



**British Institute of Resource Development**

*Education, without Borders*

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# Student Handbook Of

**BIRD**

*British Institute of Resource Development*



## CONTENTS

Welcome Speech	3
About the Handbook	3
Where We Are/Location of BIRD	4
Mission Statement	4
About Leicester	5
Institute Administration	5
Admissions	5
Admissions for International Students	6
Enrolment Process and Documents to be presented during it	7
Fees and Financial Policies	8
Refund Policies	8
Students Support Services	9
Change of Address/Details	10
Attendance Policy	11
Poor Attendance	11
Importance of Registration & Change of Address	12
Description of the pattern of delivery	12
Course structure and delivery	13
Teaching, Learning and Assessment Strategies	13
Grading	14
Academic Misconduct & Plagiarism	14
Complaints and Candidate Appeal Procedures	16
Termination of Student Status - Important	18
Key Student Responsibilities	19
Health and Safety requirements	20
Computer Misuse Act, and Copyright, Design & Patent Act	22
Accident Reporting	23
Complaints	23
Emergency Situation	23
Equal opportunity Policy	24
Useful Numbers and Address	24
Acknowledgement	25



## Welcome to BIRD (British Institute of Resource Development):

British Institute of Resource Development cordially invites and welcomes students from the UK and overseas. With our modern and recently refurbished buildings and our required and befitting facilities we have all the necessary provisions to provide the highest quality professional tuition, an impressive and stimulating learning environment and outstanding professional service. By choosing BIRD you can ensure that you will be provided with highly experienced faculties, quality assurance for the design, delivery, assessment, moderation and awarding of educational programmes and the foremost excellence to our qualifications which are both valued and current to offer learners the best possible learning outcomes.

## About the Handbook - Important:

The purpose of this handbook is to provide important information that students need to know about the British Institute of Resource Development, an academic course provider and awarding organisation. This does not replace the formal information provided to students by BIRD from time to time e.g. the academic regulations. For formal details on the areas outlined below, please see the appropriate Institute document.

Please note that it is your responsibility to ensure that you are familiar with the contents of this guide and the relevant Institute documentation. If there is anything that you do not understand then please consult your personal tutor or the administration office.

This handbook tells you about enrolment procedures, and gives you some general information about the Institute. All students are required to enroll at the beginning of their course of study at the Institute, and to re-enroll annually thereafter.

It is the responsibility of the students to check in the enrolment section that what documents they need to bring with them for admission and enrolment.

At the time of initial enrolment, we will ask you to sign an undertaking to abide by the Institute rules and regulations. If you wish to consult the pamphlet containing these rules and regulations before signing the undertaking, you may obtain a copy from the administration office. At the time



of enrolment, you should receive a timetable of lectures and details of lecturers and introduction to the campus. This normally takes place after enrolment, but before teaching begins, and this is intended to help you get the most out of your studies right from the start.

If you have any issues concerning enrolment, you should contact the registry office for assistance. Please retain this handbook for the duration of your studies.

## Where We Are/Location of BIRD:

BIRD is located in Leicester, a prominent city in East Midland of England. Our campus is located in the heart of the city centre at the following address:

84 Vaughan Way

Leicester LE1 4SJ, United Kingdom

- **Admin Office Opening Hours:** 10:00am – 5:00pm Monday – Friday

- ***Terms and Semester Dates***

Generally BIRD Academic Session is organised into four semesters:

January – April – July – October

Assessments/examinations take place at the end of each semester. You are advised to get hold of timetables and academic calendars at the time of enrolment

## Mission Statement:

- Achieving the highest international standards in teaching.
- Representing and promoting the views and interests of the Institute.
- Managing resources, efficiently for the benefit of the students' integrity and equality.
- Supporting and assisting the staff and students in achieving their own goals and objectives.
- Providing a range of services of benefit to staff and students.
- BIRD aims to work closely with employers so that we, and they, are confident that our graduates have the skills they need to succeed in the real life workplace

