesday), time and venue according to group to be confirmed later
Teaching commencement date	21 st May 2012 (Monday)
Teaching end date	20 th July 2012 (Friday)
Assignments submission deadline	3 rd August 2012 (Friday), 4.00pm
Holidays	6 th August 2012 (Monday) – 31 August 2012 (Friday)
Results to be published on:	17 th August 2012 (Friday)
SEPTEMBER SEMESTER	
Term Commencement date	3 rd September 2012 (Monday)
Induction classes	10 th , 11 th & 12 th September 2012 (Monday, Tuesday & Wednesday), time and venue according to group to be confirmed later
Teaching commencement date	17 th September 2012 (Monday)
Teaching end date	16 th November 2012 (Friday)
Assignments submission deadline	30 th November 2012 (Friday)
Holidays	3 rd December 2012 (Monday) – 4 th January 2013 (Friday)
Results to be published on:	14 th December 2012 (Friday)

ACADEMIC CALENDAR 2012

ILEX (Both Level 3 and Level 6) and Licensed Conveyancing Courses Only

FEBRUARY SEMESTER	
Term Commencement date	6 th February 2012 (Monday)
Induction class	8 th February 2012 (Wednesday), time and venue to be confirmed later
Teaching commencement date	13 th February 2012 (Monday)
Teaching end date	11 th May 2012 (Friday)
Exam dates	11 June 2012 (Monday) – 15 June 2012 (Friday)
Holidays	18 June 2012 (Monday) – 31 August 2012 (Friday)
SEPTEMBER SEMESTER	
Term Commencement date	3 rd September 2012 (Monday)
Induction class	10 th September 2012 (Wednesday), time & venue to be confirmed later
Teaching commencement date	17 th September 2012 (Monday)
Teaching end date	14 th December 2012 (Friday)
Exam dates	Third week of January 2013 (Exact dates to be confirmed later)
Holidays	From fourth week of January 2013 (Exact dates to be confirmed later)

COLLEGE REGULATIONS

The College reserves the right to include or exclude any subjects from any programmes without prior notice. The other regulations binding a student are as follows:

Attendance and absence policy

Introduction

Students must attend classes, tutorials and examinations to the satisfaction of Whitechapel College. Absence is permitted under exceptional circumstances (such as illness & accidents), but students are generally expected to attend regularly.

Below are procedures to be followed to monitor and deal with non-attendance:

1. Students are required to attend all classes, tutorials and examinations. Whitechapel College has a minimum required level of attendance at **80%**.
4. If students have been absent for more than two classes consecutively Whitechapel College will send these non-attending students a letter pointing out that they have missed a number of classes and that the Tutors and the Management require an explanation. The student must attend a meeting with his/her Tutor or the Management to discuss the situation. Students will be warned that non-attendance can mean dismissal from the programme/College and the appropriate Agency must be notified.
5. If the student attends the meeting and agrees to improve attendance a confirmation letter will be provided and give the student a week to improve attendance.
6. If there is no reply from the student or if attendance does not improve by the end of the review period then Whitechapel College will send a further letter, warning the student again that non-attendance can mean dismissal from the College. This letter will give the student four days to make representation to the College.
7. If there is still no improvement Whitechapel College will then send a formal letter to the student, notifying them of the decision to dismiss them. The student then has seven days from the date of this letter in which to reply and to make any further representations.

Punctuality

Being late for classes is not only detrimental to the academic process of the latecomer, but also disruptive for the entire class. Students arriving late may be marked absent. Persistent offenders may be suspended from the College. All full time students are expected to attend daytime classes for a minimum of 15 hours per week from Monday to Friday.

Books and Stationery

The College provides students with the list of recommended textbooks and other relevant course materials. The textbook and other course material forming essential part of course work must be brought to classes by students. Students are expected to buy their own books and stationery.

Conduct

Students are expected to conduct themselves responsibly on the College Campus. Misconduct may result in suspension of the student from the College.

