

Harrow

Route, Destination and Bus stops

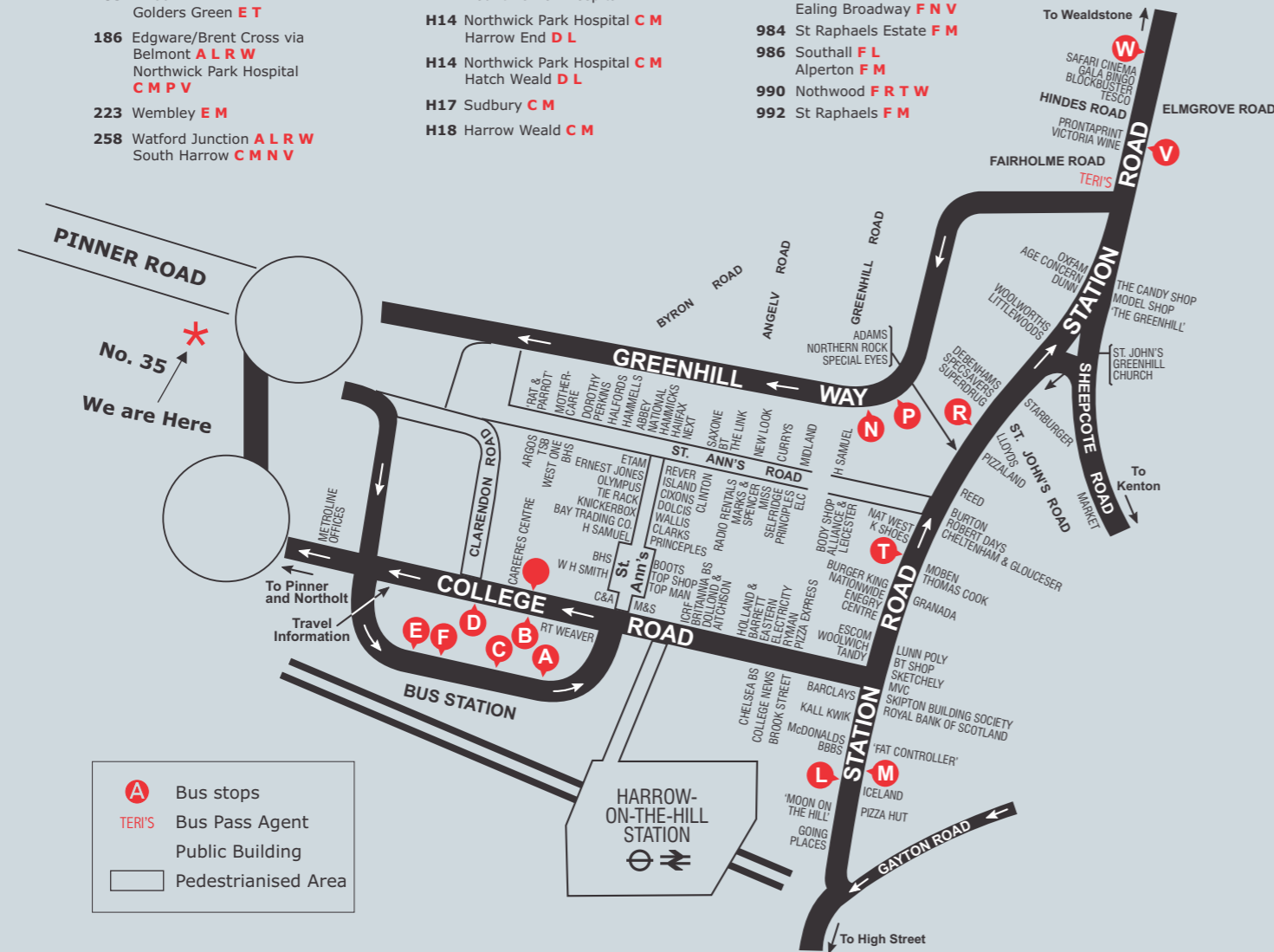
- 114 Mill Hill **ET**
Ruislip **BL**
- 140 Harrow Weald **ARW**
Heathrow Airport **BNV**
- 182 Harrow Weald **ALRW**
Wembley/Brent Cross **CMPV**
- 183 Pineer **DL**
Golders Green **ET**
- 186 Edgware/Brent Cross via Belmont **ALRW**
Northwick Park Hospital **CMPV**
- 223 Wembley **EM**
- 258 Watford Junction **ALRW**
South Harrow **CMNV**

Route, Destination and Bus stops

- 340 Edgware **ARW**
- 350 North Bushey **D**
- H10 via South Harrow & Rayners Lane **B**
via Northwick Park Hospital & Kenton **CM**
- H11 Mount Vernon Hospital **D**
- H14 Northwick Park Hospital **CM**
Harrow End **DL**
- H14 Northwick Park Hospital **CM**
Hatch Weald **DL**
- H17 Sudbury **CM**
- H18 Harrow Weald **CM**

Route, Destination and Bus stops

- Night Bus**
- N18 Harrow Weald **ALRW**
Trafalgar Square **CMPV**
- Mobility Buses**
- 978 Uxbridge **FM**
 - 982 Brent Cross **FM**
 - 983 Edgware **FRTW**
Ealing Broadway **FNV**
 - 984 St Raphaels Estate **FM**
 - 986 Southall **FL**
Alperton **FM**
 - 990 Nothwood **FRTW**
 - 992 St Raphaels **FM**