## About Leicester:

Leicester is located in the heart of England and is the tenth largest city in Britain with a population of over 300,000. Leicester embraces and is proud of its cosmopolitan and culturally diverse population and partakes in many shared cultural events within the city; one example being the city's Diwali celebrations which are the largest outside of India which attracts visits from a wide range of different cultures. Leicester offers excellent communications by road, air and rail and the city is conveniently located only 75 minutes from London by train, 30 minutes from the East Midlands Airport and 45 minutes from Birmingham Airport by car. Leicester is proud to be Britain's first Environment City and has partaken in many developments in sustainability to make Leicester a greener and more pleasant place for now and for future generations to enjoy. The city of Leicester also has a 700 year old market, one of the largest covered markets in Europe. Please visit the following sites to find out more about Leicester:

- [www.traveltoleicester.co.uk](http://www.traveltoleicester.co.uk)
- [www.goleicestershire.com](http://www.goleicestershire.com)
- [www.OneLeicester.com](http://www.OneLeicester.com)

## Institute Administration :

The Institute Administration is responsible for all your administration within the Institute. The details for different areas of your services are given in this handbook. More detailed information on services, office hours and personnel is available from the Institute's web site or from the administration office.

## Admissions:

The Admissions Office deals with applications of professional, diploma, undergraduate courses in the Institute. Applicants wishing to progress to degrees or postgraduate qualifications should contact administration office for advice.

The admission Procedure for Enrolling with BIRD is very simple. Usually, there are four sessions a year for the Institute programmes in BIRD, at the start of January, April, July and

October. However, for English Language Courses, we sometimes make adjustments in intake dates. Therefore, EL Learners are advised to contact BIRD Office by email ([info@birduk.org](mailto:info@birduk.org)) or call on 0044(0)116 251 5310 for current session planner.

## Admission Procedure for EU (& part-time EL) Applicants:

Please complete the Application for Admission, and either fax, mail or bring it to the Institute. Be sure to submit the following papers with the completed application:

- Photocopy of your Photo ID/Passport (Bio-data Pages only)
- Photocopies of all your academic qualifications
- Two passport sized photographs
- Application fee (currently £100)
- Any other documents that you think may support their application e.g. an academic reference, employer reference, etc.

### The Letter of Acceptance

The department to which you are applying to will send you a Letter of Acceptance outlining the fees and documents required to complete your application. The letter will also advise you to pay your tuition fee.

### The Confirmation of Enrolment

Once you have paid course fees and provided the required documentation (if any further document needed), you will receive a confirmation that a place has been reserved for you on the course. On completion of all the required documentation and payment of full fees, you will be allowed to sit in the class according to the scheduled timetable.

## Admission Procedure for International Applicants:

### Application

Please complete the Application for Admission. Once completed, send it to us either by fax, e-mail or by mail. Be sure to submit the following papers with your application:

- Photocopy of your Photo ID/Passport (Bio-data Pages only)
- Photocopies of all your academic qualifications

- Two passport sized photographs
- Application fee (currently £100)
- Any other document that may support their application e.g. an academic reference.

### **The Letter of Acceptance**

The department to which you are applying to will send you a Letter of Acceptance outlining the fees and documents required to complete your application. The letter will also advise you to pay your tuition fee.

All Non-EU/International students require a student visa if they are from a visa nationality. Student visa requires a letter of acceptance, certificate of enrolment and the receipt of payment of fees from the Institute. As requirements vary in different countries, please contact your local British Council ([www.britishcouncil.org](http://www.britishcouncil.org)) for further details.

### **The Confirmation of Enrolment**

Once you pay the fees indicated on your Letter of Acceptance, the Institute will send the Confirmation of Enrolment letter to you. Upon receipt of the letter, you can begin the process of acquiring the student visa. If the visa is refused, you need to send the original refusal letter to us, so we reimburse the full amount deposited minus the registration fee amounting £150.

