

# Student Handbook



finance  
leadership  
research  
international exposure  
accreditation  
international recognition  
London School of Commerce  
study  
business development  
strategies  
career  
global managers  
entrepreneurs  
management

# College Campus Locations

## Chaucer House Campus

### UNDERGROUND (The Tube)

#### Nearest Station:

London Bridge

#### Underground Lines to London Bridge:

Northern Line & Jubilee Line

Take the Borough High Street Exit from London Bridge

Underground Station (on Borough High Street) and turn left.

Either go down the second alley on your left or walk through *The George* Public House courtyard, both are about 50 metres away.

### RAIL

#### Rail Services to London Bridge

Southeastern, Southern and First Capital Connect

London Bridge overland railway station serves various

London locations, towns and cities in south east England.

### BUS

#### Routes to London Bridge

17, 21, 35, 40, 43, 47, 48, 133, 141, 149, 343, 381, 521, RV1

### AIR

**From Heathrow Airport:** Take The Underground (Piccadilly Line). Change at Green Park for the southbound Jubilee Line. Disembark at London Bridge station and exit via the Borough High Street Exit.

**From Gatwick Airport:** Take the First Capital Connect train to London Bridge Railway Station.

## Hannibal House Campus

### UNDERGROUND (The Tube)

#### Nearest Station:

Elephant & Castle

#### Underground Lines to London Bridge:

Northern Line, Bakerloo Line

Exit the station via the Elephant & Castle Shopping Centre exit.

Hannibal House is the large office building adjoined to the shopping centre. Our College facilities are located on the 12th (top) floor.

### RAIL

#### Rail services to Elephant & Castle

Southern

First Capital Connect

### BUS

#### Routes to Elephant & Castle

1, 53, 63, 100, 168, 172, 188, 196, 333, 360, 363, 453, P5

### AIR

**From Heathrow Airport:** Take The Underground (Piccadilly Line). Change at Piccadilly Circus for the southbound Bakerloo Line train. Disembark at Elephant & Castle.

**From Gatwick Airport:** Thameslink trains connect to London Bridge Railway Station. From there, you can either catch a train or bus to Elephant & Castle Station.

Dear New Student,

### **A Welcome Message from the Emeritus Dean**

Congratulations on having gained admission to the LSC Group of Colleges. You have become a member of a select group of individuals who have been admitted to the School and I have no doubt that you have chosen the right place to launch your global career.

We live in a world where knowledge, understanding, wisdom and international experience are fundamental to the life of all societies, and maybe more so than ever before. The learning process through which you have joined, will result not only in the final award – a qualification recognised and respected all round the world – but also in the acquisition of much knowledge of yourselves and of the world around you, and of many useful skills, outside the immediate area of your academic subject, which will stand you in good stead all through your lives.

Everyone has a sense of expectation when they join a new School and we can ensure that studying at the London School of Commerce (LSC) will be a wonderful experience. There is a good mix of academic input, social activities and quality interaction with your peers and contemporaries. Classes are interactive and offer a true learning experience. We have been working very hard to develop our collection of online resources which are available for you to access via our new Student Portal service.

I would like to take this opportunity to inform you that we expect you to contribute positively to discussions and activities that take place in the classroom. Regular attendance is compulsory. International students who do not comply with the School and Home Office and Student Visa regulations are sanctioned.

Another unique aspect of studying at LSC is the chance to study in central London, which is considered to be one of the most culturally diverse cities on the planet. There is so much history and culture attached to this city that it takes one's breath away. There are opportunities to see places such as Buckingham Palace, Kew Gardens, Big Ben, Trafalgar Square, to name just a few. The world renowned West End theatres, musicals, art galleries and museums are worth a visit as are the famous sporting venues which include Wimbledon Lawn Tennis Club, Lord's Cricket Ground and Queen's Club. In short, there is something for everyone in this great Olympic City. So please ensure that you enjoy your time outside timetabled lessons too.

We are looking forward to your time with us and are sure that your period of study will be fruitful. Make the most of your academic life, so that it will hold you in good stead for many years to come. Finally, and on behalf of all the staff here, may I welcome you once again to the London School of Commerce and I am looking forward to seeing you around our Campuses.

Wishing you every success in your studies with us.

Yours sincerely,



**Professor Geoff Lancaster**  
**Emeritus Dean**



# Tell us what you think about the College

**Compliments**



**Comments**



**Complaints**



## We value your opinions

Have we lived up to your expectations?

**[TellUs@lsclondon.co.uk](mailto:TellUs@lsclondon.co.uk)**


Please tell us.

**LSC**  
London

# Welcome . . .

## Student Handbook

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SECTION 1 : WELCOME



# Student Handbook

## Welcome

This London School of Commerce Handbook is the official Student Handbook of the School's Undergraduate and Postgraduate courses and subjects offered in collaboration with our University partners. It should be read in conjunction with information specific to your course contained in your programme handbooks.

The Student Handbook is published as a reference document for use by all new students and contains information about the School staff, facilities and services for students; and information about fees.

The information contained in the Student Handbook was accurate at the date of publication, however the School reserves the right to vary the information at any time without notice.

## Our Mission Statement

To provide within the environment of a private educational establishment, quality higher education programmes in the fields of Business, Information Technology, E-Commerce Technology and related fields.

The School is committed to ensuring a conducive and enriching environment for students studying on their programmes and in contributing generally to the educational, economic and cultural development of the UK, and in particular, to overseas countries.

## Main London Campuses

### London Bridge

Chaucer House,  
White Hart Yard,  
London SE1 1NX  
United Kingdom  
Telephone: 020 7357 0077  
Fax: 020 7403 1163

### Elephant and Castle

12th Floor Hannibal House Campus  
London SE1 6TE  
United Kingdom

A detailed map of the local area showing the location and contact details of each London Campus, is available on the back cover of this Student Handbook.

**[www.lsclondon.co.uk](http://www.lsclondon.co.uk)**





## Code of Conduct for Students

Students are expected to maintain decency and decorum in the classrooms and at all times while on campus. They should also be polite to every person on campus, particularly the members of staff. Students who are found to be rude to any member of staff will be charged with bad behaviour and they will be suspended from attending classes and usage of the on-campus facilities.

If students are found to be extremely rude, they can be expelled from the institution and all rights and privileges as a student will be taken away and, in the case of international students, the Home Office will be notified of the decision of the School.

### **Expectations Students may have of LSC:**

1. A supportive and positive learning community of which students are valued members.
2. Access to accurate information about the School's regulations, policies and procedures.
3. Quality teaching delivered flexibly to take account of the diverse learning needs of the School's international student body.
4. Fair and helpful consultation on learning throughout the courses of study offered at the School.
5. Additional assistance for students experiencing difficulties with their studies and concessions for students whose learning is affected by misadventure and extenuating circumstances.
6. Opportunities to contribute to the organisational and cultural life of the School.
7. Timely and considerable resolution of student concerns, appeals and grievances by procedures that are easily accessible, fair and transparent.
8. Adequate, functional and safe learning environment for studies, research and recreational needs.

*Further details are provided in your Programme Handbook.*

## Expectations that the School may have of their Students:

1. A harmonious and positive contribution to the learning environment.
2. Compliance with the School's rules, regulations, policies and procedures.
3. Honesty in work produced.
4. Students should not conduct themselves in a way that negatively affects others or their studies.
5. Active and positive participation in the teaching and learning process.
6. Monitoring of progress throughout the courses of study and the seeking of advice from the School when experiencing difficulties.
7. Recognition of the intellectual property rights over the work that others produce individually or in partnership with you.
8. Feedback for the improvement of the teaching and learning environment at the School.
9. Contribution to the organisational and cultural life at LSC.
10. Agreement to resolve disputes, appeals or grievances honestly and openly by participating in grievance procedures.
11. Utilisation of the facilities and resources the School provides its students in accordance with their function and the conditions for use.
12. Respect for other students and staff members right to privacy and confidentiality.
13. Wear their ID Card at all times when on the School's Premises.

*Further details are provided in your Programme Handbook.*





## Responsibilities of all Students

- Inform the School of ANY changes to any personal details (i.e. UK residential address, telephone number, mobile number, next of kin etc.)
- Provide the School with any changes to their Passport details.
- Inform the School of any significant changes in circumstances
- Immediately inform the School if they are found in breach or violation of UK Laws. (i.e. Police, Immigration or other UK Government authorities.)
- Attend all lectures as stated on the timetable.
- Submit all assignments on time.
- Sit for all examinations as stated on the timetable.
- Inform the School if they decide to defer, suspend their studies or withdraw from the course.
- If, in the opinion of the School, a student is found to be disruptive, does not attend classes or is not making academic progress, the School has the right to terminate the student's registration at any time.
- Travel during term time is NOT permitted except in the event of exceptional mitigating circumstances. Students who travel overseas at any period without a letter of authority for the UK immigration authorities may be detained at passport control.

### RESPONSIBILITIES OF NON-EEA STUDENTS ON A TIER 4 VISA

All non-EEA students on a Tier 4 Visa are also expected to conform to the following responsibilities. Students are required to:

- Leave the UK immediately, or vary their leave to remain, if they defer, suspend their studies, withdraw from the course or have their registration terminated by the School. In this case, the student must provide the School with evidence of joining another institution, applying for an alternative visa category or evidence of their return overseas
- Ensure that the School has an up-to-date copy of their visa or evidence that they have legal leave to remain, such as Home Office correspondence, while the visa application is in process
- Fulfil the compliance guidelines as written on the Student Visa. If your Student Visa does not include work rights, the students are not allowed to work during their studies.
- Register with the Police, if required as part of their visa conditions and provide evidence of police registration to the School
- Notify the School if they change their education provider, and if necessary the Home Office.

**Failure to follow any of the above regulations will amount to a breach of sponsorship obligations and could result in termination of the student's enrolment.**

As a Tier 4 Sponsor, the Home Office requires LSC to do the following:

- Keep up-to-date copies of the Passport and Visas of all students
- Ensure that we have up-to-date contact details for all students
- Report students to the Home Office who fail to register for their programme of study
- Report students to the Home Office who interrupt or withdraw from their programme of study and confirm the date that they intend to leave the UK or change Tier 4 sponsor
- Monitor attendance and report to the Home Office any student who fails to meet the Home Office's requirements
- Inform the Home Office about any significant changes to a student's circumstances or programme of studies.

