



LYCEUM ACADEMY



STUDENT HANDBOOK

About us

Lyceum is an independent Institute for students wishing to specialise in Information security. The Academy is an approved Training centre for EC-Council and a CISCO Academy. The Academy is accredited by British Accreditation Council as an efficient organisation.

Academic Calendar

Spring/Summer Term: January to March
Summer/Autumn Term: May to July
Autumn/Winter Term: September to November

Important dates

Exam dates: tba
Others: Please consult Admin Office

Contact us

Tel No: 02085525429
e-mail: contact@lyceumacademy.co.uk
URL: www.lyceumacademy.co.uk

How to use the handbook

The online handbook contains information on admission, enrolment, examinations, student support and courses.

It is the student's responsibility to read, know and understand the rules and requirements set out in the handbook that governs successful course and program completion.

Application and admission

Offers of student places in the Academy are made by the management in accordance with the rules, resolutions, policies and procedures set by the Academy.

In accordance with the Academy's requirements, the Admissions Officer prescribes for admissions and enrolments and the dates by which the procedure is to be completed or conducted and by which any fees or charges are to be paid.

Lyceum Academy reserves the right to withdraw an offer and cancel the enrolment of any person where an offer was made on the basis of incomplete or inaccurate information supplied by the applicant or by a certifying authority.

For all programs offered through Lyceum, successful applicants are forwarded a response offer letter, Admission letter, fees, invoice, accommodation letter and other relevant information.

Admission Procedures

After accepting an offer with Lyceum Academy and the student may choose to postpone the commencement of their studies.

Enrolment rules – Lyceum will make rules : (1) Limiting the admission of persons as students in a program or program of study (2) In relation to enrolment procedures (3) prescribing the circumstances in which a person stops being an enrolled student.

Assessment: Assessment takes place throughout the course. Individual learning plans will be in place. Progress will be recorded throughout the course. Mock test and online assessments will be available before the actual exams.

Examinations

Lyceum is a VUE Pearson online testing centre. Examinations are scheduled according to the course end dates or as prescribed by the relevant examination bodies. The rules of the examination will be in accordance of the examination bodies.

Fees and Charges

Your offer of Admission letter will state what fees you will be liable for. For enquires regarding fees please contact Admission Office.

Lyceum policies

Please consult the Administrator on 02085525429 for all the policies in place at any time for a full copy of the policies. Full list policies are available on request.

It is the responsibility of the students to read and understand the rules and policies relating to the students.

Student support

Legal services: Legal services are provided free for preliminary advice and areas relating to student visa and migrant visa programs.

Job search services: The college will actively run a job search service for all its students. It is the primary intention of the academy to put all students through the process of job search and finding appropriate opportunities.

Accommodation: The college has links with local landlords and agencies to help students acquire accommodation.

Leisure services: Discounted services are available for our full-time students at the wide range of leisure facilities offered by Newham council. The main leisure centre is located at a stone's throw from the academy.

Computer facilities: Students have full access to our facilities during designated hours. If required, extra tutorial help can be given, as well as access to computer facilities, each evening to help students with their work. Students are also encouraged to attend regular student meetings and discussion groups.

International Students

Studying in London: Choosing to study abroad can bring many benefits. Employers like students who have experienced different cultures and who have been able to adapt to living in another country. The United Kingdom offers excellent educational opportunities for international students. London is the most sought after city by students from all over the world who wish to study in Europe.

Arrival in the UK: The Institute arranges a service to meet students from Gatwick or Heathrow at the standard British rail or taxi fare.

Introduction Course: All international students are invited to attend a introductory course prior to the beginning of term. The course gives you the opportunity to meet people and to find out more about living and studying in Britain as an international student.

International Student Advisor: The Institute has an adviser for International students. If you have any problems during your course with finance, immigration, visas, homesickness etc we will be able to give you expert help and advice.