### **Travel Plans**

Students who need assistance home and airport pick-up should inform the Institute as soon as the date and flight of arrival are confirmed. This information shall reach the Institute at least two weeks prior to departure.

## **Enrolment Process and Documents to be presented during it:**

All students must go through Enrolment Process at the beginning of their course or upon their arrival. Enrolment is simply the process by which you register with the Institute on your chosen course. If you are an applicant or new student, you will be required to complete Personal Enrolment, at which you show the following documents:

- Your original passport (and valid visa, where applicable) [M\*]
- Your Birth Certificate [GP\*]
- Your current passport-size photo [M]

- Original certificates for all your exams/qualifications taken to date [M]
- Proof of your English Language Precedency (where applicable) [M]
- Your National Insurance Number (if available) [GP]
- Details of your local and international Next of Kin [M]

*[M = Mandatory; GP = Good Practice]*

## **Fees and Financial Policies:**

As part of our commitment to responsible recruitment and to assist continuing students with their planning for an academic year, the Institute offers the guidance on policy governing the payment of tuition fees. The purpose of the tuition fees policy is to be fair and reasonable to students and to support the Institute's attempts to hold tuition fee rises to a minimum at a time of economic rigidity in Higher Education.

Tuition fees must either be paid in full at enrolment or paid under an approved instalment plan. If any payment agreed under an approved instalment plan is not made by the due date, this can lead to suspension from the course.

If there were a fee increase, this would only occur at the beginning of your course. You will be informed of any increases in the fee, which will also be well advertised.

### **Methods of Payment**

You may pay the tuition fees by one of the following methods:

1. Banker's draft payable to British Institute of Resource Development and posted to the Institute using any reliable postal service.
2. Direct transfer to the BIRD bank account, the details of which are available on request.
3. For international students, any payment made by you, please inform the Institute promptly by returning the completed "Fee Remittance Form"

## **Refund Policy:**

1. Students, who are not successful in getting their visa, can apply for the refund in writing accompanied by a copy of the rejection letter from the British Embassy or High Commission of their respective countries to the BIRD and all original letters issued by the Institute within 30 working days.

2. Students who are not successful in their application for student authorisation may apply for a deferral to the next semester. You may apply for a revised letter of acceptance from the Principal. This application must be in writing and accompanied by a copy of the rejection letter from the British Government to BIRD. You are required to submit your application no later than 14 days prior to the commencement of the course.
3. Students who have special personal reason(s) may apply for refund of prepaid tuition before the issue of the student visa. Such application must be given written and accompanied by the original letters issued by BIRD.
4. Students who have received the certificate of enrolment issued by BIRD and successfully obtained the student visa in their home country are not eligible for refunds.
5. Students who wish to submit their application for a refund before the program or course start date and the Principal of BIRD must approve the application for deferral before the program or course start date. Applications must be made in writing at least 15 working days in advance.
6. Non-arrival of students will result in the following:
  - The Institute will contact you at your home address asking why you have not informed the Institute of your non-arrival within the first two weeks of your course commencement date.
  - If you do not contact the Institute within four weeks of the course starting, your enrolment will be cancelled, and the Home Office will be informed of your non-arrival.
  - You will not be entitled to a refund of the paid fee if you have not contacted the administration office within 2 weeks of course commencement date.

\*\* In no case is the application fee refundable. All legitimate refunds are subject to an administrative charge of £200.

## Student Support Services:

The Student Services provides you with an open door of communication between you and the Institute. It also provides as well a number of essential services in helping you to get adjusted and providing you with guidance and advice in whatever you need.



## International students

International students will be given hands on information about the life in the UK in the orientation programme at the beginning of their respective course. They also get assistance with Banking matters and NHS (National Health Service) registration.

## Accommodation

BIRD does not arrange accommodation for learners. However, our Students Welfare Officer may help you with information on agency addresses for local housing and subletting.

## Disability

All students are required to inform the Institute of any disability or medical condition that they have and special provisions that are required to be provided for by the Institute.

