

GLOBTER INTERNATIONAL COLLEGE

Student Handbook

Policies, Procedures and Student Support Information

Official institutional handbook for enrolled and prospective students. This document sets out the key regulations, student rights and responsibilities, academic expectations, support arrangements, and essential college procedures.

Document title	Student Handbook
Institution	Glober International College
Document type	Student information and regulatory handbook
Status	Approved institutional document

Purpose of this handbook

The Student Handbook is intended to provide clear, accurate and accessible information about admission, enrolment, academic regulations, assessment, conduct, student services, appeals, complaints, wellbeing support, facilities, and other important aspects of student life. Students are expected to read this handbook carefully and comply with the requirements set out in it.

Document Control

Version	2.0
Effective date	Academic year issue
Review cycle	Annual review or earlier where regulatory changes require amendment
Approved by	College Management / Academic Leadership
Owner	Admissions and Student Services Office
Related documents	Admissions Policy, Assessment Policy, Appeal Procedure, Code of Ethics, Student Agreement

Contents Overview

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1. Introduction and Scope

1.1 Purpose

This handbook provides a central reference point for students on the rules, services and procedures that apply throughout the student life cycle, from admission to completion and certification.

1.2 Scope

The handbook applies to all students of Glofter International College, including full-time, part-time, international, mature and online or blended learners, unless a programme-specific regulation states otherwise.

1.3 Publication and access

The College makes the handbook available through its website, admissions materials, student induction and student administration channels so that prospective and current students can obtain timely and reliable information.

2. Public Information and Admissions

2.1 Information provided to applicants

The College publishes accurate information on programmes, admission requirements, tuition and administrative fees, study mode, entry routes, scholarship opportunities, application deadlines, learning resources and student support arrangements.

2.2 Admissions principles

Admissions decisions are guided by transparency, fairness, equal opportunity, academic suitability and consistency. Entry requirements shall be clearly defined for each programme and applied in a non-discriminatory manner.

2.3 Standard admission process

Applicants submit a completed application form with supporting documents. The Admissions Office reviews eligibility, verifies documentation, may arrange an interview where required, and communicates the decision in writing.

2.4 Recognition of Prior Learning

Where appropriate, the College may consider Recognition of Prior Learning for admission or for the recognition and transfer of credit, subject to documented evidence and academic approval.

2.5 Orientation

New students are provided with an orientation programme introducing programme requirements, regulations, support services, digital platforms, library access, code of conduct, and key student rights and responsibilities.

3. Registration, Enrolment and Student Status

3.1 Registration

Applicants offered a place must complete enrolment and registration requirements within the stated timeframe, including fee arrangements, submission of outstanding documents, and acceptance of the student agreement.

3.2 Student status

A student is considered enrolled only after completing registration and meeting applicable administrative and financial conditions. The College maintains a clear record of each student's admission, progression, suspension, interruption or completion status.

3.3 Changes to status

Requests for deferment, interruption of studies, transfer, withdrawal or re-enrolment must be submitted in writing. Decisions are recorded and communicated through the appropriate administrative process.

3.4 Maximum inactive period

Where a student remains inactive without engaging in academic requirements for the period defined by institutional regulations, the College may terminate enrolment status following notification and due process.

4. Academic Regulations and Assessment

4.1 Learning expectations

Students are expected to attend scheduled learning activities, engage actively with teaching and learning resources, meet deadlines, and demonstrate conduct consistent with higher education values.

4.2 Assessment framework

Assessment is designed to measure stated learning outcomes using methods appropriate to the level and nature of the programme. Students receive information on assessment requirements, submission arrangements, grading criteria, feedback and reassessment opportunities.

4.3 Academic integrity

All students must submit original work and comply with institutional rules on plagiarism, collusion, cheating, fabrication, contract cheating and other forms of academic misconduct. Suspected breaches are handled under the College's plagiarism and misconduct procedures.

4.4 Thesis, dissertation and project work

Where programmes include a thesis, dissertation or major project, students must follow the relevant institutional regulations governing supervision, submission, ethical compliance, assessment and defence or presentation.