Religious Provision: In London, all religious faiths are represented. The city has religious centres and praying halls within easy reach of the Institute.

Careers Service: The Institute has in house job search facilities. Two days a week is devoted for job search. This is a free service for students.

Health Provision: If you are coming to study in the UK for more than 6 months, you will be eligible for treatment under the National Health Service (NHS) and will not need medical insurance.

About London: London is a fantastic place to live and study and this your opportunity to spend time in one of the world's liveliest and most cosmopolitan capitals. London never sleeps and you can find entertainment and amenities open throughout the day and night and during the weekends.

Whatever your social, cultural or religious background, London has the facilities to make you feel at home. With its diverse population, London will provide you with food and restaurants from your home country as well as social groups to ensure that you keep in contact with events at home and continue to practise your religion.

East Ham: East Ham is the heart of London. One of the most vibrant of all boroughs, it has a wide mix of culture, language and ethnic population. From the late forties East Ham has been the abode of various communities seeking refuge from countries abroad. Restaurants, large shopping complexes, variety entertainment houses, theatres are all within easy reach. The City Airport, the link with Europe, and the European terminal in Stratford are within the Borough. All major religious communities are represented here. It is very difficult to feel homesick in East Ham.

Nightlife: There are many things that you can do during the evenings and late into the night in London. There are literally hundreds of traditional English Taverns, theme bars and late nights cafes to enjoy the Summer. There are also many different clubs where you can spend the evening listening to all sorts of music.

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The cost of living in London: The following is a rough estimate and does not take into account additional expenses that you may incur by bringing your family with you or travelling extensively throughout the UK whilst you are here.

Prices in London can be more expensive than in other parts of the country because it is the capital city. However, there are many discounts available to you as a student and you will soon find that the cheapest places to shop are markets and areas outside the city centre.

Accommodation: A room in East Ham is £45 to £55 per week. A shared accommodation with Asian families is roughly about £35 (fully furnished). You are expected to pay one month's rent in advance.

Food: Average weekly food bill will be £15 - £25 per week. A restaurant meal will cost from £5.

Travel: The most economic way to travel around London is by bus or underground. London is divided in to zones and prices for travel vary depending on which zone you choose to live in. The centre of London is called Zone 1. East Ham is in Zone 3. It is cheaper to buy monthly or weekly pass.

Books: Course books tend to cost £10 - £20 each. However, you will have access to the library and there are numerous second hand (used) book shops throughout the city. The nearest one is in Stratford market.

Clothing: Clothing cost vary drastically in London from very cheap in the market and charity shops to designer clothing stores on Bond Street. A warm coat/raincoat will cost anywhere between £35 - £150 from a high street shop. If you buy second hand coats this will cost between £5 and £7. A warm weather will cost £0 - 55.

Telephone calls: It is cheaper to make international telephone calls in the evenings and during the weekends. It also tends to be cheaper to telephone from a private phone rather than a public call box and many telephone companies now offer discounts on overseas calls. Some shops in London also offer cheap telephone and faxing services. You should also budget for stamps, toiletries, laundry services, stationery and entertainment.

Working in the UK: As a student, you will be able to work 20 part-time per week. Students from the European Economic Area (EEA) can work without a visa, but students from other countries will need to get permission by filling in an OSS1 form. Full details on working in the UK as student are available from the office.

Attendance: College requires students to have at least 85% attendance. Valid reasons should be shown for non-attendance. This requirement is mandatory for International students in order to qualify Home Office regulations. The British Accreditation Council strongly recommends institutions must liaise with the Home Offices in cases where the students regularly fails to attend the minimum required classes or withdraws from a course.

Immigration enquiries: Specific enquiries should be addressed to the Immigration and Nationality Department at: Block C, Whitgift Centre, Croydon CR9 2AR.

Telephone nos are: 0870 606 7766 for general enquiries about immigration rules and procedures. 0870 608 1592 for enquiries about individual cases under consideration by IND.

