



West London College of Business & Management Sciences

Student Handbook 2010-2011

Business Management Accounting Finance Computing Law



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Welcome to WLCBMS

West London College of Business & Management Sciences welcomes your interest in studying at an institution that is a step ahead in providing quality education. WLCBMS is fully committed to providing you with a wide range of courses based on full understanding of all your needs, combined with excellent value for your money. Our courses are led by the professional experts and specialist with the view to nurture individual talents.

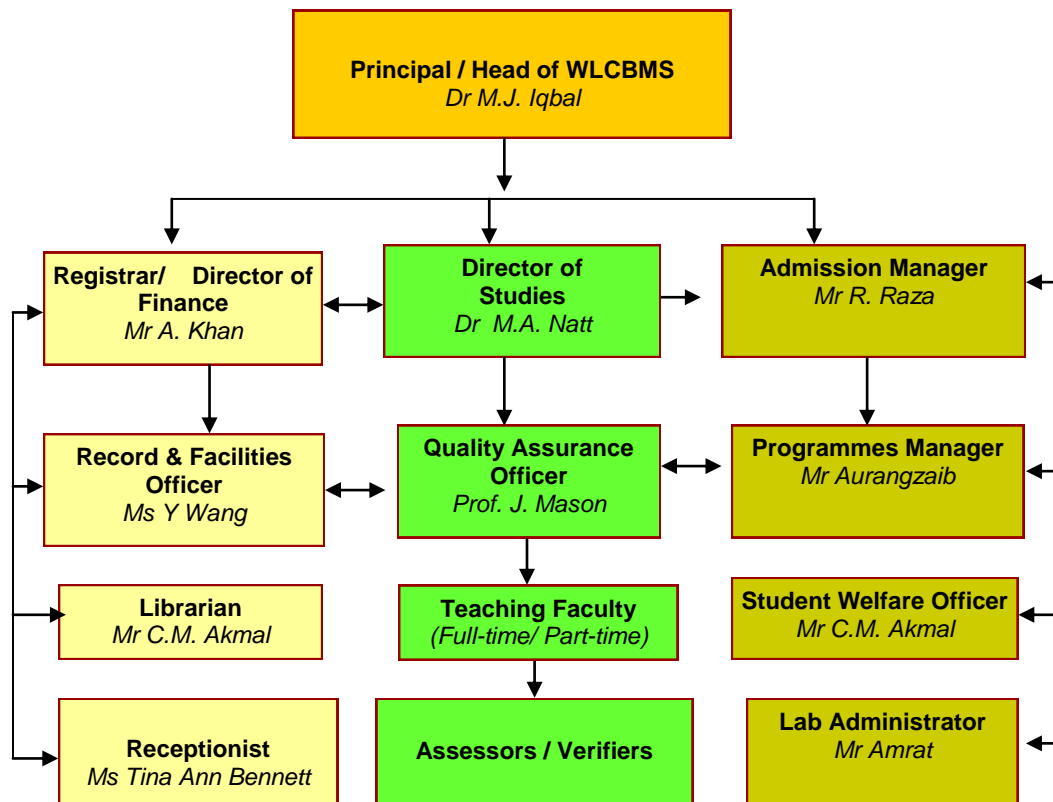
We believe that at WLCBMS students enjoy a sense of accomplishment and achievement, which help them to gain success in their choosen fields. This handbook is designed as a guide to build your understanding of the college and ths services it provides. Please read it carefully to ensure that you appreciate what is expected of you and what you may expect from the College.

Mission Statement

West London College of Business & Management Sciences fulfils its mission with a deep concern for all members of its community, with recognition of the important contribution a diverse student body, faculty and staff can offer. West London College of Business & Management Sciences educates its students to the highest standards of teaching and research in undergraduate, graduate and professional programs and puts education into action in the global society. The College has the core values of creating a challenging academic environment by dedicated teaching, internships, creative research, intensive career counselling and by student/teachers/administrator participation.

West London College of Business & Management Sciences believes in academic excellence, diversity, equality, shared governance, education of the entire person, adherence to common ethical and moral standards, community service and global citizenship.