Regulations in Submitting Assignments:

1. The students must submit their assignments on time. However in special circumstances such as serious illness or students being hospitalised the deadline can be extended to a maximum of 7 days provided the appropriate medical certificate is provided. The students must speak to a member of staff with regard to the time extension and take a written confirmation.
2. The students will be able to submit their current term assignments free of charge if it is done within the deadline. However the following administrative charges will be applied in the following cases:
 - (a) Referred or failed: £15.00
 - (b) If the students do not submit their assignments during the current term, but wish to submit later then they must do so by the deadline of the subsequent term. Administrative charge: £20.00.
3. The students whose attendance is below 80% will not be allowed to submit their assignments. These students also will not be entitled for any travel letter and/or full time work letter.
4. No students will be allowed to submit assignments more than twice after a failure, a referral and/or a non-submission of the assignments
5. All assignments must be submitted with both a hard copy format and a soft copy (CD only. One CD per assignment).
6. The students must submit their assignments within two weeks dating from their last lecture of the current term. The exact time and date will be announced in the class.

7. Mitigating circumstances may at the discretion of the College permit exceptional dispensations.

Appeal procedures

Whitechapel College has a three-step appeal procedure as follows:

1. Appeal first to the person responsible for marking the piece of work. In this instance it will be the tutor concerned.
2. The next stage is to refer the grievance to the Academic Director to resolve. This could be done by arranging an appointment to discuss the issue face to face.
3. At this stage if the matter cannot be resolved then the next stage is to present the work to a committee consists of three members of the College. The three members will be Academic Director, the Chief Executive and a Lecturer nominated by the Chief Executive. This could be done on request of the student to put his/her grievance in writing and to address it to the Academic Director. The issue will then be brought up to the committee. Should the issue be resolved, and then the student will be informed in writing of the result.

Payments by Cheques/Drafts:

Please note that a minimum of five clear working days has to be allowed for clearance of cheques drawn on UK banks and 14 days in case of foreign drafts. A fee of £50.00 (Fifty Pounds) will be debited to the students account if the Bank returns a cheque or a UK draft unpaid. The fee will be £100.00 (One Hundred Pounds) in case of foreign drafts.

TUITION FEE REFUND PROCEDURE & CONDITIONS

The following table summarises the refund conditions.

- (a) Tuition Fees are non-refundable if after the commencement of the course, the student stops attending or leaves the course before its completion. Also they are not refundable if the student is suspended from the College or in absent due to illness.
- (b) Home students or students not requiring a student visa to enter or remain in the UK may claim a refund of the course fee paid (less an administrative charge of two hundred pounds) provided written notice of cancellation is received by the College at least two weeks before the commencement of the course. If notice is not received in time, one term's fee will be deducted before a refund is made.
- (c) On the student's request and on the recommendation of the Department Head, the fees already paid may be transferred to the same course commencing at a later date.
- (d) Students requiring a student visa to enter or remain in the UK may claim a refund of the tuition fees paid (less an administrative charge of one hundred pounds) only if their visa application has been refused and the College is informed prior to the commencement of the course. A copy of the refusal letter and a receipt for the fees paid must accompany the application for a refund

along with original documents of the admission offered by the College. If the College is not informed of the refusal after the commencement of the course, one term's course fee will be deducted. After the commencement of any term, the tuition fees for that term are non-refundable. A visa refusal during the term entitles the student to a refund of the fees for subsequent terms only.

- (e) Fees are refunded if for any reason the College is unable to provide the course.
- (f) A minimum of four weeks is needed to process the refund after the receipt of the completed documentation.
- (g) No interest is paid on a refund of any deposit.
- (h) No refunds are due when students postpone the commencement of their course while in UK.
- (i) The College Board of Directors reserves the right to amend refund policies. Refunds are made subject to the prior approval of the College Board of Directors.
- (j) The College reserves the right to withdraw advertised courses for which insufficient number of students has enrolled and to close any class if low attendance makes it no longer viable.

FINANCIAL RESPONSIBILITIES & GUIDANCE

Installment payment plans

Students who enroll on courses of more than six months duration are eligible to pay the fees by installments. The installment payment plan can be agreed at the time of registration. If any instalment is not paid the total fees are due immediately

Students who require a letter from the College i.e. NI letter, Council tax letter, bank letter must complete a request form available at the main reception.

Please note that the administrative staff require a minimum of two working days to prepare your letter from the date of the request.

The College will issue a full set of letters for all students free of charge at the registration.