## Disability Support

All students attending BIRD are entitled to a range of learning support. This includes advice and guidance, help in planning of learning programme, or support with literacy and numeracy.

## Health Matters

All learners are required to register with General Practitioner upon their arrival in the UK. Students are advised to contact our Student Welfare Officer for registering with a GP for medical purposes.

## Financial Matters

Learners also need to have bank accounts opened in the UK as soon as possible, as their bank statement is a proof of address. They are encouraged to request help from Welfare Officer in setting up of bank accounts.

## **Change of Address/Details:**

You must inform to the administration as soon as you change your address and contact details as well as any other general information e.g. mobile number, which relates to the Institute. A change of address form is available for you at reception/front office.

## Attendance Policy:

All students are expected to attend their scheduled classes. Attendance is recorded in a daily register. The Institute requires students to have at least 85% attendance. Valid reasons should be shown for non-attendance. This requirement is mandatory for International students in order to qualify Home Office regulations.

If non-attendance continues for **10** consecutive class's without contact or notification, the Program Leader will attempt to ascertain the reasons and to offer help or advice and will inform you (or his/her agent) in writing that you are in process of being removed from the course, and that you must contact the Institute within the next seven days. This communication is recorded in the Contact Management System. If you still fail to contact the Institute after seven days with notification or reasonable cause of non-attendance, you are regarded as suspended from the course. You will be sent a letter stating that you have been suspended from the course and the Home Office will be informed that you are no longer a student at the Institute. This communication is again recorded in the Contact Management System.

The Home office and British government strongly recommends institutions must liaise with the Home Offices in cases where students regularly fail to attend the minimum required classes or are suspended from a course. Attendance is a provision of your student visa and non-attendance may result in loss of your student permit to study in the UK.

You are required to attend all lectures. Authority will monitor your attendance regularly. There will be a register sheet for students to sign in for each class which allows authority to keep records of your attendance for various reasons. You should do this every time you attend a lecture. It is student's responsibility to make sure your attendance is logged. If it is not, then you may not be allowed to sit for examinations and you may be suspended from the programme.

### **Poor Attendance**

The Institute regularly checks its student attendance records. Students not meeting stringent criteria are given written warnings and reminded that in order to comply with the Institute's, as well as the Home Office requirements for international students, they are obliged to attend their

classes as per standard 32 hours a week minimum requirement and not to miss 10 consecutive lectures, they are advised failure to adhere to this criteria would result in them being reported to relevant authorities (UKBA).

### **Importance of Registration & Change of Address**

It is vital that you keep the Registry informed of:

- Any changes to your name or address. If you do not then you will be responsible for the consequences. Registry will automatically send examination results to your permanent address not your term time address unless you specifically request it.
- Changes to your programme of study e.g. changes to your chosen options (note that they must be approved by your Personal Tutor if you are not taking the standard options available).

## **Description of the Pattern of Delivery:**

The Institute uses a diversity of delivery methods. They consist of:

### **1. Lectures**

Lectures will be used to introduce topics and concepts to the students, making use of presentation and graphics and other teaching aids.

### **2. Seminars/labs**

The seminars will place strong emphasis on student-led activities: group discussion of topics, individual and group presentations of solutions to case studies, critiques of relevant academic papers, partial design solutions etc. Guest speakers from industry will be invited to lead seminars.

### **3. Practical classes**

Many practical classes will be oriented towards exercises and tutorial work with the aim of establishing skills with various software tools and application. Case studies will be used heavily in this area.

## 4. Assignments

In addition to the above, you will be expected to carry out a significant amount of directed and self-directed work. This will culminate in the project module where you largely work on your own, or in groups.

### **Course structure and delivery:**

Unless otherwise stated during your induction and in information booklet/flier, the academic session at the Institute, especially for the FE courses, is semester-based and you are assessed in modules in each semester. The minimum criteria for awards are specified in course-handbook or specification designed by the Awarding Body. During your induction, your course coordinator/leader will discuss the details you need to know about your course.