Management Structure



Admission Procedure

Our application process is quite simple!

Applicants can apply directly using the application form. Simply complete and sign the application form along with educational documents, copy of passport, **£250 registration fee** and send it to our admissions team. Please be advised that registration fee is non-refundable and the minimum age for registration at the college is **18 years old**.

Once a decision has been made you will be informed in writing whether your application was successful or not. If successful, we will send a conditional Offer Letter. Once you have decided to accept this offer, you are required to pay a **minimum deposit of one year fee**.

On receipt of your payment we will issue your letters of enrolment which you will be able to use for your student visa application. If you have any query please contact admission office at,

West London College of Business & Management Sciences
Vista Business Centre
50 Salisbury Road
Hounslow, Middlesex
TW4 6JQ, United Kingdom

Tel: +44 (0)208 538 0211

Fax: +44 (0)208 538 0212

Email: admin@wlcg.co.uk

Website: <http://www.wlcg.co.uk>

Tuition Fee & Fee Refund Policy

Tuition fees are payable in full upon registration at the beginning of each academic session. The College, at its discretion, may grant the authority to pay tuition fees by installments. In such cases, the first installment must be paid upon registration and will include an installment surcharge of £50.

Students failing to pay their tuition fees in full as detailed above, or failing to pay any installment by the relevant installment date, will be subject further action. Normally the college will forward those files to dept collectors who will act accordingly. Local students who withdraw from the College during the academic term will be charged the appropriate pro rata fee, based upon the number of weeks studied during the term and the relevant course tuition fee. The fees structure and payment terms detailed are subject to alteration and annual revision. If WLCBMS withdraw a course, tuition fee will be refunded or transferred to another course. International students who have paid fees and have been refused a student visa will be eligible for a refund upon confirmation from the British High Commission. However, an administration fee of £250.00 will be retained. (All international students are required to send all original letters issued from the college and refusal letter from British High Commission in case of visa refusal.)

Students who are late in starting their course will not be entitled to any refund, or reduction in tuition fees; this also applies where students have been absent from class for a period of time and where they may not have been attending all the subjects for which they have been enrolled.

If supported documents provided with an application are found not to be genuine, admission will be cancelled immediately and any fee paid will not be refunded. The College reserves the right not to run a particular course due to the unavoidable circumstances and to transfer students to an alternative course, otherwise the fee paid will be refunded. Once the Entry Clearance has been granted to an overseas student on WLCBMS documents, there will be no refund in any circumstances.

Any Course fee refund will be less bank charges. All refunds will be made in a timescale of 2 weeks once the required documents are provided to the college. Deposit made for the accommodation is entirely non-refundable in any circumstances.

Accommodation

Advice on housing issues can be obtained from the student welfare officer. Whichever type of accommodation you choose, you may have to pay a deposit when you move in, which could mean up to one month's rent in advance.

The College is advising single overseas students starting their course that they will need at least £7500 to cover their living costs for a period of 12 months. This figure is an estimate and is designed to cover the total cost of accommodation, food, entertainment, clothes, books and a limited amount of travel within the UK. The figure will be higher for subsequent years. It will also be higher for students who bring their spouse and dependants with them.

Change of Address/Contact Details

Students are responsible to keep the college informed of their current address and contact details. An enquiry form, located at the reception, must be completed with the new details and presented at the time of the current information update. This is essential as students will need to receive certificates and any other documents issued time to time. Any changes must be reported to the admin office, which is located on the ground floor.

According to UKBA all international students must inform college about any change of address/contact details immediately.

Computing Facilities

Computer facilities are free to all students at West London College of Business & Management Sciences. All our students have access to computer rooms equipped with high-specification PCs equipped with all the necessary software and hardware that they will need to work on assignments, projects, and presentations, web browsing or computer studies. All the computers are connected to high speed Internet. Every student is given a username and a password to log on to the network. Students can also store their files on storage system on the network. For further information contact IT administrator.

Library Facilities

The college is constantly updating its library facilities and offering wide range of services for group and private studies. The college library contains collection of books from the disciplines of information technology, business, accountancy, law and management to meet the academic needs of our students. Library staff is always happy to help you get the most from these sources. Contact Mr. C M Akmal for further information. Additional library facilities are available at Hounslow central library.