EXPENSES OF LIVING IN THE UK

In addition to the tuition fees an overseas student will have to meet the following estimated monthly/ or annually expenses of living in the UK:

1	Cost of Accommodation, Living and Transport etc	£ 800 .00 (per month)
2	Cost of Books etc:	£ 120.00 (per year)

CONTACT US

Please use the following information to contact us.

Whitechapel College

67 Maryland Square
Stratford
London E15 1HF
United Kingdom

Phone/Fax:

Phone: +44 (0)20 8 555 3355

Fax : +44 (0)20 8 555 3377

Email & Web:

Email: info@whitechapelcollege.org.uk

Visit us: <http://www.whitechapelcollege.org.uk>

EQUAL OPPORTUNITIES POLICY

Equal Opportunities Manager: Ms Helen Ford

Whitechapel College is an Equal Opportunity employer. The College will attempt to ensure that discrimination on the basis of race, religion, gender, age, disability, lifestyle and sexual orientation is eliminated.

We will attempt to guarantee that selection, internal promotion, the allocation of work, pay and other benefits are based purely on merit. This principle will apply to both employees and independent contractors.

The College has appointed an Equal Opportunities Manager to oversee and implement the Equal Opportunities Policy and foster cultural awareness sensitivity.

The Equal Opportunities Manager will monitor College activity in order to identify problems of harassment relating to any individual from any group. If the Equal Opportunities Manager becomes aware of such issues it will be their duty to bring them to the attention of the Senior Management of the College. They will then examine the evidence (that must be presented impartially by the Equal Opportunities Manager), and make a determination, which could include a range of options: reconciliation, re-education, disciplinary action or dismissal.

Any student of the College found to be the subject of an allegation of harassment will be treated in an identical fashion.

Health and Safety Policies

Health & Safety Officer: Mr Nurun Nabi

Introduction:

The following is a statement of Whitechapel College's Health and Safety Policy. It will allocate individual responsibilities, areas of priority and emergency guidelines. It is essential that staff, students and contractors are aware of the policy.

Fire Notice

Fire notices will be displayed throughout the College, Fire drills will take place on a regular basis and these will be logged. A Health and Safety Officer will ensure that staff and students are familiar with the procedures in the event of a fire and the use of the fire equipment.

Hazard Procedure

All members of staff will be required to report any actual or potential hazard to the Health and Safety Officer, who will immediately investigate and deal with the problem.

Safety Inspection

Action must be taken to ensure a safe and healthy working environment. This will be achieved by inspections of the working environment carried out regularly. A record of each inspection will be kept and remedial action taken.

Personal Protective Equipment

The wearing of Personal Protective Clothing is mandatory for all staff, students and visitors where the risk assessment has advised this to be the course of action to reduce risk of harm. Clear guidelines will be given by the staff to students at the beginning of their course. A Personal Protective Clothing Register will be maintained by the Health and Safety Officer.

First Aid

A list of the College first aiders, together with their contact details and location is displayed in the reception area. Please speak to a member of staff or reception staff if you require further assistance or advice.

New Hazards

Any new plant, products, equipment or premises will be risk assessed by the College Health and Safety Officer and the risk assessment implemented before the plant, products, equipment or premises are used.

Accidents

To avoid accidents the College will take all reasonable practicable steps. In the event of an accident, the first concern will be the care of the person or persons who have suffered injury. The accident will be reported to the persons detailed on the incident report form. The reporter shall ensure that adequate arrangements are made for the care of any injured persons. It will be policy to investigate all accidents, including those not involving injury, and arrangements for the investigation will be made by the Health and Safety Officer who will report the result of the investigation to the Chief Executive.

House-keeping

The College attaches importance to the need for good housekeeping practices. It is the policy to ensure that floors are kept free of anything that may cause slipping or tripping and that no waste materials which could cause injury if trodden on are allowed to remain where they fall. Items stored on shelves will be stored in such a way as to ensure that they do not cause injury to anyone working in the vicinity or to anyone passing by. Rubbish will not be allowed to accumulate in any working area and passageways will be kept clear at all times.

Special Hazards

There are many hazards, which have the potential for harm, injury or damage. The Risk depends on the controls the College has in place for safeguarding health and safety. If you

feel that the risk is not adequately controlled then please report to the Health and Safety Officer.