- A** Bus stops
- TERI'S** Bus Pass Agent
- Public Building**
- Pedestrianised Area**

* INTERNATIONAL SCHOOL OF SIKH STUDIES
 University Building, 35 Pinner Road, Harrow, Middlesex, HA1 4ES, U.K.
 Contact Details: 020 8427 5132 (T) , 020 8427 4880 (F)
 Email: registrar@sikh-uni.ac.uk
 www.sikh-uni.ac.uk

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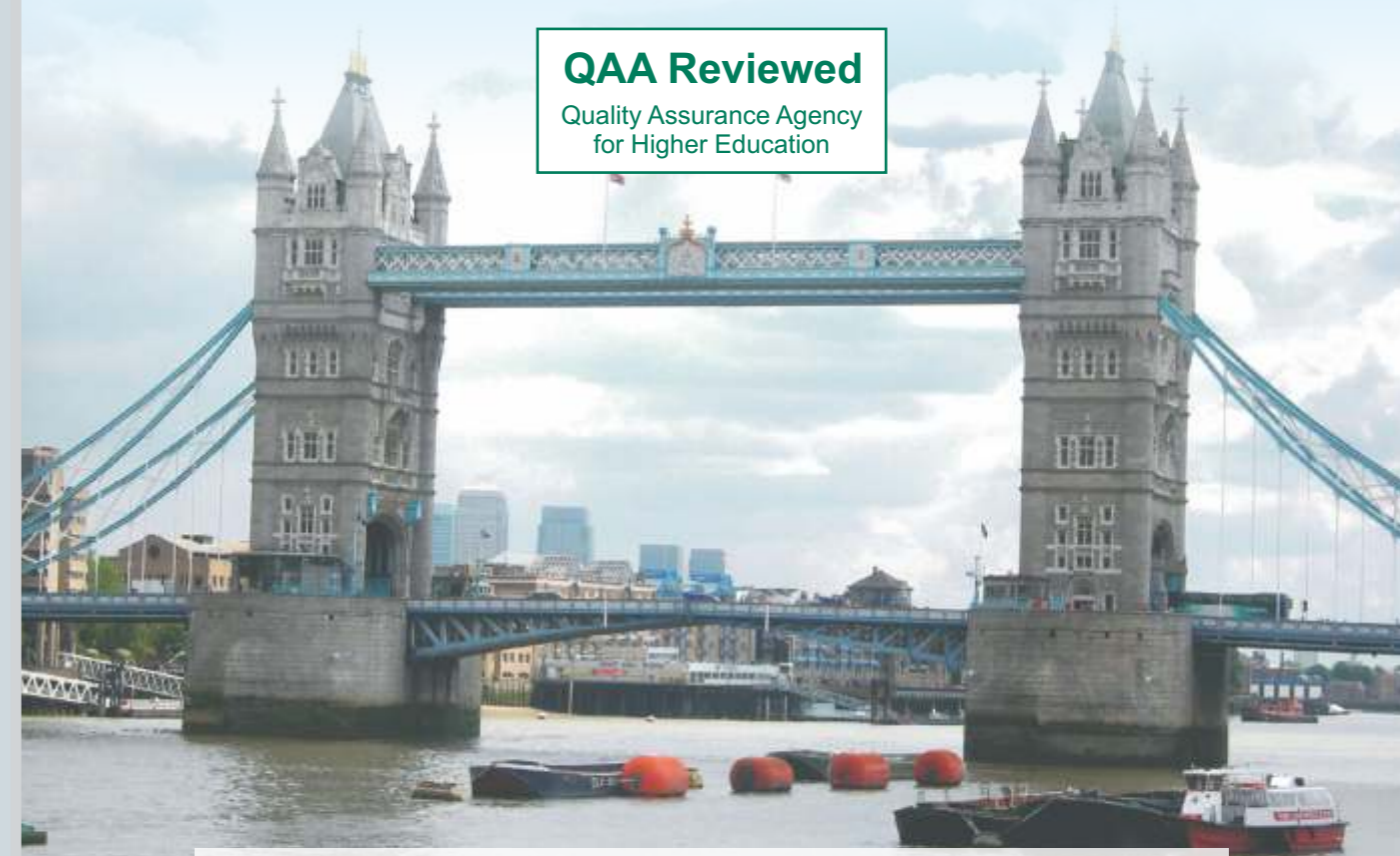


International School of Sikh Studies

(Estd.1997)

PROSPECTUS 2014-2016

QAA Reviewed
 Quality Assurance Agency
 for Higher Education



17 YEARS IN THE SERVICE OF EDUCATION

International School of Sikh Studies

Vice Chancellor : Dr. S.S. Kapoor OBE
D.Litt., Ph.D., M.Com., M.A., FCCA , FCMA, CGMA

Principal : Dr Anne Kapoor
Ph.D, M.A

Vice Principal : Dr. Madhavi Amdekar
Ph.D., M.A., B.A., B.Ed.