Term Dates

SESSION INTAKES AND TERM DATES 2010

TERM BREAKS 2010

COLLEGE ANNUAL ACTIVITIES

Valentines Party 15th February 2010

College Summer Trip August 2010

Christmas Party 10th December 2010

Spring Session

18 January 2010 -16 April 2010

Summer Session

3 May 2010 - 30 July 2010

Autumn Session

13 September 2010 -17 December 2010

Easter Break

19 April 2010 - 2 May 2010

Summer Break

2 August 2010 -10 September 2010

Christmas Break

17 December 2010 - 14 January 2011

Academic Year 2010 - 2011

SESSION INTAKES AND TERM DATES 2011

TERM BREAKS 2011

COLLEGE ANNUAL ACTIVITIES

Valentines Party 15th February 2011

College Summer Trip August 2011

Christmas Party 16th December 2011

Spring Session

17 January 2011 -15 April 2011

Summer Session

2 May 2011 - 29 July 2011

Autumn Session

12 September 2011- 16 December 2011

Easter Break

18 April 2011 - 29 April 2011

Summer Break

1 August 2011 - 9 September 2011

Christmas Break

19 December 2011 - 13 January 2012

* Administration has the right to change the Semester Dates.

Rules & Regulations

Attendance

Attendance of classes for students is mandatory. Non-attendance causes unnecessary class disruption for tutors and students. Student must be present in the class before the scheduled class start time. If the student is 20 minutes late in the class, he/she will be marked “Late”. If the student is late more than 30 minutes, he/she will be marked as “Absent” for the entire lectures. Strict action will be taken against those who continuously fail to attend classes. According to UK border Agency rules, if an international student is absent for 10 consecutive contacts from college without reasonable explanation, his/her details will be submitted to the UK border Agency. This may affect the Visa status of the student concerned.

In line with the college's policy, a letter is sent to a student who has been *absent for 4 consecutive contacts without any notification to the college*. Failure to attend classes or respond to the first warning will result in a second warning letter being issued when 6 consecutive contacts are missed. If the student still don't turns up, with a valid reason of his absence and he has missed 10 consecutive contacts, his admission will be terminated and UKBA will be informed. This could affect the visa status of overseas student. Please note that there will be no fee refund, if your admission is terminated because of non/poor attendance.

Days - Week	No of Contact Missed	Warning Letter Stage
1 st day of class		
2 nd day of class	4 - if missed	1 st Warning Letter
1 st day of 2 nd Week	6 - if missed	2 nd Warning Letter
1 st day of 3 rd Week	10 - if missed	Termination Letter - HO Reporting

For a student to achieve satisfactory attendance, he or she needs to attend at least 80% of scheduled classes during a semester (or a course, if the course is shorter than a semester).

At any point during a semester (or course, if the course is shorter than a semester), if a student's attendance has fallen below 80% and it is clear that, even if the student attends every class until the end of the study period, 80% attendance will not be reached, admission will be terminated, and for the international students, the college will report UKBA about unsatisfactory attendance.

Students must notify the college in case of absence with an acceptable reasons and supporting documents if required. Kindly ensure that you keep open communication with college administration at all times.

Fire Procedures

The fire alarm is tested every Monday at 10:30 am. The WLCBMS fire officers are Mr. R. Raza (Admission Manager) and Dr M A Natt.

If you discover a fire, operate the nearest fire alarm call point by breaking the glass. **Please be aware that there is a penalty for inappropriate use.** On hearing the fire alarm, all staff, students and visitors must immediately make their way to the assembly point for the roll call. The assembly point is in the rear car park with visible signs.

You must use the nearest available Exit or the Fire Escape stairwell but **you must not use the Lifts.** You must not stop to collect your personal belongings and upon leaving, close all doors behind you.

No-Smoking Policy

Smoking is not permitted anywhere within the college building. This includes the kitchen area, toilets and the lift.