**Failure to follow any of the above regulations could result in action including termination of your enrolment.**

Management of the School

# Attendance Requirements

The School will undertake daily constant monitoring of students' attendance at lectures. Weekly percentage attendance figures will be available for each student on the Student Portal, from the Student Registry, in the first instance. There are two main reasons why the School insists on students attending all class sessions:

## 1. Academic Success

The programme of studies requires acquisition of a considerable body of knowledge, which is built up in stages, each stage building on the next. If attendance is irregular at lectures, then important concepts, knowledge etc., may be missed. This will affect the understanding and performance of the student in the application of basic principles throughout the programme. It is the School's belief that there is a direct correlation between examination success rates and attendance at lectures. Therefore, any student who has a bad record of attendance may be asked to withdraw from the study programme.

## 2. UK Home Office Regulations (for Tier 4 Visa Students)

Your Student Visa, issued by the Home Office of the British Government, is based on the fact that you are attending a **full-time** programme of study. If you are not attending lectures, you are not complying with the conditions on which your Visa was issued.

The School are accountable to the Home Office to ensure that students meet the Home Office's requirements. Your records may be requested by the Home Office at any time and the School are expected to make them available on demand. When students require their Visa to be extended to continue studies, their previous attendance and progress record will be of prime importance in making the decision whether or not to support their application to the Home Office.

For further information regarding the Home Office and its rules please visit their website at [www.gov.uk](http://www.gov.uk). Visa application forms may also be downloaded from here.

### The regulations are as follows:

Students must not have (as a minimum) an attendance level of 10 consecutive absences from formal academic contacts unless they have an authorised absence permission (an academic contact is defined as any one whole day on which a student is timetabled for required attendance i.e.:

- All lectures, tutorials, seminars and examinations,
- OR a cumulative attendance level below 50% (calculated after 4 weeks of the start of the course/semester), without authorised absence permission.

A level below the above minimum standard will result in a student having their visa sponsorship withdrawn and being reported to the Home Office. A cumulative absence level below 70% will result in a warning being issued to the students.

All undergraduate and taught postgraduate students will receive a text communication each time they are absent from an academic contact, and:

- at 3 consecutive absences, they will be warned by text and e-mail
- at 5 consecutive absences, they will receive a personal warning
- at 7 consecutive absences, they will receive a final formal warning

Students undertaking resits are offered additional optional lectures, but will only be subject to attendance monitoring for their officially timetabled academic sessions and contacts.





## PhD Students

Due to differences in PhD students timetable requirements, the following policy applies to PhD students:

Students must have, as a minimum, 32 Contact Points for Induction and Research Methods Training, attend 12 research seminars and have 12 meetings with the Course Supervisor.

In year 2 and onwards, students are expected to have at least 12 meetings with the Course Supervisor per year.

Action will be taken as follows:

### PhD Student Warning Points

#### Consecutive Absences:

- After 3 absences the student will be given a written advisory;
- After 5, the student will be required to attend a meeting and further written advisory;
- After 7, there will be a meeting with Director of Research (or nominee) and written final warning, and;
- After 10 absences, the student's registration will be terminated (unless acceptable written evidence of mitigating circumstances is provided).

#### Total Absences (Year One):

- After a total of 5 absences in the first year, the student will be given a written advisory;
- After a total of 9 absences, the student will be required to attend meeting and will receive a further written advisory;
- After a total of 13 absences, the student will be required to attend a meeting with the Director of Research (or nominee) and receive a final written warning;
- After 17 absences, the student's registration will be terminated (unless acceptable written evidence of mitigating circumstances is provided).

#### Total Absences (Year Two):

- After the first year, if the student has 3 absences in any subsequent 12 month period of study, the student will be required to attend a meeting and will receive a written advisory;
- After 5 absences within 12 months, the student will be required to meet with the Director of Research (or nominee) and final written warning will be issued;
- After 7 absences in any subsequent 12 month period, the student's registration will be terminated (unless acceptable written evidence of mitigating circumstances is provided).

In the third and fourth years the student should be writing up and preparing for the viva voce examination and is not required to have timetabled meetings with their supervisor. However, there must be regular meetings between the student and the supervisor to ensure the PhD is progressed to a satisfactory conclusion; there should be a minimum of 4 meetings in each year. These will normally be face-to-face meetings, but may take place via Skype or via telephone conversations. A record of these meetings must be kept by the supervisor and reported to the Programme Administrator after each meeting. A required meeting for all students is the mock viva panel which takes place on submission of the draft dissertation. This meeting is arranged by the Programme Leader and is automatically logged.

The code for attendance, behavioral standards and expectations of general good conduct are outlined to the students in The Student Declaration of Responsibility, which is a document which is signed and understood by every student at Registration. This document includes the student's visa responsibilities.

## **Authorised Absence and Extenuating Circumstances**

Absence is given for illness/medical reasons (with evidence in the form of a doctor's letter or certificate) OR for emergency/compassionate leave - this would include a family bereavement, a family emergency or, for example, an extreme weather incident in the home country (with prior written or published evidence required.)

Students who have a less frequent timetable commitment - e.g. final semester students - are reviewed/assessed in the same way, but their timetable requirements are noted. Students in their final semesters are also assessed differently for extenuating circumstances absences, as they are nearing the end of their course.

## **Authorised Absence**

The School do not normally allow time off during term time. Time off during term time will normally only be granted under the following conditions: Bereavement (the death of a member of your immediate family); or if a student has been affected by a serious illness. In both cases, a signed official medical certificate will need to be produced.

Time off will only be granted if accompanied by official documentary evidence. The full documentation must be submitted to the relevant Course Leader within two days of the absence or two weeks prior to a request for extended leave. For reasons outside of these the student will need to put a request in writing together with the relevant supporting documentation. Granting leave of absence is at the discretion of the School.

Any absences, other than those agreed through the process stated above, will be considered a breach of Attendance Requirements.





## SECTION 2 : SERVICES AND ADVICE





# Services and Advice

## Academic Records

The academic transcript is a cumulative record of a student's enrolment and grades in a particular course. Transcripts will be issued by the Examinations Office. The transcript of a student who has fees or charges outstanding from a session will have WD (withheld fees due) recorded against the subjects for that session. The substantive grade for those subjects will be released when the fees and charges are paid.

## Assignment Deadlines

Further details of assignments are contained within the Course Programme Handbooks which are available online via the Student Portal. The deadline for your assignments are given on your Timetable or are available via your Turnitin account.

## Comments, complaints and/or Grievances

Students who are dissatisfied with a service they receive from the School may have what is termed a 'complaint'. Students who perceive that they have been 'wronged' by a student or staff member of the School, a process, or a ruling of the School may have what is termed a 'grievance'. The relevant course leaders provide advice on how to handle any complaints or grievances you may have. You can also email us directly at [tellus@lsclondon.co.uk](mailto:tellus@lsclondon.co.uk).

## Course Administrators

Your Course Administrators are located in the Student Registry on the second floor of Chaucer House Campus and are available to meet with students during the specific times as shown on the Student Portal.

The Student Registry is open from Monday to Friday from 9.00am – 5.30pm or can be contacted via email [registry@lsclondon.co.uk](mailto:registry@lsclondon.co.uk)

Course Administrators can discuss a range of administrative issues or you can email the team directly via:

Undergraduate students, please email [undergrads@lsclondon.co.uk](mailto:undergrads@lsclondon.co.uk)

Postgraduate students, please email [postgrads@lsclondon.co.uk](mailto:postgrads@lsclondon.co.uk)

## Programme Handbooks

These Handbooks are available via your Student Portal account and set out full details of the academic content and academic requirements of your programme.

Programme Handbooks are important documents because they contain essential information with respect to teaching and learning in the subject.





## Examination Timetables

The timetable of end-of-session examinations is the responsibility of the Examinations Office, they can be contacted via email at [exams@lsclondon.co.uk](mailto:exams@lsclondon.co.uk). The Examinations Office will publish these within the Student Portal, along with the room split lists and examination regulations. Students are expected to check this information and ensure that they arrive in time and in the correct venue for all examination sessions.

## Identity (ID) Cards

All students are issued with an ID Card during Registration which should be worn at all times when on campus. The ID Card must be produced at all examinations and to obtain certain facilities at the School, for example, Library services. A fee is charged for a replacement card which is payable at the Student Registry.

## Mobile Telephones and Devices

Students who carry mobile telephones and devices are strongly encouraged to use them in a way that respects the rights of other students and staff to study in a non distracting environment. Mobile telephones are expected to be turned off or switched to silent during all classes and within the Library and IT Rooms and in all Study Areas.

## Smoking is not permitted in any part of the building

Smoking is only allowed in designated external areas. Please dispose of your litter and cigarette stubs in the bins provided. Southwark Council have been known to impose a spot fine on those who drop litter on local streets and in doorways.

Look after your health - St Bartholomew's Hospital and The London School of Medicine is testing a new approach to help smokers to stop smoking.

If you would like to take part in this new initiative you can telephone **020 7882 8246** for further information.

## Support and advice Service

Course Leaders and Academic Administrators offer confidential assistance to students experiencing a range of personal concerns. It is recognised that there are a variety of personal issues and difficulties that can impede the ability to study effectively.

The relevant staff members will be available to support you on a personal and professional level to minimise the effect that a situation may have on your studies.

In addition, Teaching Assistants are available to offer further academic advice to all students in support of assignment and report writing, final dissertation research, Harvard referencing style, examination feedback and any other general coursework related enquiry. The team can be consulted in the Chaucer House Campus Library.

# Social Activities and Sports

## Clubs

There are various clubs which students can join here at the School. Whether students want to organise a new club or take part in an existing club, we hope you will take part in the activities provided.

Many events such as International Student's Days; Chinese New Year, African Day, Traditional African Nights are organised by and for various groups of students. Students also arrange group visits to various discos, clubs, pubs and theatres in the West End of London, which are all within easy access from the School. The College also organises sightseeing daytrips for students, these events are always free to join. More information about specific student activities can be found on the Student Portal.