Address : University Building, 35 Pinner Road, Harrow,
Middlesex, United Kingdom, HA1 4ES

Telephone : 020 84275132

Fax : 020 84274880

Email : registrar@sikh-uni.ac.uk

Website : www.sikh-uni.ac.uk

Type of College : Independent College

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04	Course Administration
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Welcome to International School of Sikh Studies (ISSS)

The International School of Sikh studies (ISSS) was setup in 1997 and was approved as a Premier College by Accreditation Service for International Colleges (ASIC) welcoming local and international students.

This handbook contains information you need to know about the professional courses/diplomas that the International School of Sikh Studies offers. Further detailed information can be obtained from the Administration Office.

QAA review 2013-14

From the evidence provided in the annual return and at the monitoring visit, the review team concludes that the International School of Sikh Studies (the School) has made acceptable progress with continuing to monitor, review and enhance its higher education provision since the previous monitoring visit in July 2013. <http://www.qaa.ac.uk/en/ReviewsAndReports/Documents/International%20School%20of%20Sikh%20Studies/International-School-of-Sikh-Studies-REO-AM-14.pdf>

The monitoring visit resulted in the following outcome:

The QAA monitoring team has concluded that International School of Sikh Studies are making acceptable progress in implementing the action plan from the Review for Educational Oversight.

ATTENDANCE RECORDING POLICY

With regard to attendance procedures we additionally follow guidance published in Tier 4 Sponsor version 03/2015. Reporting Duties. Any amendments made by the Home office throughout the year will be in the form of an addendum.

Section 1

This looks at the general administrative structure of the courses. It explains the role of Academic Board and Examination Board.

Section 2

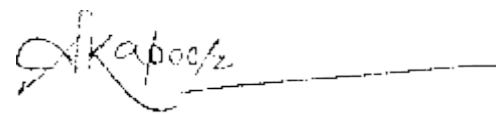
This examines the broad structure of the courses, lists the subjects that we offer and explains the number of subjects that you must study and the options which are available.

Section 3

This covers examinations, assessment procedures, attendance and counselling.

Section 4

This section tells you how to apply, entry requirements and fees.



VICE CHANCELLOR:

Dr. Sukhbir Singh Kapoor OBE
D.Lit., Ph.D., M.A. (Law), M. Comm., FCMA, FCCA, CGMA

www.sikh-uni.ac.uk

ATTENDANCE

Students must attend regularly and successfully complete their course. An Academic year is 30-33 weeks of study and a student must attend all his/her classes. **Rule : 100% attendance.**

Students are made aware of the College Attendance Policy. Firstly, at time of enrolment, secondly on the induction day and everyday in the morning assembly. Students are also advised that they can also find the Attendance Policy on the ISSS website (www.sikh-uni.ac.uk) and displayed on the students' Common Room notice board.

With regard to attendance procedures we additionally follow guidance published in Tier 4 Sponsor version 03/2015 : Reporting Duties. Any amendments made by Home Office throughout the year will be in the form of an addendum.

International students on Tier 4 visas, will have their attendance recorded twice a day. Significant non-attendance will result in students being withdrawn from their course.

In order to reduce the amount of time students are not in class, either from sickness or other reasons, there will be high expectations and consistent processes to monitor, follow up and report on attendance. Any student absence will be followed up by a member of college staff within 24 hours. Students will be expected to explain in person the reason for their absence and the authorisation of absences will be limited to specific situations.

There will be clear consequences for students whose attendance falls below agreed levels. Conversely high attendance will be recognised and rewarded.

Medical or dental appointments that cannot be arranged outside class time must be notified in advance. Evidence such as an appointment card or letter will be required to authorise this absence. Any student who is unwell and requires a period of time at home or in hospital to recover from a more serious illness or an operation will be required to provide evidence such as a hospital appointment card or a hospital letter.

PROFESSIONAL COURSES ETHOS and AIMS

We provide a caring community where individual needs are recognised and supported. We ensure that all students are given a wide range of experiences where every opportunity and encouragement is given to achieve success and reach the highest personal standards, in preparation for life in a fast changing world.

To have high expectations of good behaviour, attitude and personal endeavour in all areas of the professional course curriculum. To develop students with inquiring minds, self respect, self discipline and positive attitude. To create an open, positive and supportive atmosphere where each student, irrespective of race, age or gender, is a valued member of our College. To execute the courses in a manner which promotes effective learning and the spiritual, moral, cultural, social and emotional development of students within the College. To involve students, staff, governors and the wider community as education is a team effort.

GUIDELINES

Students are admitted to International School of Sikh Studies in accordance with Admission Policy. Admissions are granted to students without any discrimination as to religion, race, caste, creed and colour. A careful assessment of their past academic performance and achievements is made to place them at an appropriate level and to ensure that they achieve the maximum potential. Similarly before granting admissions, a detailed discussion is held with the students about their expectations and our commitments to them. Our policies are available in a separate policies' document which is displayed in the Student Common Room and on our website www.sikh-uni.ac.uk. The College currently does not have facilities to cater to disabled students. At the time of admission, any special educational needs of the students are discussed and the Principal will make a suitability appraisal.

International School of Sikh Studies expects 100% attendance by all students.

We have a zero level tolerance to bullying and take quick corrective action to deal with any issue in the College. Sanctions are imposed as stated in the bullying policy and the behaviour policy, in extreme cases we will expel a student. Smoking is forbidden on our premises.

