



International Student Handbook

Academic Year 2013-14

APPENDICES

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1 INTRODUCTION

Sanjari International College is dedicated to contributing to the worldwide communities through the pursuit of high-quality yet affordable education and learning, striving to achieve the highest levels of excellence for our students.

This handbook is designed to help you throughout your course of study. It will guide you through the College rules and regulations, policies and procedures focusing on the following three key points:

1. How to access and get the best out of a range of services we provide across the College community;
2. What you can expect from the College;
3. What the College expects from you.

Where a situation arises that is not covered in the handbook, you are invited to seek advice from an appropriate member of the College staff on any point that is causing you concern. If you are unclear as to the source of assistance, you should call at the College Administration Office where one of the administrative staff will be pleased to offer advice as to how you might solve your problem. The information about the services available can also be accessed from the College website. The Sanjari website is continuously being expanded and updated and we recommended that you browse through the website to keep up-to-date with College developments, news, the introduction and implementation of new rules and regulations.

2 THE COLLEGE'S RESPONSIBILITIES

The College should:

- provide accurate information about College courses and services;
- provide information about entry requirements and final qualifications;
- provide details of all fees and any other charges associated with your course;
- provide enrolment information to new students before their initial enrolment;
- Publish and keep up-to-date information on the College website.

2.1 Teaching and Provision of Academic Courses:

The College should:

- provide suitably qualified faculty and support staff;
- be well planned, student-centred and supported by appropriate materials;
- have staff responsible for providing academic guidance throughout your programme of study;
- provide accurate information about the teaching timetable;
- provide a range of assessment methods and learning activities which will encourage learning at each level of study;
- have an assessment of work fairly and informatively within an agreed time;
- provide regular oral or written reports on your progress;
- have measures to ensure that your achievements are recorded in a clear and comprehensive way during and at the end of your study;
- deal with your enquiries promptly, courteously and effectively
- Offer you the opportunity to express your views on the learning experience and provide a response to your input when necessary.
- Comply with the requirements of Home Office (UKBA).

2.2 Provision of a Suitable Learning Environment

Upon your arrival at College, the Admissions Officer will help you to familiarise yourself with the College.

The College should also provide:

- documentation outlining the syllabus, assessment requirements and guidelines for learning materials;
- every student, on initial enrolment, with a Student Handbook containing key information regarding courses, rules and regulations and policies and procedure;
- an induction to your course.

2.3 Administrative and Support Services

You can expect:

- your enquiries to be dealt with promptly;
- the administrative offices to publish accurate opening times;
- a friendly, polite and efficient service.

2.4 Accommodation

The College does not have its own accommodation for its students.

However, you can expect College to:

- assist you in finding suitable accommodation whilst you are a full-time student of the College;
- ensure that your queries regarding accommodation are dealt with promptly;
- ensure that any accommodation found for students is of a reasonable standard;
- Provide a friendly, polite and efficient service.

3 YOUR RESPONSIBILITIES

Once you have enrolled as a Sanjari International College (SIC) student you must:

- take part in any orientation programme provided;
- attend your lectures regularly and inform the College if you are unable to attend your lectures for some reason;
- learn where the detail of College policies, rules and regulations are kept and familiarise yourself with them;
- act at all times in accordance with the College's rules, regulations and procedures;
- treat all members of the College with the same courtesy and respect that you are entitled to expect from them;
- treat College property and materials with care and respect and help us to keep the College free of litter, thus maintaining a safe, secure and healthy working environment;
- comply with the College's no smoking policy;
- not carry, use, or sell illegal drugs;
- not consume alcohol on the College's premises;
- make yourself aware of the College's fire, health and safety procedures;
- be familiar with the College health and safety office, fire office and emergency contact personnel;
- provide full and accurate information promptly when requested by members of staff for the purposes of maintenance of College records;
- pay all fees and any other College/professional bodies' charges for which you are liable when they are due;
- comply with the College's Equal Opportunities Policy;
- always carry your ID card when entering a College building and inform the Admissions Office immediately if you lose your card;
- Not engage in any activity likely to bring the College into disrepute.
- Comply with the requirements of UKBA.

4 THE COLLEGE RULES AND REGULATIONS

4.1 Purpose and Scope

The purpose of these Regulations and the Code of Conduct is to ensure the smooth running of the College for the benefit of all students and staffs.

The following are a summary of College rules and regulations and policies and procedures. If you required a detailed policy guideline, you should contact the administration/Admissions Office.

4.2 Attendance Policy and Punctuality

A record of attendance is kept for each student. For clarity to students about the Student Attendance Policy, the whole attendance policy has been kept as under.

Student Attendance Policy

INTRODUCTION

This policy sets out guidelines for ensuring that both the staff and the students understand the importance the college has put to ensuring the minimum attendance required from a full time student is achieved in line with the government policies. In addition, it is also to ensure that the students make the most out of the classroom environment and the college resources which will subsequently benefit them in their final exams and further education.

STATEMENT

Students must attend their classes according to their timetable and the required number of hours. A student may not be allowed to take an examination/submit assignment and may be withdrawn from the course if their attendance of classes falls below 80% of the required hours. He or she will also be subject to further disciplinary procedures. Additionally, if students miss ten consecutive contacts they will be suspended for five (5) working days during which time they are to provide an explanation as to the absence. If the explanation is unsatisfactory, they will be reported to the UK Home Office (UKBA) within ten working days and this may lead to a formal expulsion from the College. However, the College may consider mitigating circumstances of an individual if it is informed promptly along

with supporting documentation where available. The College will also provide the student with necessary assistance or direction for further steps to be taken.

Method of Implementation

Attendance and punctuality is monitored through daily registers. When attendance falls below the expected level, follow-up action is taken by the Administrator.

The record of Attendance. A record of attendance is kept for each enrolled student, which partly reflects his or her academic commitment. The College uses two different types of registers for the record of attendance of enrolled students; the Daily Register and the electronic Master Register. The Lecturers ensure that the Daily Registers are duly completed and the Administrator is informed of the habitual latecomers and the absentees. It is the Administrator who transfers the information from the Daily Register into the Master Register. This will allow them to identify an individual absentee and take necessary action against him or her. Any student who has not attended for one complete week will be contacted to provide an explanation and to be encouraged to improve attendance.

Feedback from Students. Students should notify the College Attendance Administrator of any absence from classes and:

If the absence is due to illness of more than six (6) attendance days, they should submit a Medical Certificate.

If the absence is due to other personal reasons, they should submit an explanation in writing of such reasons and provide documentary evidence where possible

Maintenance of Record Keeping. The Principal and course co-ordinator is responsible for ensuring that all course tutors maintain, as far as possible, an accurate, signed, daily record of student attendance whereas the administrator is responsible for accumulating such records and taking necessary further actions.

Action resulting from failure to comply with the policy. If the attendance record of a particular student falls below 80% by mid-semester and an aggregate of 80% overall for the semester, they will be subject to the College's disciplinary procedure. Students are reminded by either one or a combination of the three contact methods the College is currently using i.e. email, phone and letter. Should a student fail to respond to the warning within 10 working days, a further notice is sent to the student to report to the College within a further 10 working days to provide a satisfactory explanation. Failure of the student to report within this warning period will lead to suspension for 5 working days to allow a response, after which they will be expelled and notification made to the UK Border Agency (UKBA) within 10 working days.