## Sport

The School are very proud of the success of our sports teams. The cricket team are reigning champions and have an excellent track record with university leagues. The team train every week in order to compete at a high level. The Colleges also have a basketball team that trains and plays matches on a weekly basis.

## Events

We hold induction sessions for new students, giving them a chance to meet their course leaders and administrators and mix with their new classmates.

## Alumni Society

We expect that as an LSC student you will make friends and contacts for life. The Alumni database, which you can join once you have graduated, will provide you with an exclusive chance to keep in touch using a new social and business network.

All former students of our Group of Colleges are invited to join our Alumni database. It is easy – and it is free ! All you have to do is to enter your details, plus your student ID number and you will be registered and can log in at any time. The database will allow you to keep in touch with old friends, to get news of former students, to arrange social activities and to establish contacts to develop new business ideas or projects internationally.

We value your participation in this database, as we are always proud of our former students – wherever you studied – London, Chester, Peterborough, Kuala Lumpur, Dhaka, Colombo, Malta or Belgrade. Your Alumni group is numbered at over 10,000 and comes from over 120 different countries. There is also a box on each page to allow you to refer someone to the LSC Group, if they wish to study with us.

Just follow the link from our LSC homepage or via [alumni.lsclondon.co.uk](http://alumni.lsclondon.co.uk)



## Class Timetables

Responsibility for compiling the timetables rests with the School's administration offices.

Classes are normally timetabled between the hours of 9.45am and 5.15pm Monday to Friday. On certain days of the week, case study sessions, presentations and revision sessions for some students are also timetabled between 8.00am – 9.30am and 5.30pm – 7.00pm.

It is your responsibility to ensure you know where your lectures are taking place. Spend some time now ensuring you understand your new timetable.

Please read the key and legend printed on the second page of your timetable and use this example to help you.

**Tutor's initials – Geoff Lancaster**

**Lecture start and end time**

**Lecture subject and initials eg. Strategic Financial Management**

**Campus and room location – eg. Hannibal House in room 31**

08:00 - 09:30	
09:45 - 11:15	SAIM (ATRM) GL
11:30 - 13:00	SAIM (Seminar [C]) (ATRM) GL
14:00 - 15:30	
15:45 - 17:15	
08:00 - 09:30	
09:45 - 11:15	
11:30 - 13:00	
14:00 - 15:30	SFM (HH31) SP
15:45 - 17:15	SFM (HH31) SP

A detailed map of the local area showing the location and contact details of each London Campus is available on the back cover of this Student Handbook.

# Student Registry

The Student Registry is designed to provide assistance to all enrolled students and provides information regarding general enquiries and other School services. It is located on the second floor of the Chaucer House campus and is open every weekday from 9.00am to 5.30pm (except public holidays).

## Requesting a Formal Letter

All letters must be requested online via the School Portal – please go to the Forms tab and use the drop down menu

[portal.lsc london.co.uk/resources/login/index.php](http://portal.lsc london.co.uk/resources/login/index.php)

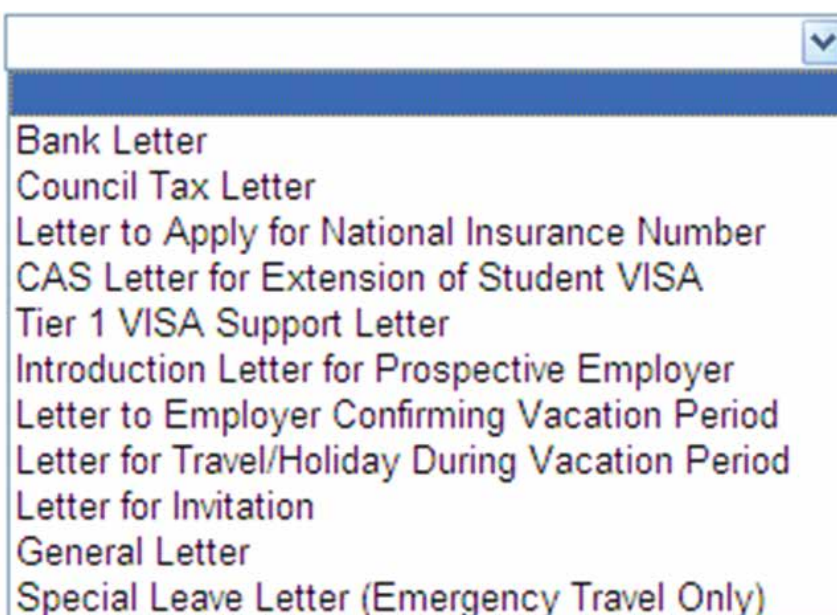
### General Letter Request

Kindly note, all letter requests are subject to your enrolment being checked for attendance, academic progress, out standing library books and course fees. We endeavour to process all requests within 5 working days and approved letters posted by first class mail.

Please select the letter required from the drop down menu below and also all fields are compulsory.

Below we explain what letters are available:

Type of letter :



A screenshot of a web form's dropdown menu. The label 'Type of letter :' is to the left of the dropdown box. The dropdown box is open, showing a list of letter types. The list items are: Bank Letter, Council Tax Letter, Letter to Apply for National Insurance Number, CAS Letter for Extension of Student VISA, Tier 1 VISA Support Letter, Introduction Letter for Prospective Employer, Letter to Employer Confirming Vacation Period, Letter for Travel/Holiday During Vacation Period, Letter for Invitation, General Letter, and Special Leave Letter (Emergency Travel Only). The dropdown box has a blue header bar and a small downward arrow icon in the top right corner.

### Bank Letter

This letter will assist you in the opening of a UK Bank Account. The letter will be addressed to your requested bank and confirms that you are enrolled with us as a full time student.

### Council Tax Letter

This is a local Tax which is administered by the Local Authority (Council or London Borough) where you live or where you are staying. You may be eligible for exemption or a discount depending on who else lives at your address. To get a student discount on your household's Council Tax you will need a letter from us confirming that your enrolled as full time student with this School.





### **Letter to Apply for a National Insurance Number**

Your NI number is your own personal account number. You will need a NI Number to work in the UK and it is unique to you. It makes sure that the National Insurance contributions and tax you pay are correctly recorded against your name. It also acts as a reference number when communicating with the Department of Work and Pensions and HM Revenue & Customs (HMRC). The issuing of this letter is subject to work entitlement on your visa, please check your visa and Student Portal for further information.

### **Introduction Letter for Prospective Employer**

The School can provide you a letter confirming you are a student enrolled on a full-time course with us. This will be addressed to a prospective employer or recruitment agency.

For International Students, the issuing of this letter is subject to work entitlement on your Visa, please check your visa and student portal for further information.

### **Letter to Employer Confirming Vacation Period**

This letter will confirm your course vacation period and is addressed to your Employer. For international students, the issuing of this letter is subject to work entitlement on your visa, please check your Visa and Student Portal for further information.

### **Letter for Travel/Holiday During Vacation Period**

This letter is required if you intend travelling outside the United Kingdom during your vacation period. Reading weeks are not to be considered as a vacation period.

This letter will confirm your course vacation period and addressed to the respective Embassy to assist you in your application for a Visa.

We will only authorise this letter if you are travelling within the permitted vacation period.

### **Letter for Invitation**

If you are an international student and wish to invite someone from overseas to visit you in the UK, you will need this letter to confirm that you are a student of these School and enrolled on a full-time course.

This letter will be addressed to the British Embassy/High Commission Office in the respective Country that the person you are inviting resides.

### **General Letter**

The School can provide you a letter confirming you are a student of these School enrolled on a full time course. This letter can be used to register with your GP (General Practitioner), dentist, local gym, etc.

### **Special Leave Letter**

You should only choose this letter if you intend on travelling outside the permitted vacation period due to an urgent matter (i.e. family bereavement or serious illness.)

## SECTION 3 : LIBRARY AND IT FACILITIES





## Welcome to the LSC Library

We aim to support all learning and research activities by collaborating and building partnerships with students and academics. We also seek to meet the needs of the academic community by providing the best and most relevant literature in print and electronic format, and train Library users to maximize the use of all resources available.

At the Library you will be able to enjoy a wide range of excellent services, such as the Information Desk, Group Study Rooms, User Training, Research Consultations, etc.

We look forward to helping you achieve all your goals!

## The Library Team



## Physical Space



The Library has a main study area in the Chaucer House Campus with access to computers, Wi-Fi, scanning/photocopying machine, and a copycard machine.

### Contact

Chaucer House (Basement),  
White Hart Yard,  
London SE1 1NX,  
United Kingdom

Telephone: 020 7763 4922  
Email: [library@lsclondon.co.uk](mailto:library@lsclondon.co.uk)  
Ext. 252/312 (front desk); 251 (Librarian)

### Opening Hours

Monday to Friday 9.30am – 8.00pm  
Saturday 10.00am – 6.00pm  
Closed Sundays and UK public holidays

## Joining the Library

All students are welcome to use the library resources and services. However, to borrow items you must have a library membership. You can join the Library by paying a refundable £25 deposit in the Accounts Department, and then bring the receipt and your ID to the Library's front desk. We will immediately activate your account and you can borrow items straight away. When you no longer require the use of the Library you can get the deposit fee back (except if you still have borrowed books or unpaid fines).

Note: the Accounts Department is located on the 1st floor of Chaucer House, and open Monday and Friday between 11am-5:30pm.

## Using the Library

When using the library we ask that you follow these simple rules:

- Bring your LSC student ID card to borrow items;
- Check your LSC email for notifications (e.g. book due date);
- Treat the Library staff and other Library users with respect and courtesy;
- Consider the Library a silent working area and do not answer your mobile phone, eat or drink (except water);
- Book a group study room if you wish to work with your colleagues.

Students who do not follow library conduct policy will be asked to leave and further action may be considered if necessary.

## Borrowing Library Materials

All students that are members of the Library can borrow items, although the loan periods may vary, as explained below:

Type	Limit of items	Loan period	No. of renewals allowed	Fine if overdue
Standard loan	6	9 Days	5 (unless the item is reserved or recalled)	20p daily
3 Days loan	6	3 Days	1 (unless the item is reserved or recalled)	20p daily
Short loan – items kept at the front desk and to be used in the Library (e.g. dissertations, case studies)	1	3 Hours	(no renewal allowed)	(no fine)

Reference items (e.g. dictionaries, books labelled "R") are only to be used in the Library and, therefore, cannot be borrowed.