Use of mobile phones is not permitted on the premises at any time. Urgent calls may be made by students from the Admin. Office on request. Examination Boards will disqualify any student from examinations if they are found to have a mobile phone in their possession during an examination. Students are advised not to bring valuable items such as jewellery, Laptops, Mp3 Players or personal stereos onto the premises unless specifically requested by a member of staff, we cannot accept liability for their loss or damage and these are not insured by the College.

Rewards are the best way to develop responsibility, and personal achievement is recognised by commendation of quality work, helpful service to the ISSS community and excellent attendance.

ISSS strictly follows the guidelines set by all Awarding Bodies regarding Professional Courses (ABE, AIA, CIMA and CTH). Our teaching is focused with a view to achieve the maximum potential of the student.

COURSE ADMINISTRATION

Administrative Structure of the Courses

1. Academic Board

The monitoring and development of the courses is the responsibility of the Academic Board. It ensures that examination and assessment methods are appropriate to the aims and objective of the courses and to the appropriate syllabuses.

It also monitors and reviews the courses regularly.

Membership comprises of:

Vice Chancellor

Principal

Vice Principal

Relevant Staff of teaching staff coopted annually.

2. Examination Board

The Examination Board will look after the methods and procedures of the examinations. It is responsible for approving examination papers and in-house assignments, set by the teachers teaching the course units. It will also be responsible for deciding and publishing the results of the students. The Vice Chancellor of the ISSS will be the Chairman of the Board.

Membership of the Examination Board comprises:

Principal

All Teachers teaching the course units.

General Outline

In this section of the handbook the structure of all the courses offered by the ISSS is set out. The College year is divided into three terms, approximately 30-33 weeks per academic year.

Courses are made up of three main types of units, these include:

PROFESSIONAL COURSES



ASSOCIATION OF BUSINESS EXECUTIVES (ABE)

Course : Post Graduate Diploma in Business Management
Awarding Body : Association of Business Executives (ABE)
Level : 7

Subjects :

1. Strategic Business Management and Planning
2. Organisational Resource Management
3. Management of Financial Resources and Performance
4. Leadership and Change Management
5. Corporate Management in Action

The Association of Business Executives (ABE) is a professional membership body and an examination board. We develop business and management qualifications at Certificate, Diploma, Advanced Diploma and Postgraduate Diploma level. ABE qualifications provide progression routes to degree and Masters programmes worldwide.

At ABE we are committed to offering qualifications that are relevant, recognised and respected. Our staff support this commitment at all times.

We have a set of values that run through everything we do. They explain how we work. They reflect the needs of our students and colleges.

For more information go to www.abeuk.com
Fees on application for Tuition/Course, Examination, Course Material. Fees once paid are non-refundable

PROFESSIONAL COURSES



CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS (CIMA)

Level : 6-7

CIMA is the world's largest professional body of management accountants. Currently CIMA courses are exam based, however, in January 2015 there is a move towards computer based testing. We would suggest students follow this link <http://www.cimaglobal.com/Students/> to gain the most up to date information on the proposed changes. However, we continue to offer the courses as published in this prospectus.

Subjects :

CERTIFICATE IN BUSINESS ACCOUNTING

1. CO1- Fundamentals of Management Accounting
2. CO2- Fundamentals of Financial Accounting
3. CO3- Fundamentals of Business Mathematics
4. CO4- Fundamentals of Business Economics
5. CO5- Fundamentals of Ethics, Corporate Governance & Business Law

DIPLOMA IN MANAGEMENT ACCOUNTING OPERATIONAL LEVEL

The Operational Level is made up of three papers:

- E1- Enterprise Operations
- P1- Performance Operations
- F1- Financial Operations

ADVANCED DIPLOMA IN MANAGEMENT ACCOUNTING MANAGEMENT LEVEL

- E2- Enterprise Management
- P2- Performance Management
- F2- Financial Management

For more information go to www.cimaglobal.com
Fees on application for Tuition/Course, Examination, Course Material. Fees once paid are non-refundable

PROFESSIONAL COURSES



CIMA MEMBERSHIP STRATEGIC LEVEL

E3- Enterprise Strategy

P3- Performance Strategy

F3- Financial Strategy

CIMA's globally recognised qualification is the perfect choice for a successful career in business. Becoming a Chartered Management Accountant can accelerate your career and boost your salary. It is a proven path to business success.

CIMA trained people work in industry, commerce, management consultancies, banks and not for profit and public sector organisations. Many of our members work in prestigious, high paying roles.

PROFESSIONAL COMPETENCE LEVEL

T4 Test of Professional Competence in Management Accounting

Part A- Initial Professional Development – Work Based

Part B - Case Study – examination based on pre-see and unseen material

CIMA has partnered three UK universities to offer students the opportunity to get a degree while also studying towards their CIMA qualification.

Universities participating in the scheme are:

- Manchester Metropolitan University
- Robert Gordon University
- Nottingham Trent University.

