WELCOME
WELKOM
WILLKOMMEN
SALVE
TERVETULOA
BONVENON
ALOHA
BON BINI
WELTASUALULEG
MU AMUHEZWI
LAIPNILŪDZAM
WILKÓM
SANNU DA ZUWA
WOLKOM
BIENVENUE
BENVENUTO
MAAYONG PAG-ABOT
DEGEMER MAT
SIYA NAMKELA NONKE
WELLKUMMA
AHLA W SAHLA
MIRË SE VJEN
VELKOMMEN
MALIPAYENG PAG-ABOT
BONVENON
ДОБРО ПОЖАЛОВАТЬ!
GHINI VINISHI
BIENVENIUS
BIENVENIDA
WILLKOMMEN
SALAMAT DATANG
BONVENON
TERE TULEMAST
WOEZOR
SIYA NAMKELA NONKE
ENNIDOS
TALITALI FIEFIA
BENVNUWE
CROESO
TERE TULÕMAST
BITAEMO
XUSH KELIBSIZ
MAUYA
BINVINUTU
MAEVA
RÄXIM ITEGEZ

Your host for the session…

Dr David Silbergh

Chief Operating Officer

New College Durham

LSC London

Induction Session

2 year

Foundation Degree (Arts) in Business Management

New College Durham

At the crossroads….

Agenda for this Induction Session

- An introduction to the London School of Commerce induction team
- An overview of the partnership between the New College Durham (NCD) and its associate college, the London School of Commerce (LSC)
- An overview of the LSC Group
- Overview of programme
- Key attributes to success on the programme
- Code of conduct
- Timetables and attendance monitoring
- Learning Resources and Library
- Student support (non academic)
- Student Voice/Prevent
- Communication and feedback
- Q & A

- 1921 – Neville's Cross College was opened

  1977 – Merged with Durham Technical College to become New College Durham (NCD)

  Today – Largest provider of further education in County Durham

  The main campus is situated in Framwellgate Moor also delivering degrees and professional qualifications.

  2019 – Partnership with London School of Commerce

The Expectations

- Attendance
- Engage in experience
- Punctuality
- Up-to-date with course work
- Student voice
- Respect for others
- Knowledge of course requirements, including regulations
- Enjoy, achieve and progress

The Vision

Our **vision** is to be recognised as a leading provider of Further and Higher Education in the North East region, nationally and internationally.

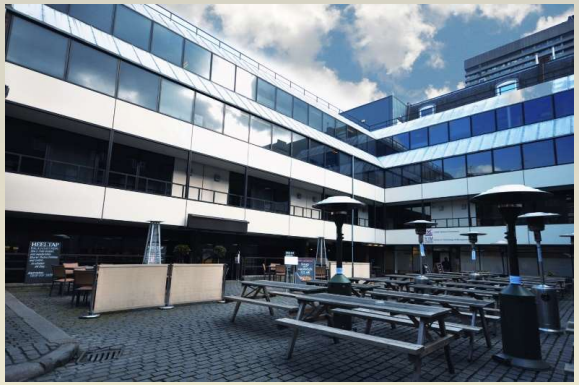
First point of contact….

LSC
London

LSC London

London School of Commerce (LSC)

A Global Education Group



THE LEADERSHIP & MANAGEMENT AWARDS 2012 SHORTLISTED ICT INITIATIVE OF THE YEAR

LSC London

London School of Commerce (LSC)

The Group Structure

UK OPERATIONS

Divisions
London School of Commerce, Manchester, Birmingham, Milton Keynes

Partner Universities
New College Durham
University of Suffolk
University of Bedfordshire
Canterbury Christ Church University

Westminster International College Sdn. Bhd.
KUALA LAMPUR, MALAYSIA

British School of Commerce Private Ltd.
COLOMBO, SRI LANKA

London School of Commerce Malta Ltd.
MALTA

LSC GROUP OF COLLEGES

London School of Commerce
DHAKA, BANGLADESH

London School of Commerce Nigeria
ABUJA, NIGERIA

London School of Commerce Egypt
CAIRO, EGYPT

VENTURES UNDER CONSIDERATION
Oman
Vietnam
UAE

London School of Commerce Jordan
AMMAN, JORDAN

LSC London

London School of Commerce (LSC)