Book renewals can be done by telephone (020 7763 4922) or email ([library@lsclondon.co.uk](mailto:library@lsclondon.co.uk)).



# Library on the Web

## Library's web pages

You can find the Library in the Student's portal, in the "Library" tab.



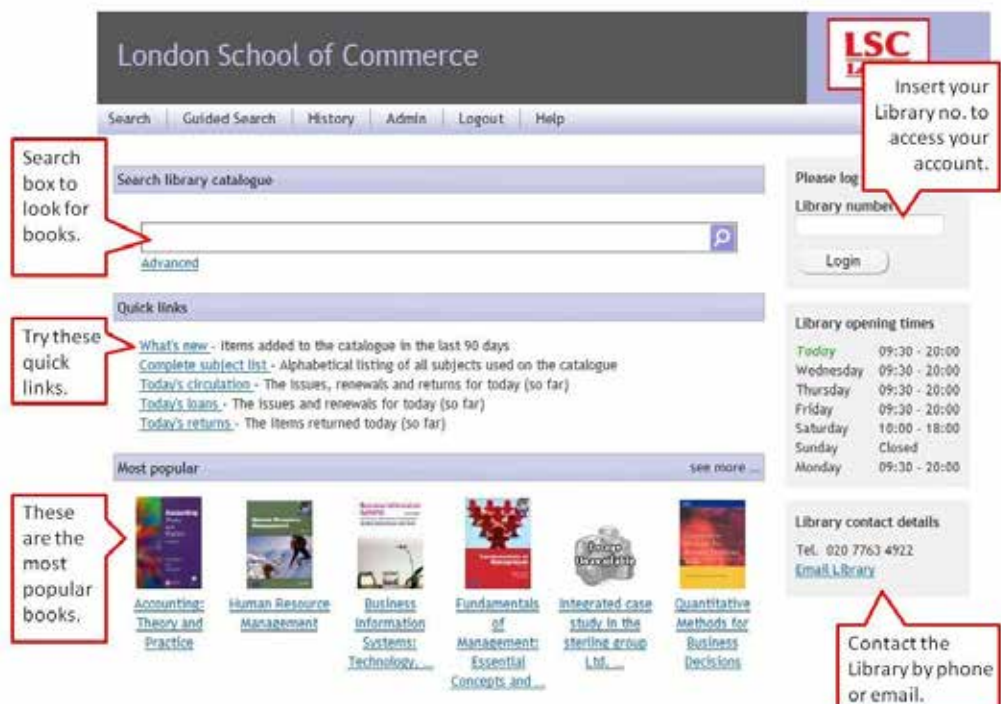
## Library's online catalogue

The Library's online catalogue is available at: <http://library.lslondon.co.uk/heritage/>

You can also access it via the student's portal, in the Library's "Access to resources" tab.

You can use it to:

- Search for print items in the library using basic, guided or advance search box;
- Browse through a list of subjects;
- Search and access ebooks from Dawsonera and Mylibrary (Note: ebooks from ebrary have to be searched using the ebrary catalogue);
- Save/email your searches;
- View your loans, loan history, and fines;
- View the most popular items;
- Contact the Library by email.



<http://library.lslondon.co.uk/heritage>

# Library Resources



## Physical collection

The library has a large physical collection, and we hold a range of different materials including:

- Core books;
- Recommended reading books;
- Study skills collection;
- Dictionaries, encyclopedias and atlases;
- Dissertations and case studies from previous LSC students;
- Newspapers and magazines;
- Citing and referencing guides.

## Databases

The library also subscribes several databases that can be accessed both on and off campus via the student's portal, in the Library's "Access to resources" tab.

EBSCOhost provides a database of full text articles for more than 2,300 journals covering business topics of marketing, management, MIS, POM, accounting, finance and economics. The library has access to EBSCOhost Business Source Premier and EBSCOhost Regional Business News

The screenshot shows the EBSCOhost search interface. At the top, there is a navigation bar with links for 'New Search', 'Thesaurus', 'Publications', 'Images', 'More', 'Sign In', 'Folder', 'Preferences', 'Languages', 'Add a Library', 'Help', and 'Exit'. The main search area includes a search box with the text 'Searching: Business Source Premier, Show all | Choose Databases'. Below the search box are three rows of 'AND' connectors and 'Select a Field (option...)' dropdown menus. There are 'Search', 'Create Alert', and 'Clear' buttons. A callout box points to the search box with the text 'Advanced search box.' Another callout box points to the 'Search' button with the text 'Choose the database's language.' Below the search area is the 'Search Options' section, which includes 'Search Modes and Expanders' with radio buttons for 'Boolean/Phrase', 'Find all my search terms', 'Find any of my search terms', and 'SmartText Searching'. There are also checkboxes for 'Apply related words' and 'Also search within the full text of the articles'. The 'Limit your results' section includes checkboxes for 'Full Text', 'Scholarly (Peer Reviewed) Journals', and 'Publication'. The 'References Available' section includes a checkbox and a 'Published Date' field with dropdown menus for 'Month' and 'Year'. A callout box points to the 'Limit your results' section with the text 'Establish limits for the search.'



The ProQuest Business Collection is a major international business research group of databases. They provide archives of journals, newspapers, dissertations, images, etc.

The screenshot shows the ProQuest Business Collection homepage. It includes a navigation bar with 'All databases' and 'Business databases'. The main header features the ProQuest logo and 'ProQuest Business Collection' with links for 'Basic Search', 'Advanced', 'Data & Reports', 'Figures & Tables', 'Publications', and 'Browse'. A search bar is prominently displayed with a dropdown menu set to 'Anywhere'. Below the search bar is an 'Advanced Search' section with two rows of search criteria, each with 'AND' and 'OR' options and a dropdown menu. A 'Search' button and 'Clear form' link are at the bottom right. On the left, there are three red callout boxes: one pointing to the search bar labeled 'Find figures and tables.', one pointing to the advanced search section labeled 'Advanced search box.', and one pointing to the search options section labeled 'Establish limits for the search.'. On the right, there is a 'Search subject areas' section with a list of categories: Business, ebooks, and Health & Medicine. A red callout box labeled 'Search by subject areas.' points to this section. The top right corner has 'Preferences', 'English', and 'Help' links.

## Ebooks

The Library also subscribes to several ebooks databases.

ebrary is an online digital library of full texts of about 78,922 scholarly ebooks from over 435 academic, trade, and professional publishers.

The screenshot shows the ebrary website interface. At the top, it says 'London School of Commerce Group of Colleges' and has navigation tabs for 'Info', 'Search', 'QuickView', and 'Bookshelf'. Below the navigation is a search bar with 'Simple Search' and 'Search' buttons, and links for 'Advanced' and 'All Subjects'. The main content area features the ebrary logo and a message: 'Need authoritative information? Your library offers e-books from trusted publishers in all academic subject areas along with powerful research tools with Academic Complete™!'. Below this is a 'New' announcement: 'Download e-books onto multiple devices. And try ebrary's app for the Android or iPad, iPhone, and iPod touch!'. There are icons for 'Google play' and 'Available on the App Store', and buttons for 'View Quick Start Guide' and 'Sign Up for Training'. On the right, there is a 'Browse by Topic' section with a grid of 20 subject categories: Anthropology, Business & Economics, Computers & IT, Education, Engineering & Technology, Fine Arts, History, Language & Literature, Law, Life Sciences, Medicine, Physical Sciences, Psychology, Religion, and Social Sciences.

MyLibrary offers a small collection of core full text ebooks on accounting & finance, IT, law, management, marketing, strategy and research.



Create an account in order to save searches and add books to your bookshelf.

A screenshot of the MyLibrary website. At the top left is the INGRAM logo. Next to it is the MyLibrary logo. A search bar is located at the top right. Below the search bar is a navigation menu with 'Home', 'New Titles', and 'Logout'. The main content area is titled 'Content' and includes a 'Browse all e-books' button with a '603' badge. Below this is a 'Browse by Subject' section with a list of subjects: Language and Literature, Law, Medicine, Philosophy, Psychology, Religion, Political Science, Science, Social Sciences, and Technology. A red callout box points to the search bar with the text 'Search box.' Another red callout box points to the 'Browse by Subject' list with the text 'Browse books by subject areas.'

Dawsonera is a collection of eBooks covering a wide variety of subject areas. Items purchased by the library can be viewed in full text and non-owned content for 5 minutes.

A screenshot of the Dawsonera website. At the top left is the dawsonera logo. To the right are links for 'Publisher / Admin', 'Contact', and a 'Sign in' button. A navigation bar below the logo contains 'Home', 'About', 'eBook Catalogue', 'My Account', and 'Help'. A search bar is located in the center of the navigation bar. The main content area is divided into several sections. On the left, a 'Browse 369,171 books by:' section lists various subject areas with their respective book counts. Below this is a 'New Reader Features' section. In the center, there is a 'News / Updates' section and a 'Most read by my institution:' section featuring two book covers: 'Understanding social science research' and 'The management of a student research project'. Below that is a 'Recently added:' section with two more book covers. On the right, there is a 'My Bookshelf' section with a tip: 'Tip: Add and remove favourites from your My Bookshelf area by using the star icons next to each title.' A red callout box points to the search bar with the text 'Search box.' Another red callout box points to the 'Browse 369,171 books by:' section with the text 'Browse books by subject areas.'



## Plagiarism and referencing

When using Library resources or any other resources, you should be careful with referencing your sources so as not to incur in plagiarism (submitting as your own work/ideas that which is part or entirely from the work/ideas of others). It is a serious breach of academic integrity and reveals poor scholarship.

Some forms of plagiarism are:

- **Quoting verbatim** without due acknowledgement of the source;
- **Paraphrasing** by changing some of the words, or the order of the words, without due acknowledgement of the source;
- **Using someone else's ideas** without due reference;
- **Cutting and pasting** from the Internet to make a pastiche of online sources;
- **Submitting someone else's work** (includes group works without clear identification of who did the work);
- **Colluding** with another person.