For more information go to www.cimaglobal.com

Fees on application for Tuition/Course, Examination, Course Material. Fees once paid are non-refundable

PROFESSIONAL COURSES



The Association of International Accountants

Awarding Body : The Association of International Accountants

Level : 5, 6, 7

AIA is an awarding body in the Qualifications and Credit Framework (QCF) and offers nineteen Accountancy and Finance units within the Register of Regulated Qualifications. These units can be taken on their own, or combined towards achieving three different accountancy qualifications, and ultimately, the AIA Professional Accountancy Qualification:

- ▶ **AIA Level 5 Certificate in Accountancy - 2 years**
<http://www.aiaworldwide.com/images/QCF/qcf-fees-level-5.pdf>
- ▶ **AIA Level 6 Diploma in Accountancy - 2 years**
<http://www.aiaworldwide.com/images/QCF/qcf-fees-level-6.pdf>
- ▶ **AIA Level 7 Diploma in Professional Accountancy - 2 years**
<http://www.aiaworldwide.com/images/QCF/qcf-fees-level-7.pdf>

Starting your study with AIA is the first step to becoming a qualified, professional accountant with an international recognised awarding body. The global demand for accountancy professionals offers an abundance of opportunities, and finance work has never been more varied, more interesting or more challenging. Accountancy is a diverse profession and each individual Student will have different requirements; AIA provide the tools, resources and learning environment for Students to succeed and quickly enjoy the benefits of their expanding knowledge base. As an AIA Student you form part of a global network of accountants working throughout the full spectrum of accountancy, audit, business, finance, and economics.

AIA tests the learning outcomes and assessment criteria of each unit by a three-hour written exam in English.

AIA exams take place twice a year in May and November over four days; the exam entry deadline is 1 April and 1 October.

Please follow this link <http://www.aiaworldwide.com/students.htm> where you will find a great deal of information about AIA and resources for exams, study tips and many more links to essential information.

Additionally your Course co-ordinator will discuss with you course specifications, how to access additional external information, exam criteria and feedback. We work with students in the classroom to identify areas of both strength and weakness and there is an opportunity to have weekly one-to-one time with a member of our teaching staff to discuss any areas of concern and/or gain feedback on your work. Exams will be conducted under strict invigilation following AIA's guidelines and our own exam policy guidelines.

PROFESSIONAL COURSES



The Confederation of Tourism and Hospitality (CTH)

The Confederation of Tourism and Hospitality (CTH) is the UK's leading professional awarding body for qualifications in the specialist growing hospitality and tourism sector worldwide. The following link <http://www.cthawards.com/students/> provides an extensive pathway of information for students covering all areas from qualifications through to future employment routes.

Assessment is in the form of assignments and exams, however Khalsa College London has its own internal policy of continuous assessment which is carried out each term in the form of an exam and short assignment. Additionally your Course co-ordinator will discuss with you course specifications, how to access additional external information, assessment criteria and feedback. We work with students in the classroom to identify areas of both strength and weakness and there is an opportunity to have weekly one-to-one time with a member of our teaching staff to discuss any areas of concern and/or gain feedback on assignments. Assignments are marked following the CTH criteria by an approved IV (Internal Verifier) before submission to CTH (EV) external verifier for final sign-off. Any exams will be conducted under strict invigilation following CTH's guidelines and our own exam policy guidelines.

Fees on application for Tuition/Course, Examination, Course Material. Fees once paid are non-refundable

PROFESSIONAL COURSES



Awarding Body	:	Confederation of Tourism and Hospitality
Level	:	5-7

Level 4 Diploma in Hospitality Management QCF

This is a substantive management programme, typically delivered over a nine month period in the case of full-time students. CTH Level 4 courses combine practical career-based elements with a number of essential underpinning management disciplines that will be invaluable as the individual's career progresses. The course is therefore an ideal preparation for immediate employment in the sector.

Alternatively students may use it as a pathway to advanced study, typically progressing on to the CTH Level 5 Diploma. Since the Level 4 Diploma is designed to be broadly equivalent to that of the first year of a bachelor's degree, students may use the qualification to apply for credit entry to a number of bachelor degree programmes at selected universities worldwide.

This management programme comprises 7 mandatory units totalling 145 credits. Minimum guided learning hours are 835 and assessment is by a combination of closed book written 2.5 hour examination or assignment/work assessment.

Students can achieve the guided learning hours in combination of face to face classroom interactions, attending seminars, visits to hotels, self-study and group study as well as research work.

Admission requirements

Whilst selection of students at Diploma level is at the discretion of the provider, students should have completed formal secondary education and have at least IELTS 5.5 level English or equivalent.

For more CTH information go to www.cthawards.com
Fees on application for Tuition/Course, Examination, Course Material. Fees once paid are non-refundable.

PROFESSIONAL COURSES



Level 4 Diploma in Tourism Management QCF

This is a substantive programme, typically delivered over a nine month period in the case of full-time students. CTH Level 4 courses combine practical career-based elements with a number of essential underpinning management disciplines that will be invaluable as the individual's career progresses. The course is therefore an ideal preparation for immediate employment in the sector.

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Students can achieve the guided learning hours in combination of face to face classroom interactions, attending seminars, visits to hotels, self-study and group study as well as research work.

Admission requirements

Whilst selection of students at Diploma level is at the discretion of the provider, students should have completed formal secondary education and have at least IELTS 5.5 level English or equivalent.

Level 5 Diploma in Hospitality Management QCF

The course aims to provide students with an understanding of the managerial, decision-making and leadership aspects of the hospitality industry.

In addition it is also designed to develop independent research and study skills required when working at senior managerial level in the industry. It is therefore an excellent preparation for either entry to the workplace or as a springboard into final year bachelors degree level study.

For more CTH information go to www.cthawards.com
Fees on application for Tuition/Course, Examination, Course Material. Fees once paid are non-refundable.