Appeal. In the case of an expulsion, the student will have a right to appeal in writing explaining the grounds of appeal. The college will look into the appeal and their grounds. The decision of the college will be final and will be communicated to them in writing giving reasons for the decision. A Letter of Notification will be sent to the UKBA following any positive outcome in favour of the student.

Mitigating Circumstances. Where a student provides the College with satisfactory documents, it may consider the case on individual merits and accept the student absence as unavoidable. Some possible reasons for the acceptable absences are:

- Serious Illness
- Driving Test
- Emergency Doctor or Dental Appointment.
- Bereavement, Funeral of a close relative/friend
- Religious Festivals
- Any other good reason accepted by the College

The above is an indication of some reasons and is not an exhaustive list

Points to Remember in Attendance Section for students:

- They should attend all the classes
- If they miss any class they should inform administration department.
- If student's name is not on class register student should see administrator for approval of class attendance.
- If they miss ten contacts without informing us they will be expelled from the college and reported to UK Home Office (UKBA).
- If students receives any phone calls, emails, or letters they must respond to them.
- If they fail to maintain satisfactory attendance by mid and end of the semester, the college will take disciplinary action against them.
- If students are late for more than 15 minutes, they should wait and join the class after break.
- Mobile phone should be switched off during the class.

4.3 Study Hours

Full-time students are expected to be available to attend daytime lectures for 15-18 hours per week, Monday to Friday, depending upon their course. Students of IT-related courses may be required to spend additional time at College outside of their taught lectures.

4.4 Books and Stationery

Students need to acquire the textbooks and other study materials required by the programme they are taking.

4.5 Examination Entry

Only those students, who complete their attendance requirements, do not have any pending financial dues, are not barred from examinations due to disciplinary or other misdemeanors and have no failings or discrepancies in their academic record are allowed to take periodic examinations for their course.

Where applicable, the student must seek and obtain a certificate of eligibility from the appropriate professional institution/examining body and pay the registration and examination fees to the respective body directly. Students must understand that gaining admission into the College does not necessarily guarantee their registration with external bodies.

When requested, the College will inform, counsel and assist students in negotiating different external examination entry procedures. However, it is the responsibility of the students to keep themselves informed and prepared for such examinations as recommended by the College and to register with these authorities as Student Members well in time. Students will be expected to pay all student examination and membership fees. The College does not charge any fee for helping students in this regard.

4.6 Coursework, assessments and examinations

The guidelines to you on examinations and assessments are:

- you must complete all assignments and assessments on time and to the best of your ability;
- plagiarism, passing off others work as your own, is a serious academic offence and action will be taken against you;
- you will not be permitted to enter external examinations unless you meet the minimum attendance requirements, have passed college internal examinations and have made satisfactory progress in all areas of your academic work;
- you must comply with the rules laid down by each examining/awarding body;
- You will not be allowed to enter an exam room without your ID card.
- No mobile phones or other electronic devices are allowed in the exam room.

4.7 Policy on Cheating and Plagiarism

Students at Sanjari International College are engaged in preparation for professional careers. They need to maintain the highest standards at all times. Cheating is treated as

major misconduct and will lead to disciplinary action. Cheating includes but is not necessarily limited to:

- submission of work that is not the student's own for papers, assignments or exams;
- submission or use of falsified data;
- theft of or unauthorised access to an examination paper;
- use of an alternate, stand-in or proxy during an examination;
- use of unauthorized material including textbooks, notes or computer programs in the preparation of an assignment or during an examination;
- supplying or communicating in any way unauthorised information to another student for the preparation of an assignment or during an examination;
- collaboration in the preparation of an assignment;
- Submission of the same work for credit in two courses;

4.8 Personal Conduct

The College imposes a strict code of conduct while students are on the College premises. Sanjari International College expects its students to behave as responsible, mature persons and to act within the moral norms of the society while on College premises.

Alcohol: Consumption of alcoholic beverages in public areas of the College buildings is prohibited. Any student found drinking alcohol in the College building (other than at appropriate College-sponsored functions) will be subject to severe disciplinary action.

Damage to Property: Damage to, or destruction of, property owned or operated by the College, its students, faculty, administration, staff or guests is prohibited and may result in fines, disciplinary action and/or legal action.

Distributing or Posting of Materials: Distribution of printed materials, sale of any material by non-college groups can only be undertaken with the approval of the Principal.

Drugs and Illegal Substances: The use, possession, promotion, distribution, or sale of illegal drugs or controlled substances may result in College disciplinary and/or legal action. Drug-related paraphernalia containing illegal residue is prohibited on College may be confiscated and may result in disciplinary and/or legal action. Students found to be in breach of these rules will be subject to instant dismissal. Loss of the right to remain in the United Kingdom can be another regrettable penalty imposed by the Home Office.

Eating & Drinking: Eating and drinking are only permitted in the designated areas of the College building. Anyone found eating or drinking in any areas other than the ones specified above runs the risk of immediate suspension, and possible dismissal from the College.

Emergency Equipment: Any student who deliberately triggers a false alarm or tampers with fire equipment either on College will be liable to expulsion from the College. This is a criminal offence in the United Kingdom and liable to prosecution by the police. All charges for replacement or repair of equipment must be paid for by the student.

Fire procedure: When a continuous alarm bell sounds, prepare to evacuate the building via the nearest fire exit. Remember to close all doors and windows and follow your lecturer out of the building to the muster point as indicated in the Fire Procedure Posters.

General Behaviour: Students will be expected to behave in both the building and the neighbourhood in a manner that is considerate of others. Students are individually responsible for their conduct. They, as well as other members of the College community, are expected to use reasonable and sound judgement in their daily College life and to show due concern for the welfare and rights of others.

ID Cards: Identification cards, issued at the beginning of each academic year must be carried at all times and presented whenever requested. Most commonly, College ID must be presented upon any request of the College administration.

Littering: Students may not throw, discard, place, or deposit litter within the College buildings or on College grounds except in the refuse receptacles provided. Littering may result in a £20 fine and may also result in disciplinary action.

Noise: Noise is an infringement on the rights of the College community and the surrounding neighbourhood. Others have the right to peace and quiet. Please do not be loud in the local area, particularly as neighbours are, in some cases, only a few yards from the College building.

Smoking: Smoking is only permitted outside of the College buildings. It is not allowed in hallways, stairways, library, classrooms, or administration and faculty offices. This rule will be strictly adhered to because of fire regulations and the general health and hygiene of the College.

Unauthorised Entry: Any student who enters, attempts to enter, or remains in any College room or building without appropriate authorisation is subject to disciplinary action by the College and/or legal action.

Disciplinary Procedures: If the welfare or reputation of the College and its students are threatened by infractions of College regulations the perpetrators of such actions may be subject to one or more of the following penalties:

(a) **Admonition** — an oral statement to a student that he or she is violating or has violated College rules and that further instances of unsatisfactory conduct may be cause for further disciplinary sanction.

(b) **Restitution** — a full and complete reimbursement for damages to, or destruction or misappropriation of, the property of the College or others. In the case of College property, this may take the form of appropriate service or other compensation.

(c) **Reprimand** — a written warning to a student for a violation of a specific College regulation, including notice that further violations of the same or other regulations will result in more severe disciplinary sanctions.

(d) Letter of Apology — a formally written letter of apology, either private or public, to an individual, an outside agency, or the College.