To avoid plagiarism while you are reading/writing, make sure you identify:

- Which part is **your own thought** and which is **taken from other authors**;
- Which part of your own writing is a **response** to a specific argument/theory/idea;
- Which parts are **paraphrases** of an author's points;
- Which parts were done in **collaboration** with others.

## University partners

If your course is run jointly with one of our partner Universities, you will be able to register with that University and have access to their online resources also. Contact your LSC Course Administrator who will then notify your interest directly with the partner University on your behalf to allow your access. Please note that your access details may take between one and two months to be released and forwarded to you.

## SCONUL Membership

SCONUL Access is a reciprocal scheme which allows many university library users to borrow books and journals within the UK and Irish libraries that belong to the scheme.

To join SCONUL and find which libraries you can use, go to <http://www.sconul.ac.uk/sconul-access>. Once you have filled in the online application form and your application approved, your library will send you an email welcoming you to the scheme.

LSC does not belong to SCONUL but access can be provided through our University partners.

## Libraries around the city of London – and beyond

For you to take full advantage of many of London's libraries, we have compiled a few of them, presented below.

### British Library

The BL is a leading library and its collections include over 150 million items in most known languages (about 3 million items are added every year). It also has on-site space for 1,200 library users and it offers frequent exhibitions and tours.

Users require a reading pass to access the collections and reading rooms. To register go to: <http://www.bl.uk/reshelp/inrooms/stp/register/stpregister.html>

The British Library  
96 Euston Road  
London  
NW1 2DB  
<http://www.bl.uk>

### **City Business Library**

City Business Library offers free access to a comprehensive collection of business databases and publications, including general start up advice, information on funding sources, market research, company data, business news, etc. It also develops seminars and workshops. There are no entry restrictions or membership requirement.

Guildhall, Aldermanbury

London

EC2V 7HH

Email: [cbl@cityoflondon.gov.uk](mailto:cbl@cityoflondon.gov.uk)

Telephone: 020 7332 1812

<http://www.cityoflondon.gov.uk/cbl>

Opening times: Monday to Saturday, 9.30am-5.00pm.

### **Guildhall Library**

Guildhall Library is a public reference library specialising in the history of London. Its print collection comprises over 200,000 titles. Collections are available to the general public without membership or appointment and you are welcome to use the library as a study space to undertake your own study.

Guildhall Library, Aldermanbury

EC2V 7HH

020 7332 1868 / 1870

[guildhall.library@cityoflondon.gov.uk](mailto:guildhall.library@cityoflondon.gov.uk)

<http://www.cityoflondon.gov.uk/things-to-do/visiting-the-city/archives-and-city-history/guildhall-library/Pages/default.aspx>

Opening times: Monday-Saturday: 9.30am-5pm

### **London Public Libraries**

London residents can get free access to resources and collections from many public libraries.

You can access online resources made available by several London public libraries at <http://onlinelp.wordpress.com/>

The BL has a guide to public libraries at [www.bl.uk/reshelp/inrooms/stp/readerbulletin/libguide/publibraries/public.html](http://www.bl.uk/reshelp/inrooms/stp/readerbulletin/libguide/publibraries/public.html)

### **Other useful information**

LSC students receive a 20% discount on the Pearson Education, Addison Wesley, FT/Prentice Hall and Pitman publishing. Visit [www.pearson-books.com/voucher](http://www.pearson-books.com/voucher) and enter the voucher code ZP017A.



## LSC Student Email Service

Each student will be issued a personal LSC email address. Please be aware that Course Coordinators, lectures and administration staff will regularly use this as a way of contacting you so check your account everyday.

Your student email address is either:

YOUR\_STUDENT\_ID\_NUMBER@student.lslondon.co.uk  
e.g. L123ABAB1108@student.lslondon.co.uk

You can access your email account by visiting [www.lslondon.co.uk/student](http://www.lslondon.co.uk/student) and then clicking on 'Student Email'



**USERNAME:** Your student ID Number (e.g. L123ABAB1108)  
**PASSWORD:** Your student ID Number in **CAPITAL LETTERS** (e.g. L123ABAB1108. You must change your password after the first log in) Please read the details on the following pages.

## LSC GROUP How can I access my Student Email Account?

You can get access to your student email account by visiting either the LSC student Website [www.lslondon.co.uk/student](http://www.lslondon.co.uk/student) :

Or the student portal :

**1** LSC London Student Information Zone

**2** LSC London Student Information Zone

**Note :** It is very important you change your password regularly. Password must be kept secret to avoid misuse by anyone else.

To change the password go to Tools > Accounts > Primary and modify your password. Also add your alternative email address to help you to retrieve the password in case you have forgotten.



## I forgot my student email password.

If you have forgotten your student email **password** all what you have to do is logging on to the Student Portal, go to the **Student Menu**, Click on **Email Login** option and click on **Show my password**. Immediately the student Portal will retrieve your current password for your Student email Account.

1

Logging on to the Student Portal.

Click on **IT/Email Login** option.

Click on **Show my Password** to retrieve your student email password.

### Mailbox Limits

1GB storage limit, 10MB maximum send limit.

**Note:** The password to your School Email and Student Portal are different.

## The Student Portal – we use Moodle

The Student Portal is a virtual learning environment (VLE) which gives the opportunity to students, lecturers and course administrators to be connected through the School website. This new Student Portal allows access to all online School activities, timetables, course outlines and resources, lectures, assignment submissions in Turnitin and online notifications between course administrators, lecturers and students.

Online manuals to use the student portal are available from:  
[www.lslondon.co.uk/student/studentmanual.pdf](http://www.lslondon.co.uk/student/studentmanual.pdf)

You can access your student portal account by visiting either:  
[www.lslondon.co.uk/student](http://www.lslondon.co.uk/student)

and then clicking on “Login to Portal”

**LSC GROUP**

### How can I access the Student Portal?

To access the new **STUDENT PORTAL** online please go to your school website as follows:

[www.lslondon.co.uk/student](http://www.lslondon.co.uk/student)

**1** Student Information Zone

Welcome to the Moodle Information Zone! This site is used to inform you about the portal and a guide of portal for students and staff aimed to assist you in using the portal and a guide of portal for students and staff aimed to assist you in using the portal and a guide of portal for students and staff aimed to assist you in using the portal.

Once you are on the school website click on **LOGIN TO PORTAL** link.

**2** To login to the **STUDENT PORTAL**, username is your **Student ID Number** and your initial password is: **Pass@1234** ("P" is a CAPITAL Letter.)

Returning to this web site? Is this your first time here?

Returning to this web site? Login here using your username and password (Cookies must be enabled in your browser)

Username:  Password:

Forgot your username or password? [Yes, help me log in](#)

**3** Setting up my new password.

When you login the first time, the student portal will ask you to change your password, details are shown below

Change password

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s)

Current Password:

New Password:

Save changes / Cancel

Please read the instructions carefully to change your password and **save changes**.

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s)

**Note: It is very important you change your password regularly. Password must be kept secret to avoid misuse by anyone else.**

**i**

**USERNAME:** Your student ID Number (e.g. L123ABAB1108)  
**PASSWORD:** **Pass@1234** ("P" is a CAPITAL Letter.)  
You must change your password after the first log in)

Your Student Portal Account will be activated within 48 hours of your registration.

**Note:** The password to your Student Portal and School Email are different.

# I Forgot my Student Portal Password.



**1** If you have forgotten your password, please follow the steps.

**2** Click on **Yes, help me log in** link on the login page, go to step No 2.

**3** Enter your student email address. "Your student email address is printed at the back of your Student ID Card" go to step No 3.

**4** Check your student email account for the mail sent by Admin User with the link to receive a new password. Please read the instructions carefully and click on the link, go to step No 5.

**5** Once you click **continue** you will receive another email with your new password, go to step No 6.

**6** Copy your new password from the email sent by the Admin User and click on the **Link change\_password**, go to steps No 7 and 8.

**7** Type your new password and click **Login** button.

**8** Please read the instructions carefully to change your password and **save changes**.

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s)

## LSC GROUP How can I connect to the wireless network?

The Hannibal House, Chaucer House and Pocock campuses are wireless enabled zones.

You can identify the LSC Wireless network as :

**LSC STUDENT**

The wireless security password is '**serenity**'

**!** To access the Internet you need to key in Proxy settings in your web browser as shown below.

**2**

To add proxy settings in a internet explorer go to **Tools/connections/LAN settings/** and make sure that you have checked the box which says "Automatic detect setting", and then check "Use a Proxy server for your LAN settings" and put the following IP Address **172.32.0.10** and port number **8080**.



**3**

If your wireless shows **limited connectivity** then please double check if your computer has configured the corrected wireless settings as shown below.

**3**

**Note :** It is very important to verify the settings (**properties**) of your connection.

Wireless name : **LSC STUDENT** where:  
 Security type is : **WPA - PSK** or **WPA - Personal**  
 Encryption type is : **TKIP**  
 Network security Key : **serenity**

## Computer Access Facilities

To log on to the computer network in the IT Rooms, use the following:

Username: **student**

Password : **student**

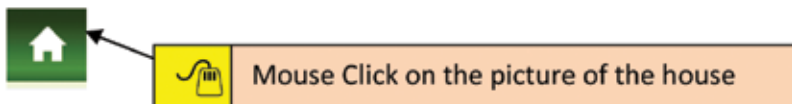
You must store your own work on your own USB drive.

For any assistance with the College IT computer network,  
please email : [ITsupport@lsclondon.co.uk](mailto:ITsupport@lsclondon.co.uk)

## Updating the Colleges with Your New Contact Details

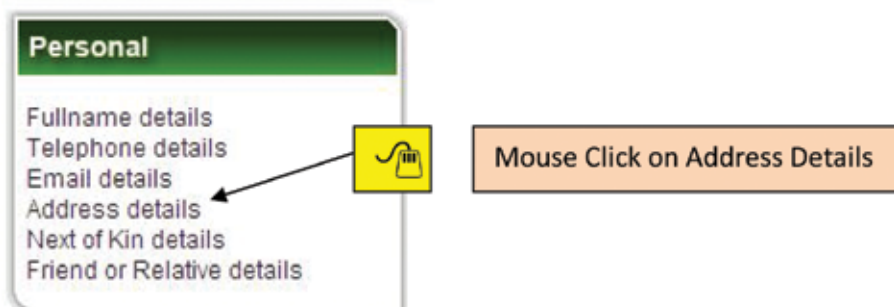
You will need to log on to the portal to update us with changes to your contact details. It is important as your Education Provider will hold your up-to-date contact details.