College Health and Safety Officer

The Health and Safety Officer will be the focal point for day-to-day references on safety, and give or indicate sources of advice. He/She will act as a source for the retention and dissemination of safety information. The Health and Safety Officer will consult with the Chief Executive or the Principal for health and safety in organizing safety lectures to students and staff. He will organize and assess effectiveness of the fire drills and liaise, in consultation with the Fire Authority, on all matters relating to fire precautions.

The following are expressly forbidden and are offences against the law:

- Any interference with the fire alarm installation or fire fighting equipment
- Any alteration or interference with the electrical wiring of the College buildings without permission of the Principal, the College Health and Safety Officer or the Director.

College Health and Safety Officer is responsible to the Principal for:

- Monitoring College compliance with all relevant legislation particularly that contained in "Management of Health and Safety at Work Regulation 1999".
- Monitoring the general safety program, the College Health and Safety standards within the College.
- Liaising with the local Health and Safety Executive Officers.
- Inspecting the College a minimum of once in three month and at more regular intervals at his discretion where inspection reveals items requiring attention.
- Organizing the checking of the fire drill procedures and keeping a record, checking all fire warning, fire fighting and emergency lighting equipment.
- Initiate first aid if appropriate.

Teaching Staff are responsible for:

- Ensuring that the work of the College is carried out in accordance with the College Health and Safety Policy.
- The safety of students whilst they are in their charge, whether in or outside the College.
- Ensuring that clear safety instructions and warnings are given.

- Personally following safe working procedures and observing general safety regulations.
- Ensuring that the Management of Health and Safety at Work Regulations are adhered to.
- Reporting accidents immediately and completing the necessary and appropriate accident forms.
- Ensuring that, in the event of a serious accident, nothing is disturbed at the scene of the accident, except as might be necessary for the removal of a casualty.
- Initiate first aid as appropriate.

Students are responsible for:

Taking reasonable care of their own health and safety and that of others who might be affected by anything they do. Students are expected to adhere to safety rules and procedures established in the College's Health and Safety Policy.

Accidents and Incidents

Please report all accidents and incidents however minor whilst on the College's premises. This also applies if you "***nearly hurt yourself***" or see something that could harm YOU or someone else. Reporting near miss incidents could prevent a serious or fatal accident occurring. Such incidents have to be recorded in an official Accident Book. The College has an accident book located at the reception of the Administrative Building.

On Discovering a Fire

- Call the emergency services on 9-999

On Hearing the Fire Alarm

- Leave the building immediately using the nearest emergency exit.
- Do not go to any other part of the building for any reason.
- If the alarm stops continue to evacuate.
- Do not use the lifts.

- Go to your designated assembly point and do not leave unless you are told to do so by an authorised person.

Health Services

For details of student health you are encouraged to register with a GP in your local area.

Smoking

It is against the law to smoke in the College building. There are no designated smoking areas within the College building.

Training

All necessary steps will be taken to ensure that the staff and students are up to date concerning health and safety.

Disability Policy

Disability Officer: Mr Anwar Hussain

Whitechapel College appreciates that any student, staff member or visitor may be subject to disability so it is essential to establish a disability policy. Whitechapel College is committed to the provision of equal opportunities for all, as outlined in the College's Equal Opportunities Policy. This Disability Policy sets out the College's commitment to both potential and existing employees and students with a disability or pre-existing medical condition, and provides a framework to ensure that the College offers a supportive environment for any such employee or student. The College also recognises the need to provide such resources as may be necessary to support the employment of job applicants and employees with disabilities and to support disabled students, and undertakes to identify resources wherever possible.

First, it is necessary to identify those students with a disability. The application form contains questions inviting the applicant to give details of the disability, so that the College can make advance preparation to support and assist that student.

Certain disabilities are already addressed such as wheelchair access and disabled parking. However, there are potentially other disabilities to be addressed such as dyslexia, which may require special teaching.

Any staff or student wheelchair user will be timetabled only to take classes located on the ground floor of the campus and a ground floor toilet has been designated for use by wheelchair users.

To this purpose, the College has appointed a Disability Officer, to be effective from 1st September 2010. This Officer will review any disability pre-notified by the student applicant and after appropriate consultation with the Academic Director, President and the Student

Welfare Officer, will arrange appropriate support in advance of the student's first attendance at the College. Examples of such disability that may require attention are:

dyslexia, myopia, deafness, epilepsy, and migraine. This list is by way of example and is not exhaustive.