REMEMBER THAT SMOKING IS HARMFUL TO YOUR HEALTH AND THE HEALTH OF OTHERS!

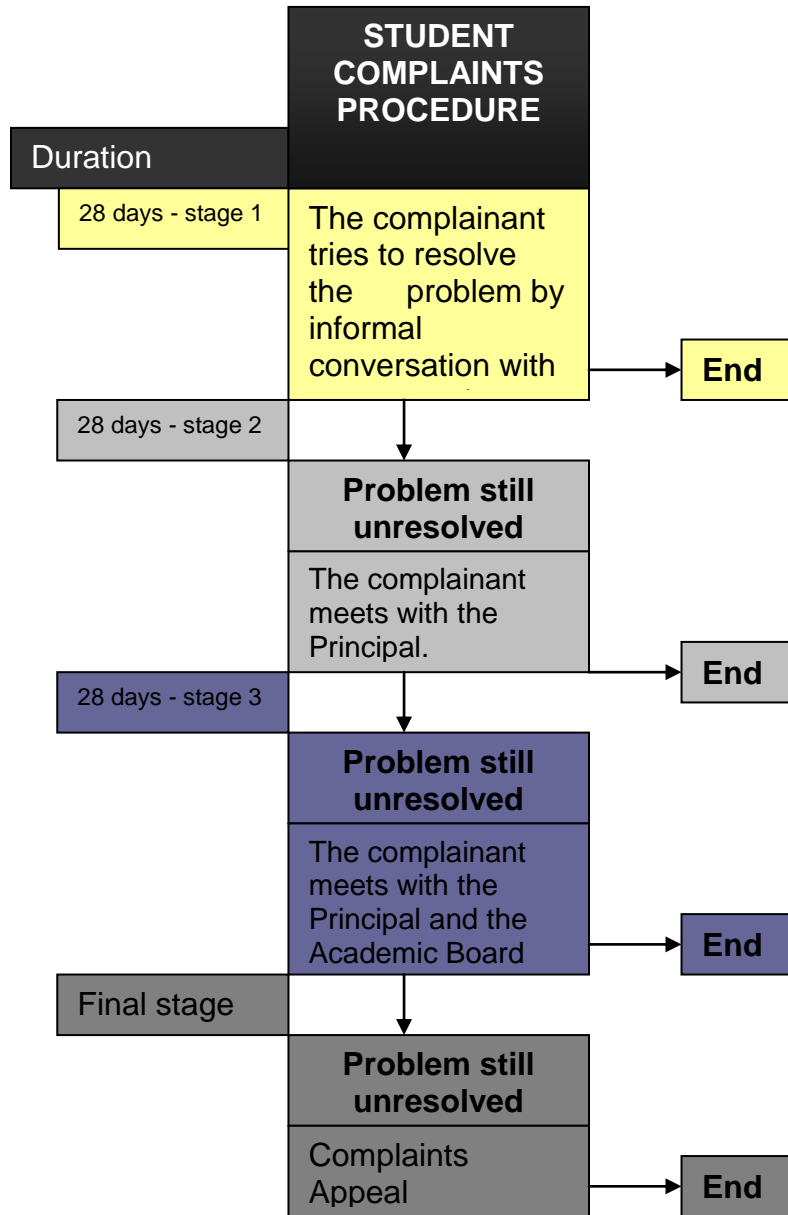
Health & Safety Guidelines

Students and Visitors

Work safely and effectively, and with regard to the effects and impact of any action on others.

- 1) In particular, no action (or inaction) should cause harm to another person or persons.
- 2) Comply with all statutory regulations, college rules and standard operating procedures.
- 3) Use and maintain all equipment and facilities provided in the correct manner, and immediately report any unsafe conditions or defects found.
- 4) Participate, where required, in health and safety programmes through health and safety audit team membership, courses of instruction, or safety investigations.
- 5) Report all accidents as instructed in the accident reporting procedure.
- 6) Have an attitude of awareness, involvement, and commitment to excellence in health and safety.
- 7) In the event of minor injuries or accidents please contact the First Aiders which are, Dr. M Natt and Mr Raza at Admin Office, Ms Y Wang at the Reception Office
8. In case of any serious accident, please dial **999** for emergency.