## **Teaching, Learning and Assessment Strategies:**

### **Teaching Strategy**

Unless otherwise stated and required, the Institute conducts regular theory and practical classes, where relevant, for each batch of students, which is roughly twenty hours in a week. Out of these twenty contact hours, eight hours for practical sessions and rest are for theories.

### **Learning and Assessment Strategies**

The Institute continuously assess the development and learning experience of you by various tools like, quizzes, monthly modular examinations, quarterly assessment tests, class assignments, case studies, term report, open book examinations etc. Sometimes class attendance of a student can also be considered for assessing the overall interest in learning.

## **Examinations:**

While most of the FE Courses are assessed through coursework, the Institute offers TWO kinds of examinations:

**Unseen:** This means you do not know in advance what questions will be asked, but you will have sample papers to be given or discussed in the class. This gives you some idea of the format of the paper and the style of questions to expect.

**Practical:** Where relevant, there is a computer-based assessment. A computer will be available and some of the answers may be submitted electronically rather than on paper.

Notably, although our **English Language courses** are assessed through internal examinations and coursework, the final assessment is conducted by the relevant external body e.g. EMD, British Council, and Cambridge University.

## Grading:

Regulations and grading policies found in the Academic Regulations for taught awards will apply. Currently these are (applicable to internal examinations):

MARKS	GRADE	Comments
70%+	<b>Distinction</b>	Outstanding performance in all of the key learning outcomes for the course.
60% -69%	<b>Merit</b>	Performance either significantly better than Pass in the key learning outcomes for the course or outstanding in some areas with pass level in the others.
40% - 59%	<b>Pass</b>	Satisfactory attainment of the key learning outcomes.
0% - 39%	<b>Fail</b>	Failure to meet the majority of the key learning outcomes.

The pass mark is 40%. Distinction is 70%. To obtain an overall distinction grade, you must achieve a distinction in the project and average of 70% the programme as a whole.

## Academic Misconduct and Plagiarism:

The Institute will NOT TOLERATE cheating or plagiarism. Penalties are severe for such malpractice – you could be expelled from the Institute. It is your responsibility to make sure you understand what is allowed and what is not.

**Cheating** includes bringing unauthorised material into an examination, communicating with other students during an exam, or seeking to gain an unfair advantage in any other way.

**Plagiarism** is presenting somebody else's work as your own. It includes: copying information directly from the Web or books without referencing the material; working with one or more other people on an individual coursework and submitting the joint coursework as your own individual effort; copying another student's coursework; paying someone else to do the work for you; stealing coursework from another student and submitting it as your own work. The person you copy from could be another student, a lecturer or someone outside the Institute.

### Copying information from the Web / books, etc.

Any text that is taken word for word from another source must be put in quotation marks. You must give full details of the reference in a list of references at the end of the report. In addition, you must site the reference where the quote occurs in the body of the report. Please consult your lecturer for the standard they wish you to use.

You may use ideas from various sources to construct an essay or a final year project and these should be appropriately referenced as stated above. Copying large amounts of text from other sources would not be an appropriate answer for a coursework or project, paraphrasing the text in your own way is acceptable provided that references are given.

Please note that changing an individual word in a quoted paragraph will not exempt you from plagiarism charges if the majority of words are quoted. If an essay consists solely of ideas, phrases from other authors, then you will not achieve a good mark, as there is no input of your own. It should be your ability to discuss ideas and demonstrate critical thinking and understanding that will generally earn you higher marks.

### Normal Penalties for Plagiarism

Type of offence	Penalty
First minor offence e.g. unreferenced material, joint submission	Coursework mark is set to zero
Authors who let others have copies of their work	Coursework mark is set to zero

Second offences will be referred to a panel	Referred to Assessment Offences Panel – student/s may be asked to leave the Institute.
If more than one offence occurs at the same time	All courses (not components) are set to zero
First major offence e.g. plagiarism bulk of a project	Referred to Assessment Offences Panel – student may be asked to leave the Institute.

