



STUDENT RULES AND REGULATIONS - LSME 34

Under the current UKBA requirements, overseas students who are accepted to study with LSME in the UK will be sponsored through the College's Licence, and are therefore required to comply with the following students' sponsorship responsibilities:

- 1) Attend the College diligently and adhere to the course timetable. International students must attend for a minimum of 15 hours. Absence is only accepted in the event of sickness or when a serious domestic problem occurs.**
 - 2) You must provide tangible evidence and medical records from your GP. In the case of sickness, the College must be informed before class sessions start and for other absences the permission of the Tutor must be sought in good time (preferably the day before, unless it is an emergency).**
 - 3) Be aware that attendance to all seminars and mini-tests are compulsory. Inform LSME of ANY changes to your personal details (i.e. UK residential address, telephone number, mobile number, next of kin, etc.).**
 - 4) Be aware that submission of assignments and signing of attendance at all examinations are compulsory.**
 - 5) Provide the School with any changes to your passport details, visa or biometric ID card information.**
 - 6) Inform LSME if you decide to defer or suspend your studies or withdraw from your course.**
 - 7) Return home (your country of origin) if you defer, suspend your studies or withdraw from your course.**
 - 8) Inform LSME of any significant changes in circumstances / breach / violation of UK laws (i.e. Police, Immigration, other UK Government authorities).**
 - 9) Be aware that travelling abroad during term time is NOT permitted except in the event of family bereavement or serious illness. Travel during term break MUST be authorised by LSME. Please do not travel abroad without a holiday letter from LSME.**
 - 10) Be aware that you must NOT work more than the stipulated hours of part time work per week during term time.**
 - 11) Students who are required to register with the Police must do so.**
 - 12) Make sure you always speak English in the College premises.**
 - 13) Classes begin at 9.00am and no lateness will be tolerated. Students will not be allowed to enter classrooms after 9.30am and will be marked absent.**
 - 14) Students must not be moving around the corridors when classes are in progress.**
 - 15) Students should not invite friends or relatives to the College unless prior permission is given.**
 - 16) Students must not stand in front of the main entrance of the College building.**
 - 17) Students should use the College computers strictly for study purposes only.**
 - 18) Classrooms, toilets and the College premises should always be kept clean.**
 - 19) Read the Student Handbook and follow the College policies, codes of practice and regulations.**
 - 20) Recognise the needs and rights of others and act with courtesy and consideration towards fellow students, staff and visitors to the College.**
 - 21) Treat all LSME property with care and help maintain a congenial and clean College environment.**
 - 22) Respect and show courtesy to all the staff members of LSME. Do not use any abusive language or gesture against any staff of LSME.**
 - 23) Comply fully with statutory obligations and College regulations relating to Health and Safety.**
 - 24) Observe the spirit and the intention of the College's Equal Opportunities Policy for students – we value everyone; we cherish diversity.**
 - 25) Make a genuine commitment to study diligently and conscientiously and draw your Tutor / Teacher's attention to any difficulties you may have with your learning.**
 - 26) Attend all scheduled classes unless you are excused for legitimate reasons.**
 - 27) Be punctual to all classes, tutorials, examinations and other assessments.**
 - 28) Complete all coursework, homework and assignments and submit them for assessment by the notified deadline.**
 - 29) Pay on time any examination and certification fee announced by LSME.**
 - 30) Sit all examinations for which you have enrolled and have been registered.**
 - 31) Respond promptly to any reasonable request from staff members of LSME relating to your studies.**
 - 32) Generally participate in and contribute to the good reputation, development and improvement of LSME.**
 - 33) Switch off mobile phones during class lessons, examinations, other learning and assessment environments and in any circumstance in which the work of others might be disturbed.**
 - 34) Smoking is banned in any part of the College premises.**
- NOTE: Contravention of any of the above may attract disciplinary action(s) by LSME.**