(e) Monetary Fines — the assessment of money against individual students for violation of College rules and regulations. Such assessments may be levied by the Senior Management Team.

(f) Disciplinary Probation — a written notice placing conditions upon the student's continued attendance at Sanjari. Disciplinary probation shall specify the period and the condition of the sanction.

(g) Suspension — a written notification of the termination of student status and exclusion from further enrolment for two semesters. If the student wishes to re-enrol, he or she must re-apply through the normal admissions procedure.

(h) Dismissal — a written notification of the permanent termination of student status and exclusion from further enrolment at Sanjari International College.

4.9 Payment Procedure

A student paying any part of their fees by cheque must allow at least five full working days for UK bank cheques and at least 28 full working days for foreign bank drafts to clear. Before the cheque or draft has cleared, the student is not eligible to claim any action from the Admissions or Administration departments with regard to the application for which the student has made the payment.

A £30 processing fee will be charged to the student for any cheque or local draft which is returned and not honoured to the College when deposited to its account. This fee is £100 in the case of overseas bank drafts.

Students making payment by direct bank transfer or money transfer will be liable to pay all necessary bank and/or transfer charges. The College will not be liable to pay any such charges, nor any charges arising from the receipt and refund of fee deposits by any other method.

Please note that by making a fees deposit payment to the College, students agree to pay the full amount of their tuition fees to the College in due course. When applicable, the College will use legal channels to recover the outstanding balance of tuition fees from students refusing to fulfill their financial obligations to the College within an appropriate time frame. In this event, the student will be liable to cover any costs incurred to the College in recovering the balance of their tuition fees, in addition to the fees themselves.

4.10 Tuition Fees

Tuition Fees are subject to change. Overseas students applying from abroad are advised to pay all of their first year's tuition fees prior to their enrolment in the College. Students applying from the UK are normally allowed to pay in pre-approved instalments, in accordance with the instalment plan offered to them by the Admissions Office. The College offers regularly certain fee exemption schemes whereby overseas students already residing in the UK on a student visa or other form of permanent residency permit may be considered for discounted tuition fees.

The College reserves the right to suspend or expel students from College or prevent them from attending lectures without any advance notice if their fees are in arrears.

4.11 Deferral of Start Dates

Students are not allowed to defer a course if their UK Student Visa is already granted. In such cases the student's permission to be in the UK will cease to be valid and the student should leave the UK. When the student is ready to resume their studies they will need to make a fresh visa application.

If the students has deferred their commencement dates more than once before issuing the CAS from the College and submitting their successful Student Visa application, the College reserves the right to deduct from their fees deposit a separate administration

charges of £250 for each session, or students may be asked to pay extra administration charges of £500 once the CAS is issued from the College.

4.12 Tuition Fee Refund Policy

The overseas students will not be eligible for a refund nor to transfer any of the fees paid to the College once they have used the College's Confirmation of Acceptance (i.e. CAS) to obtain a UK Student Visa or other travel permit to study at Sanjari International College.

Please also note that we will only refund 50% of the fees paid to the College if the student visa is refused on the ground of maintenance fund. The pre-paid tuition fee is refundable (less £500 administration charges) in the event of application withdrawal from the student prior to allocation of a CAS, a CAS withdrawal from the College before the course commencement date or student visa refusal on CAS ground not securing required 30 points. If the student does not use the CAS for his/her visa applications before the course commencement date or withdraws application from the College after a CAS is issued, then administrative fees of £1000 will be non-refundable from the tuition fees deposit. However, where there are clear evidences to the college that the student produced fraudulent documents and therefore visa was refused, then the College will have a right to forfeit the deposit paid by the student as this may cause serious financial or reputational loss to the college. However, an extra care will be taken not to penalise the student unfairly.

If students have appealed against the visa refusal, refunds will not be processed until the appeal or administrative review is heard. There will also be no refund if the outcome of appeal is in the student favour.

All refund requests must be made by overseas students within three months of their visa refusals unless they have appealed against the visa refusals, otherwise no refund of tuition fees will be made under any circumstances. The original letter of refusal from the British High Commission/Embassy or the UK Border Agency (UKBA), the original CAS and the original receipt of payment issued by the College must be attached to the refund request.

UK residents with no visa restrictions may claim a refund of tuition fees paid, less administrative charges of £500, if the Admissions Office receives a written request from the student for cancellation of admission at least four weeks prior to the commencement of course. In the event that the Admissions Office does not receive this notice within the specified timeframe, no refund will be made.

Refunds will not be made to a third party unless we have received explicit authorisation from the applicant to do so. This should be in the form of a signed hard-copy letter from the applicant specifically authorising us to refund their fees to a named third party. This condition applies regardless of the source of the original fee payment.

The College aims to process every refund request as quickly and securely as possible. In order to verify that refund requests are genuine and to eliminate the possibility of fraudulent or inappropriate refund requests being approved, the College reserves the right to make various security checks on any refund request we receive, including enquiry or consultation with the local British High Commission or British Embassy. While the College reserves the right to take as long to process a refund request as is necessary to complete the aforementioned security checks, students should normally expect their refund requests to be approved within three months from the date of the receipt of all required documentation. Failure to provide all of the required documents to the College may make it impossible for the College to approve a refund request or may lead to further delays in processing the request.

While we recognise that delays in processing a refund request may not always be convenient, the security checks made on refund requests are designed to ensure the safety of your money. The College will not be liable for any damages, financial or otherwise, related to the length of time required to process a refund request.

In the event that a student requests a refund of their tuition fees deposit by bank draft, an appropriate courier charge will be deducted from the refundable amount to cover the cost of dispatching the draft by courier, in addition to any other deductions for bank charges or processing fees. If the student requests a refund of their tuition fees deposit

by bank draft, the College will not be in any way responsible for the draft after its dispatch from the College premises and will not issue a replacement draft if it is lost or misplaced after its receipt at the mailing address provided by the student.

No interest or profit is claimable on any refund payments.

No refund will be paid to the students because the college has been suspended or because the college's sponsorship licence has been revoked. The College reserves the right to change or amend any or all of these refund procedures without any prior notice.

4.13 Cancellation or Rescheduling of Courses

It is strongly recommended that interested students take time in making the decision to apply to Sanjari International College. You have a cooling-off period of 7 working days during which you have an unconditional right to withdraw your application after we have received full or part-payment of your fees. Otherwise a £500 administrative fee will be deducted from your refund once we issued CAS, although you have not applied a UK Student Visa or other UK travel permit to study at Sanjari International College. Please note that overseas students will not be eligible for a refund nor to transfer any of the fees paid to the College once they have used the College's CAS to obtain a UK Student Visa or other travel permit to study at Sanjari International College.

The College reserves the right to cancel or reschedule any advertised courses at the College without liability for reasons including, but not limited to, insufficient admissions or enrolments. The College authorities may cancel or reschedule affected lectures, courses or programmes, due to very low attendance making it impossible to continue teaching a given lecture. In such event, the College reserves the right to transfer the student for an alternative course or for a course that will qualify the student for the chosen course of study.

Students will be eligible for a tuition fee refund, less administrative charges of £500, if their chosen course is discontinued after its commencement and the College is unable to arrange a suitable alternative course of study. The College will not be liable for any

refund of paid tuition fees if courses are discontinued, amended or cancelled due to reasons pertaining to the external examining body or the UK Border agency.