Student Complaint Procedure



Complaint Forms are available in the Reception.

Teaching Structure

The WLCBMS staff are committed to delivering the highest standard of educational services with the cooperation of professionally qualified tutors. The college takes pride in its students and has their best interests at heart and remains empathetic towards their academic and social needs.

WLCBMS education is a unique experience! At whatever stage you join us, the successful completion of your course will mean that you have gained new skills of independent thought, analysis and action. Students leave WLCBMS as different people, equipped with far more knowledge and relevant competence. Mock exams and regular class assessments are set in order to monitor academic progress.

In all courses, you will be asked to undertake regular assessments. These could take the form of examinations, assignments and group work. Assessments vary according to the programme of study and are important in developing individual progress.

STATEMENT ON PLAGIARISM

Plagiarism is the taking of another person's thoughts, words, results, judgements, ideas, images etc, and presenting them as your own. Copying source material for assessment defeats the whole purpose of the exercise as it is not student progress being evaluated, but that of somebody else. If your tutors mark work that you have copied, remember that it is not your progress that will be evaluated, but that of someone else. Thus, their comments will not help you improve and fulfil your own potential. Plagiarism is not acceptable. Honestly producing work that is your own best effort and having it subject to the scrutiny of others is the most important aspect of academic integrity, a duty which the college demands of all of its members, staff and students alike. Copying breaches academic integrity in a fundamental way and constitutes a grave breach of WLCBMS regulations resulting in the college taking necessary disciplinary action.

Plagiarism occurs where someone else's work has been passed on as yours and is therefore one of the most serious acts of deception that anyone in academic life can be accused of. For this reason, if you are found to have copied the works of others, you can expect heavy penalties to be imposed on you. Most likely, you will receive no marks for the assessment or fail the entire unit. At the most extreme, plagiarism may result in permanent dismissal from the College. Such an act will also be recorded on your student file which, in future, could have a negative impact on your academic and career prospects.

Copying is cheating. Plagiarism is the most serious act of deception anyone in academic life can be accused of even if there is no deliberate intention to deceive and is unacceptable.

Regulations

The college enforces strict rules with regard to the presentation of work for formal assessment.

A thesis, dissertation, hypothesis, essay, project or any other submission that is not completed in an examination room under supervision, but which is submitted by a student for formal assessment,

must be written in the student's own words. Source material may not be lifted verbatim without due acknowledgement being given.

All information taken from other sources (text book, the Internet, lectures, books, magazines or newspapers) if quoted, must give the source and be identified within “ “ marks. Not to acknowledge source material is dishonest and unacceptable academically and work thus submitted will not be marked. Any infringement of this rule will incur severe penalties.

In all WLCBMS programmes, students sit for regular assessments. These take many forms such as examinations, coursework essays, group work and practical exercises. The completed submissions play a vital role in measuring student progress.

All assessments must be the creative and original work of the student where, for example, essays written are in their own words and not copied (lifted) from a book, lecture notes or the Internet.

Many courses include large elements of teamwork whereby students are asked to work cooperatively. The group of students may then be asked to provide a collective assessment at the end of the process.

Plagiarising the work of others will adversely affect your academic results. At worst, the penalty could be expulsion from WLCBMS. Should the college and you guilty of cheating / copying this will be recorded on your student file and may have an impact on the future provision of academic references requested in support of continued study or employment. Academic and career prospects would be jeopardised.

WLCBMS students must:

- Develop original skills and give evidence of competency.
- Present ideas using their own words.
- Apply and critique those ideas.
- Analyse, evaluate, discuss, describe, summarise the work of someone else using their own words and examples.

Good Practice Guidance

Saying that you must never copy from others doesn't mean, of course, that everything you produce must be original, or that you can never refer to the work of others. All academic work builds on what has gone before. In presenting your own work for formal assessment, you may quote directly from others but must always be careful how much you quote. You may well find that someone else has already been able to capture an idea on paper better than you could - that's fine - as long as you fully and fairly cite the source and indicate this by using quotation marks. You must acknowledge the contributions made by others. Such referencing is integral to the skills WLCBMS is helping students develop. Proper referencing gives added weight and authority to what has been written and adds credibility to the submission. Specific regulations vary from subject to subject and students will be introduced to each in the early stages of the course - these are to be followed. An increasing

invaluable and accessible source of information, also for research purposes, is the World Wide Web. It is important that all such electronic sources are cited as part of the referencing process.

