



Student Handbook

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1. Purpose

The purpose of the Student handbook is to inform new and current students about Oxford Business College's procedures, policies and general information.

2. Welcome!

It is a pleasure to welcome you to Oxford Business College (OBC).

OBC is an independent higher education college that originates from Oxford, a city that has provided some of the highest quality university education in the world for 700 years. Established 37 years ago, OBC is the oldest independent higher education college for business studies in Oxford. In recent years, we have become one of the fastest growing independent colleges, with over 5000 students studying our courses in four UK locations.

OBC is committed to providing every student with a supportive learning experience, which gives them the knowledge, skills and confidence they need to shape their own future. Many of our graduates have been able to develop rewarding careers in different parts of the world, and some have become successful entrepreneurs.

The OBC team of professionals has many years of experience in preparing students academically, whilst at the same time making students aware of the practical demands of business. All OBC tutors are qualified and experienced academic lecturers in business courses, many have held senior positions in established companies, and many have run their own businesses. You will benefit from the breadth and depth of knowledge and experience our tutors and academic supporting staff provide during lectures, tutorials and small group activities that encourage student interaction, critical thinking and discussion.

You will soon get to know all the academic and support staff at the College, who will always be available with guidance and support, and to answer questions you may have. Please do not hesitate to ask questions. But also, please take time to read this handbook because it explains the key policies and procedures you need to know so that you can take advantage of all the opportunities we have to offer. The handbook explains what you can expect from us and what we expect from you. You will find the handbook is always available on the College website and you may need to refer to it at different times in the future.

Whatever your background or starting point, the OBC team will do all we can to ensure that you, succeed in your studies, achieve your goals and have a transformative experience.

Executive Principle

3. General Information

This handbook contains a few hints and tips to help you settle into life at the Oxford Business College Oxford Campuses. It tells you what you can expect (who does what) and what is expected from you. We strongly advise you to read this handbook because it contains a lot of useful information that you will need to refer to throughout your stay at the College. From all of us at the College we wish you a very enjoyable and productive experience with your studies.

Staff contacts:

OXFORD BUSINESS COLLEGE
2-4 The Grove, Slough, SL1 1QP

Email: enquiries@oxfordbusinesscollege.ac.uk

Web: www.oxfordbusinesscollege.ac.uk

Campus Principal

programmelead.uwl@oxfordbusinesscollege.ac.uk

Head of Academics

programmelead.uwl@oxfordbusinesscollege.ac.uk

Prevent Lead

salman.haq@oxfordbusinesscollege.ac.uk

Admissions

Puja.dalal@oxfordbusinesscollege.ac.uk

slough.admissions@oxfordbusinesscollege.ac.uk

Student Welfare & Support (IT)

Support.mm@oxfordbusinesscollege.ac.uk

sales.uf@oxfordbusinesscollege.ac.uk

Health & Safety Officer

christian.dumitru@oxfordbusinesscollege.ac.uk

Reception

slough@oxfordbusinesscollege.ac.uk

Finance

accounts@oxfordbusinesscollege.ac.uk

4. Equality & Diversity

Introduction

Oxford Business College is committed to providing equal opportunities for students, staff and external contractors and will not tolerate any discriminatory behavior towards any member of our diverse community. The College will do everything we can to prevent and call out any act of discrimination on the basis of any of the following characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex, sexual orientation

Oxford Business College will continually develop strategies and procedures to tackle the various forms of discrimination which may occur. These will broadly fit into the following categories:

- Direct discrimination: where a person is not treated equally due to any of the protected characteristics listed above
- Indirect discrimination: where a requirement, situation or condition, which is applied for all groups, has an adverse effect on one or more groups
- Harassment: where someone is subjected to unwanted conduct, i.e., unwelcome sexual attention or racial harassment
- Victimization: where someone is treated less favorably due to action taken against them
- Segregation: where someone is segregated due to his or her beliefs, attitudes or opinions

Roles and responsibilities

It is the responsibility of all individuals and groups associated with Oxford Business College to avoid discriminatory practices. Oxford Business College will encourage those who wish to report instances of discrimination and will provide a confidential process so there is a formal process for dealing with all allegations of discrimination.

Oxford Business College Senior Management Team will be responsible for monitoring equal opportunities. We encourage students to contact a member of staff information at first to discuss any form of discrimination they experience or witness at the College campus or during a class or College event online. For more details on how to complain about discrimination informally and formally, please see the Complaints Policy.

Oxford Business College will act against anyone at the College who Discriminates against another person or is in breach of the policy on Equal & Diversity.