4.14 Changes and Amendments

The College reserves the right to amend advertised course content, tuition fees and start dates for its courses without any prior notice. The College reserves the right to run its courses in any of the College premises, including temporarily hired or rented rooms within the UK with a prior notice. We may allocate your teaching centre or transfer your enrolment to our partner institutions. The College reserves the right to amend or alter its prospectus without any prior notice.

The College reserves the right to amend or alter any or all of these Rules and Regulations without any prior notice.

4.15 Equal Opportunities Policy

The College aims to promote equal opportunities and does not discriminate against any person on the basis of age, sex, race, ethnic group or disability. We do aim to support students who have special needs. The full text of the Equal Opportunities Policy may be obtained from the Administration Office and from Reception.

4.16 Anti-bullying Policy

The College has a duty to provide a safe learning environment to its students and to prevent all forms of bullying among students.

We encourage students to raise any concerns they have about bullying at the earliest possible opportunity. Therefore matters would be dealt with informally and promptly by those who are directly responsible for.

If the bullying continues you can make a formal complaint in line with the college's anti-bullying procedure. This will generally be first to the Principal and then to the CEO of the College.

4.17 The Use of College Computer Facilities

The College provides computer facilities to support student learning. All members of the College are required to use the computing facilities for this purpose only. Abuses of the college computing facilities may result in the loss of computer privileges. The full text of the Computer Facilities Policy may be obtained from the Administration Office/Reception.

4.18 Health and Safety Policy

Sanjari International College intends to strictly follow the rules and regulations as set out in the Health and Safety at Work Act, 1974. Despite being small in size in terms of physical working area, it assumes the full responsibility of implementing the act within its premises and perimeter that come under its legal boundary. The College fully observes the Health and Safety Policy statement by the local council. This statement is issued to supplement that statement and lay down the guidelines for the staffs to implement also the norms of Health and Safety Management at Work Regulations, 1999.

The following key areas are the main points of concern:

- Safety of individuals in the college perimeter
- Maintenance of safe environment in the workplace
- Risk assessment and management
- Responsibilities of individuals before, during and after a potential risk
- Maintenance of general H&S awareness in the college environment
- Fire and Emergency procedures

The overall responsibility of establishing and maintaining an informed body of staffs and students, and that of ensuring safety of personnel within the college environment is assumed by the CEO. This responsibility is delegated down to the heads of relevant departments under a proper supervision and control of the Principal. As the day to day operations head of the institution, the CEO will have the following minimum responsibilities in order for him to ensure the optimum safety within the premises:

- He is to ensure that a clear and up to date Health and Safety policy has been formulated and that it is kept in such a place where it can be easily obtained by individuals seeking clarity on related matters.
- He is to ensure that both the staff and the students are familiar with the policy, and aware of the exact responsibility in their part. This may entail supervision of a regular awareness practice being carried out by the responsible representative.
- He will ascertain that there is an effective Risk Assessment and Management practice in place which will serve to the overall safety of the college environment and minimising of risks and hazards. Also, that the records and registers, if any, are kept up to date.
- He will also ensure that regular inspections are carried out in the premises by the appropriate safety representatives such as Health & Safety, Fire and Emergencies, leading to any deficiencies being timely recorded and rectified.
- He is to ensure that the visitors, guests and contract workers, who are unaware of the policy at the premises, are correctly received, escorted throughout their stay and seen off by a responsible member of the staff.
- He should ensure the overall safety of the premises and personnel as per the existing safety regulations as well as those locally initiated to supplement them.

OTHERS RESPONSIBILITIES

Everyone:

- Anyone who is present in the College premises automatically agrees to abide by all College policies in force, which are designed to promote the safety of the individuals and the property as a whole.
- He or she has the moral as well as legal responsibility to take reasonable care of their own health and safety and that of others present in the college perimeter.
- He or she is bound by law to familiarise with the existing Health and Safety Policy of the College including fire and emergency evacuation procedures, which are either published on the College notice boards or available on request from the Administration Office.
- It is upon them to react quickly and responsibly in the unwanted event of outbreak of a fire or an emergency, and report to the relevant agencies accordingly.
- Sign, when required by the College, a declaration as to have understood the

College rules and policies supporting the Health and Safety at work Act, 1974 and abide by them.

Health & Safety Officer: It is intended that at least one of the permanent staff from

Administration is duly trained and qualified on Health and Safety matters as per the requirements of Health & Safety at Work Act, 1974 and Health & Safety Regulations, 1999. He will constantly advise and assist the CEO (or anyone acting on his behalf) on all practicalities and statutory obligations related to the Health and Safety issues. The Health and Safety Officer is point of co-ordination for all representatives regarding Health & Safety, Fire and Emergency. It is his or her responsibility to ensure that they get adequate moral and logistic support as required to meet their goals. Furthermore, he or she is to;

- a) Ensure that the College Staff practice extreme caution everyday to ascertain that their own safety and that of the others in the College is paramount, and extra

- care is taken while carrying out their jobs in order not to endanger anyone who might be present in the College.
- b) Ensure that the staff report to their superior or the person in charge of Health and Safety of any suspicious development that could lead to the risk to all individuals and the safety of the premises.
 - c) Ascertain that the staffs are conversant with the Health and Safety Policy and that they are prepared to provide assistance to the students or anyone else in need, preferably leading by example.

Head of Departments: In addition to their main job description, the Head of Departments are responsible for ensuring that the Teaching Staff:

- Induct or introduce students on Health Safety issues, fire hazards and practices, smoking and the general preliminaries before the start of their relevant courses.
- Are aware that they are responsible for educating students on the 'Do's' and 'Don'ts' in the College and maintain a continuous supervision of them.
- Make sure that the queries of their students regarding the safe working environments in the College are appropriately addressed and any matter requiring the Principal's attention is brought to him without delay.
- Promote awareness through the participation of students in Health and Safety related education and practices.

Students: All students of Sanjari International College are required to:

- a) Familiarise and comply with information available on Health and Safety issues including Fire Practice and Evacuation Procedures.
- b) Refrain from the behaviour which may endanger themselves or the health and safety of their colleagues apart from the safety of the College properties.
- c) Refrain from using apparatus and equipment including electrical and information systems without authority of the College Staff and only after receiving instructions and permission from the lecturer.
- d) They are to adhere to the working procedures as outlined by the lecturers as and when they are disseminated.

- e) Students are not to use the public access areas such as corridors and stairways as seating or meeting areas. There are designated areas set aside within the College for students to access computers, use telephones or pursue other leisure activities without causing an obstruction in the common passageways.

Points to Remember:

- Operate the nearest fire alarm.
- Leave building by the nearest available exit.
- Report to the assembly point.
- Do not stop to collect personal belongings.
- Do not return to building for any reason until authorised to do so.

General Guideline on Health and Safety:

The general guidelines on Health and Safety are as follows:

- you must not carry anything that could be considered a weapon;
- you must take care of College furniture and equipment. The College may ask you to pay for any damage you cause;
- you must not run along corridors or up/down stairs;
- you must place litter in bins;
- spitting in and around the College campus is forbidden;
- you must wear correct clothing and wear or use any necessary safety equipment as advised by staff;
- Contact your Head of Department or Administration Department if you are in doubt.