Relevant support can take various forms depending on the nature of the disability such as extra writing time in the examinations or tapes of recorded lectures. Where necessary an appropriate support tutor will be engaged to advise as to how to address the disability.

The Disability Discrimination Act (DDA) 1995 states that no disabled job applicant or employee will be treated less favourably than a non-disabled person, for a reason related to their disability, unless the employer has a material or substantial reason for doing so. The Act defines a person with a disability as somebody with:

“a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities. Employers must take reasonable steps to overcome any substantial disadvantage to a disabled job applicant or employee caused by premises or working arrangements”.

The Act sets out a new duty to promote disability equality. Private sector organisations are statutorily required to have due regard for the need to:

- Promote equality of opportunity between disabled persons and other persons
- Eliminate unlawful discrimination
- Eliminate harassment of disabled persons that is related to their disabilities
- Promote positive attitudes towards disabled persons
- Encourage participation by disabled persons in public life; and
- Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably.

Recruitment

The College undertakes to review and develop its recruitment procedures to encourage applications from persons with disabilities and to ensure that any such applicants are not discriminated against.

When a short listed applicant advises the College of a disability, arrangements will be made at the interview stage to meet any additional needs of the applicant wherever possible and reasonably practicable.

The College recruitment panels will make selection decisions on the basis of the qualifications, experience and skills of applicants in relation to the post, regardless of any disability. Wherever possible, the College will make such reasonable adjustments as are required to enable a successful applicant with a disability to take up a position.

Training and Career Development

Wherever possible, training and development opportunities will be available to staff regardless of any disability. Staff undertaking training programmes where additional needs in relation to

access, equipment or facilities are required, adjustments will be made wherever possible in order to enable full participation in any such programme.

The Environment of Working and Learning

The College will do its best to ensure that the environment for work and study does not prevent persons with disabilities from taking up or continuing in employment or study.

Monitoring

The College authority will maintain records of staff and students who declare a disability and record data on applications for employment or study, to enable monitoring of the operation of this policy across all areas of employment and learning provision.

Students and Staff with Disabilities

The College follows the Disability Policy. The Policy sets out the College's commitment to students and staff with disabilities or pre-existing medical conditions and provides appropriate help and support. A student or a member of staff requiring advice and support in relation to a student with a disability should seek assistance from the Student Welfare Officer.

The College is aware of its duty of care towards students and invites potential students to list any disabilities or relevant pre-existing medical conditions on the application form. The College accepts that it may not be able to give appropriate support to all types of disability and undertakes, where possible, to recommend more suitable colleges to such applicants. A similar policy will be applied to dyslexic student applicants.

Criminal Convictions

Subject to the Rehabilitation of Offenders legislation, all job applicants will be asked to declare if they have any criminal convictions. Applicants declaring a conviction will be asked to provide details of it. This will be considered by a panel consisting of senior management and a member of the academic team after giving proper consideration to the severity of the offence and the appropriate Rehabilitation of Offenders legislation.

Equality Act 2010

The Equality Act 2010 came into force on 1st October 2010. The Act covers the same 'groups' that are protected by existing equality legislation including disability. These 'groups' are now called 'protected characteristics'. The Act now makes it much easier for individuals to bring complaints of discrimination if they feel their employer has treated them unfairly.

Existing Equal Opportunities and Bullying & Harassment policies will need to be reviewed to make sure they are compliant with the new law. Particular areas to consider are how we address disability issues to ensure we do not inadvertently discriminate against staff. Other policies will also need to be reviewed including recruitment and sickness absence to make sure the policies do not discriminate against individuals, particularly those with disabilities.

The Act extends protection from indirect discrimination to disability, introduces a new concept of 'discrimination arising from disability', harmonises the thresholds for the duty to make reasonable adjustments for disabled people and makes it more difficult for disabled people to be unfairly screened out when applying for jobs.

Responsibility

The Student Welfare Officer has responsibility for ensuring that disabled students are being adequately supported on campus.

The President has responsibility for ensuring that disabled staff are being adequately supported at work.