Students

Oxford Business College will offer students equal access to all courses and will encourage the recruitment of students from the widest possible backgrounds. The College's admissions process will be sensitive to,

and supportive of, the needs of all students. The enrolment process includes an assessment of learning support for students who may have disabilities or special needs. The College will always try to make reasonable adjustments so that students with disabilities or learning needs are not excluded from access to our services. Documentation relevant to Equality & Diversity includes the following:

- Admissions Policy
- Induction Procedures
- Assessment Policy
- Accreditation to Prior Learning (APL) Procedures
- Academic Appeals Policy
- Complaints Policy
- Module Evaluation Forms
- Equality & Diversity Policy
- Disability Policy

5. Induction

Before a student may begin their studies, they are required to attend an induction. This is to ensure that students receive all the information they will need in order to have a rewarding and succeed time at the College. During Induction, the College welcomes you to the College with some general information about the College and the relevant external bodies the College works in partnership with or reports to. You will find out about your own course and the modules (units) you will study. We will inform you about important policies and procedures that are on the College website and some key services that are provided by the College. The general information, policies, procedures and services students are informed about during the induction include the following:

- College history and overview
- Key staff contacts
- Specific Course details
- Course timetable and the academic calendar
- Learning resources
- Using VLE systems such as Blackboard or Moodle
- Attendance policy, withdrawals and deferrals
- Requesting authorized absence
- Methods of learning and teaching
- Mode of learning (online and in-person)
- Methods and types of assessment
- Grading and feedback
- Requesting extensions for mitigating circumstances
- Late submissions, re-sits and retakes
- Submitting complaints and appeals
- Academic appeals
- Recognition of prior learning
- Academic Misconduct (e.g., plagiarism)

- Student Code of Conduct
- Prevent and safeguarding
- Non-Academic Misconduct (e.g., bullying and harassment)
- Additional workshops, seminars and tutorials
- Additional academic support
- Pastoral support and welfare services

6. Learning Agreement

After you complete the enrolment and induction, you will be asked to sign a learning agreement with our relevant university or college partner. You will also have to sign the OBC terms and conditions. As you read through the learning agreement and terms and conditions, you will see a specific statement about Academic Misconduct (offence). This explains that students can face penalties if they cheat in their written assessment or present someone else's work for their assessment as if it were their own (plagiarism).

In order to avoid plagiarism, you must learn how to reference your work appropriately. We will show you how to do this using the Harvard referencing system.

You will also see a specific statement about recording assessments. Students must accept that for assessment purposes only, the College may need to record students giving oral presentations. All recordings are kept for assessment purposes only and are not shown to anyone other than the assessors and external examiners.

Student Feedback and Questionnaires

As part of OBC's quality assurance obligations, students will be invited to complete a questionnaire after their induction and some module evaluations at the end of each term or semester. All information is collected and stored confidentially.

7. Appointments with Staff

Staff will normally be able to answer any queries or concerns you may have about your course or the College in general. You can make appointments to see someone in Admissions, Academics, Student Support & Welfare or Student Finance. If a member of staff is not available, you can make an appointment to see them. This may be done by emailing the member of staff. If you are not sure who to contact or do not have their contact details, you can ask for help from either your Tutor, Programme Coordinator or the College Receptionist. There are Admissions Officers, Student Support & Welfare Officers and Academic Support Officers in your campus.

8. Additional Academic Support

Personal Tutor (PT)

Soon after you start your course, you will be allocated a personal tutor (PT). This will normally be one of your Tutors but may be another member of the academic team.

You will be invited to attend tutorial sessions with your PT in order to discuss your attendance, academic progress and any additional support that you may need. A record of your progress during these meetings will be kept and reviewed periodically.

Additional Academic Support

If you feel that there are particular areas of study which you are finding difficult, the PT or and Academic Support Officer (ASO) will refer you to extra support workshops and seminars. You can attend academic study skills classes to help you improve your Harvard referencing, time management skills and general study techniques. You can join IT classes to help you with word processing skills, using power-point and excel spreadsheets. All workshops are provided online so that they are convenient for you to attend. In addition, the College provides Seminars on different topics once every month. These are live on Facebook and open to all students to attend in-person or online.

9. IT Facilities and Usage Policies

You will have access to the IT room where you can use the College computers. You will be given an email address that you should use for all communications with OBC staff, and before you start using the College computers. You will also be given login details for the VLE you will be using (Moodle or Blackboard). It is also recommended that you save your work to the cloud, an online drive, or email it to yourself. In line with data protection regulations, USB drives are not permitted for use anywhere in the College.

The College asks in return that you show respect for other students by keeping noise to a minimum when you are in the library or the IT room, and to turn off all mobile phones. Please also note that food and drink should not be brought into the computer area or the classrooms. If you have any queries about using the IT facilities, please speak to campus IT and Operations Manager.

10. Attendance Support and Engagement

Attending classes is very important to your success on the course. Students who attend 80% or more of their course are generally more successful than those who do not. Full details of the attendance policy and procedures regarding absence can be found on the College's website. Registers are taken each day for each class. Students must inform the College in advance if they are going to be absent from class for any reason.

