

Welcome William Shakespeare College

WSC is an independent institute for further and higher education. It provides a high quality of teaching and learning in stimulating surroundings, offering a wide range of academic, professional and vocational courses.

The approach to our learning is not only to impart knowledge but to develop skills that can be applied in practical situations and used in different disciplines.

At WSC, you'll build on what inspires you, what excites you. And you won't do it alone.

Get together with a group of WSC students and you'll find they're passionate about the knowledge. Here you'll find yourself discussing technology, debating current events, questioning scientific ethics, exploring the use of Information



Our students recognize that the more they know about the world, the more they know about themselves.

The most diverse and stimulating city in the world, London offers unlimited opportunities for students to explore culture, history, arts, science, business, and technology.

There are also unlimited social activities, sporting events, theatres, pubs, and nightclubs. WSC is situated close to central London and has high-tech facilities. One of our aims is to guide and encourage students on their educational journey. Our curriculum has been designed to reflect the diversity of these students and this city.

We do believe that all of our students will abide the code of conduct explained in this book and at the same time they will enjoy the programmes, achieve their goals and make their future brighter. We wish all the best to all our students.

Thank you.

Attendance

Attendance at lectures, workshops and mock examinations is compulsory. Failure to attend can impair your academic performance. Irregular attendance of a student can seriously disrupt the work rhythm of the other students in the group. It is also your responsibility to ensure that your attendance is marked on the register at every class.

We are required by the Home Office to monitor the attendance of overseas students who entered the UK on a College-sponsored student visa and to report absences. All absences are recorded. If you do not maintain a consistent attendance of at least 85%,

then you will be asked to attend an interview with your Course Leader to explain the reasons for this. If you do not attend this interview or contact your Course Leader as to why you cannot attend, you will be sent a letter by the Principal. If you still fail to make contact, you will be withdrawn from the course and the Immigration and Nationality Directorate will be advised accordingly. If you supply mitigating evidence in good time, it will be considered.

When it comes to references and visa renewals, we will judge your attendance on the class registers, so make sure you are present!

Payment of Fees

Please note that all queries relating to the payment of tuition fees must be addressed the College's Finance Office. No other person or department within the College will deal with these. Fees may be paid in full at the time of enrolment or in instalments. Payment of fees may be made by bank transfer, cheque or cash in pounds sterling. If any cheque submitted is dishonoured this will incur an additional charge of £20. Disciplinary proceedings may be instituted by the College in such instances. It is essential that all fees are paid at the appropriate time. Any students who have not paid their full fees by the due dates will have their William Shakespeare College registration suspended and will not be allowed to pursue their course of study and will not receive their examination results. In case of visa refusal the tuition fees paid in addition to registration fess will be refunded.

Visa Renewals

If you entered the UK on a student visa, you may have to extend your visa at some point during your studies. You are advised to send your application approximately 2 WEEKS before your current visa is due to expire. DO NOT leave it to the last minute.

You can get the FLR (S) application form from Student Services or Academic Services. Alternatively you can download the form from www.ind.homeoffice.gov.uk. You can get help from Student Service with filling up your application form.

Change of Address Notification Form

Any change of address, phone number or email address must be notified to the College immediately. A Change of Address Notification Form is available in Academic Services for this purpose. Please complete the form fully and return it to Academic Services. It is extremely important to keep the College informed of your current address otherwise we cannot guarantee that you will receive urgent and important notifications. This is especially important if you return home during the College holidays, as we will only send examination results to the address on our database.

Appointments with Lecturers or Administrators

All members of lecturers will set aside time each week during which they will be available to meet with students in order to discuss academic matters. You can meet

your lecturer or administrator with an appointment. Note that IT IS ESSENTIAL TO MAKE AN APPOINTMENT FIRST –a couple of days notice is usually required –by contacting the reception.

Policy on Equal Opportunities

The College is an equal opportunity institution committed to implementing a programme of action to provide services, employment and educational opportunities on an equitable basis to all. The aim of our policy is to ensure that no job applicant or member of staff or student applicant of student receives less favourable treatment on grounds such as sex, age, race, caste, class, colour, nationality, ethnic or national origins, marital status, disability, sexual orientation, family responsibility, trade union activity, political or religious belief, or is disadvantaged by conditions or requirements which cannot be shown to be justified.

Procedures for both staff and students will be monitored by the College to ensure adherence to this policy. Any matters arising from the application of this policy should be taken up in the first instance with your personal tutor and, subsequently, with the Course Leader.

Disable students are advised to contact the Administration or the Student Support Officer for the necessary support.