Regulations on Unfair Practices and Disciplinary Action & Procedure

Introduction:

These regulations have been made to ensure the academic integrity and professional reputation of Whitechapel College ("College") examinations, assessments and awards. They will promote integrity and produce guidelines for both students and staff to achieve excellence in learning

While this is a policy document for the College and all staff and students, it's main purpose is to alert students whose action, intentional or otherwise may constitute unfair practice in examinations and assessments and how students should avoid them; information and strategies designed to prevent unfair practice; procedures to be followed where unfair practice is alleged; penalties that may be imposed where an allegation of unfair practice is established; procedures for appeal in the event of a finding of unfair practice and the sanctions that can be imposed.

For members of the College staff this policy document is the authority for them to be vigilant in identifying and tackling unfair practices and to encourage them to report such malpractice to their department heads.

General Principles:

It shall be the duty of the College to investigate all allegations of unfair practice and where evidence exists to assess the evidence of such unfair practice against the student or students and to take appropriate measures in accordance with the procedure set out in this document.

An allegation of unfair practice shall be treated seriously by the College and investigated thoroughly, and may be determined as an alleged infringement or as an alleged violation according to the definitions and criteria set out below.

The College shall ensure absolute fairness in the procedures it sets and follows to safeguard the students and members of staff. To enable this ideal to be achieved any member of staff who raises such allegations against a student shall have no part to play in appeal procedure herein, other than as a witness of fact.

Student Education Information on Unfair Practice:

The College shall publish these Unfair Practice Regulations & Procedures, and make them available to students, at various stages by including them in the prospectus, at enrolment and at the start of the programme.

The College shall furthermore alert students to the Unfair Practice Regulations & Procedures during the induction period at the start of the programme.

The College shall provide guidance to students on the best practices and procedures & conventions to be followed appropriate to their disciplines including correctly giving references and citing sources in their work whenever a student's submits an assignment or other work, they shall be required to certify in writing that the work presented is their own and that any contributions derived from third parties or other sources have been properly attributed in accordance with instructions on giving references and citing sources and established practice. Furthermore the students will be required to give their authority that their work may be submitted to such as turnitin or viper to assess it for possible plagiarism

Any student found to have committed an infringement or a violation in relation to these regulations shall, depending on the nature of the offence, be offered further guidance and training to make sure that the procedures are not breached again. However this is, without prejudice, to right of the College to take disciplinary action, if the nature of the breach warrants it or such a breach has been committed by the student before.

At all times the paramount consideration shall be the preservation of the integrity of the College and the awarding bodies and the College will take all appropriate steps to achieve this aim.

What is Unfair Practice?

An Unfair practice is defined as any act, or attempted act of a student, which leads to the obtaining of an unfair advantage on his/her programme particularly in an examination or assessment. It also includes any act, which leads to an unfair result or grade and covers cheating, plagiarism and similar activity. It is intended that no perpetrator of such unfair practice will be advantaged over other students who have conducted their examinations and assessments honestly. Where an infringement or other violation of the regulations is suspected the College will investigate such conduct. In the event an unfair practice has been proved the College's initial aim shall be to educate the students as to the concept and meaning of an unfair practice and to explain why it is necessary to avoid such unfair practice and the student will be expected to refrain from any future malpractice.

Criteria for identifying infringements and violations.

Where a case of unfair practice is suspected an assessment will be made as to whether the student's conduct does amount to an infringement of the regulations and whether such violation is a minor breach or a fundamental breach. In distinguishing between minor and fundamental the following criteria will be taken into account:

- (a) the impact of the violation;
- (b) the circumstances in which the violation was committed;
- (c) the student's capability and whether or not the violation was intentional or reckless.

Initial Assessment of Unfair Practice: The Exercise of Discretion

Where an unfair practice is found to have occurred, in deciding on a penalty discretion must be exercised having regard to all the circumstances appropriate to the case and taking account of the criteria listed under the heading of 'What acts can amount to Unfair Practice' below and in addition:

- (a) relevant details of circumstances of the student or students alleged to have committed the unfair practice;
- (b) whether a penalty was more appropriate which aimed to develop the student's understanding of what constitutes unfair practice or alternatively which aimed to protect the integrity of the assessment process;
- (c) established and documented practice on the past treatment of related cases.