Absence due to illness or another good reason is called mitigating circumstances. This should be reported to the Tutor, Attendance Officers and/or Student Support Officers in your campus via email no later than the day of absence and every day after that. The Attendance Officers and Student Support Officers will do everything they can to support you with anything that may be preventing you from attending your classes.

If there is a problem of persistent absence from the College, which we are unable to account for, then the student will be asked to meet the Academic Registrar to discuss the concerns. If this continues with a suitable explanation, an email and a letter will be sent to the student confirming that a warning has been issued. Students who persistently fail to attend classes or engage with their studies in any meaningful way, may be withdrawn from the course. This is partly to save students from remaining on a course that they will not be able to pass due to absence and general lack of engagement.

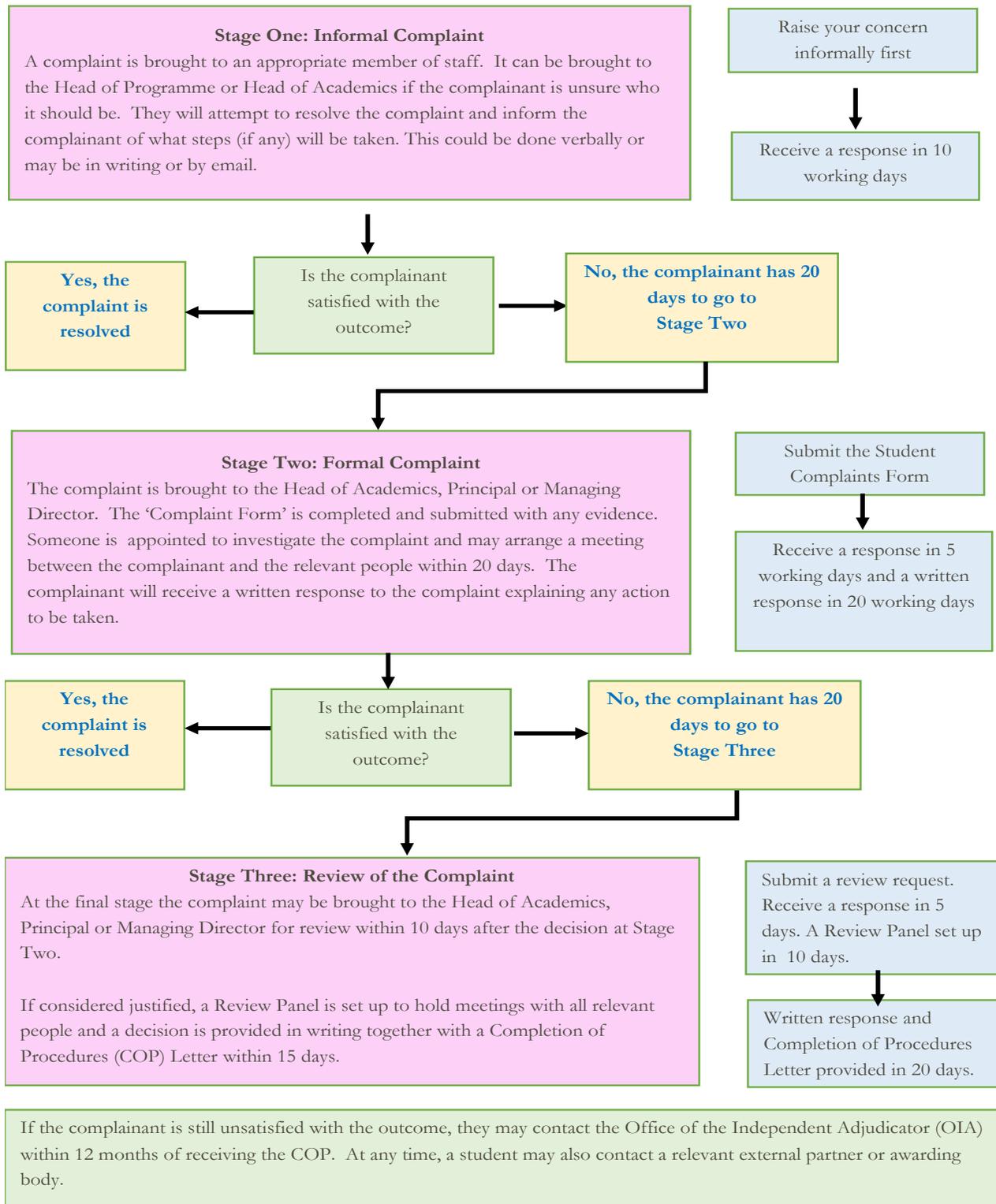
11. Assessments

The College offers degree courses at its Oxford campuses in partnership with the University of West London (UWL) and Bucks New University (BNU). The requirements of these bodies will be adhered for all students Assessments. The relevant university Assessment Policy and Procedures will be made available to all students at induction. Students will be reminded of the relevant policy and procedures throughout their studies. Students may also refer to the relevant Programme Handbook on the College’s website for information on their units or modules of study and on Assessments.