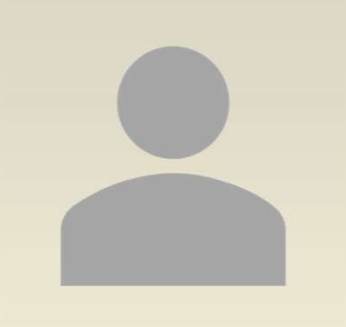
The Highlights

- A global reputation with over 100,000 alumni from nearly 140 countries
- More than 19,000 students globally
- Over 200 Doctoral students
- An International faculty based in the UK, Europe and the Far East
- A truly internationalised curriculum with transferable credits
- Recognised as a Premier Institution by the Accreditation Service for International Schools, Colleges & Universities
- A highly skilled and experienced management team
- Strong progression rates
- Building online learning platforms to deliver degree programmes

TEAM

Next Speaker

Dr Lucy Lu



Provost and Global Academic Director

Programme Structure

The Programme

- 2 years in total
- Extended induction to re-familiarise students with Higher Education
- Year1 – Level 4
- 6 modules in total
- Year 2 – Level 5
- 6 modules in total

Modules in Level 4

- Business Environment
- Human Resource Management
- Personal & Professional Development 1
- Innovation and Enterprise
- Principles of Marketing
- Leadership and Management

Assessment Overview

- Each module of your programme is assessed via ONE or TWO components
- Most of your assessments are assignment based
- There are NO Examinations in year 1
- If you don’t pass you can re-submit
- If you don’t submit you cannot pass

Assessment Details – components per module

Business Environment

- Report (2500 words) - 75%
- Presentation (15 minutes) - 25%

Human Resource Management

- HRM Report (4000 words) – 100%

Innovation & Enterprise

- Proposal (3000 words) - 75%
- Professional Presentation (10 minutes) - 25%

Assessment Details – components per module

Personal & Professional Development 1

- **Reflective Report (1000 words) - 25%**
- **PPD Plan (3000 words) – 75%**

Principles of Marketing

- **Individual Report (4000 words) – 100%**

Leadership & Management

- **Report (1750 words) – 50%**
- **Individual Presentation (15 mins) – 50%**

Modules in Level 5

- Business Finance
- Entrepreneurship
- Personal & Professional Development 2
- Work Related Learning
- Principles of International Business
- Developing Collaborative Relationships

Term Dates

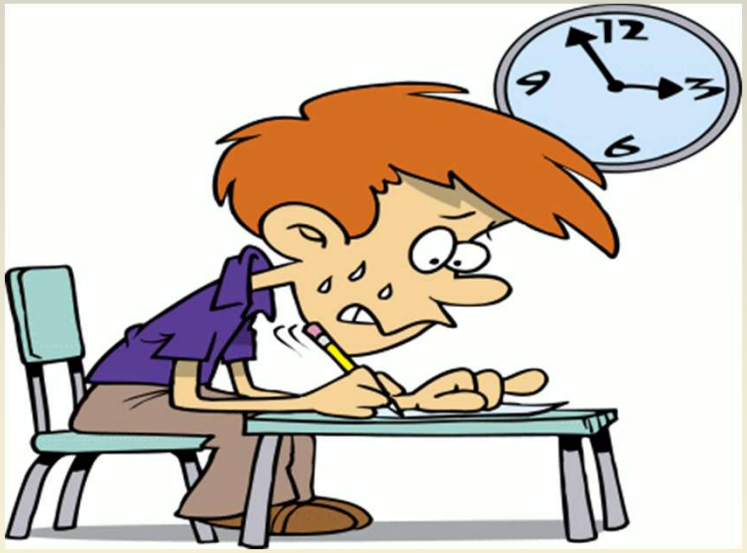
- April to July
- July to October
- November to February

2 modules per term
Please check your timetable

DON’T
BREAK
RULES

Assessments & Examinations

- **Assignments and Deadlines**
- **Examinations & Conduct**
- **Unfair Practice & Plagiarism**
- **Extenuating Circumstances**
- **Resubmission & Progression**

