



Infinity Business College

Student Handbook 2011/12

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College Policies and Procedures

The following are the policies and procedures of Infinity Business College.

Section A: Student Rights & Conduct

1. Policy Statement on Student Rights and Responsibilities

1. An applicant will be considered for admission without regard for race, gender, age, sexual orientation, national and ethnic origin, religion, marital and family status, physical limitation or membership of the Traveller Community.
2. Student records may be released to persons outside the College only on the request of the student or through compliance with applicable laws.
3. All information pertaining to the welfare of the student such as rules, fees, policies, academic performance will be available on request.
4. Students will only be subject to disciplinary action for academic failure, non payment of a College debt or the violation of a College rule or regulation or the rights of other students or staff members. See below for College rules and regulations concerning violations.
5. Students are free to use college facilities such as the computer room, library or reading room outside of class time.
6. Students are entitled to raise any concerns or submit any views regarding any aspect of their education within the College. See below for our student feedback policy.
7. Students are secure against any unreasonable invasions of privacy.
8. Students are protected by and therefore must abide by the laws of the land.

2. Violation of Rules and Regulations

In the following circumstances students may be subject to disciplinary action:

1. The physical abuse of any person or any action that threatens or endangers their health and safety.
2. Theft or damage to College property.
3. Unauthorized entry to College Property.
4. Disruption and/or obstruction of the day to day business of the College.
5. Knowingly providing false information to the College.

In any case of where an alleged violation has taken place the student will meet with the College's Principal and the matter will be discussed and sanctions (if any) will be determined.

3. Academic Failure

In a case where a student's academic performance is deemed unsatisfactory the College will issue a letter informing the student of its concerns. Upon the receipt of a second warning letter the student will be placed on academic probation for a period of one month. If, after this time the student is deemed to have made no effort to improve his or her performance then the College can expel the student by vote of the academic council.

4. Academic Integrity

Academic Integrity centers on the importance for respect, honesty and accountability in academic matters. Students at IBC are bound to the following standards to facilitate the maintenance of academic standards.

Introduction

Infinity Business College considers the acts of plagiarism, cheating, fabrication, and falsification as academic malpractice. As such, where proven, it is subject to the implementation, in the first instance, of academic procedures.

Definition of 'Plagiarism'

'The reproduction or paraphrasing, without acknowledgement, from public or private (i.e. unpublished) material attributable to, or which is the intellectual property of another, including the work of students.'

The college recognises that plagiarism may be of written and also non-written form and therefore this regulation covers all assessment, which includes the following:

Essays, dissertations, reports, projects, tutorial work, journals, etc.

Definition of 'Cheating'

Acting dishonestly, before, during or after an assessment or examination in such a way as to seek to gain unfair advantage or assist another student to do so.

Referencing

IB College uses the Harvard Referencing System. Please see the section on NCC programmes for more details.

Fabrication

Inventing or falsifying any information in an academic exercise.

Falsification

The intentional or unintentional falsification of academic records or any official College document.

Procedures for cases of suspected plagiarism, cheating, fabrication or falsification for all assessment and exams are governed by those guidelines set down by the awarding Institute or body.

In-House Assessment

If during the marking process a marker/examiner suspects a case of plagiarism, or if there is suspicion that an act of cheating, or any form of academic dishonesty may have occurred, the marker/examiner shall cease the marking process for the assessment item.

1. In the case of suspected plagiarism the marker/examiner shall check whether or not the assessment item carries a disclaimer statement signed by the student concerned and whether or not advice about appropriate referencing and/or avoiding plagiarism was given to students.
2. The marker/examiner shall prepare a brief report noting the extent of suspected plagiarism or cheating in the assessment item and any details arising from discussion with the Academic Director.
3. The brief report on suspected plagiarism or cheating and the affected assessment item shall be forwarded as soon as convenient to the Principal of the College.
4. The Principal shall decide, in consultation with the Academic Director as appropriate, whether or not further procedures need to be followed.
5. If the Principal decides not to pursue the matter further then a note must be made at the next programme review meeting. The affected assessment item must be marked in accordance with the given marking scheme.

6. If the Principal decides to pursue the matter further then a meeting with the student concerned must be held.
7. The student must be advised that a meeting is to be held to investigate the suspected case of plagiarism, cheating, fabrication or falsification and that the student will be asked to offer an explanation to the assembled parties. The student will be allowed to attend the meeting if they so wish. The reporting lecturer will outline the reasons for suspicion, and where appropriate the extent of the dishonesty in the assessment item. The student will be able to respond. The academic committee will consider in private the facts of the case as presented. The student will be informed in writing of the outcome of the sub-group decision, including the imposition of any marking penalties. The academic board will record the outcome of the decision.
8. Penalties that may be applied in cases where it is established that academic dishonesty has been committed shall differ in severity dependent on the extent and nature of the dishonesty ascertained.
9. For all cases of academic dishonesty the assessment item so affected shall be marked disregarding all sections/parts that are plagiarised or which contain an element of plagiarised material. Only the actual work of the student concerned shall be awarded marks in accordance with the given marking scheme.
10. In the severest cases of academic dishonesty (including multiple cases for the student concerned) it may be determined that the imposition of programme termination or deprivation of the award is required.
11. Penalties that may be applied in cases where it is established that academic dishonesty has been committed shall include:
 - Reducing the mark for the specific assessment or examination to zero
 - Failure in the unit
 - Failure in the year as a whole
 - Termination of programme.