## Complaint and Appeal Procedures:

If you have any issues or complaints please speak initially to the following staff in this order if issues remain unresolved:

1. Personal Tutor/Lecturer
2. Year tutor or lecturer (who oversees students’ stage of study and may be the same person as student’s personal tutor)
3. Course/Qualification leader (who oversees students’ programme of study)
4. DS/Head of the Department (who has overall responsibility for managing a group of programmes and staff within the Institute)
5. Head of Institute/CEO or Principal

If you do not know who these people are then please ask the Institute Office to direct you to the appropriate member of staff. Formal complaints can be submitted in writing and will be dealt with by the Principal of the Institute. Forms can be obtained from the Institute’s Office.

## Complaint and Appeal Procedures:

### INTRODUCTION

BIRD appreciates suggestion(s), comment(s) and complaints from learners, guardians and members of the community. Therefore, anyone can make a complaint verbally, in writing, by telephone or email. If the complaint is made verbally, the details will be written down onto the Complaints Form on complainant’s behalf. It can also be made straight onto the form if



complainant prefers. If someone needs help in making a complaint, s/he can ask the receptionist or personal tutor and will get someone to help.

## SCOPE OF THE PROCEDURE

The complaints procedure can be used by any student, parent, member of staff, visitor, or member of the community who is unhappy with BIRD service. Most complaints can be resolved at the first “informal” stage of the procedure. If your complaint cannot be resolved at the informal stage, there are up to three further ‘formal’ stages.

## STAGE ONE

**STAGE ONE** of the procedure is informal. Many issues or problems can be resolved informally within teaching or corporate service areas through approaches to the member of staff involved. A complainant should first approach the member of staff who seems best able to deal with the matter immediately. S/he can either speak to them or put his/her complaint in writing. If someone is unsure who to complain to, s/he should ask the Receptionist for assistance.

The person the complainant spoke to will try to resolve the matters informally by investigating the complaint, and then contact him/her again, usually within five working days with best possible solution(s).

## STAGE TWO

If the complainant is not satisfied with the outcome of the Stage One, s/he can take the complaint to **STAGE TWO**, the first ‘formal’ stage of the complaints procedure by filling in the complaint form kept in the reception and submitting it to the Student Welfare Officer.

**The form will ask the complainant to provide his/her:**

- name and address
- the date on which you are making the complaint
- a daytime telephone number
- details of the complaint

**In addition, student(s) will provide:**

- personal ID number

- date of birth
- the name(s) of their course

On receipt of a formal complaint, the Welfare Officer will take it up with the Office Manager, who will provide a response or solution to the Welfare Officer addressing the issue raised within 10 days as well as send a written response to complainant.

### STAGE THREE

The complainant has the right to appeal against the formal Stage Two Decision in writing, within 15 working days of receiving the original response letter to the CEO, which is **STAGE THREE** of the procedure. Upon receipt of an appeal the CEO shall acknowledge the appeal within 2 working days. A formal response will be made within 15 working days that could in exceptional circumstances include a requirement for further investigation.

### STAGE FOUR

If the complaint is not resolved at this stage, the CEO will provide the complainant with information on any further steps which may be taken in an attempt to gain satisfaction, which is **STAGE FOUR** of the procedure. The Director(s) of the Institute will be advised of the details of the complaint. Where appropriate, a complaint may be referred to an external body such as awarding organisation, accreditation agency, or police.

### Candidate appeals

The Institute has a student complaints procedure that covers complaints about student's course or centrally provided services and or complaints about members of staff from the Institute. It does not cover complaints regarding assessment. At any stage in the procedure the complainant, a student may seek the assistance of the students union or a fellow student or a member of staff in pursuing their complaint.

## Termination of Status as a Student:

If the Institute determines that under the relevant scheme, regulatory framework or course regulations, it is **not possible for a student to successfully complete the course** on which they

are enrolled because of unsatisfactory standards of academic performance, the student's status as a student shall be terminated. Such persons shall not thereby be prohibited from applying for entry and being enrolled on another course.