PROFESSIONAL COURSES



The programme comprises 7 mandatory units and leads to a total of 175 credits. Minimum guided learning hours are 715. Assessment is via a combination of closed book written 2.5 hour examination or assignment/work assessment. All assessments are marked or moderated by CTH.

Admission requirements

Entry is available to graduates of the QCF Level 4 CTH Diploma or an equivalent approved qualification. Students should have at least IELTS 5.5 level English or equivalent.

Level 5 Diploma in Tourism Management QCF

The course aims to provide students with an understanding of the managerial, decision-making and leadership aspects of the tourism industry.

In addition it is also designed to develop independent research and study skills required when working at senior managerial level in the industry. It is therefore an excellent preparation for either entry to the workplace or as a springboard into final year bachelors degree level study.

The programme comprises 7 mandatory units and leads to a total of 175 credits. Minimum guided learning hours are 715. Assessment is via a combination of closed book written 2.5 hour examination or assignment/work assessment. All assessments are marked or moderated by CTH.

Admission requirements

Entry is available to graduates of the QCF Level 4 CTH Diploma or an equivalent approved qualification. Students should have at least IELTS 5.5 level English or equivalent.

Level 6 Diploma in Hospitality and Tourism Management QCF

This programme is CTH's ultimate undergraduate level award and has been expressly designed to provide equivalent learning to that provided by a British university bachelor's degree programme in hospitality and tourism.

In fact, graduates of this programme are able to convert their award into a recognised British university bachelor's degree from Binary University or BPP University College simply by completing an additional dissertation.

The programme is designed as a 410 credit qualification in international hospitality and tourism management, covering all the key management skills required for a management career in the sector. Students will attend a course of study of not less than 1,913 guided learning hours comprised of a mixture of tuition and guided self-study.

Admission requirements

Whilst selection of students at Diploma level is at the discretion of the provider, students should have completed formal secondary education and have at least IELTS 5.5 level English or equivalent.

For more CTH information go to www.cthawards.com
Fees on application for Tuition/Course, Examination, Course Material. Fees once paid are non-refundable.



Level 7 Diploma in Hospitality and Tourism Management

This university endorsed international qualification is appropriate for both hospitality and tourism graduates and experienced hospitality and tourism managers without a first degree.

It also provides an effective route for graduates in other fields who wish to make a career change into the growing hospitality and tourism sectors.

This is a 1,200 Guided Learning Hour programme where students are required to demonstrate interpersonal, self study and research and presentation skills throughout the qualification. Assessments are developed to encourage skills that will provide students with a very strong foundation for further advancement in the hospitality and tourism sectors.

Students can achieve the guided learning hours in a combination of face to face classroom interactions, attending seminars, visits to hotels, self study and group study, as well as independent study and research work.

The postgraduate Level 7 Diploma assessment methods have been designed to enable students to demonstrate Level Seven outcomes for this level of qualification.

Given the broad and highly varied nature of the hospitality and tourism industry, candidates will need to demonstrate the higher-level skills and qualities specified in the Level 7 outcomes within a non-homogeneous vocational context.

Assessment

Assessment involves investigative assignments, presentations and research activities. The assessment of candidates' work is centre based, against the specified learning outcomes and directed by CTH. To maintain the quality of these qualifications, all centres are expected to demonstrate a robust assessment system. In order to manage the quality of assessment within approved centres, CTH carries out external marking and moderation of assessments.

Programme Objectives

- To understand the interrelationship between the hospitality and tourism sectors.
- To explore the strategic issues in business development, rather than operational level issues.
- To secure employment at senior supervisory/management level.
- To secure progression on to the dissertation stage of a Masters Degree.

For more CTH information go to www.cthawards.com
Fees on application for Tuition/Course, Examination, Course Material. Fees once paid are non-refundable.

Section 3 TEACHING AND INTERNAL ASSESSMENT

Full time courses are 15 hours per week, and Part-time courses comprise of 6-8 hours teaching per week. All units will be assessed from in-course assignments and presentation in seminars and from term-end examinations.

The assignments will be graded using the following criteria :

PASS GRADES:

A grade -	Outstanding performance (above 80% score)
B grade -	Good performance (between 70-79% score)
C grade -	Average performance (between 50-69% score)
D grade -	Pass performance (between 45-50% score)
Referred -	When the student has failed to reach a satisfactory standard in all of the outcomes but in the opinion of the assessor, has made a serious attempt to tackle the outcomes set.
Fail -	The student has, without adequate reason, failed to submit an assignment or the work is wholly inadequate and does not, in the opinion of the assessor, constitute a serious attempt to tackle the tasks and outcome set.

External Assessment- External Assessment will be according to the rules of the Awarding Body.

ATTENDANCE

100% attendance is required.

COUNSELLING SERVICE

In all courses, there is a well-developed counselling system that will be designed to help students with their day-to-day academic problems.

Section 4

ENTRY REQUIREMENTS

The general principles of admission to the courses are that they are available, without artificial barriers which restrict access and progression, to anyone who can achieve the required standard.

However, the target group for our students (i.e. those who are most likely to benefit from the programme) will be those students who enter with at least one of the following qualifications:

Please note that all the courses require either IELTS, with minimum 5.5 bands in all components, TOIEC, Pearson PTE or any English language course B2 and above approved by UKBA.