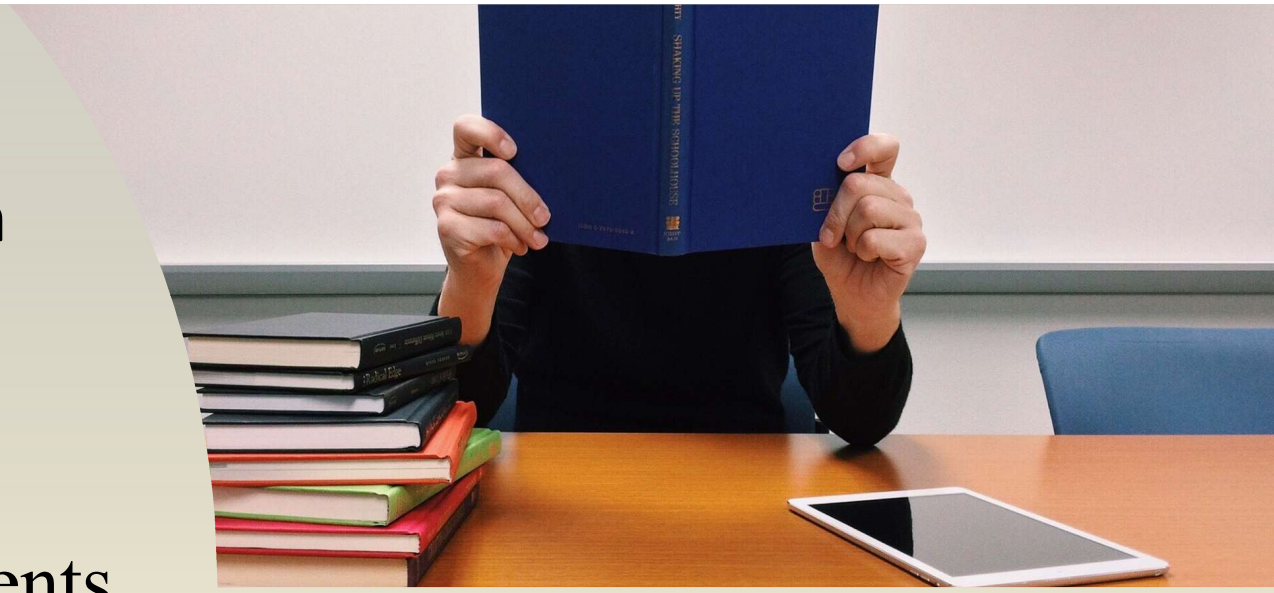


Assessments

- Others cannot do it for you
- Start work early, do not procrastinate
- Submit on time
- If in doubt, ask the lecturer
- Seek help from the teaching assistants
- Work hard… very hard

Non submission is non engagement

- Submit your assessments
- Do **NOT** skip them
- Attempting is better than not attempting



Extenuating Circumstances (Mitigation)

- For genuine verifiable illness or incapacity
- Ideally apply for Mitigation for Extenuating Circumstances 5 days BEFORE the deadline for submission (and never more than 2 weeks after)
- You will need formal documentation
- If accepted, you can have an extension
- The goldfish died is not an acceptable reason for Mitigation

University Centre

How do I apply?

It is strongly recommended that you make your Tutor aware of your circumstances so that they are able to support you.

It is essential that you make your application within **2 weeks** of the original submission date (excluding holidays). Anything submitted beyond this time may not be considered by the Panel.

To apply, you will need to visit the HE Information page on the New College Durham website and download a copy of the application form (Higher Education Information (newcollegedurham.ac.uk)).

You will need to provide as much detail as possible so that the Panel are fully aware of your circumstances. You must email your completed form and accompanying evidence as attachments to mitigation@newdur.ac.uk

Common Reasons for Failure in Assessments

- Non submission
- Academic misconduct
- Incorrect assessment submitted

University Centre

Academic Integrity

- Academic integrity is about upholding our principles and honesty within HE academia. It is about accurately recording what is our own work and what is the work of others.
- Academic integrity involves accurately and appropriately referencing other people's work within our own work.
- It means we do not cheat.

University Centre

Academic Integrity

We can:

- Include direct quotations in our work. The quotation is used to complement the argument(s) we are making.
- Paraphrase an expert's opinion. i.e. provide the 'gist' of what the expert is saying.
- Add diagrams/graphs into our work to complement our arguments.
- **NB:** All of the above must be referenced accurately.