4.19 Absence from College

Absence through illness

It is essential that you inform the Reception (Tel: 020 7001 100 or info@sicedu.org.uk) of any absence. It does not matter if your absence is for personal reasons or because of sickness. Attendance department will inform your Course Coordinators of your absence. On your return to College you must fill in a self-certification of illness form (SCI) or have a medical certificate from a registered medical practitioner.

As a full time student, you must register with GP. It helps you in getting proper service of treatment in free of charge. On the other hand, it also helps you to show GP prescription to the attendance department of the college that you were away from studies because of sickness. Please be informed that the use of medicine brought from your country of origin while sickness would not be acceptable reason to get authorised sickness leave.

Self-certification of illness

It is your responsibility to self-certify any illness that causes you to have absence from the College for any period up to six consecutive days. This should be done using the self-certification of illness form (SCI), which is available from College Reception.

So that the College is able to document that you have been away from your studies as a result of illness, you should submit a SCI immediately upon your return following the absence. The form should be returned to Reception.

The office receiving the self-certification should give you a receipt as proof that the form has been received. It is important that you get this receipt to show that you have submitted your SCI, and you should keep it safe for future reference or in case it is needed to verify submission of your SCI in the event of a dispute.

4.20 Raising Concerns

If students are unhappy about their experience then it is important that we know about it. That way, we can work towards addressing the matter and improving the student experience for all those studying at Sanjari International College.

Wherever possible we would encourage students to raise any concerns they have at the earliest possible opportunity. Most matters are usually dealt with informally and promptly by those who are directly responsible for our programmes and services.

If the matter is not resolved informally to your satisfaction, you can always make a formal complaint in line with the college's complaints procedure. This will generally be first to the Principal and then to the CEO of the College.

5 ACADEMIC POLICIES

Academic Dishonesty: Each student at the College is responsible for completing his or her own work. Plagiarism, i.e. copying the work of others or commissioning others to complete an assignment, is prohibited. Material taken from texts or other reference works must be properly documented. The penalties for academic dishonesty include receiving an 'F' for the assignment, or in the course, or in more serious cases, dismissal from the College after consideration by the Academic Standards Committee.

Attendance: Students must attend their classes according to their timetable and the required number of hours. A student may not be allowed to take an examination and may be withdrawn from the course if their attendance of classes falls below 80% of the required hours. He or she will also be subject to further disciplinary procedures. Additionally, if students miss ten consecutive contacts they will be suspended for five (5) working days during which time they are to provide an explanation as to the absence. If the explanation is unsatisfactory, they will be reported to the UKBA within ten working days and this may lead to a formal expulsion from the College. However, the College may consider mitigating circumstances of an individual if it is informed promptly along with supporting documentation where available.

Change of Address: If either the 'permanent' or the 'present' address of a student changes while he or she is attending the College, then he or she **must** notify the Administration Office of that change of address.

Evaluation: All internal assessment (assignments, tests, case studies, presentations and examinations) are subject to an evaluation grade that will be used to make an assessment as to academic progress from an internal view.

Your lecturer will provide you with a module outline that will determine the overall internally assessed grade breakdown of assignments, examinations, attendance and participation.

Final Examinations: Final internal assessment examinations are scheduled at the end of each semester for each module. Only under rare, extenuating circumstances may a written final examination be administered at a date different from the scheduled time, and then only when cleared in writing with the Head of the Department.

Grade Appeal: Any student who wishes to appeal their final internally assessed grade received in a particular module should first appeal to the lecturer for an explanation of the grade. If the issue cannot be resolved at that level, the student may appeal in writing, within ten working days of receiving their grade, giving full details to the Head of the Department who will take the matter to the Academic Committee. The Committee will take full account of the statements of the student and the lecturer concerned. The Committee's decision will be notified to the student in writing within ten working days.

Academic Progress and Academic Probation: At the end of each semester the Academic Committee conducts a review of the progress of each student. Any student who does not fulfil the attendance requirements or who has a failing internal grade may be placed upon Academic Probation. If this is continued for two semesters the student may be faced with dismissal from the College.

The College also reserves the right to expel or transfer students who fail to complete and submit requested coursework, assignments and/or dissertations to the appropriate lecturers or who fail to satisfactorily progress their understanding of the subject matter taught on their chosen course, without any liability to the College.

Students who make exceptional progress in their studies and who are subsequently able to cover their course syllabus and pass all associated examinations prior to the expected

end date of their course will not be able to maintain their student status beyond the date of completion of their examinations without re-enrolling on a new course of study representing a clear academic progression from their previous academic endeavours.

Students wishing to continue studying at Sanjari International College after their previous studies have ended in either of the above circumstances must re-enrol on a new course of study. New enrolments in either of these cases will incur the College's standard course fees.

Termination from College: A student who is dismissed from the College for disciplinary or financial reasons will receive a letter-grade of 'F' in all modules not completed.

Transcripts: Every student (unless he or she has outstanding debts to the College) is entitled to an official photocopy of his or her grade report at the conclusion of each semester. A request for a transcript must be made in writing and must include the student's signature.

Mobile Phones: Please note if you have a mobile phone and you regularly bring to College with you, you must ensure that it is switched off during lectures. The Sanjari International College consider that conducting a telephone conversation during a lecture is unacceptable and therefore should this occur you will be asked to leave the class immediately.

Withdrawal from College: A student who desires to withdraw from the College must complete the withdrawal form and undertake an exit interview. This form must be obtained from, and returned to, the Administration Office.

6 INTERNATIONAL STUDENTS

Extension of Stay/Visa Renewal Information

Apply for an extension; make the application to the Home Office for an extension of stay, at least 4-5 weeks prior to the expiry date. **Applications which are late need not be considered by the Home Office.** You can therefore be denied the right to remain in the United Kingdom without the right to appeal. However, if you need any guidance regarding visa extension from college administration you are advised to take an appointment at least 8 weeks prior to the expiry date.

Important: If your application is late, even by a couple of days, it's almost certain to be refused and you lose the right to appeal. **Get it there on time.** If you can't make it to Home Office yourself, post the documents as a registered letter (it must be postmarked a minimum of one day before your leave expires).

If going on vacation, make sure that you inform the College and have the necessary documentation.

Before taking up employment, check whether you have a restriction or a prohibition in your passport and secure the necessary permission to work.

Attend lectures regularly. The Home Office may refuse 'leave to remain' if you haven't been to lectures at least 15 hours a week (they often check attendance records) or haven't paid fees at least a month in advance, or seem to be moving from one course to another with no intention of ending your studies. If you're on a scholarship from a government or international agency you may only be allowed to stay as long as this remains current.

EU citizens studying or working here are entitled (and obliged) to apply for a long-term residence permit after six months. Please follow Home office rules for further information.

If you are absent from College inform the College authorities of the reason and secure the necessary medical certificates if absence is on the grounds of health.

Applying from inside the UK

This section explains how you should apply for permission to remain in the UK under Tier 4 (General) of the points-based system, if you are currently:

- in the UK as a student under Tier 4, and you want to extend your stay in this category so that you can continue your studies here; or
- in the UK under a different immigration category, and you want to become an adult student here under Tier 4 (General). Depending on your current immigration category, you may or may not be able to 'switch' into Tier 4 (General) - see 'More information' below.

Before you apply, please ensure that you are eligible to apply and you should download the application form, help text and policy guidance from the UKBA website.

Some sections of the application form may not be relevant to you. You should only complete the sections that are relevant to you. The help text explains how to complete each section.