On your Home screen you will see a picture of a house.



Top left hand corner, a box displays Personal listing your contact fields

In this example, we are going to show you how easy it is to update us with your new address.



For any assistance with the College IT computer network,  
please email : [ITsupport@lsclondon.co.uk](mailto:ITsupport@lsclondon.co.uk)

## Address Details

You may request an update to your UK address by completing the below form.

**Note:** Updating your record takes some time so please do not worry if you don't see the changes instantly.

**PERSONAL INFORMATION**

Student ID : L0123ABCD1010

Fullname : STUDENT NAME

**REQUEST UPDATE**

Current UK address : 1 Calender Place  
Calender Avenue  
London CC1 NYW

New UK address : Enter your new address here

I confirm that the above information is correct to the best of my knowledge.

Submit Reset

1 Our records show your current address we hold on our enrolment system.

2 To update us with a new address, please enter details here

3

4

You may update us with changes to your telephone details, email address, next of kin and friend or relative in the UK in the same way.

Once you click Submit, you will receive the following message.



Congratulations. Your request has been submitted.

A notification has been sent to our processing office who will update the change made.  
The student portal will reflect the change within 3 days.

You may update us with changes to your Telephone details, e-mail address, Next of Kin and Friend or Relative in UK in the same way.



## SECTION 4 : STUDYING IN THE UK





# Studying in the UK

## Your Health and Wellbeing are Important.

Being well presented, feeling healthy and positive are key strengths in being ready to study and to learn at our School. As an overseas student studying in the UK for more than six months, if you should need it, you are entitled to medical treatment under the National Health Service (NHS).

Your first step is to get registered at a Doctor's Surgery or Medical Practitioners near to where you'll be living. Call NHS Direct on 111 for a list of GPs (General Practitioners) in your area, or enter your postcode on the NHS website:  
[www.nhs.uk](http://www.nhs.uk) – In the UK, GP consultations are free.

If you are absent from any lessons, you will need to provide a Fit Note. Fit note is the informal name for the Statement of Fitness for Work. From April 2010, the 'Fit Note' replaced the Sick Note (also known as a Doctor's note or medical statement or certificate). Your GP may charge you for this service. Please present your Fit Note to Registry or scan and email it to your Course Administrator as soon as you are able.

Another option is to use an NHS walk-in centre when your timetable allows. You don't need an appointment but you may have to wait to be seen. Further information is available on the NHS Direct number as above.

The NHS website also has an easy-to-use online 'Health A-Z - Conditions and treatments' database available at: [www.nhs.uk/Conditions/Pages/hub.aspx](http://www.nhs.uk/Conditions/Pages/hub.aspx)

Dentistry is also available on the NHS but you will need to pay 75% of the cost of your treatment and we would advise you to register early as NHS dentists can be hard to find in London.

Again, you can use the NHS website to find a service near where you live or SMS (text) SMILE to 64746 or call 111, or [visit www.nhs.uk/dentists](http://www.nhs.uk/dentists)

In an accident or in an emergency you can go directly to an Accident and Emergency (A&E) department available at most NHS Hospitals for treatment. But be prepared to wait to be assessed and seen.

## UK Bank Account

You have a wide choice of multinational banking organisations if you wish to open an account in the UK.

These include:

Barclays Bank	<a href="http://www.tinyurl.com/34tgm3">www.tinyurl.com/34tgm3</a>
HSBC Bank	<a href="http://www.tinyurl.com/33w8mgp">www.tinyurl.com/33w8mgp</a>
Lloyds Bank	<a href="http://www.tinyurl.com/3ygdduy">www.tinyurl.com/3ygdduy</a>
NatWest Bank	<a href="http://www.tinyurl.com/388e58v">www.tinyurl.com/388e58v</a>

Check with the Bank of your choice to enquire what ID information they require. You may also need to send or take a letter from The School to confirm your student status. Bank staff will be able to advise you. See the Requesting a Formal Letter section on the Student Portal if you are required to provide evidence.

The setting up of an account may take up to four weeks so you should make provisions to have funds for this period of time. The School use Santander Bank at their branch in Grace Church Street just over London Bridge; See map on back cover.





## Council Tax Exemption

Full-time students currently do not have to pay their local authority for council service provision. If you rent accommodation privately, you may be sent a Council Tax bill. You will need to inform them that you are a full time student so that you can be exempted. See the Requesting a Formal Letter section on the student portal if you are required to provide evidence.

## Getting Around London

London has many public transport options; The Underground (Tube), buses, trams and the Docklands Light Railway (DLR) – details are available at [www.tfl.gov.uk](http://www.tfl.gov.uk) National Overground train information can be found at [www.nationalrail.co.uk](http://www.nationalrail.co.uk)

There is even a new cycling hiring scheme for London with information available at [www.tinyurl.com/klqxwf](http://www.tinyurl.com/klqxwf)

Perhaps the best value for students is to apply online for an 18+ Student Oyster photocard which costs ten pounds but offers 30% discount on public transport travel. Details can be found at: [www.tinyurl.com/22suqyk](http://www.tinyurl.com/22suqyk)



## Safety First

While London is generally a safe and friendly place to study, we advise students to take certain precautions when travelling around London.

Whenever students use private 'minicabs' around London it is important that they book in advance. If the minicab is not booked in advance, there may be no record of journey taken or driver, and the passenger may be putting themselves in danger.

There is simple advice for all passengers when booking a minicab in London:  
Make sure the minicab or taxi is booked with a licensed operator by phone, email or in a minicab office

Make sure the driver can confirm personal name and destination details before you get in the car, and check the driver's photo I.D.

Always sit in the back seat, and carry your mobile phone in case of emergency.

You can text CAB to 60835 to receive two Minicab numbers and one Taxi (black cab) number to your mobile phone. This service is available across London and will provide you with location specific information using GPS.

Text charged at 35p per enquiry plus standard text message rate. Roaming rates apply to overseas networks. Customers on the 3 network need to enter different information. Customers on O2 should check with their network provider. See [tfl.gov.uk/cabwise](http://tfl.gov.uk/cabwise) for further details.



## Useful Contacts

# In an Emergency (Police, Fire, Ambulance) Dial 999

The new number to contact your local police in London - 101

Call 101 to report a crime, get advice or raise local policing issues.

**In an emergency always call 999.**

To find out more visit [www.gov.uk/contact-police](http://www.gov.uk/contact-police)

Calls to 101 from landlines and mobiles cost 15 pence per call, no matter what time of day you call or how long your call lasts.

UK Telephone number assistance 118 888 or 118 118 or 118 500  
[www.192.com](http://www.192.com)

International telephone number assistance 153

UK Government  
[www.gov.uk](http://www.gov.uk)

UK Home Office  
[www.gov.uk/homeoffice](http://www.gov.uk/homeoffice)

Advice on working in the UK  
[www.tinyurl.com/3ga7os](http://www.tinyurl.com/3ga7os)

Contraception – NHS advice  
[www.tinyurl.com/36gz8vr](http://www.tinyurl.com/36gz8vr)

The Samaritans - non-judgmental and emotional support available 24 hours a day 08457 90 90 90  
[www.samaritans.org](http://www.samaritans.org)



## National Insurance (NI) Number

You will need your individual NI Number to be able to work in the UK **if your visa permits**.

Further information can be found on the following website. [tinyurl.com/2fsdw7c](http://tinyurl.com/2fsdw7c)

Unique and personal NI numbers are issued through the Department for Work and Pensions (DWP) Job Centre Plus offices.

You will need to contact them on 0345 6000 643 to discuss your request.

Make sure that you have your Passport/Visa, UK address details to hand when you do this. You may be asked to make an appointment to attend a local office and an 'Evidence of Identity' interview. You may also need to take a letter from the School with you. They will be able to advise you when you call them. See the Requesting a Formal Letter section on the student website if you are required to provide evidence.

In six to eight weeks you will get a letter containing your NI number sent to your UK address.

## Student Discount Cards

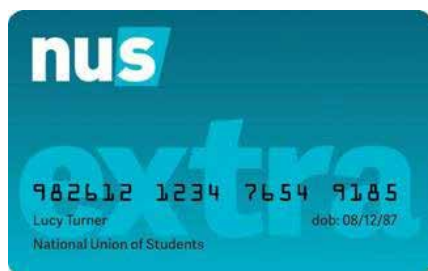
We have teamed up with the UK's National Union of Students (NUS) who provide the NUS Extra Card for an annual fee which offers purchasers discounts on a wide range of products and services.

The Extra Card is valid for 12 months, August to August.

Discounts are available on some day-to-day essentials as well as on some little luxuries too. All the discounts are exclusive to NUS extra card holders and students can save money all year round both in store and online with Amazon, Odeon Cinemas, Virgin Media, Ticketmaster, Game, Warehouse, Miss Selfridges, Superdrug and many more.

For a further small charge, you can also apply for the International Student Identity Card (ISIC) which also offers additional discounts across 120 countries.

You can apply online at [www.nus.org.uk/en/NUS-Extra/](http://www.nus.org.uk/en/NUS-Extra/)



For details of where your card can be used and the levels of discounts, please visit [www.nus.org.uk/en/nus-extra](http://www.nus.org.uk/en/nus-extra)

## SECTION 5 : FEES





# Fees

The fees listed in this section of the Handbook are subject to change without notice and are in GBP. Should we have to instigate procedures to recover unpaid fees and charges from a student, the cost of those procedures, including the cost of engaging a debt collecting agency and legal fees, will become part of the debt to be recovered.

## Payment of Fees

Fee instalments should be paid on or before the following dates for each semester depending on your payment plan:

Intake	Payment Dates
February intake	15th April; 15th August; 15th December
June intake	15th August; 15th December; 15th April
October intake	15th December; 15th April; 15th August

If a student fails to pay their installment(s) by the due date(s) as noted on their Payment Agreement received and signed for at Registration, a 30GBP penalty charge will be added to their account balance.