We cannot:

- Copy and paste extracts from other sources and pass them off as our own work.
- Submit someone else's work and pretend it is our own.
- Collude with another student when completing work, unless it is a shared group assignment.
- Cheat in exams.

Consequences of cheating

- Academic Misconduct investigation
- If you are suspected of cheating in your summative assessment, you will be investigated by the Academic Misconduct Panel.
- The most severe penalty is that you will be suspended from your programme and details of the cheating will be kept on your student record.

Essay Mills

- Essay mills are services which provide students with essays which the student then passes off as their own work.
- The Skills and Post 16 education Act 2022 made essay mills illegal.
- Use of an essay mill is a form of cheating known as contract cheating.
- Students must not engage with essay mills.

NCD Rules and Regulations – Please refer to details in NCD Handbook Rules & Regulations

Mitigating Circumstances/Extenuating Circumstances

Any mitigation applied for is subject to the New College Durham Mitigating Circumstances Procedure. Full procedure relating to mitigating circumstances is available at:

Procedure for the Consideration of Extenuating Circumstances / Mitigation (newcollegedurham.ac.uk)

Academic Malpractice

In order to avoid academic malpractice, New College Durham is committed to continually educating students on how to develop good academic practice and writing skills. Academic misconduct is treated very seriously and is defined as any activity or attempted activity which gives an unfair advantage to one or more students over their peers. We strongly recommend you read the College Policy and guidance on academic misconduct which can be found at:

Academic Integrity (newcollegedurham.ac.uk)

NCD Rules and Regulations – Please refer to details in NCD Handbook Rules & Regulations

Dealing with Complaints

Although we expect you will be satisfied with the service we provide, please be assured that we will deal promptly and fairly with any complaint. We strongly recommend that you talk over any issues with your Course Leader in the first instance to try and solve the issue informally and amicably.

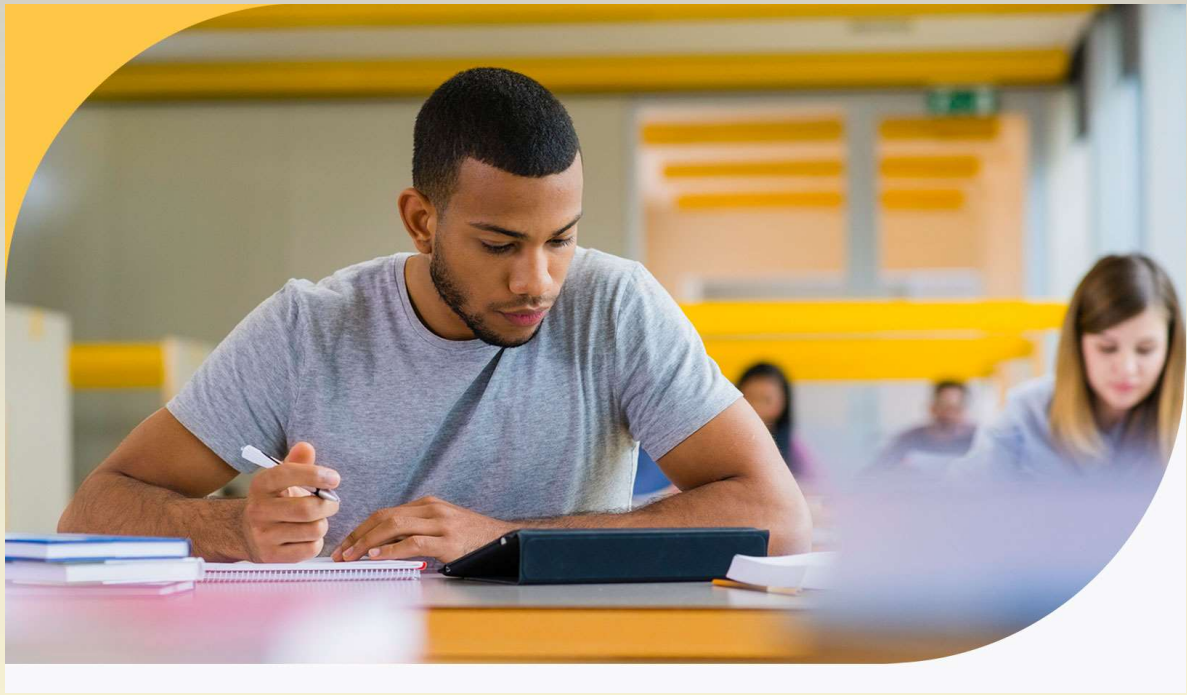
If this informal approach does not resolve the matter to your satisfaction you may wish to make a formal complaint. In the first instance, LSC will apply locally the approved complaints procedure. Please see your Welcome Guide / Programme Handbook for further information or contact Registry.