If you are expelled from the Institute **under student code of conduct, or the regulations governing allegations of Academic Misconduct**, your status as a student shall be terminated, subject to your right of appeal against such a penalty imposed. If the Institute Administration determines to its satisfaction that you are **not attending tuition and has no valid reason for not attending**, your status as a student shall be terminated. Such a person shall not thereby be prohibited from applying for entry and being enrolled on the same or another course. The Institute Administration may terminate your enrolment **on grounds of debt to the Institute arising from non- payment of fees**. If such debts are subsequently cleared to the satisfaction of the Institute without recourse to litigation, such persons may apply for entry and be re enrolled on the same or another course.

The Institute Administration shall terminate your enrolment on the grounds that you have shown to have **given false evidence in purporting to satisfy the requirement of Regulations**, engaged yourself in criminal activities e.g. drug dealing, been convicted by any authority. Such persons shall not normally be permitted to enrol on the same or any other course.

## Key Student Responsibilities:

Below are reminders of some of your key responsibilities. Please note that this is not a definitive checklist. It is your responsibility to:

- Sign student's attendance.
- Find out information regarding timetables, rooming.
- Find out examination dates and locations and arrive in good time for the exam.
- Submit coursework with the relevant header sheet **ONLY** through the Registry and on time.
- Make all coursework queries immediately after the coursework has been returned to you.

- Submit extenuating circumstances by the deadline set by the Registry.
- Make sure that you find out your results and details of how to retrieve failed courses. You must receive a letter in writing from us - do not assume you have passed if you have not heard from us. If you do not receive a letter by the end of your semester exams, then it is your responsibility to contact the Registry.
- Fill out option forms for the following academic year when requested to do so by your lecturers
- Attend classes and examinations.
- Keep Registry informed regarding any changes in circumstances. (e.g. address and contact details)

We hope you find the information in this booklet useful. If anything changes, we will keep the Web site up to date, so please check it frequently.

## Health and Safety requirements:

### Health and Safety: Do's Don'ts

- Do not bring food or drink in the classrooms.
- Smoking is not allowed in any part of the Institute.
- Mobile phones must be switched off. As this may disturb other students whilst lectures are in progress.
- Keep bags, coats etc. away from the aisles and escape routes.
- In the event of a fire or fire alarm being sounded, follow the displayed evacuation procedures.
- Mind your belongings and do not leave them unattended.
- Keep the Institute premises tidy.

### Health & Safety Induction

Health & Safety is a matter of preference to the BIRD. We always induct our students with the health & safety practices and regularly conduct internal campus audit in terms

of Health & Safety to ensure that the premises and equipment are safe and sound for students' use.

## Fire Exit Induction

Although it is an integral part of the health & safety, BIRD takes extra care to ensure that the premise is sufficiently secure in case there is any fire. BIRD Offices contains 2 fire exits and we take care induct our students in the beginning of the course what to do in case there is fire. Moreover, we conduct fire drills regularly to keep its staff and students updated with the procedure and course of action.

## Emergency Evacuation

It is important that all students know how to evacuate in the state of emergency. Our Student Welfare Officer during your induction will brief you about it. When there is an emergency, please do the following.

- Stop all activities and leave the building by the nearest available fire exit.
- If you discover a fire or see smoke, raise the alarm by breaking the glass cover of a fire alarm call point.



- Leave the building via the nearest available fire exit and wait at the assembly until the instructed by the Fire Marshal/Building controller.



- Do not run or stop to collect personal belongings.

- Do not use lifts – **Only the stair can be used when the alarm is activated.**
- If on your way out of the building you find that an access swipe door does not open, the emergency door release glass can be broken to release the door

## Testing of Alarm

As a part of safety measure, the authority often tests fire alarm so that all students and staff can cope up with incident of fire. To do so, the Fire Marshal tests the fire alarm and ensures that there has not been a major failure of the entire fire detection and fire alarm system that may otherwise go unnoticed. However, whenever fire alarm rings, all students must do the following.