Student Identity Cards

You are required to have your Student Identity Cards at all times whilst on the College premises. Classroom checks may be carried out from time to time for security purposes.

Confidentiality

In order to maintain the confidentiality of your personal details, we cannot discuss any individual student issues over the telephone. In particular, examination results will only be sent by post, to the address on our data base. Please do not break the rules as this will be against the College's Code of Conduct.

Mobile Phones

Mobile phones must be switched off during lectures and seminars.

Photocopying

A photocopying machine is available for students use in the Library. Students will require to presenting their Student ID cards in order to use the photocopier.

Notice boards and Information

Please make sure that you read the notices on the College Notice boards regularly. All important information vital to the efficient running of the College is placed on these Notice boards. There is a notice board for each major course offered by the College.

Smoking

Smoking is not permitted anywhere in the College building but only in the designated smoking area.

Car Parking

With the exception of registered disabled students, there is no car parking for students on College premises during the week.

Security –Fire Drills

Throughout the year various announced and unannounced fire drills will take place. It is very important that you make yourself aware of the fire assembly point (**the rear car park**) and the first exits. When a continuous alarm sounds, it indicates that there is a fire and you must immediately leave the building.

- Do not stop to collect personal belongings
- Do not use the lift
- It is important to follow the instructions
- You must wait at the assembly point

IT Centre (Computer Lab)

- **Internet Access**
Students are automatically registered for ITC access as soon as they are enrolled. They can use internet anytime during the College time to help with their studies.
- **Discipline**
The college reserves the right to withdraw usage of the facilities from any student who misuses them since the IT Centre is a very important asset and as such must be protected.
- **Software Policy**
The College has a very strict software Policy. Only official approved software may be loaded onto the PCs and this will always be undertaken either by a member of the IT Department or under their instruction.

Student Welfare Centre

- **Student Services**
Student Welfare Centre deals with all non-academic queries and offers advice on a range of student welfare issues.
- **Careers Office**
The College Careers Adviser offers careers guidance, advice with your CV, or information about up-coming events such as careers fairs. The advice and guidance you require will adapt from year to year. It is important that you make an appointment, except if you just have to quick query – you can do this by coming to Student Services and speaking to the Careers Adviser.

- **First Aid**

There are three First Aiders on site who can help with accidents and medical emergencies.

- **Student Societies**

Students are encouraged to set up and run their own student societies. Being involved in extra-curricular activities is particularly important when it comes to applying for a job after you have left College, as employers often look to see how you have spent your spare time away from study.

These societies are run by the students for the students – they organise social events, talks and get-togethers for their members. If anyone is interested in setting up a society please see Student Services.

Please look regularly at the Notice Boards for details of events taking place during the College year. Also look out for promotional tickets for the theatre, day trips out of London, student society events and careers talks.

Code of Conduct

Rules and Procedures Relating to Student Conduct

All students attending the college must adhere to the code of conduct outlined below:

- Study as effectively as possible through participation in lessons and private study;
- Develop independent study skills and complete all work set by the set time;
- Maintain the highest possible level of attendance and punctuality at all college activities like lectures, seminars and revision weeks;
- Follow college procedures for registering and for informing the college of absence;
- Treat all students and staff with respect and consideration;
- Behave with common sense and due regards for other people, including visitors and local residents;
- Take care of college buildings, resources, equipment and environment; adhere to the college's health and safety policy;
- Abide by the learning resource centre rules as published in the student handbook'
- Abide by the college computer user's code of conduct

William Shakespeare College does not support or accept from students any of the following and students must:

- Not discriminate in whatever form, whether racial, sexual or religious;
- Not bring alcohol or drugs onto or within the college premises
- Not smoke in the college building
- Not engage in verbal or physical abuse directed to other students, staff or visitors to the college
- Not carry out any illegal activity within the college premises
- Not do any other activity that would bring the college into dispute

Academic Misconduct

WS College takes any form of academic misconduct very seriously. Academic Misconduct can be defined as any of the following:

Cheating

Cheating is defined as any attempt by a candidate to gain unfair advantage in an assessment by dishonest means, and includes all breaches of examination room rules, impersonating another candidate, falsifying data, and obtaining an examination paper in advance of its authorised release, in the examination room make sure that you listen to the invigilators and that you follow examination rules.

Plagiarism

Plagiarism is defined as incorporating a significant amount of unattributed direct quotation from, or unattributed substantial paraphrasing or, the work of another, into your own assessments. In effect, stealing another's work and passing it off as your own.