1. Fee for students who either **do not attempt, or fail to attend classes** after teaching for that subject has started will be liable for a payment (per subject) – Seventy Five Pounds.
2. Students who do not submit any work (assessment / examination) for any given semester are required to register to repeat the semester.

Failure in three modules or more will result in a charge – Five Hundred Pounds.

Resubmission of Bachelors Dissertation/Project – Two Hundred and Fifty Pounds.

Resubmission of Masters Dissertation due to failure – Three Hundred and fifty pounds.

Non-submission of Masters Dissertation – Five Hundred Pounds.

Repeating an English Course will result in a charge of Five Hundred Pounds.

NB: Withdrawal from a subject will only be allowed in exceptional circumstances subject to approval by the Academic Board. In this event the student will be required to pay the fees indicated above.

Permission to withdraw from a subject or defer a semester is extremely rare and a student's circumstances will have to be highly exceptional to qualify for withdrawal or deferment.

3. **Deferment** of enrolment – Five Hundred Pounds. NB: This is subject to approval by the Academic Board.
4. **Reinstatement** following the cancellation of enrolment / or students wishing to restart their course of study from any point – Five Hundred Pounds.  
NB: Reinstatement is subject to approval by the Academic Board.
5. Resit fee for **additional assessment** (per subject) – Seventy Five Pounds.
6. Resit exam fees: Seventy Five Pounds

NB: Students who do not take the subjects specified by the Exam Board each semester will be awarded a fail grade in the relevant subjects. Students who take the specified subjects will then be required to pay the resit fee for either the first or second attempt, whichever is applicable.

## Methods of Payment

Students can pay their Fee through the LSC website [www.lsclondon.co.uk/student](http://www.lsclondon.co.uk/student) with their UK Debit Card – Note: Credit Card payments are not accepted via the website.

Alternatively, students can pay their Fee in cash / Debit Card (with Chip and PIN) / Draft / Bank Transfer at the Accounts Office in Room 13 at Chaucer House Campus which is Open from 11.00am – 5.30pm Monday to Friday.

Please email us at [accounts@lsclondon.co.uk](mailto:accounts@lsclondon.co.uk) for Bank Account details if you should wish to pay via Bank Transfer.

**Payment by cheque is not accepted.**

**Payment by Credit Card (with Chip and PIN) are subject to a charge.**

## Health and Safety Statement

The School recognise the importance of Health and Safety, not only to ensure the safety and wellbeing of all its stakeholders, but also to fulfil the requirements of much recent legislation in this area. Health and Safety notices are posted prominently around our campuses. You should be aware of these in relation to your personal Health and Safety, so please take note of them and they should periodically be pointed out to you, for example when you are attending a lecture. If there is an emergency, the campus number to ring is 265. Health and Safety and the prevention of accidents is the duty of everyone. If you observe a hazard or risk you should notify a member of staff immediately. All accidents, however slight, must be reported to Reception.

You must be aware of what to do and where to go in case of a Fire and the need to evacuate the buildings and the procedure to be followed when the alarm sounds. These instructions will be displayed in locations throughout our campuses so take the opportunity to familiarise yourself with the procedure.

## SECTION 6 : RULES AND REGULATIONS





# Rules and Regulations

The following acts as a guide to the Academic Regulations concerning course work, assessments and examinations for all programmes run by the School.

For the award of degrees, students are subject to the academic regulations of Cardiff Metropolitan University[1], Anglia Ruskin University[2] and University of Wales Trinity Saint David[3].

*Further details are provided in your Programme Handbook.*

For each module within any programme, the assessment requirements may, over time, change. Students are therefore advised to check via the Student Portal, programme handbook and consult if necessary, with the Lecturer concerned, to ascertain the exact assessment requirements that are necessary to ensure satisfactory completion of specific modules.

Each subject will have at least one or more assessment(s), which will need to be completed. The deadline for all assessments is given on your timetable which is available via the Student Portal.

Students must note that plagiarism is a serious **examination offence**. Assessments are meant to reveal original work and research. Plagiarism means copying material from another source or lifting material which belongs to or is copyrighted to another individual or group, and claiming it as the student's own, or presenting material without appropriate referencing and due credit given. Please be aware that you cannot submit the same work for more than one assignment.

In a case where material has been copied from another student, the student who has copied and the student from whom the material has been copied will be found guilty and both students will be penalised.

The best situation that could result is the failure of the module. The worst case scenario is cancellation of registration and being expelled from the course. Please also note that the **deadline for the assignments will not be extended under any circumstances, unless an extenuating circumstance is agreed prior with your Course Administrator**. The failure to submit any assignments by the deadline will most certainly lead to an automatic subject failure. It would be advisable for students to commence work on their assessments well in advance, enabling them to submit their assignments before the due date.

Assignments must be submitted to Turnitin via the Student Portal once all the remaining Fee payment(s) have been met.

In the event of Failure of a module, the student may be required / permitted by the Examination Board to resubmit / resit the assessment elements of the subject or repeat the teaching programme for the module in the next semester.

Students must pay the required resit fee prevailing at the time.


A permit must be obtained from the Accounts Office to show confirmation of payment of the necessary fee. This permit will need to be shown to the Examinations Officer before entrance to an examination room is granted.

[1] <http://www.cardiffmet.ac.uk/registry/academichandbook/Pages/default.aspx>

[2] [http://web.anglia.ac.uk/anet/academic/academic\\_regulations.phtml](http://web.anglia.ac.uk/anet/academic/academic_regulations.phtml)

[3] <http://www.uwtsd.ac.uk/academic-office/university-regulations-student-guide/>





## Late assignment submission and extenuating circumstances

Extenuation: If your work has been affected by serious illness or bereavement (the death of a member of your immediate family), you may apply for extenuation. The illness must be serious enough to have prevented you from working.

**Students must also inform the examinations office (e.g. by letter/phone call) before the deadline for late work has passed** that they will be claiming extenuation.

Extenuation will only be granted if accompanied by official documentary evidence. Usually this will be either a valid medical certificate (signed by your GP) covering the period when the work was being written or a death certificate.

Please note that malfunction computers, disks or drives, printing and other computer or device related problems will not be accepted as a reason for extenuation circumstances.

### Students in debt to LSC

Students will not be allowed to sit for examinations unless they can show to the examinations officer a 'Permit' issued by the Accounts Office indicating that they are bona fide paid up students.

Entry to examinations will only be allowed if students can produce a 'Permit' showing that they have met their financial commitments to the School.

In exceptional circumstances, a student who has made a special arrangement for payment of their fees with the Accounts Office, will have their final results withheld until full payment of fees made under that arrangement, have been made. Such arrangements are subject to an administration charge of thirty pounds. Student's who are offered this arrangement are strictly advised to follow the new payment schedule, otherwise financial flexibility will be withdrawn.

The following summarises the Academic Regulations concerning course work, assignments and examinations for all programmes.

For each module within any programme, the assessment requirements may, over time, change. Students are therefore advised to consult with the Lecturer concerned to ascertain the exact assessment requirements that are necessary to ensure satisfactory completion of specific modules.

Assignments must be submitted online via the Student Portal before the deadline given.

After grading the Assignment, comments will be made online via the Student Portal. In the event of Failure of a module, the student may be required/ permitted by the Examination Board to resubmit / resit the assessment elements of the subject or repeat the teaching programme for the module in the next semester.

Students must pay the required resit fee prevailing at the time.

A permit must be obtained from the Accounts Office to show confirmation of payment of the necessary fee. This permit will need to be shown to the Examinations Officer before any assignments are accepted for grading or entrance to an examination room is granted.

## Breaches of Assessment Regulations

Students will be considered 'in breach of assessment regulations' if any act is committed in which their intention is to gain an advantage which may lead to an untrue assessment of their ability.

Such breaches of the assessment regulations would normally relate to the following:

1. To collude with others for the purposes of 'impersonation at examinations'.
2. To use other peoples work and present it for assessment as their own: plagiarism.
3. To copy or collude, in any way, with others in the preparation of in-course assessment materials.
4. To communicate with other students under examination conditions, without the authorisation of the Chief Invigilator.
5. To bring into the examination room any form of examination materials; notes, books, calculators etc., as nominated in Assessment Regulations: Regulations for Student Conduct at Formal Examinations.

Full details of the rules governing assessments, procedures to handle malpractice in examinations or plagiarism in assignments, and mechanism for appeals are contained in your programme handbook and/or the links to partner university regulations contained in those handbooks.





## Regulations for Student Conduct at Formal Examinations

1. All students must present themselves at least 15 minutes before the examination is due to start with a valid Examination Permit in order to gain entry to the examination room.
2. Examination Permits must be collected from the Accounts Office before the start of the Examination week.
3. Talking, or communicating in any form, is strictly forbidden from the time of entry until the time of leaving the examination room.
4. All students must place their ID cards in a visible position on their desks for official checks by the invigilators.
5. All students' bags, coats etc., must be left in the area designated by the Invigilator.
6. Mobile phones and mobile devices must be switched off and completely put away. They must not be on silent or vibrate. If any mobile phones or mobile devices are found or heard during the course of the examination they will be confiscated and the incident reported to the Examination Board.
7. Students are not allowed to use a dictionary under any circumstances.
8. Students are not allowed to use a programmable calculator under any circumstances.
9. Please ensure that you bring with you into the examination room the materials that are allowable and required for the examination. Students are not allowed to borrow any materials e.g., rulers, pens rubbers, calculators from other students during an examination.
10. Students are not allowed to remove official examination materials from the examination room.
11. Students are not allowed to bring food into the examination room but are allowed to bring 'still' drinks into the room. No carbonated drinks are to be taken into the examination room. Students will be responsible for the removal of the drink containers at the end of the examination.
12. Students must not move around the examination room and are required to sit at their designated desk and not disturb other students.
13. If students need the help of an Invigilator at any time during the examination, they must remain seated and raise their hand to attract the Invigilator's attention.
14. Students are not allowed to leave the examination room during the first 30 minutes or the last 15 minutes of the examination. If for any reason, a student would wish to leave at any other time during the examination then the permission of the Invigilator is required.
15. If leaving the room is permanent then the Invigilator will collect the examination answer book and all other examination materials prior to the student's departure, who must then leave without disturbing the other students.