5. Attendance, Progression and Completion

5.1 Attendance and engagement

Students are required to attend classes, tutorials, practical sessions, placements and other compulsory activities, and to maintain appropriate engagement in online learning environments where applicable.

5.2 Monitoring of progress

The College monitors attendance, assessment participation, progression patterns and learner achievement to identify students at risk and provide timely academic or pastoral support.

5.3 Progression and awards

Progression decisions are based on published academic regulations, successful completion of required modules and compliance with programme requirements. Successful students receive certification in accordance with approved awards procedures.

5.4 Placement and internship

Students undertaking internship, practice or placement learning must comply with the internship regulations, host organisation requirements, professional expectations and health and safety obligations.

6. Student Conduct, Integrity and Discipline

6.1 General conduct

Students must behave respectfully toward staff, other students, visitors and partner organisations, and must not engage in harassment, discrimination, bullying, intimidation, violence or deliberate disruption of College activities.

6.2 Code of ethics and code of conduct

Students are expected to comply with the College's Code of Ethics and related conduct provisions, including responsible communication, respect for diversity, and proper use of institutional facilities and systems.

6.3 Breaches and disciplinary action

Breaches of conduct may result in a warning, required corrective action, formal disciplinary review, suspension, removal from an activity, or other proportionate measures in accordance with published procedures.

7. Student Support Services and Wellbeing

7.1 Academic support

The College provides academic support arrangements such as induction guidance, study skills advice, academic tutoring, formative feedback, and referral pathways for additional learning support.

7.2 Career and personal support

Students have access, where available, to career guidance, employability advice, referral support, pastoral assistance, and signposting to personal or psychological support services.

7.3 Equality, inclusion and accessibility

Student support services are designed with the needs of a diverse student body in mind, including international, mature, employed, part-time and students with additional support needs.

7.4 Student voice

The College values student feedback and representation through surveys, meetings, class representatives, student initiatives and other consultative channels.

8. Learning Resources, Facilities and Online Access

8.1 Facilities and services

Students are informed about available learning spaces, library or digital resources, information technology support, administrative services, extracurricular opportunities and relevant campus or partner facilities.

8.2 Online systems

Where teaching or administration is supported through a learning management system or other digital platform, students receive information on account access, course materials, communications, submission tools and technical support contacts.

8.3 Data-informed support

The College may analyse reliable data on attendance, submissions, online activity or other engagement indicators for quality management and to identify students who may benefit from early support intervention.

9. Complaints, Appeals and Student Representation

9.1 Complaints

Students may raise complaints regarding services, administrative matters or other concerns through the College complaints procedure. Complaints are handled promptly, fairly and confidentially.

9.2 Academic appeals

Students may appeal eligible academic or procedural decisions in accordance with the Appeal Procedure and within the specified timescales.

9.3 Feedback and surveys

The College collects student feedback through surveys on teaching, assessment, admissions, organisation of studies, support services and facilities, and uses the results to inform improvement planning.

10. Data Protection, Health and Safety, and Final Provisions

10.1 Student data

The College maintains an integrated student data management approach for admissions, enrolment, academic records, progression, support and reporting, and processes personal data in line with applicable legal and institutional requirements.

10.2 Health and safety

Students must comply with health and safety instructions, safeguarding arrangements, emergency procedures and reasonable requirements relevant to classes, laboratories, placements or campus facilities.

10.3 Handbook review

This handbook is reviewed periodically to ensure accuracy, relevance and alignment with institutional policy. Updated versions replace earlier versions from the effective date of approval.

Key Student Contact Points

Service Area	Primary Role	Usual Support Provided
Admissions Office	Admissions and applicant support	Applications, entry requirements, offers, enrolment queries
Student Administration	Records and registration support	Registration, status changes, letters, certification guidance
Academic Team	Teaching and academic guidance	Module support, academic advice, progression guidance
Student Support Services	Wellbeing and pastoral support	General support, signposting, accessibility and inclusion

Student Acknowledgement

By accepting enrolment, students confirm that they have been given access to this handbook and the related institutional regulations. Students remain responsible for consulting the latest approved version and for seeking clarification where any requirement is unclear.

Student name	_____
	—
Programme	_____
	—
Signature / date	_____
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