<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/new-approved-english-tests.pdf>

POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT (ABE)

- a) B.A. (First class)

CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS (CIMA)

- a) At least two GCE A level (10+2) passes with appropriate supporting passes at GCSE, at grades A, B or C.
- b) All other international qualifications equivalent to the above as specified by the British Council.
- c) Minimum English score 5.5

Association of International Accountants

Applications for Student registration of AIA are accepted from those who have a minimum of two A Level passes and three GCSE passes including English and Mathematics, or an equivalent UK or overseas qualification accepted for university entrance, or have a minimum three years' work experience in the accountancy profession. Graduates with any degree discipline are welcome to apply.

Confederation of Tourism and Hospitality

All CTH programmes are structured and assessed in English. English level requirements vary depending on the level of the course, with a higher level of English proficiency being required for a Level 7 Management programme. Also, individual CTH Approved Teaching Centres may have their own English language requirements, so you are advised to check with your local Centre. In general, most CTH programmes require applicants to have an English level higher than B1. <http://www.cthawards.com/students/>

FEES

For the fee, please contact the ISSS admin office. Fee once paid are not refundable.

Exam fee and Registration fee will be payable by all students in addition to the course fees.

REFUND OF FEES

Fees once paid are non-refundable

Exception: For overseas students the only exception to the rule is: if a Visa is refused due to an error or omission made in the CAS due to the negligence of the College office, a refund of 80% of the fee paid will be made to the student, the balance retained by the College office is to cover the cost of issuing a CAS, photocopying documents, students interviews and other administration related to the student.

STUDENT WELFARE

The welfare of our students is very important to us, we will make every effort to contact students through email, telephone, SMS to establish any reason for absence. This will be followed up with a short interview when the student returns after absence, course teacher will also discuss any absence with the student and advise on any work missed, or establish if the student may have issues they want to discuss privately. At all times the privacy of communication and the wellbeing of the student is maintained and kept confidential. Notes will be kept on the SMS system and if necessary copies of documents scanned and held on the students file and also in SMS.

PHOTO GALLERY

SENIOR STAFF MEMBERS



Dr. S. S. Kapoor
Vice Chancellor



Dr. Anne Kapoor
Principal and Marketing/PR



Dr. Madhavi Amdekar
Vice Principal – Daytime



Princy Peter
Head of Administration and
Student Welfare Officer

PHOTO GALLERY

DR. S.S. KAPOOR AT BUCKINGHAM PALACE



Dr. Sukhbir Singh Kapoor awarded OBE (Officer of the Order of British Empire) for his work in the field of Education & Community Relations, by Her Majesty The Queen

STUDENT WELFARE

The welfare of our students is very important to us, we will make every effort to contact students through email, telephone, SMS to establish any reason for absence. This will be followed up with a short interview when the student returns after absence, course teacher will also discuss any absence with the student and advise on any work missed, or establish if the student may have issues they want to discuss privately. At all times the privacy of communication and the wellbeing of the student is maintained and kept confidential. Notes will be kept on the SMS system and if necessary copies of documents scanned and held on the students file and also in SMS.

THE ROLE OF THE TEACHER AND YOU

During your Induction programme you will meet the Course Co-ordinator and Teacher for your group who you will get to know whilst on your course.

The course teacher will assist in guiding you through the course and will play a key role in supporting your learning and making sure that you achieve your targets. For example, your Teacher will discuss your progress on the course with other key staff members of the course team, in order to identify your strengths and weaknesses. These meetings enable them to produce a plan to help you to overcome any problem areas and to give guidance on how to improve your performance. If you have any personal or health problems that interfere with your work or attendance at college, your Teacher should be informed immediately so that he/she is aware of the difficulties and can offer advice and guidance. It is essential that you attend lessons as they will enable you to successfully complete your course, it will provide you with rich experience to support any application for further studies or employment.

INTERNATIONAL STUDENTS

You can get help with issues relating to your immigration (visa) status in the UK (including making applications to extend your visa) from the admissions department and related matters such as working legally, making trips abroad and bringing dependants to the UK, however, the main points can be obtained from the Home Office and they are available to answer any questions you may have. <http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/>

If you want to top-up your English we also provide additional language classes run by the institution through professional course providers

VISA ISSUES

POINTS BASED SYSTEM OF IMMIGRATION (Tier 4 – Student)

To apply for a visa (or extension of visa) under Tier 4, a person must meet certain requirements relating to their course and finances. Full information on these requirements is available at the admissions office. The College will 'sponsor' students wishing to study or continue to study at International School of Sikh Studies under Tier 4. As the sponsor the College has a responsibility to undertake certain duties; these include keeping records of students' visas and contact details. In addition the College must monitor the attendance of international students, and inform the Home Office of any unauthorised absence.

Your 'visa' is your permission to stay in the UK, and is usually given in the form of a passport stamp on an identity (ID) card. Your visa states the period of time that you are allowed to stay in the UK (it will show a specific date) and the conditions attached to your stay. It is important that you have the correct type of visa that allows you to study at the College. If you have any concerns about your visa or your immigration status in the UK, seek advice from your Student Welfare Officer. In addition, please talk to an advisor if you need to extend your stay in the UK in order to complete your studies.