(Continues Overleaf)

16. If leaving the room is temporary then the Invigilator will arrange for the student to be accompanied by a suitable person during their time outside the examination room.
17. When the allocated time for the examination has ended, the Invigilator will instruct students to stop writing and collect in all the examination answer books and other examination materials. During that time students must remain in their seats quietly, until instructed to leave the examination room.
18. Students who have been proven to have gained access to unseen examination papers, engaged in attempted bribery or impersonation, collusion or plagiarism may be refused entry to the examination.
19. All answers must be written in the answer book provided and not on the question paper.
20. Exam Permit: Exam permits are issued from the Accounts Office located at the Chaucer House campus on the First Floor, room 13. Opening hours are 11.00am to 5.30pm Monday to Friday. All students are required to present a valid exam permit on entering the exam rooms. It is the student's responsibility to ensure they collect these in advance from the accounts office.
21. Exam Rules: These are displayed on the student portal and we strongly recommend all students to ensure they take to read these rules in advance of their exams. Any student found in breach of these rules will not only fail that module but all modules in the semester and charged a five hundred pound re-semester fee.
22. Arriving on time/correct location: Exams are held in all campuses and students must consult the timetable and guidance displayed on the portal in advance of their exams. When making your journey to the exams, we recommend you allow extra time for any transport issues. It is the student's responsibility to ensure they arrive in good time for their respective exams.
23. Absence: If you are absent for any exams due to illness, please ensure you provide a doctor's note confirming dates of your illness and any bed rest as required. All such documents must be submitted to Registry within 7 days of illness. Failure to submit will be deemed to have forfeited the respective missed examinations.
24. Students who are caught cheating will fail not only that module but all modules in the semester. In the event of a student being caught cheating, a five hundred pound re-semester fee will also be charged.





# Requirements for Student Progression

## 1. Attendance Requirements\*

All students studying on a LSC course are required to meet the attendance requirements outlined in Section 1 of this Student Handbook.

## 2. Financial Requirements\*

All students must obtain from the Accounts Office a 'Permit' showing that they are not in debt to the School before they are eligible to submit any assignments or sit any final examinations.

Students that fail modules will only be allowed to submit assignments and resit examinations provided they can produce a Permit from the Finance Office showing proof of payment of the resit fee. This permit must be shown to the Examinations Officer to gain entry to an examination room.

## 3. Academic Requirements\*

Progress paths for every student are published on the Student Portal along with results. All students need to follow the progress paths stipulated by the Examinations Board.

If a student does not follow the progress path outlined and fails to sit for any subjects or resit exams without the authority of the School, then he/ she will be graded fail for that particular module.

It is extremely important that you follow the progress path stipulated by the Examination Board.

Resit fees can vary from time to time.

Examination Boards may require students whose progress is not satisfactory to repeat a semester. Where performance on that course continues to be unsatisfactory, students are liable to have their enrolment terminated.

\* These requirements are correct at time of publications and are subject to change. Please refer to the Student Portal for updated information.

### Examination Reset Policy

Please refer to the student portal.

## SECTION 7 : USE OF IT FACILITIES





# The School's Policy Statement on the Use of Information Technology

## Introduction

1. The School recognise the key role that Information Technology (IT) plays in both teaching and research in the social sciences and it is committed to ensuring that both staff and students have access to the necessary facilities and support.
2. The School IT Systems, including access to the internet, are provided for the students to pursue their studies and for staff to carry out their work.
3. This policy statement covers:
  - The use of all of the School's IT facilities and systems, which include the network and other directly or indirectly connected networks and the Internet
  - The production of any material using the School's IT facilities, including printed output, World Wide Web pages, electronic mail messages, bulletin board and news group entries; and;
  - The publication of any material relating to the School on systems within and outside of the School.

## Authorised Users

4. Any student registered with the School, and any member of staff is bound by the IT Services Conditions of Use of IT facilities and is considered to be an authorised user of School IT facilities.

## Obligation of Users

5. Users of the School's IT facilities are required to comply in every respect with the Conditions of Use of IT facilities at School. In doing so they must:
  - Respect others' intellectual property;
  - Avoid activities which may lead to criminal liability, including use of pornographic material;
  - Avoid keeping of other peoples personal data unless authorised;
  - Not produce or pass on any material which could be considered defamatory, and;
  - Understand that the School will impose severe penalties – up to expulsion or dismissal or even referral to the police – in order to protect the interests of IT users and to safeguard the reputation of the School.





## Conditions of Use of IT Facilities

### Disclaimer of Liability

#### General

6. Users must comply with the licence agreements of all software, not to copy or distribute copies of software and to use the software only for the purpose defined in the agreement.
7. It is the user's responsibility to comply with all statutory and other provisions and regulations currently in force in the field of data protection and information policy.
8. No work of a commercial nature or for reward may be performed using the facilities provided by IT Services.
9. Users are responsible for all use of their username. They should not make their username or password available to another user nor use any other user's username.
10. Users must not deliberately introduce a virus nor take any action to circumvent or reduce the effectiveness of any anti-virus precautions established by IT Services.
11. Users must not create, display, produce or circulate offensive material in any form or medium.
12. Users must not use electronic mail for the mass distribution of unsolicited messages.

#### Legal, Disciplinary and Good Conduct Rules

13. Users of the School's IT facilities must abide by the Conditions of Use, This is for the benefit of other users and the reputation of the School. Users must comply with three levels of requirement; the relevant laws; School disciplinary regulations; and consideration for other IT users.

#### The Law

14. Conduct forbidden because it will break the law or result in civil actions includes:
  - Copying software without the licence holder's permission;
  - Breaching copyright: it is never safe to assume that an author has given permission for reproduction of their work; this includes logos.
  - Possessing or distributing obscene, pornographic material: this is strictly forbidden; may be illegal depending on the circumstances; and in some instances referral to the police will be automatic;
  - Unauthorised access to accounts and all forms of hacking;
  - Stealing of a password;
  - Statements through email which may be defamatory or discriminatory: it is best to assume emails may become known to other users. Particular care is needed in newsgroups; and
  - Holding of data on living persons unless specifically registered under the Data Protection Act

## Disciplinary Regulations

15. Among types of conduct which may result in disciplinary action are:

- All illegal acts using IT facilities are likely to result in internal discipline, as well as external;
- Visiting of pornographic websites. This is strictly forbidden;
- Sending of unauthorised, unsolicited mass emails;
- Sending of email offensive to any member of the School. And;
- Deliberate interference with the normal working of IT equipment, facilities or services.

16. If a complaint is received a person's account may be immediately suspended for investigation. Penalties will include temporary or long term suspension of a person's IT account, and there may be other disciplinary penalties up to and including expulsion in the case of a student or dismissal in the case of staff.

### Consideration of Other IT Users

17. Users of IT facilities are asked to show consideration for other users, for example by restricting use of the School machines for social email if in a computer room with other students waiting to use the facilities.

### Regulations on Assessment Offences

18. Where an allegation has been made against a student under the Regulations on Assessment Offences in taught degrees and diploma courses, the School shall have the right to inspect and take copies of any material held in the name of that student on any of its computers that might provide evidence for or against the allegation.

19. Inspection and copying shall be authorised by the Director or Pro-Director. All reasonable efforts shall be made to avoid inspection of files not connected with the allegations of misuse, and such files will be copied only if the Director or Pro-Director is satisfied that such a step is unavoidable.

### Computer Misuse

20. Users must comply with the provisions of the Computer Misuse Act (1990) which makes it an offence to access or try to access any computer system for which access authorisation has not been given.

### Copyright

21. Users are required to respect the copyright of all materials and software made available by IT Services and third parties. The unauthorised copying of software is an offence under the Copyright, Designs and Patents Act (1990).





## Data Protection

22. Users must not act in breach of any requirement of the Data Protection Act (1984) and are required to comply with the Data Protection Principles. The Act is “To regulate the use of automatically processed information relating to individuals and the provision of services in respect of such information”.

All persons using computers to hold data about living individuals are, with very few exceptions, required to register that fact. Contact the School Data Protection Office, if you think you may need to register under the Act.

23. Student users must not construct or maintain computer files of personal data for use in connection with their academic studies / research without the express authority of an appropriate member of staff. When giving such authority, the member of staff should make the student aware of the Act’s requirements, inform them that they must abide by the Data Protection Principles, and of the appropriate level of security arrangements which should attach to a particular set of personal data.

## Rules of the Public Computer Rooms and Areas

1. The School’s public computer rooms and areas are for the use of registered users only.
2. Do not enter a public computer room while there is a class in progress, unless you are a member of the class. If you are in a computer classroom that is required for teaching, you must leave the room as quickly as possible when requested.
3. No eating or drinking. Do not eat or drink in the public computer rooms and areas, as accidental spillage may cause damage to equipment.
4. Smoking is not permitted in any part of the School premises.
5. No computer games or access to social networking sites. It is extremely anti-social to use the computers in the public computer rooms and areas to play computer games or use social networking site (e.g. Facebook, MySpace) ~ when there is such a high demand for the use of the facilities.
6. Do not leave personal belongings unattended. There is always a danger of personal belongings being stolen and unattended bags can be a security risk.
7. Do not leave a computer logged in and unattended. You are liable to find that another user has started work on that computer and it leaves your files open to accidental or deliberate corruption. At busy times, Help Desk staff will log off computers unattended for more than ten minutes.
8. Do not deliberately introduce a virus or take any action to circumvent or reduce the effectiveness of any anti-virus precautions established by IT Services.
9. Always attend to printing.
10. Do not use the print station computers for anything other than printing.
11. Do not disrupt or interfere with the work of other users; in particular, no mobile phones or mobile devices may be used.



# LSC Group Campus Locations



## Main Campuses

**1** LSC Group of Colleges  
**Chaucer House,**  
White Hart Yard,  
London SE1 1NX  
United Kingdom  
Tel: +44 207 357 0077  
Fax: +44 207 403 1163

**2** LSC Group of Colleges  
**12th Floor, Hannibal House**  
Elephant & Castle  
London SE1 6TE  
United Kingdom