12. Complaints & Appeals

Oxford Business College is committed to providing the highest quality education possible, to ensure that students have a transformative academic and social experience. If a student has any concerns or feels that they have good reason to complain about an academic or non-academic matter, they may discuss this with any staff member. For full details regarding informal and formal complaints, please see the Concerns and Complaints Policy on the College website. You may also follow the flow chart below.

Flow Chart of Complaints Procedure



13. Health and Safety Policy Statement

Oxford Business College (OBC) aims to maintain the highest standards of health, safety and welfare for students in our campuses or when they join an event online. OBC operates according to the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work Act 1974.

It is the responsibility of every student to take care of their own safety and the safety of others who may be affected by their actions or their inactions. This responsibility is stated in Section 7 of the Health and Safety at Work Act 1974. Students should point out to OBC staff any Health and Safety matters that may affect them or anyone else.

Full Health and Safety regulations and procedures are available from the Health & Safety Officer/Student Welfare Officer and on our website.

14. Fire Procedures

Once every week at or before 13.00 the fire alarms are tested in a short burst.

In the event of a real fire, you will hear a continuous ring. Please stop what you are doing and leave by the nearest exit quietly and promptly following the emergency lighting and signage down the stairs if necessary and out of the building to the assembly point. Please do not wait to collect your belongings and ensure that you leave immediately in an orderly manner.

The assembly point is the parking lot in front of Building. During your induction you will be instructed on the fire procedures and informed about the assembly point. Once you have arrived at the assembly point, you should wait until your name has been checked against the register by your class teachers.

You may re-enter the building only when you are told it is safe to return by one of the Fire Wardens. The names of all the Fire Wardens are clearly marked on the Fire Safety posters on the notice boards in your campus.

15. First Aid

If you have an accident or are unwell, you should inform the College First Aiders. The names of the First aiders are clearly marked on the Health and Safety posters on the notice boards in your campus. They may give you basic first aid or arrange for you to be seen by a doctor or go to hospital if necessary.

An Accident Report Form & Accident Investigation Form must be filled in by the First Aiders/Student Welfare Officer for any illness or accident that has occurred at the campus. The names of first aiders for our campuses are as below:

Mr Salman Haq, Mr Usman Fiyaz & Mr Cristian Dumitru is the First aider at the campus.

National Express & First Bus also run coaches around the country and to main airports from Slough Bus Terminal.

Trains run direct from Slough to London Paddington and many other major towns and cities. Change at Reading to get to anywhere in the South/West.

You can buy a Young Person’s Rail card if you are under 26 to get 1/3rd off your rail fare. The card lasts for one year and is useful if you plan to travel regularly by train or on 1 or 2 long journeys.

TfL	0343 222 1234
Bear Buses	020 8867 0617
Carousel	01494 450151
First Bus	0345 646 0707
Green Line (Reading Buses)	0118 959 4000
Red Eagle	01296 630402
Redline	01296 426786
Stewarts Coaches Bath Road	0845 2579845
Thames Valley Buses	0118 973 3486

Bicycles/ E-SCOOTERS

You have probably noticed the number of bicycles in Slough, that’s because they are cheap and convenient. If you would like to purchase an inexpensive bike, please talk to the Welfare Officer as they may be able to help.

Alternatively, there is one ‘hire per day’ bike companies operating in Slough, which can easily be accessed by downloading the companies’ apps. If you would like more information regarding these, please contact the Welfare Officer.

PARKING FACILITIES are NOT available in the College.

19. Out and about!

Slough is very cosmopolitan so you will find people from all over the world who have come to study or visit. As a major Trade City there is something for everyone to explore: colleges, music, parks, rivers, pubs, clubs, restaurants, theatres, art galleries, cinemas, museums, markets and even an ice rink! See

website below for the best 'What's On' guide in Slough. Use your student card to get student discounts for many things, shops, travel, cinema etc., it is always worth asking if you can use your student discount in shops.

Useful Websites

<https://allevents.in/slough> - All events in Slough

www.gov.uk - Visa information and working in Britain

www.britishcouncil.org/english - Everything you might need to know about learning English

www.postoffice.co.uk - Information on the postal service and an online address finder.

www.thetrainline.com - Book train tickets online

www.nhs.uk - Information on the National Health Service

Cinemas

Cineworld Slough High Street

20. OBC Term Dates

Please click the link below for start and end dates for each term or semester of your course at Oxford Business College.

<https://oxfordbusinesscollege.ac.uk/admissions/academic-calendar/>