



MANCHESTER LEARNING ACADEMY

ENROLMENT POLICY

REVIEW DATE:-

15/1/2014
15/1/2015

Enrolment Policy

Introduction:

The status of being "enrolled" in an academic session as a student at Manchester Learning Academy shall be achieved by meeting criteria determined by the Coordinator from time to time, and shall require that a student:

Satisfy the academic requirements for enrolment in a chosen Program,

be enrolled in an academic Program, and

has paid fees or exhibited such other intention to pursue a course of studies as may be determined to be sufficient from time to time.

Enrolment is the process whereby all students formally agree with the College their approved Program of study leading to a named award. It is at enrolment that the student confirms their course choices and agrees to abide by the College Regulations and the Terms of Enrolment

All new students will be required to provide the College with original documentary evidence such as:

1. Original passport
2. Two passport size pictures
3. Proof of address
4. Visa documents

Policies

Admission Policy

The College aims to ensure that all actual or potential students, faculty and staff are treated equally, regardless of: age, disability, family responsibility, marital status, race, colour, ethnicity, nationality or belief, gender, sexual orientation, trade union activity, unrelated criminal conviction other irrelevant criteria. The term 'discrimination' is used in this document to mean less favorable treatment of an individual on any of the grounds.

Attendance

All classes and examination are compulsory and you are expected to attend unless you have good reason to be absent. Attendance is monitored and a register taken. Failure to attend without notice will result in notification of non-attendance by the student to the student support department. Failure to attend a total of four sessions of classes (without notice) will result in dismissal from the College.

Role of Student support in relation to attendance:

Student support is responsible for cancelling the admission of the student, then informing the Director. Student support will first try to contact the student, after the first session of absence; students should be contacted through the telephone. If no response is received, if the student still does not attend the College, or if no reasonable excuse are provided (see sickness of absence will good reason clause), then a written notice is to be sent after the second session of absence. Only one written notice is mandatory to be sent to the student. After the fourth session of class, student support should cancel the students admission send a letter off to the student and notify the Director.

Punctuality

Students are expected to turn up to all timetabled session on time. If a student is late, the tutor has the right to refuse entry in an effort to minimize disruption to the other students.

Sickness and 'Absence with good reason'

All absence is to be reported to the admin office or course coordinator. This is important to ensure the record of attendance is not affected. If a student is ill the following documentation is required:

Being absence for over 50% of sessions or more including weekends, a note from an appropriate qualified medical practitioner is required.

Those who suffer from a chronic condition that may affect the academic performance are advised to inform admin office or your course coordinator in writing. Similarly, absent due to personal difficulties need to be reported to the course coordinator.

Cancellation Policy

Manchester Learning Academy reserves the right to cancel a course due to insufficient number of students. Students registered for a cancellation class will be notified by the College as to verification of the course cancellation and when the cancelled course will be offered again. For further information you should contact your course coordinator. Tuition and fees will be refunded upon course cancellation.

Transfer between courses

All students have the opportunity to transfer course within the College. Deadline for transfer is dependent on the courses. All students wishing to transfer are required to discuss this with their course coordinator.

Course Drop/Withdrawal Policy

In the event of cancellation the following conditions will apply: Where a cancellation is received four weeks before the commencement of a course, tuition fee (less registration fee) will be refunded, where a cancellation is received later than four weeks before the commencement of a course, there will be no refund whatsoever.

Student administration policy

Policy for Collecting and storing student records

This policy pertains to the collections and storing of student records. All student records, including assignment, assessments, mock exams and other relevant information are required to be stored. The objective is to have a central database where we keep all of the student's record. Moreover, we need the student records to be kept in a safe place.

It is required that all students assessment work, student feedback, exam details and other academic work be stored in a central location, and updated frequently. Each academic member is required to submit the academic work, grades, etc, to the course coordinator. The course coordinator is also responsible for collection results for exams conducted by external awarding bodies. All of these are to be kept in each student's individual file, in a safe filing cabinet, designated by the Director.

Examples of documents to be kept in this file:

- Students assessment
- CVs
- Copies of academic documents
- Feedback documentation
- Assessed coursework
- External exam detail, etc.

Role of the course Coordinator:

It is the duty of the course coordinator to periodically collect all such information from the College and from students. The external exam results are sometimes not posted to the College, rather to the individual student. In this case, the course coordinator needs to contact each student and request a copy of their results. A copy of these needs to be kept with the records of each individual student.

Duration of Storage:

All records for current students needs to be kept on file while they are studying at this institute. After the student has left the College, for a period of 3 years, the records must be kept on file; thereafter the records may be destroyed.

IT Policy

Manchester Learning Academy recognises that Internet and e-mail systems have the potential for enormous benefits to staff and students at the College but can be misused. This policy explains what is classified as the acceptable and unacceptable use of the Internet and e-mail systems at Manchester Learning Academy. All students and employees using the Internet and e-mail at work must comply with the college Regulations pertaining to use of information technology facilities and the acceptable use policy. Breaches of this policy will be dealt with through the College's disciplinary procedures for students and staff. These will be implemented at a level appropriated to the seriousness of the alleged misconduct.

Regulations of Investigatory Powers Act 2000, Data Protection Act 1998 and the Human Rights Act 1998

The College encourages the use of the Internet and e-mail system and is committed to acting in compliance with individuals right under both The Human Right Act 1998 and Data Protection Act 1998. While the College routinely monitors the overall patterns of e-mail and Internet usage it does not, in the normal course of events, specifically identify the use of the facilities by any individual employee.

However, under the Regulations of Investigatory Powers Act 2000, e-mail and Internet systems are subject to random monitoring and recording by or behalf of Manchester Learning Academy. Accordingly, while the College will at all times seek to act in a fair manner, employees and students should be aware that there can be no legitimate expectation of privacy when using the college's e-mail and Internet facilities.

Students should be aware that legal responsibility for students e-mail and for Internet misuse by a student rest with both Manchester Learning Academy and the student responsibility. For instance, where an email contains a defamatory comment or comment which could be considered to amount to sexual harassment than this could attract liability to both the author of the email and to Manchester Learning Academy. Accordingly, students should be aware at all times that responsibility for e-mail and Internet misuse lies wider than the individual who misuses it.

The student e-mail system is intended for use by the students in order to communicate with their colleagues and with College staff. In accordance with the "College regulation pertaining to the use of Information Technology facilities", the student e-mail system may not be used to send junk e-mail or unsolicited marketing materials (SPAM) which can overload systems and disrupt e-mail services with a consequent impact on costs; such prohibited material can include chain letters and offers, hoax virus alerts, amusing animation and graphic unsolicited mail or communication lists. The student e-mail system, or any other e-mail system accessed via internet using College equipment or systems, must not be used to send or circulate copyright material unless appropriate permission, and/or payment for use have been obtained/carried out and proof of purchase or authorisation to use is held.