If you are dissatisfied with the outcome of any formal complaint raised with London School of Commerce, you have recourse to make a complaint via the New College Durham procedure. A college feedback and complaints form can be accessed by the following web link to our website:

Procedure for Comments, Suggestions, Compliments & Complaints (office.com)

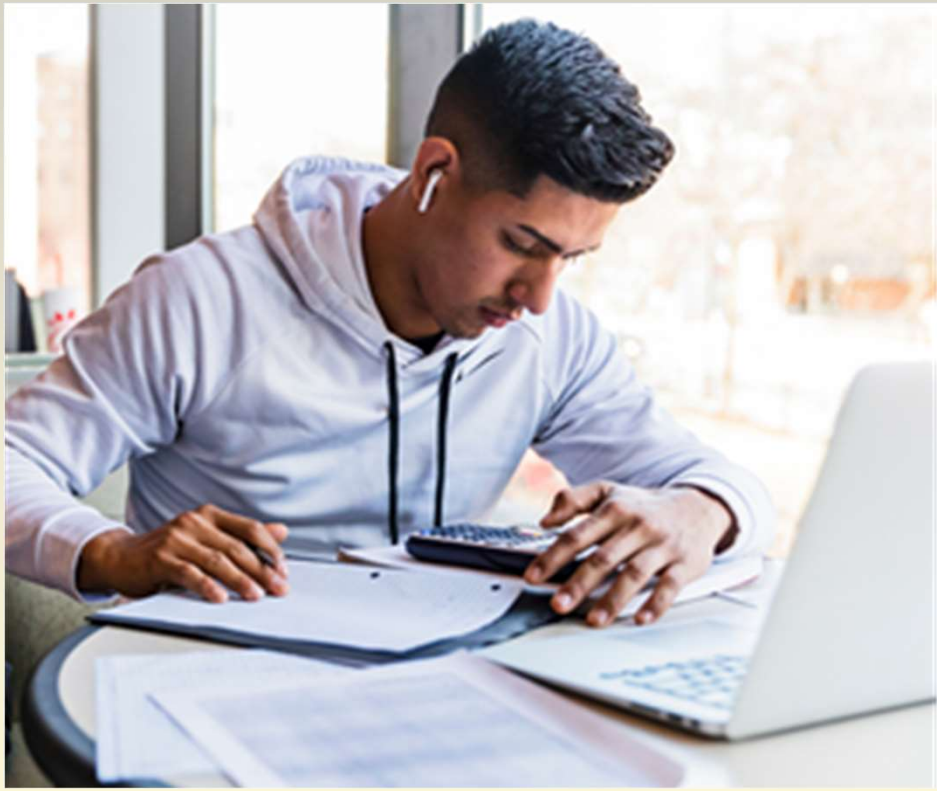
Assessment Regulations

- The overall pass mark **for each module is 40% unless** specified otherwise.
- To pass a module, **a student must attempt all component parts of assessment**. Failure to attempt a component without appropriate evidence of extenuating circumstances will determine a fail.
- The overall pass mark for each module **is 40%.** Where a module **assessment comprises two or more components, the student must achieve at least 30% in each assessed component** and an **overall average for module of 40%** to achieve a module pass.



Assessment Regulations

- A student may apply for an extension to **an assessment deadline up to 24 hours before the deadline with a valid reason. If the valid reason is accepted by a module lecturer, a period of 7 days will be granted without penalty.**
- An assessment which is submitted after the published deadline without an approved extension will be subject to penalty. The penalty is that the student will automatically have the assessment capped at 40% immediately after the deadline has passed and will have 7 days to submit the assessment following the assessment deadline.
- Students who have failed one or more modules following reassessment will **NOT** be permitted to progress from stage 4 to stage 5. **You have to pass 120 credits to progress**.