WORKING – INTERNATIONAL STUDENTS

Depending on your immigration status in the UK and the wording on your visa, you may be entitled to work in the UK. It is very important that you do not undertake any work other than that which is permitted under the terms of your visa, as this could affect your right to stay in the UK.

ACADEMIC SUPPORT

International School of Sikh Studies we are here to support you, there is nothing wrong in asking for help or assistance – we all need some now and then. Whether you dealing with a personal issue or a course related question, just speak to either our Student Welfare Officer or your Course Co-ordinator. If you want to develop your general academic, exam preparation or language skills, we can offer you a variety of services to help support you, this can be achieved in a group environment or in a one-to-one tuition scenario. Courses take place during lunchtimes or after college.

GENERAL ACADEMIC SUPPORT AND RESOURCES

We have a well stocked library with all the relevant current books recommended by the course providers, these books however are for reference only, as the majority of awarding bodies have their own on-line resource libraries where you will find huge volumes of resources great for your course work. Our library has a timetable which should be adhered to as the librarian is available during the published times.

Other resources for purchasing books sometimes at very reasonable prices if they are 'used' are www.Amazon.co.uk (remember to use your NUS card for on-line discounts if you are a member). www.Waterstones.com www.thebookpeople.co.uk.

EXAM PREPARATION

Depending on which course you are studying you may have to sit exams. Writing exams in College is very different from writing exams in school – you have to apply, analyze and evaluate what you have learned and in many case write much lengthier answers. We will provide you with plenty of exam preparation, all previous exam papers are available as free resources in the Student Common Room, take as many as you think necessary to help you prepare. Check out your awarding body website they also have good 'tips' on what to expect and how to prepare and what support there is.

If English is your second language, we can help with extra English classes spoken and written, and if you feel that you need to brush-up your Maths, then we have teachers who are more than happy to tutor you, just let us know.

MOODLE

Moodle is a virtual learning portal for students, where staff update resources relevant to courses, ie topics covered in class, assignments, past exam papers. Students are given a log-in when they join college and actively encouraged to make use of the facility. There is a termly presentation of Moodle to all students and also during the induction programme.

ASSESSMENTS

Classroom assessments can include a wide range of options – from voice recordings/video presentations through to classrooms observations, some awarding bodies will allow assignments to contain some evidence of recording/discussion on a particular unit. There is one internally set assessment and test each academic term, which allows us to monitor how you are proceeding with your course work.

The two main assessments are Formative and Summative:

Formative: Formative assessments are on-going assessments, reviews and observations in the classroom. The results of formative assessments are used to adjust and confirm instruction is being understood by the student.

Summative: Summative assessments are used to evaluate the success of the course that has been taught, this can be achieved termly with a final review in the last term. The aim of the summative assessment is to make a judgement on the student competency and the students ability to master specific components and raise up issues if any.

These two assessments will form part of the students end of year report

SUPPORT FOR STUDENT WITH DISABILITIES

If you have a disability then contact our Student Welfare Officer who can offer support/advice with any concerns you may have about accessibility of resources/rooms etc. All information about your disability will remain confidential in the Administration Office.

INDIVIDUAL SPECIALIST SUPPORT

One-to-one support sessions can be tailored to suit your own individual needs. You may request regular or occasional sessions and you can discuss this with your course co-ordinator. We can help advise on:

- Examination preparation
- Examination techniques
- How best to revise for examinations
- Note taking
- Organisation and time management
- Reading and writing strategies

If in doubt always ask the Student Welfare Officer who can guide you to the correct point of contact..

FEES

As our prospectus covers a 2 year period, we have to allow for course fee changes, therefore we advise that you contact the administration office for the most up to date fees.

Student Accommodation

We understand that as an international student moving to a new country is a huge step, finding the right place to live is extremely important and choosing the right area and community can make all the difference to your stay. As a local student you may have family or friends who can guide you on suitable areas, but if not don't worry, there are many letting agencies in the Harrow area who can also help.

International School of Sikh Studies does not have its own accommodation facilities, however our Administration Office can assist you in finding a place to live once we know your requirements. Most of our students chose to live in the Southall, Harrow, Hayes or Wembley area, where there are large ethnic communities.

Student Accommodation Bureau contact details

www.londonstudentbureau.com, www.britanniatravel.com,
www.accommodationforstudents.com

Many accommodation companies require a fee deposit payment in advance, if you do not have a UK guarantor please visit www.housinghand.co.uk, they may be able to help you whether you are an international or local student.

Policies

The ISSS policies can be viewed on the website www.sikh-uni-ac.uk and are available in the Student Common Room and in Administration Office.

TERM DATES - ACADEMIC YEAR 2015-2016

Autumn Term 2015

Start of term:	Monday 7th September
Half-term holiday:	Monday 26th October to Friday 30th October (Both days inclusive)
End of term:	Friday 11th December

Spring Term 2016

Start of term:	Monday 11th January
Half-term holiday:	Monday 15th February to Friday 19th February (Both days inclusive)
End of term:	Friday 25th March

Summer Term 2016

Start of term:	Monday 18th April
Half-term holiday:	Monday 30th May to Friday 3rd June (Both days inclusive)
End of term:	Monday 17th June

The College will remain closed on:

- Diwali – 11th of November 2015
- Guru Nanak's Birthday – 25th Nov 2015
- Good Friday – 3rd April 2015
- May Day Bank Holiday – 1st May 2015

'Subject to alteration'