The College is committed to ensuring that its academic integrity and standards of academic awards are secure and encourages the appropriate use of electronic detection software packages by academic staff to combat plagiarism and copying. *If you follow the spirit of these guidelines, and always act with academic integrity in producing work of your own, you will know that you are acting in your own best interests and in the true spirit of the academic enterprise. If you try to take dishonest shortcuts, copy from others or try to pass off the work of others as your own, you will be cheating yourself and your teachers. You will also be laying yourself open to the very harshest of penalties. The above are good personal, practical, principled and academic reasons why you should never expose yourself to such a risk.*

Citing References

Ensure that you cite your references correctly. Referencing is integral to the skills WLCBMS is helping you to develop. When you are researching for a piece of work, you soon appreciate the importance of full and clear references attached to what you read.

References also give added weight and authority to what you are writing. An increasing and accessible source of information for assessment purposes is the World Wide Web. It is important that these electronic sources are cited as part of the referencing process. Specific regulations vary amongst subjects and you will be introduced to them at a very early stage in your course and must ensure that you follow them. The College is committed to ensuring that its academic integrity and standards of academic awards are secure and encourages appropriate use of electronic detection software packages by academic staff to combat plagiarism. If you require further information on how to cite references, please collect a free copy of the ***Citing References Guide*** from the Admin Office.

Data Protection

WLCBMS needs to retain personal data about students in order to monitor their performance, progress and achievements. In accordance with the Data Protection Act 1998, data collected must be accurate in order for it to be used fairly and stored safely for administrative and regulatory purposes.

In addition, personal data required and collected will be adequate and will not be kept longer than is necessary for its purpose.

Student obligations+

Students must ensure that all personal data provided to the college is accurate and up to date. They must ensure that changes of address etc. are notified to the Registry. Students who may from time to time process personal data as part of their studies must notify their tutor, who should inform the Registrar.

Data security

Personal data will be secured and personal information is not disclosed either orally or in writing or via Web pages or by any other means, accidentally or otherwise, to any unauthorised third party.

Unauthorised disclosure will merit disciplinary action, and may be considered gross misconduct in some cases.

Personal information will be kept in a locked filing cabinet, drawer, or safe, or if it is computerised, be coded, encrypted or password protected both on a local hard drive and on a network drive that is regularly backed up; and if a copy is kept on a diskette or other removable storage media, that media will itself be kept in a locked filing cabinet, drawer, or safe.

Right to access information

All staff, students and other users are entitled to know what information the College holds and processes about them, and know how to gain access to information and know how to keep it up to date and know what WLCBMS is doing to comply with its obligations. The college will, upon request, provide all staff and students and other relevant users with a statement regarding the personal data held about them. This will state the data the College holds and processes about them, and the reasons for which they are processed.

All staff, students and other users have a right to access certain personal data being kept about them either on computer or in files. Any person who wishes to exercise this right should complete the Subject Access Request Form and submit it to the appropriate designated data controller.

The college will make a charge of £10 on each occasion that access is requested, although this may be waived. WLCBMS aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 10 days.

Examination marks

During the course of their studies, students will routinely be provided with information about their marks for both coursework and examinations. However, exam scripts themselves are exempted from the subject access rules and copies will not ordinarily be given to a student who makes a subject access request.

Subject Consent

The College can only process personal data with the consent of the individual. If the data is sensitive, express consent must be obtained. Agreement to the college processing some specified classes of personal data is a condition of acceptance by a student onto any course, and a condition of employment for all staff. This includes information about previous criminal convictions.

WLCBMS may also ask for information about health needs, such as allergies to particular forms of medication, or any medical condition such as asthma or diabetes. The college will only use this information in the protection of the health and safety of the individual, but will need consent to process this data in the event of a medical emergency.