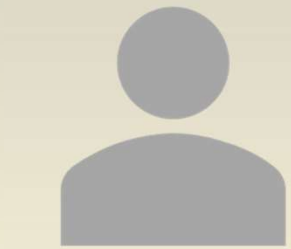


A gentle reminder

- Attend all sessions
- Be punctual
- High standards of behaviour

Next Speaker

Mr. Kyle Brooks



Course Administrator

Helping us to help you

- LSC and NCD are committed to supporting students who have any disabilities or special needs
- Not all disabilities or special needs are visible
- Please inform Rabindra Shrestha, Welfare Officer, Room 32, Chaucer House, (rabindra.shrestha@lsclondon.co.uk) in confidence if you have any special needs and we will try to cater for your needs
- If we don't know we can't help!

Opening times – 9.30AM to 8.00PM

Important contact details

- Issues associated with **ASSESSMENTS** should be addressed to: exams@lsclondon.co.uk

- **ATTENDANCE QUERIES** should be sent to: attendance@lsclondon.co.uk

- The email for **FINANCE-RELATED** correspondence is: student.finance@lsclondon.co.uk

- **IT SUPPORT** questions should be directed towards: itsupport@lsclondon.co.uk

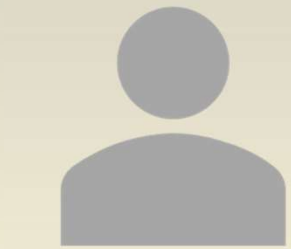
- All **REQUESTS FOR LETTERS AND TIMETABLE CHANGES** should to be sent to: registry@lsclondon.co.uk

Portal Access: Will be emailed to you.

Student Oyster Card: Ensure you select London School of Commerce as location of study.

Student ID Card: You can come to the London Bridge Campus (CH), between 10 AM to 5 PM to collect your ID card. Please ensure you remember to bring your photo ID.

Next Speaker



Dr. David Silbergh

Chief Operating Officer

Prevent Duty Overview

- LSC has a duty of care to students and staff. As members of the LSC and NCD community, we all share in this.

- An important aspect of this involves the provision of support to vulnerable individuals who may be at risk of radicalisation or being drawn into terrorism.

- The School now has a legal duty under the Counter-Terrorism and Security Act (CTSA) 2015 which places a specific responsibility on the School:

  •*in the exercise of [its] functions, to have "due regard to the need to prevent people from being drawn into terrorism".* (CTSA, Section 26(i))

- This is known as the **Prevent duty** (previously the 'Prevent Strategy').

- There is no single route to becoming radicalised or drawn into terrorism, nor is there a common profile of those who become involved.
- Concerns may be valid if an individual displays possible **Engagement** with a radical group, cause or ideology, **Intent** to cause harm, and **Capability** to cause harm.
- If you are concerned about the welfare/behaviour of another student (or a member of staff), or believe that a student may be subject to radicalisation, you should contact the LSC Administration Office and they will direct you to the support available.

Lectures: Lectures will take place face-to-face on campus.

CH: Chaucer House, White Hart Yard, London SE1 1NX

PH: Pocock House, 235 Southwark Bridge Rd, London SE1 6NP

Timetable: The date in the left hand column is the week commencing e.g. 24/04/23 meaning Monday 24th April 2023 and then count across e.g. Tuesday 25th April 2023, Wednesday 26th April 2023 etc.

Your lectures this semester are represented from where you see BE and HRM.

IF you would like to possibly change your group, please contact The Registry (2nd Floor, Chaucer House). Face-to-face is best, and ensure you know your student number and the group you are currently allocated to and we will SEE if the change is possible. We are operating at a 'one in one out' policy for group changes. Please be patient.

Your Opinion Matters

LSC welcomes your:

- feedback
- comments
- suggestions
- and complaints

It all helps us to be the best we can be.