As part of your application, you will need to enrol your fingerprints and facial photograph (known as 'biometric information') in order to obtain a biometric residence permit.

When to apply from inside the UK

This section explains when you should apply for permission to remain in the UK as a Tier 4 (General) student, if you are currently in the UK.

If you are making a Tier 4 application from inside the UK, you can apply when your sponsor has assigned a confirmation of acceptance for studies (CAS) to you.

We suggest that, if possible, you apply during the last 3 months of your current permission to stay. When we approve your application, your new Tier 4 sponsor (which has assigned your new CAS to you) will immediately become responsible for you.

You must apply no later than 6 months after your CAS has been assigned, or it will become invalid.

Where to apply from inside the UK

This page explains how and where you can submit your Tier 4 (General) application from inside the UK.

You can apply from inside the UK by post, by courier or in person at one of our public enquiry offices.

If you are applying by post or courier

You should send your completed application form, application fee and supporting documents to:

UK Border Agency

Tier 4

Millburngate House

Durham

DH99 1WJ

If you are sending applications for your family members (also known as 'dependants') at the same time as your own application, please send all the applications together in 1 envelope - if you do this, your family members will be eligible to pay a reduced

application fee. If you send any family members' applications separately or later, they must each pay the full application fee.

If you are a family member applying separately from the main applicant, you should send your form to:

UK Border Agency

PBS (Dependants)

PO Box 500

Durham

DH99 1WJ

If you are applying in person

For an additional fee, you can make your application using our premium same-day service at one of the UKBA public enquiry offices.

Visas and Travelling Abroad

If you are planning to travel abroad be sure to get your visa at least one month before your date of departure. Do not forget to include visas for any countries you will be travelling through en-route. Re-entry letters are prepared in the Finance Office. **You must give 48 hours notice for such letters.** Re-entry letters will not be issued to anyone who owes fees to the College. As cheques to the College take ten days to clear, please take this time into account if you have just paid your outstanding fees and require an immigration letter. You will also need to take your passport and proof of financial support with you when applying for a re-entry visa.

MEDICAL INFORMATION

All international students studying in the United Kingdom for six months or longer are regarded as ordinarily resident in the United Kingdom for the duration of their course and are therefore eligible to receive full health care under the National Health Service (NHS).

Students who will be at Sanjari International College longer than 6 months must register with a local doctor in the area where they live, as soon as is possible. A list of your local NHS doctors can be found at www.nhs.uk/localnhsservices. If you are not feeling well you could see a local chemist first (e.g. 'Boots' – go to the prescriptions counter) to be sure that the medical problem needs a doctor's attention. British and full-time academic year students should have no problems using the National Health Service but, for overseas students, please note the following:-

At NHS surgeries, the doctor may decide not to charge if you are a student who is not here for more than six months. Policy in this respect, as determined by the government, leaves it up to the individual doctor to decide. The first visit to a private doctor is likely to cost you anywhere between £20 and £50.

Register with a local doctor

All students who do not have a local doctor are strongly advised to register with a GP Practice close to where they are going to live. Do not wait until you are ill before trying to register.

In the UK a family doctor is usually called a GP (General Practitioner). Typically you would see your GP about minor problems such as infections, aches and pains and contraception. If your GP thinks you have a more serious problem that needs to be treated by a specialist they will refer you to the hospital. Check with your GP when you

register, but normally you will not have to pay for your treatment at the doctors, but you will have to pay for any prescriptions (medicine etc.).

If you want to see your GP you will need to phone the surgery to make an appointment. If you need to see the doctor urgently you can usually go straight to the surgery but you may have to wait some time. If your problem is very urgent you should go straight to A&E.

If you come from an EU country you will need to apply for a European Health Insurance Card **in your home country**.

If you are from outside the EU and you will be studying in the UK for at least six months then you can register with a doctor. We recommend that you register as soon as possible to save time if you become ill. When you ring the surgery you would like to register with check the following

- that they are accepting new patients (some surgeries are full)
- what paperwork you will need to register (typically a passport and proof of your address).

If you are from outside the EU and will be studying in the UK for less than six months you will need to go to a private medical centre.

What if I should need hospital treatment?

Under the current Regulations, anyone who comes to the UK to pursue a full-time course of study of at least six months' duration, or a course of study that is of any duration but is substantially funded by the UK Government, will be fully entitled to free NHS hospital treatment in England. This exemption will apply to your spouse and children (under the age of 16, or 19 if in further education) if they are living permanently with you in the UK for the duration of your course.

Students studying in the UK for less than six months from countries with which the UK holds bilateral healthcare agreements will only be entitled to free NHS hospital treatment that is needed promptly for a condition that arose after their arrival in the UK. This exemption will apply to your spouse and children (under the age of 16, or 19 if in further education) if they are living permanently with you in the UK for the duration of your course. If you are here to study for less than six months on a course that is not substantially funded by the UK Government and are from a country with which the UK does not hold a bilateral healthcare agreement, then you will be charged for any treatment you receive.

If I should need hospital treatment what documents will I need?

Individual hospitals determine whether a patient is liable to be charged for treatment or not. In order to establish entitlement, hospitals can ask you to provide documentation that supports your claim that you are studying in the UK. It is for you to decide what to supply, however examples of evidence could include:

- if not an EEA national or from Switzerland then you should have a valid student visa or
- if EEA national or from Switzerland, proof of nationality - passport, EEA residence card
- a letter from Sanjari confirming attendance.

Am I entitled to access primary care services?

SANJARI students are entitled to free primary medical services. On taking up residence in the UK it is advisable to approach a doctors' practice and apply to register on to its list of NHS patients. The practice may choose to accept or decline your application. An application may be refused if the practice has reasonable grounds for doing so, such as if you are living outside their practice area. You need to register with a doctor close to where you live in case the doctor has to make a home visit to you.

Do I have to pay for emergency treatment if I have an accident?

Emergency treatment given by a doctor or in an Accident and Emergency department or a Walk-in Centre is free of charge.

Dental Treatment

If you need to see a dentist you should consult NHS Direct for details on the availability of local NHS dentists. You can contact them by telephone on 0845 4647 or on the web.

If you have problems with your teeth and want to see a dentist you will definitely have to pay for treatment. To be exempt from NHS charges, students who are 19 and over must fill in an HC1 form. The dentist you are referred to will be able to give you one. Students who are under 19 must be able to prove their age and student status.

Emergencies

If there is an emergency (i.e. someone is unconscious, bleeding or at risk of death or serious injury), dial the telephone number 999 which is free from any telephone. You will be asked which service you require: Fire/Ambulance/Police. If you are doing this from SANJARI READING, please ensure you tell Reception you have done so. College staff can then help direct the right spot to the emergency service.

Useful notes

- If you need an operation which is not urgent you may have to wait a long time for NHS treatment. If you can, you will find it better to have private treatment.
- We strongly advise that all students take out medical insurance.

First Aid

Students who are unwell should seek medical help from their doctor. Those whose medical condition is so severe that they are unable to attend their doctor's surgeries should telephone their surgery to request a home visit.

If you are in need of First Aid on a College, you should go to Reception, so that help can be summoned from a first aider. The College has many staffs that are able to help with First Aid. Their names are displayed at Reception and in other key locations.