- Stop all activities and leave the building by the nearest available fire exit.
- Leave the building via the nearest available fire exit and wait at the assembly until the instructed by the Duty Manager/Building controller.



- Do not run or stop to collect personal belongings.
- Do not use lifts – **Only the stair can be used when the alarm is activated.**

## Computer Misuse Act:

This Act makes it a criminal offence to attempt to access, use or alter any computer data, programs or services to which you have not been granted authorised access. The attempt does not have to be successful for an offence to be committed.

## Copyright, Designs and Patents Act:

- This Act makes the unauthorised copying, reverse engineering, amending etc. of software illegal. In addition, users must comply with the terms of the software licenses.

- You must not make copies of software (including CD duplication) without first proving that you have a right to do so.
- You may only scan small proportions of copyright text or images for 'private study and research' - these can be placed in student's own computer area or on memory disks, but must not be used in WWW pages.

## Accident Reporting:

All accidents must be reported so that the causes can be identified and action taken to prevent a recurrence. Do not delay in reporting accidents, however trivial they may seem at the time.

## Complaints:

If you have any serious complaints these should be notified to the office manager(s) in writing as soon as possible. Your Student ID should be included along with dates, times, location and nature of the complaint. The official Institute procedure described in Complaints and Appeal Procedures should be followed if you wish to formally lodge a complaint.

## Emergency Situations:

### Needful in emergency situations

- In emergency situations, should it become necessary to evacuate the building, the alarm will sound.
- It is then necessary for all students to leave the building quickly and quietly following the instructions of the Fire Officer. DO NOT waste time in collecting personal belongings, as the technician will close the windows and lock the doors of the classrooms.
- When the emergency situation is over the Fire Officer will supervise the student's re-entry into the Institute premises. This is to ensure that theft does not occur to student's belongings.

## Equal Opportunities Policy Statement:

The equal opportunity policy of the Institute is that in the recruitment, selection, education and assessment of students and in the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of the programme, course or post.

The requirements being met, no student or employee will be discriminated against based on their sex, sexual orientation, race, colour, ethnic origin, nationality (within current legislation), disability, marital status, caring or parental responsibilities, age, or beliefs on matters such as religion and politics.

The Institute is committed to providing a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from discrimination, prejudice, intimidation and all forms of harassment including bullying.

This Policy means that all students and employees of the BIRD have the right to study or work in an environment free from discrimination, prejudice and all forms of harassment or bullying.

The BIRD is committed to a programme of action to ensure that its policy is implemented and monitored at an organizational and individual level.

## Useful Numbers and Address(s):

Emergency Services	999
Student Welfare Officer	+44(0)116 251 5310
Institute Office	+44(0)116 251 5310
Institute Fax	+44(0)8004716555
Institute email	info@birduk.org
Institute Address	84 Vaughan Way, Second Floor, Leicester, LE1 4SJ



**ACKNOWLEDGMENT OF THE STUDENT:**

I do hereby acknowledge that I have received a copy of the Student Handbook that contains information relating to my study and educational policies of BIRD, and I do promise to read and follow those. I am aware that if, at any time, I have questions regarding **BIRD Educational Policies**, I should direct them to the Student Welfare Officer or the Principal.

I clearly know that **BIRD Educational Policies** and other related documents do not form a contract and are not a guarantee by **BIRD** of the conditions and benefits that are described within them. Nevertheless, the provisions of such policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I am also aware that **BIRD**, at any time, may on reasonable notice, can change in, add to or delete from the provisions of the policies according to the UKBA Guideline and under unavoidable circumstances.

Accepting the above, I am willingly signing below without any temptation or enforcement.

Name of the Student: .....

Signature of the Student: .....

Passport Number: .....

Course Enrolled For: .....

Date: .....

.....**END OF THE DOCUMENT**.....