Therefore, the application forms that all prospective staff and students are required to complete will include a section requiring consent to process the applicant's personal data. A refusal to sign such a form will prevent the application from being processed.

Processing Sensitive Information

Sometimes it is necessary to process information about a person's health, criminal convictions, race, and trade union membership. This may be to ensure that WLCBMS is a safe place for everyone, or to operate other college policies, such as the sick pay policy or the equal opportunities policy. Because this information is considered sensitive, staff (and students where appropriate) will be asked to give their express consent for the college to process this data. An offer of employment, or a course place, may be withdrawn if an individual refuses to consent to this without good reason.

Publication of College Information

The names of Senior Officers and Directors of the College or any other personal data relating will be published in the annual Calendar and web site when any statute or law requires such publication. Selected information relating to staff will be made available on the public Web site, as appropriate.

Retention of data

WLCBMS has a duty to retain staff and student data for a period of time following their departure from the college. Different categories of data will be retained for different periods of time.

Conclusion

Compliance with the Data Protection Act is the responsibility of all members of WLCBMS. Any deliberate breach of the data protection policy may lead to disciplinary action being taken, or to access to college facilities being withdrawn, or a criminal prosecution. Any questions or concerns about the interpretation or operation of this policy should be taken up with the Principal.

Student Wellbeing

Student Life

The West London College of Business & Management Sciences, currently does not have an active Student Union. The College hopes to appoint a union in near future. However, the College still takes into account any issues affecting your life as a student here. At the end of each month, we encourage you to complete a Student Feedback Form for both academic and general purposes. Any major concerns raised, will be evaluated and resolved.

This ranges from bowling to partying and creates a great atmosphere for getting to know fellow college members and enjoying your stay. For a list of upcoming events please check the information notice boards.

Student Welfare

What is the Student Welfare service?

The Student Welfare service is aimed at those students who experience personal problems and have nobody to talk to. As a result WLCBMS will offer:

- Someone who will listen
- Someone who will suggest advice and offer support

- General Information
- Referral for professional counselling
- Job Support

The Student Welfare service is available to any student who may be experiencing problems such as difficulties with coursework, problems settling in, homesickness, bullying, financial difficulties, health issues, family problems, abuse.

Who to talk to?

Mr. C M Akmal(Student Welfare Officer)

Dr. M J Iqbal (Principal)

The privacy and confidentiality of the student will be respected.

Student Visa Information

The rules

You must be able to support and accommodate yourself and any dependants and pay for your studies without working in the UK and without recourse to public funds, except that:

- It is acceptable for support and accommodation and the cost of your studies to be provided by relatives or friends in the UK, and the income from part-time work provided and guaranteed by a publicly funded institution of further or higher education in the United Kingdom at which you are studying, may be taken into account when assessing your financial means.
- It is not necessary to have finalised your arrangements but you must intend to study at a university, a publicly funded college of further or higher education, independent school or other recognised private educational institution. You must also be able to follow your intended course.
- Your course of study should occupy the whole or a substantial part of your time (at least 15 hours a week organised daytime study of a single subject or of directly related subjects leading to a particular qualification).
- You must intend to leave the UK when your studies are completed.

Can I extend my stay as a student?

If you are already studying here, you can apply to extend your stay as a student. If you did not enter the United Kingdom as a student, you may apply to stay on for studies as long as you are a non-visa national. If you are a visa national, you cannot stay on as a student unless you entered the United Kingdom with a student or prospective student visa.

How do I apply?

You will need to complete an application form. Applications (except those for asylum and work permits or under European Community law) will not be valid unless they are made on the appropriate application form. If you are not sure which application form you should complete, the Application

Forms Unit will be able to help you. You can telephone them on +44 870 241 0645 or visit <http://www.ukba.homeoffice.gov.uk>.

You should send the completed form by post, before your permission to stay ends. The application form will give you details of all the documents you will need to send with your application and where you should send it.

If you need to travel urgently, you can apply in person at one of the **public enquiry offices**. All documents should be originals unless you have a good reason as to why you cannot produce them with your application.