Read the 'Health' section of the *'Time Out Student Guide'* for further information. If you must miss a class because of illness please inform the Office. This is especially relevant if you will be away for an extended period of time. In such an instance you will be expected to bring a Medical Certificate. If you feel ill while in the College, please inform the office.

In all cases, charges are made for prescription drugs that are provided by GP. (NHS prescriptions currently cost around £7.20 each.).

NHS Direct is a service that anyone can call for trained advice about any condition and they will be able to tell you what to do next. The number for this service is 0845 46 47

MONEY & BANKING

Most banks have 'Student Accounts' which offer various benefits.

What to look for: The free gifts and discounts the banks offer are fine - but if there's any chance at all that you will overdraw (and at least one student in two does), make sure you open an account with good overdraft arrangements - if you overdraw at all - even just once - you can incur some pretty high charges. You must always arrange an overdraft *before* you borrow, and you must not exceed the limit they set.

Students who are here for six months or less should note that many banks restrict visiting students to deposit (savings) accounts.

Opening an account in any bank in may take a few weeks, while the bank waits for references. You need to obtain a letter from the Finance Office in order to open a student bank account.

Note: Travellers cheques changed at any Bureau de Change are subject to service charges. Many have recommended that 'Visa' or 'Thomas Cook' traveller's cheques are frequently easier to use than are American Express travellers cheques, even when they are in pounds sterling. There is an American Express travel office situated in Knightsbridge, opposite Harrods.

Major credit cards are widely accepted in the United Kingdom — Visa, American Express, Access (Mastercard).

Please behave responsibly during your time at Sanjari. Some students have left owing money to friends, landlords, and to the College. If you do not intend to return to the College, ensure that you complete a withdrawal form. Clear your debts close all bank accounts officially and inform all correspondents of your address change. Do remember that your transcripts, certificates, diplomas etc., will remain in the College's possession until all debts are cleared.

EMPLOYMENT

Restriction

Students with “restrictions on working” stamped on their passport may be able to undertake some work, but should refer to the UKBA website for the latest details where students are allowed to work;

- they are not engaging in business, self employment or the provision of services as a professional sportsperson or entertainer; **and**
- they are not pursuing a career by filling a full-time vacancy

Prohibition

Students with “prohibitions on working” stamped in their passports are not allowed to work under any circumstances. It is Immigration Service policy to stamp the passports of students who come to the United Kingdom for courses of six months or less (‘short term students’) with prohibition on working.

Income Tax

International students and their dependants who take up employment will automatically be subject to United Kingdom income tax rules. If it is anticipated that their income will be below their personal allowance for the tax year in question, they can complete a form for their employers so that wages are paid without tax deducted. Local Inland Revenue offices deal with queries about tax over the telephone.

Provided international students and their dependants do not earn in excess of the basic personal allowance, any funds brought into the United Kingdom for maintenance costs during studies are exempt from any taxation on income which arises on investment (e.g. bank/building society interest). Financial institutions can provide the appropriate form for completion when deposit accounts are opened.

National Insurance

International students who are working in the United Kingdom must pay a National Insurance contribution in just the same way as any United Kingdom citizen. Students can get a National Insurance number from the National Insurance Contributions Department at their local Social Security Office. The Social Security Office must be supplied with details of the relevant employment, upon receipt of which they will commence the process to issue a National Insurance number. Students cannot commence work until they have *applied* for a National Insurance number, even if the number has not been received yet.

Council Tax

Full-time students are exempt from paying Council Tax. If you receive a bill for Council Tax, you will need to obtain a student verification letter. The appropriate form can be

obtained from the Finance Office. Please note, however, that due to demand, a minimum of 24 hours notice is required for all such letters.

TRAVELLING WITHIN READING

If you have to travel to and from the College five days a week and are not within walking distance it is advisable to buy a Travel card/Oystercard. With a Travel card you may use buses and tubes in the area covered by your card. The nearest tube station located in Zone 2, a Travel card is obviously worth having if used every day. As a student you can get various discount on various tickets with a 'Student Photocard'. Application forms for the Student Photo-card can be done online information is also available from the reception.

NATIONAL TRAVEL

National Express Student & Young Person's Coach Card

For 16-25 or mature students over 25 year olds, Entitles holders to 30% discount when travelling on National Express Coaches. This card is available from travel agents and coach stations. Application forms are available in the Student Services Office. www.gobycoach.com

Young Person's Railcard

This card is available to anyone under 25 or in full-time education. This will save you up to a third on most National Rail fares. Available from any main line train station or apply on-line at www.youngpersons-railcard.co.uk

Inter Rail Card

(Not available to non-United Kingdom nationals unless you have been in residence in the United Kingdom for six months or more.) The Inter Rail Card is valid in 21 European countries. It is valid for one month's unlimited second class travel.

An Inter Rail Card entitles you to rail concessions and free ferry travel on major European ferry crossings. Inter Rail Cards may be purchased from British Rail stations and are also available at the American Express Office on Haymarket. You will need a letter from the College verifying your resident status and your passport must accompany your application form. Processing the form may take 2-3 days.

International Student Identity Card (ISIC)

One of the most important things you should remember to take with you when you set off on holiday abroad is your ISIC. It will entitle you to discounts for travel on student charter flights, accommodation abroad, art galleries, museums, cinemas and other places of interest -- if you are a full-time student (that is studying for more than 15 hours a week for more than six months in a single year). The ISIC is valid up to the December of the year for which it is stamped. You can find more detail at http://www.statravel.co.uk/cps/rde/xchg/uk_division_web_live/hs.xsl/ISIC-card.htm?WT.srch=1&gclid=S14242x394&keyword=isic+card&rw.cm=Google.PPC.isic+card .

To get one you will need:

- Proof of full-time student status (your Sanjari I.D. card will be enough for STA Travel, or a letter from the Office — available to anyone not in debt to the College).
- One passport size photograph;
- £9.00
- Stamped addressed envelope.

DRIVING IN THE UNITED KINGDOM

International students coming to the United Kingdom **for 12 months or less** can drive any small vehicle (e.g. a car, motorcycle or van up to 3.5 tonnes) for up to twelve months from the date that you first arrived in Great United Kingdom to take up your studies if :

- You have a full valid driving licence from your own country or an international driving permit **and**
- Your licence or permit remains valid during your stay

If you are coming to Great United Kingdom for **more than 12 months** you may only drive on your valid foreign licence or international driving permit for a period of 12 months from the date you first arrived in Great United Kingdom to take up your studies. If you want to carry on driving after the 12 month period, you must obtain a provisional GB licence and pass a driving test before the 12 month period elapses. To take a driving test as well as having a provisional licence you must also have been residing in GB for at least 185 days (six months) in the 12 month period ending with the date of the driving test. If you do not apply for a provisional licence within the first 12 months you must stop driving until you have obtained a provisional licence. Whilst waiting for the test you must comply with the conditions that apply to provisional licence holders: display L-plates and only drive under the supervision of a qualified driver sitting in the passenger seat. The qualified driver must be at least 21 years old and have held a full GB licence for 3 years.

If you have a **valid full licence issued in an EEA country** you do not need to exchange it for a GB licence.