Post Module Feedback

Comments or Complaints

Talk to your lecturer

Talk to admin staff

We prefer to keep it informal and solve the problem quickly

If informal complaints do not resolve your issue you may present a formal complaint

National Student Survey (in your final year)

Ask us: **tellus@lsclondon.co.uk**

Management issues:
management@lsclondon.co.uk

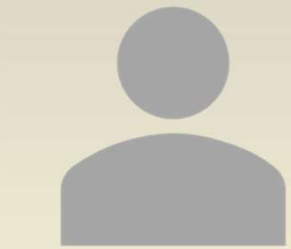
Student Portal

To access the Student Portal students can login with their Student ID Number and their individual Password

The Student Portal contains:

- Course Modules and Supplementary Materials such as Lecturers' Handouts and other useful information
- Various Handouts including The Harvard Referencing and Citation Guide
- On/Off Campus access to EBSCO Business Source Premier (For peer-reviewed academic journal articles)
- Handout on Turnitin (Software which detects plagiarised work)
- Handout of Unfair Practice (Unfair Practice/Plagiarism should be avoided at all times)
- Academic Skills Information including Assignment Writing and Samples

Next Speaker



Ms. Ludmilla Yoshida **Finance Officer**

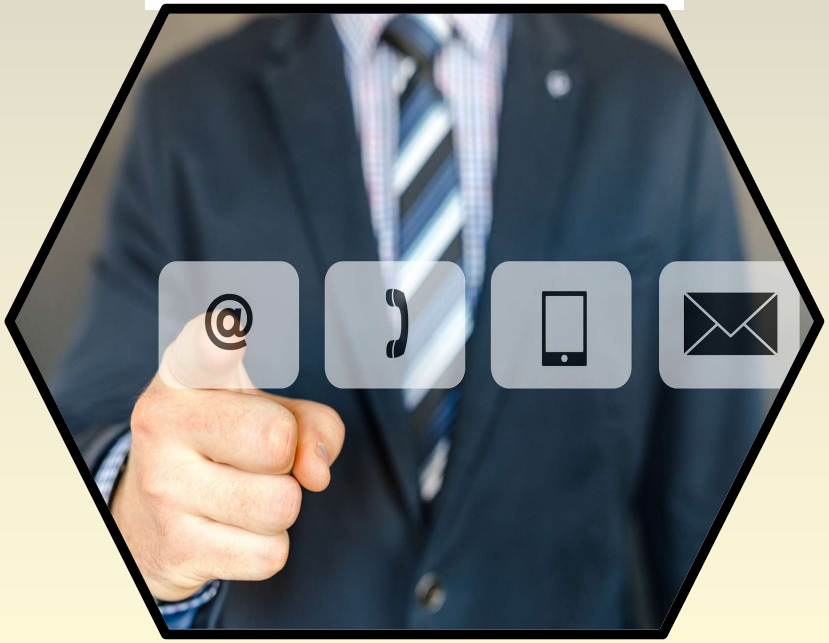
Student Finance Queries

LSC SFE Helplines

Email: student.finance@lsclondon.co.uk

LSC ZOOM Counter:
https://zoom.us/my/lsc.studentfinance

Student Finance Company Phone: 0300 100 0607



LSC Advisors: Chaucer House, 1st Floor, Room 20

Melissa: admissions.ncd@lsclondon.co.uk

Withdrawals

It is the student's responsibility to formally notify LSC of their withdrawal at the point at which they leave the course. Any refund or outstanding fees due will be subject to NCD's Refund & Compensation Policy. Failure to inform a desire to withdraw in a timely manner could result in the student incurring additional fee responsibility for the course.

Withdrawals

If one withdraws tuition fees will still need to be paid according to the liability points set out in the Tuition Fee Policy, and an invoice will be sent.

Students can be withdrawn from the course due to poor attendance, non-payment of fees and/or for under-achieving. If New College Durham and LSC decide to withdraw a student from the course, notification will be sent. Student Finance England will also be notified and the student loan will be stopped. Any outstanding tuition fees are required to be paid.

Withdrawals

For further information, please see:

- College Refund Policy
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- Fee Sanctions Policy
  file (newcollegedurham.ac.uk)

- Withdrawal Policy
  file (newcollegedurham.ac.uk)

Summary Advice

- Attend - Hand in on time
- Don’t leave assessment until the last minute
- Do not plagiarise
- Talk to your tutor and classmates
- Make sure you understand exactly what you have to do
- Do ALL the tasks in the assignment – there are no questions to choose from
- Enjoy the assignments and don’t be afraid to give your own ideas

We look forward to you receiving your FdA

THANK
YOU

Questions
Answers

Q&A