Drugs warning

The UK has severe penalties for drug smuggling. Drug traffickers may try to bribe travellers. If you are travelling to the UK avoid any involvement with drugs. It is advisable that you keep abreast with the UK Border Agency students requirements and conditions that may change from time to time. For more details about the requirements, please visit their website at www.ukba.homeoffice.gov.uk.

Customs and Excise

Advice on importing personal effects and goods into the UK may be obtained from: HM Customs and Excise, Dorset House, Stamford Street, London SE1 9PY United Kingdom.

Health Insurance

Before you travel, please check that you have adequate health insurance cover. Medical treatment in the UK is expensive and visitors are not covered by the United Kingdom's national health insurance scheme (unless they are covered by a reciprocal health care agreement or they are enrolled on a course that is of six months duration or longer).

What are public funds?

If you come to live or stay in the United Kingdom, you must be able to support and accommodate yourself without claiming certain state benefits. These are:

- Income Support and Jobseeker's Allowance (JSA)
- Housing and homelessness assistance
- Housing Benefit and Council Tax Benefit
- Working Families' Tax Credit
- A social fund payment
- Child Benefit or any disability allowance

For further information, visit <http://www.hmrc.gov.uk>.

Am I allowed to work?

You may take part-time or holiday work but you must not:

Work for more than 10/20 hours a week during term time (depends upon your level of course), unless your work placement is part of your studies and your education institution agrees; do business, be

self-employed or provide services as a professional sports person or entertainer; or work fulltime in a permanent job.

For updated information, visit <http://www.ukba.homeoffice.gov.uk>.

Can I bring my husband or wife and children with me?

Your husband or wife and any of your children under 18 can come to the United Kingdom with you during your studies as long as you can support and accommodate them without help from public funds.

Is my husband or wife allowed to work?

Your husband or wife may be allowed to work (depending your level & duration of course). For updated information, visit <http://www.ukba.homeoffice.gov.uk>.

Can I get medical treatment?

If you come from a country with a health care agreement with the United Kingdom, or you are enrolled on a course for six months or more, you may be able to get medical treatment on the National Health Service (NHS)

Police Registration

Students, who have one of the stamps below on their passport, must register at the Overseas Visitors Records Office within seven days of receiving the stamp.

The office is located at:
Brandon House
180 Borough High Street
London
SE1 1LH

The holder is required to register at once with the police.

OR:

Register with the Police within seven days

Academic Misconduct

The WLCBMS is committed to helping students understand the conventions which govern academic communication and thereby to avoid action which may result in academic misconduct. The college has defined student misconduct as follows:

“Student misconduct includes student academic misconduct and also encompasses conduct which impairs the reasonable freedom of other persons to pursue their studies or research or to participate in the life of the college.”

Any student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to, the following actions:

Cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty. Using another person’s work without acknowledgement, making it appear to be one’s own. Any ideas, words, pictures, or other source must be acknowledged in a citation that gives credit to the source. This is true no matter where the material comes from, including the internet, other student’s work, unpublished materials, or oral sources.

- All or part of an existing paper or other resource. Unauthorised possession of examinations, reserve library materials, laboratory materials, or other course related materials.
- Unauthorised changing of grades on an examination, in an instructors grade book, or on a grade report; or unauthorised access to academic computer records.
- Nondisclosure or misrepresentation in filling out applications or other college records in, or for, academic departments or colleges.
- Students who engage in disruptive activities in an academic setting (e.g. classrooms or academic buildings) are subject to disciplinary action.

Where to find us

West London College of Business & Management Sciences
Vista Business Centre
50 Salisbury Road
Hounslow, Middlesex
TW4 6JQ, United Kingdom

Tel: +44 (0)208 538 0211

Fax: +44 (0)208 538 0212

Email: admin@wlcw.co.uk

Website: <http://www.wlcw.co.uk>





www.wlcb.co.uk

Vista Business Centre
50 Salisbury Road, Hounslow
TW4 6JQ United Kingdom.

Tel: +44(0)2085380211, Fax: +44(0)2085380212

E-mail: admin@wlcb.co.uk