

Introduction

I would like to welcome you to the Programme and to the college.

The purpose of this booklet is to provide information to the students. This Booklet describes, in detail, features of the programme and its administration, which relate to the students attending the courses. If you have any questions please don't hesitate to ask!. During Induction week, you will be allocated to a personal tutor who will assist you with your programme.

As Director, it is my responsibility, with the tutors, to ensure that all urgent matters relating to students are effectively dealt with. You can contact me with a prior appointment or alternatively you can leave a message for me with the office staff.

At Glasgow City College we work with our colleagues as a team to assist in Student Counseling, Finance, and careers advice. During your course of study, both Student services and Tutors will provide study skills workshops for those who want extra help.

I hope you enjoy studying at Glasgow City College and find the programme both stimulating and challenging.

Best wishes

Director



Some useful names, telephone numbers and email addresses

Director Mr. S. Ali

College Office 0845 5193 7351 (24 Hrs)

Web: www.glasgowcitycollege.com

Email: info@glasgowcitycollege.com

Students can contact the college in case of an emergency at Tel - 0845 5193 7351 (24 Hrs)

Notice Boards

The College has notice board in the reception area and student common area.

Parking

Paid car parks are available around the college premises.

Smoking

In the interest of health and safety the college operates a no smoking policy in the campus. Smoking is not allowed in the college Building.

Security and Identity cards

The college maintains a safe environment by insisting the staff, students and visitors wear an ID. Failure to wear your ID may result in you not being allowed into the campus.

Equal opportunities

Glasgow City College is fully committed to the principles and practices of equal opportunities.

We believe that widening participation and lifelong learning are an integral part of our purpose and therefore, strive to create an environment in which all forms of prejudice and discrimination are challenged.

Students are supported to achieve their maximum potential, irrespective of gender, race, ethnicity, religion, culture, age, social class, disability.

Rights and responsibilities

Glasgow City College describes a standard you can expect from us

- Give you accurate information on your course
- Take account of your previous experience and qualifications
- Provide you with guidance and advice
- Respond to your support needs if you have a disability or learning need

When you start your studies you will:

- Receive an introduction to your course and the College
- Be informed about your rights and responsibilities
- Be given a named tutor who will be responsible for your progress
- Discuss your learning agreement and be given a timetable

While you are studying, the college will:

- Regularly review your progress
- Provide qualified teachers
- Provide access to support for disabilities and learning needs
- Provide access to Learning centers, relevant resources and computing facilities
- Ensure that you learn in a safe and secure environment

When you leave the college, the college will:

- Give you advice on future careers, jobs and educational opportunities
- Ensure you receive a certificate for what you have achieved

If things go wrong the college will:

- Help you to put things right
- Deal with complaints and concerns fairly and efficiently
- Provide help and guidance on study problems or personal difficulties

Code of conduct

Glasgow City College is committed to providing an environment in which

All individuals can learn safely and securely.

All students, staff and visitors are required to abide by this code of conduct and should:

- Wear and display their ID at all times
- Show respect for others and uphold the college equal opportunity policy
- Be polite to all the students and staff
- Conform to college rules and Regulations
- Show respect for property and possessions
- Observe the college no smoking policy
- Uphold the reputation of the college

The College will not tolerate:

- Consumption of food or drink in classrooms, the learning centers or corridors
- Use of chewing gum
- Threatening or abusive behavior, whether verbal or physical
- Acts of vandalism
- Any activity which is likely to bring the college name into disrepute
- Students who the college believes are engaged in a criminal activity
- Attempts to convert individuals to religious faiths or political causes
- Use of the premises to promote a political or religious cause
- Use or possession of alcohol or any illegal substance
- Harassment in any shape or form
- Use of mobile phones in non-designated areas

Those found in breach of this code will be subject to disciplinary action.

College rules and regulations

1. Students are required to wear and display their identity card at all times. Staff is authorized to examine identity cards on request.
2. All visitors to the college campuses must be approved by a member of staff and must sign in and out at reception.
3. Whilst on the college premises student time should be devoted to the purposes of learning and activities which promote learning.
4. All incidents, however minor, that occur on the college premises should be reported to a member of staff.
5. Use of mobile telephones on the college premises is prohibited except in designated places.
6. The college cannot accept liability for loss or damage to personal clothing or property, which occurs in the college premises.
7. Equipment and facilities must be treated with care and respect. Students will be liable to any damage of the equipment for which they are responsible.
8. Students must notify the college if there is any change in the address and employed students must notify any change in employer.
9. College reports on attendance will be sent to the parents or sponsoring employers
10. Telephone calls for students will be accepted only in emergencies.