What acts can amount to Unfair Practice:

Examples of unfair practice include but are not limited to the following:

Plagiarism:

Examples of plagiarism are supplied below, but the examples are not exhaustive and other possible violations may be covered in the definition of unfair practice:

- (a) copying the work of any another person without proper acknowledgement;
- (b) copying from any text books without proper acknowledgement;
- (c) downloading and incorporating material from the internet in any assignment without proper acknowledgement;
- (d) paraphrasing, imitating or passing off the work of another without proper acknowledgement.

Collusion:

Collusion is the act of aiding, or being aided by any other person in the preparation or final production of an assessment for submission to an examiner. This is committed where the General or Programme Assessment Regulations do not expressly permit collaboration, and where the assessment is submitted or otherwise presented by a student as his/her own original work. Specific examples are as follows, but these are not exhaustive:

- (a) unauthorised collaboration in the preparation for an assignment or a seen assessment is collusion.
- (b) communication with another student during an unseen examination.

Collaboration in the course of a moot or group project where it is explicitly permitted by the regulations does not constitute collusion. Examination or assessment regulations cover and include any formal documents issued by Examining bodies.

Fabrication:

Fabrication is the presentation of data or other findings, which are falsely represented to be based on empirical research. It includes, inter alia, presenting surveys that were never completed or were inadequately completed and other data, which has been deliberately invented or falsified.

Impersonation:

Impersonation is the act of one person assuming the identity of another with the intent to gain an unfair advantage for the impersonated person. An example is undertaking of an

examination on the other person's behalf. Both parties, the impersonator and the impersonated shall be considered guilty of an unfair practice.

Other examples of unfair practice are as follows:

- (a) During an examination it is not acceptable to be in possession of prohibited materials or any other unauthorised items.
- (b) mobile phones and handheld devices within an examination or assessment room unless expressly permitted by the examination and assessment regulations;
- (c) using unauthorised material, including electronic devices or item in an examination or unseen assessment;
- (d) consulting or trying to consult any books, electronic devices, notes or similar materials while temporarily absent from the examination room during the period of the examination.
- (e) gaining access to a copy of an examination paper or assessment material in advance of its authorised release how so ever obtained.
- (f) helping or trying to help another student; obtaining or trying to obtain help from another student;
- (g) attempting to influence any examination or similar officer of Whitechapel College to obtain an undeserved mark or grade by any form of bribery or other inducement.
- (h) Applying for any privilege or concession based on mitigating circumstances, which have been falsely presented and concocted; submitting evidence in support of mitigation, which is misleading, untrue or false.
- (i) Exceeding the specified word limit in any assessment by declaring a lower word count than the assessment permits.

Procedures to be followed when Unfair Practice is suspected.

A member of staff suspecting unfair practice must:

- (a) clarify the nature of the action suspected of constituting unfair practice, identify relevant evidence and complete a report on the action.
- (b) where an alleged unfair practice occurs contemporaneously with its discovery and where it is necessary to interrupt the student involved, for example to prevent the unfair practice continuing or to secure evidence, the member of staff involved shall, if feasible, complete a contemporaneous report and shall invite the student to verify the report and /or to add a statement to the report;
- (c) The staff member shall submit the completed report form to the programme leader for the programme to which the alleged unfair practice relates.

The programme leader shall evaluate the case presented and seek an explanation from the student concerned, after which he may decide whether to:

- (a) dismiss the case and inform the student within five working days of receiving the report; or,
- (b) recommend to the Principal to proceed with the case under the infringements procedure; or
- (c) recommend to the Principal to proceed with the case under the violations procedure. Where the programme leader discovers the unfair practice he/she shall prepare the report and a person nominated by the Chief Executive, shall adopt the role of the programme leader.

The programme leader must make a recommendation to the Principal within five working days, or as soon as reasonably practicable.

The Principal, having taken account of all the circumstances, shall either:

- confirm the recommendation of the programme leader;
- or

- amend the recommendation of the programme leader such that the case is progressed under the alternative head; or
- reject the recommendation of the programme leader and dismiss the case.

The Principal shall inform the student concerned of his or her decision in writing within three working days of receiving the report. If the decision is to proceed with the allegation the letter shall set out the allegation and the range of sanctions that might be imposed and invite the student, within five working days, to explain the allegation and to provide any relevant evidence in support. If the student admits the allegation they may provide any evidence explaining their actions and such mitigating evidence as they wish to put forward.