All motor vehicles in GB must be registered, taxed and insured. The driver must abide by the following legal requirements:

- You must drive on the left-hand side of the road and overtake on the right
- You must wear a crash helmet when riding a motorcycle or moped.
- The driver and front seat passenger must wear seat belts. Rear seat passengers must wear seat belts where they are fitted.
- You must not drive while under the influence of alcohol or drugs.
- You must observe the speed limit.
- You must observe the minimum age requirements – for driving a car or riding a motorcycle up to 25kW it is 17 years of age.
- You must have a licence that allows you to drive in GB.

Appendix I:

HEALTH AND SAFETY AGREEMENT FORM

I have read and understood the Health and Safety Statement of Sanjari International College and agree to follow all their safety procedures as required.

Name	Signature	Date
Course		ID NO:
Status: STAFF		STUDENT
Name of inductor		Date

Point to Remember:

- Operate the nearest fire alarm.
- Leave building by the nearest available exit.
- Report to the assembly point.
- Do not stop to collect personal belongings.
- Do not return to building for any reason until authorised to do so.

Appendix II:

ATTENDANCE POLICY AGREEMENT

I have read and understood the Attendance Policy of Sanjari International College and agree to abide by their rules and regulations.

Name	Signature	Date
Course		ID No

Points to Remember:

- Students should attend all the classes
- If they miss any class they should inform administration department.
- If student's name is not on class register student should see administrator for approval of class attendance.
- If they miss ten contacts without informing us they will be expelled from the college and reported to UKBA.
- If students receives any phone calls, emails, or letters they must respond to them.
- If they fail to maintain satisfactory attendance by mid and end of the semester, the college will take disciplinary action against them.
- If students are late for more than 15 minutes, they should wait and join the class after break.
- Mobile phone should be switched off during the class.

Appendix III:

SANJARI INTERNATIONAL COLLEGE SURVIVAL GUIDE

Welcome to Sanjari International College. We know that it will not be easy for you, our international students to get started provided that the academic environment in the UK may be completely different from what you used to have in your home countries. Allow us to provide you with key information that you will need to have a pleasant stay in the United Kingdom and at Sanjari International College.

The Enrolment Process

Let us start with the enrolment process. Please make sure that you have all the necessary documents and the amount needed for enrolment. Our enrolment team will be there should you need assistance. You will also be provided with a checklist of the documents that you need to present upon enrolment and a chart of the enrolment process.

Enrolment Forms

The College will issue enrolment letters after the completion of the enrolment process. They are as follows:

- Confirmation of enrolment letter
- Work Letter- this will state that you will be eligible to work or not during the term time and holidays in compliance with UKBA regulations
- Bank Letter- as you are new in the country, you will need to open a bank account. National insurance letter- should you seek part-time employment, you will need to apply for national insurance.

- Hepatitis B Vaccination Letter- for National Certificate for Dental Nurses Students. As per course requirement, the student needs to complete a full course of vaccination for Hepatitis B.
- Instalment Letter- If you have a remaining balance, the college will issue a letter stating the dates when the instalment is due.

Applying for a Travel Card

The use of an oyster card or the travel card is generally the cheapest way to travel around London. It can be used on bus, tube, trams, DLR and some National Railway Services in London. When you use the oyster card, you will travel at a discounted rate.

You need to complete a Transport for London (TFL) application form which you can get from the reception or you may apply online. The application must contain your Student Number, the College's registration number and the signature of an officer from the college. You will need to pay £5 for the Oyster Card application. For further information, please visit www.tfl.gov.uk.

Applying for a National Insurance Number

If you will seek part-time employment while you study at the college, you need to apply for a national insurance number. You can apply by calling Telephone 08456000644 (8 am to 6pm Monday to Friday) or by text at Textphone 08456000643.

Opening a Bank Account

As already stated, the college will issue a letter for you to present when you open a bank account. Upon enrolment, please inform the Office of Student Affairs (Reception) the Name and the Address of the bank where you would want to open an account.

General Practitioner (GP) Registration

Since you will be in the UK for more than a year or so, you may be able to obtain a free medical and dental treatment under the NHS. You need to register with a local doctor to avail of such privilege. We can provide contact details of doctors in your area and we can also issue a letter to facilitate your GP registration. For further information you may visit www.doh.gov.uk/overseasvisitors.

Internet Access

As part of your privileges of being a student of the college, you are entitled to unlimited computer and internet access. The lecturer will provide you with a user name and a password. You may also print up to 40 pages; you will need to top and pay 5 Pence per page should you exceed the 40 page limit.

Cost of Living in the United Kingdom

We advise our students that the cost of living for one year is approximately £6,000 to £9,000. This includes accommodation, travel and exam fees. These prices are an example:

Travel:

As a student you will get discounted travel on buses and the underground train system so (depending where you live) your month travel card will cost about £20 to £35.

Food: you would expect to pay about £20 / £30 per week on food for one person.

Exams:

Membership fees and exam entry fees for the first year are about £160.

Books:

There is a recommended list for students. Tutors may also suggest additional books which may be helpful. We would suggest budgeting about £100 to £300. You also must buy your own stationery (pens, paper, etc).

Accommodation:

We have teamed up with local estate agents and residents to provide students with affordable accommodation. We can arrange host family accommodation for you at a cost of £60-£100 per week. Many of our students will do this as a short-term option and then arrange to share accommodation with fellow students (this usually works out a cheaper).

SANJARI Fire and Safety

- Every year college and university students experience a growing number of fire-related emergencies. There are several causes for these fires; however most are due to a general lack of knowledge about fire safety and prevention.
- Hence, please read and understand the practices of this building fire and safety regulation to use in emergency.

SANJARI Health and Safety

- At College we are committed to giving health and safety the highest priority in all of our activities.
- We expect staff, students, visitors, contractors and other employers who work at SANJARI to share this commitment by complying with our policies and, where appropriate, our procedures and to understand that they too have legal and moral obligations to themselves and to one another.

The Office of Student Support and Welfare

Enrolled Students are requested to contact the Office of Student support and Welfare for requests and queries. Please get in touch with Mr. Ratin email at ratin@sicedu.org.uk or you may call tat 020 7001 1000.

Good Luck on your academic aspirations. May you have a pleasant stay at Sanjari International College.

Appendix IV:

USEFUL ADDRESSES LONDON

LIBRARIES

The Idea Store

The British Library

The Queen Mary – University of London\

Stratford Library

RESTAURANTS:

The Estend is famous for diversified culture and knows curry city

CINEMAS

Cineworld Stratford

SUPERMARKETS

Sainsbury (Super Store)

Tesco Express

Asda Stores

Cooperative Shop

DOCTORS:

DENTISTS:

Appendix V:

ACKNOWLEDGEMENTS

This handbook has been specially prepared for your use. You are personally responsible for abiding by the rules and regulations printed here.

The information in this handbook is, to the best of our knowledge, correct at the time of printing (July, 2013). The College, however, reserves the right to make alterations to this document at any time.

If you are unsure about any aspect of your programme, please see the Head Admin or Head of Academic. Sanjari International College cannot be held responsible for statements not included herein, unless they are confirmed in writing by the College to the student directly.

Sanjari International College does not discriminate in admission, or access to, or treatment in, any of its educational programs or activities, on the grounds of race, colour, religion, sex, sexual orientation, national or ethnic origin, age, handicap or disability.

We wish to thank the following for literature and information used herein:

- British Council Information Sheets and Studying and Living in United Kingdom
- NUS
- Institute of Education (Overseas Student Guide)
- United Kingdom Council on Overseas Student Affairs (UKCOSA)