Course Information

Once your course choice has been recorded, you will be given a Student ID. If there are changes or apparent error in the information you can consult your tutor or office staff, so that the necessary changes can be made.

Attendance Requirements

You will be required to attend classes and the practice sessions for a minimum of 18 hours a week.

We require you attend regularly. The course regulations say that you must attend 85% of classes to complete each course. However we expect you to attend to all sessions. We expect you to put all your efforts in maintaining the attendance.

If you are unable to attend to some of the sessions you must let your tutor know about that.

Student whose attendance falls below the required percentage decided by the college from time to time will be taken disciplinary action. Failing to adhere to the college attendance regulation will lead to student dismissal and the same will be informed to the Home Office.

Students who misses 10 consecutive contact sessions without informing the college will be automatically removed from the college and the same will be reported to the Home Office.

Planning your programme of study and coping with workload

Early on in the programme, you should think about planning your work in preparation for the submission of coursework at the end of course.

If you have commitments outside and the requirements to complete the course can be demanding.

HERE ARE SOME POINTS TO BEAR IN MIND:

- Help and advice is available, about your assignments for all courses.
- If you need extra help regarding Lecture classes you can be given individual attention to clarify your doubts.
- If something happens to you, which is unpredicted, then you can request for extension of time by writing a letter requesting extension.
- Please discuss any problems that arise in connection with this with your tutor.

You, Your Tutor

Every course is assigned to a tutor or group of tutors who will be responsible for holding your lecture sessions and support.

Your tutor expects to

- Hold individual tutorials with you to support your participation on the programme.
- Help you understand, plan and successfully complete your course.
- Advise you if you meet any difficulties in attending, studying or Submitting work for assessment

You can help your tutor by:

- Actively participating in all Sessions
- Keeping an up-to-date record of your course studies and progress.
- Letting your tutor know if you have any difficulties you encounter in your studies, so that he/she can find ways to help you.
- Letting your tutor know about any changes in your circumstances which will impinge on your studies e.g. illness, change of work.
- Notifying your tutor about your absences.

You can help yourself by:

- Setting and adapting a pace for your studies to enable you to keep all deadline dates
- Keeping in touch with your tutor throughout the course, for support and advice
- Notifying the school office of any changes of your address, telephone number, etc.

Careers advice and references

Throughout your period as a student with us your tutor will keep a record of your progress. At the end of your course your tutor will complete a reference, which you may see.

If you wish to use the college as a referee when applying for a job, please
Address your application form to

The Director
Glasgow City College
153, Queen Street
Glasgow
Scotland – G1 3BJ.

Assessment

- Your coursework must be kept in a folder with your ID and course name written on it.
- In Unavoidable circumstances you may request for extension of time for submitting your assignment.

Programme Evaluation

Each year we plan to review our courses in response to the feedback from students and External Examiners. The teaching staff is responsible for ensuring a high quality version of the courses. We value your comments highly. We hope that you will let us know what you think about the programme, your study activities and the materials, so that we can take steps to improve them.

Ways of contributing your views

1. Use feedback sessions with all the teachers to ensure they know how each course is progressing and to comment on written materials which seem unclear.
2. Complete course evaluation forms when they are circulated at the end of each subject.

Student Services

Student Services provide you a framework of advice and information relevant to you as a student.

Student Services provide you a range of services to support you while you are a student here.

You can obtain information and advice in relation to finance and welfare, your educational needs, equal opportunities, disabilities, and career choice.

Enquiries for student services should be directed to the Admissions from Monday-Friday between 9 am – 6 pm.

Library and Computing Facilities

Glasgow City College has a small library to facilitate its students to refer books. Glasgow city college has access with the local public library where huge collection of books and manuscripts are available for the student to borrow.

Photocopiers are available in the college. And please use it responsibly.

The college has well equipped computer labs. All the students can have regular access to these computers and printers.

The computer lab is wirelessly connected to the internet and internet service is provided free to all students. A huge collection of online material is available for every student who are enrolled for courses with awarding body.

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