The range of sanctions that might be imposed range from an informal warning, counselling, written warning, final written warning and removal from the College

Academic programmes covered by Statutory and Professional Body

In any programme, which leads to the award from a Statutory or Professional body, or on any programme accredited by a Statutory or Professional body the College will report any violation of the unfair practice regulation to the body concerned where the College is obliged by contract to so do.

Appeals and Procedure:

The College has set up the following appeal procedure where a student has been found to be violation of the unfairness procedure and wishes to appeal to an Academic Appeals Panel against a sanction imposed. After hearing the Appeal the Academic Appeal Panel may recommend a sanction, which can be the same as originally imposed or it may recommend a different sanction from the range of sanctions from a written warning, final written warning to removal from the College in extreme cases

Grounds of Appeal:

A student may appeal against the decision of a programme leader in the case of infringements or the Unfair Practice Panel in the case of violations, on the grounds that:

- there is reasonable ground supported by objective evidence to believe that there has been administrative or procedural error of such a nature as to have affected the outcome of the investigation;
- the decision of the programme leader in the case of infringements and the Unfair Practice Panel in the case of violations was against the weight of the evidence;
- the penalty imposed was unreasonable;
- that no reasonable body could have come to such a decision
- there is new evidence that for good reason, objectively and authoritatively documented, could not reasonably be submitted earlier.

Appeal time limits

Appeals must be lodged within 10 working days from the date of the posting of the letter from the programme leader.

The College will consider an appeal lodged out of time only where the student is able to prove to the satisfaction of the College that due to special circumstances the appeal could not be lodged in time. The special circumstances shall be determined as a preliminary issue by the Board.

Procedure for lodging an appeal

An appeal must be made in writing and it must include:

- (a) the appellants full name, address and date of birth, and the course reference number;
- (b) the ground(s) of appeal;
- (c) any other evidence by way of statements or documents the appellant wishes to rely upon.

Appeal Bundles

The student appellant is responsible for ensuring that all evidence that he intends to rely upon is sent to the College seven days before the Hearing and that two copies of the bundle are supplied

Any evidence referred to in the appeal form but not appended to it and not included in the appeal bundle will not be taken into account by the College, unless the student appellant can show that the said documents were not available earlier, in spite of reasonable attempts to obtain them.

Documentary evidence appended to an appeal may be copies of the original documents but the student appellant may be required to produce original documents for inspection on request or at the hearing.

Procedure to be followed leading up to Hearing

Upon receipt of an appeal the College will issue the student appellant with an acknowledgement of receipt, which the student must retain as proof that an appeal has been submitted.

The College will determine, within ten working days, whether the information presented by the student satisfies the condition for a valid appeal.

The College will inform the student in writing that either:

- (a) the appeal does not satisfy the conditions for a valid appeal and is rejected together with the reasons for the rejection.
- (b) that the appeal is valid and will proceed forward to a hearing.

If the Appeal proceeds forward then the College shall advise the student appellant of the date and place of hearing and the time when the appeal shall be heard.

The College shall provide the student with written information on the procedure to be followed at the hearing.

The student appellant shall be advised that he or she may be represented by a friend or relative or such other person as shall be approved by the Academic Appeals Panel.

The student appellant shall advise the College if they require an interpreter and the language required.

Procedure at the Hearing:

The Academic Appeals Panel shall determine the procedure to be followed at the hearing, subject to the general principles of fairness and the duty to give all sides a fair opportunity to present their case. Generally the hearing will follow these steps.

The case against the student appellant shall be outlined and evidence presented by way of documents and witnesses.

The student appellant shall have opportunity to cross examine the witnesses. The student appellant will present his or her case including any documents they wish to rely upon and witness evidence. The Academic Appeal Panel may ask any questions.

There shall be final submissions by the College and the student appellant.

The Academic Appeals Panel may retire to consider their decision or give decision immediately. In any event a copy of a written decision shall be sent to appellant student within ten working days setting out the findings of the Academic Appeals Panel and any sanctions that it recommends.

Post decisions actions:

Any sanctions recommended by the Academic Appeal Panel shall be imposed by the Principal of the College within seven days of the decision.

Review

The efficacy of the Unfair Practice Regulations will be monitored, evaluated and reviewed annually. An annual report will be published to supply any deficiencies identified by the report. The review will be communicated to the relevant Authorities.

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