If a student wishes to raise an appeal against a decision relating to plagiarism or cheating, then the student must raise the appeal with the college. See below for the appeals procedure.

Note:

If academic dishonesty is suspected in a formative assessment item (i.e. one that does not count towards final classification or progression) then the Academic Director needs to notify the student concerned of the way in which the College views academic dishonesty. No particular penalties or series of procedures needs to be followed, but the serious nature of the dishonesty must be made clear to the student.

5. Appeals Services

Student Responsibility

It is your responsibility to notify and consult with either the instructor, or programme department, depending on the situation, as soon as circumstances arise that are likely to affect your academic performance. It is also your responsibility to attempt to resolve all course related issues with the instructor and then, if necessary, with the Academic Director as soon as they arise. Failure to do so will jeopardise an appeal. An appeal may be filed only if the issue cannot be resolved appropriately.

Filing Forms

There are two types of appeals which may be filed. The first is a grade appeal which must be filed with the department which offered the course you are appealing, and the second is a standing appeal which must be filed with your own department. Since the appeal of a grade may have an effect upon your standing, you must advise of any grade appeals in process if they are not being made to the same department. Clearly state for which term (Autumn, Winter, Spring, Summer) and year you are filing.

Contact Information

You must specify where you can be reached within the ten (10) working days following the filing of your appeal as you may risk missing important information if you do not properly receive a response from the department/school. You must indicate how you wish to receive the response. Note that having a response mailed will delay your receipt, and you should retain the postmarked envelope to verify the date. If you have not heard from the department within ten (10) working days of your submission date, you must check with the Principal on the status of your appeal.

Grounds of Appeal

There are five grounds for the appeal of a grade:

1. Prejudice
2. Medical
3. Compassionate
4. Course Management
5. Procedural Error

You must consult the Academic Council for the definitions of these grounds. Merit of Work and Recalculation are academic considerations and are not grounds for a formal appeal. If you believe that an assignment, test or exam should be remarked (Merit of Work) or that there should be a reassessment of a grade based on a calculation error (Recalculation), you must have first made the request to the course instructor within ten (10) working days of the date when the graded work was returned to the class. If the instructor did not agree to review the work or did not respond within five (5) working days, you may consult the Principal / Academic Director who should assist in resolving the issue and who may initiate a formal reassessment at the earliest possible opportunity. If the reassessment is not done by the Principal / Academic Director, the ground for appeal becomes a Procedural Error.

Important Note: Your mark on the work in question may go up, down or remain the same.

You must submit specific and detailed reasons, in writing to the Principal / Academic Director, as to why the original grade was inappropriate, including any documentary evidence from course notes, textbooks, etc. Asserting that the work deserves more marks or that you disagree with the mark is not sufficient support for the reassessment. If the Principal / Academic Director determines that a reassessment is not warranted, he/she may deny that reassessment, and inform you, in writing, of the reasons and of the right to appeal that decision on the grounds of Procedural Error.

Documentation

You are required to submit:

1. A typed letter indicating: the actions you took to deal with any unforeseen situation which arose during the semester which seriously impacted your academic performance. Note that failing to meet

the deadlines stated in the Policy for the submission of requests for consideration will jeopardise your appeal.

2. The actions you are requesting.
3. Your justification for the appeal.
4. Medical Certificates or a letter from a doctor containing similar information accompanied by a student declaration is required.

Other documentation which supports your claim or other evidence for compassionate claims; course outlines where appropriate; semester grades where appropriate, and correspondence, if any.

1. Be specific and clearly present all of your information. You must provide as much documentation of your claim as possible. The better the evidence you present, the stronger your claim. You are asked to sign a statement that all documentation is authentic and bona fide, and that all your statements are true. You should consult with the college for other specific requirements.
2. You must retain a copy of the form you file and all of the documents you attach. You should also retain the date stamped letter if you pick up the response in person, a hard copy of the dated e-mail if you receive the response by e-mail, or the postmarked envelope from a mailed response to your appeal, as proof of the date of receipt.

6. Internet Usage Policy

The Internet is a free information resource provided by IBC to enhance the learning, teaching and research of students and staff alike.

1. Users must be aware that the World Wide Web is an unregulated information network, enabling access to ideas, information and images. Users are required to be responsible in their use of the World Wide Web.
2. IBC cannot guarantee the accuracy of information on the World Wide Web, nor can it accept responsibility for, or supervise content which may be accessed inadvertently or otherwise by a user.
3. Users may not use IBC's computer facilities to engage in activities which waste IBC resources (people, networks, computers and financial).
4. Students may not use IBC computer facilities to create, host or transmit material which is designed to cause annoyance, inconvenience or needless anxiety to others.

5. IBC accepts no responsibility for damage, loss, costs or expenses arising either directly or indirectly from use of IBC's free Internet based computer reference services.
6. Users may not use IBC's computer facilities to engage in activities which would destroy the integrity of computer based information.
7. Users may register with any of the free e-mail address services. However, inappropriate mail must not be sent or received. IBC cannot accept responsibility for any communication received or sent by personal e-mail account holders.
8. The use of chat room facilities is not permitted.
9. Users may not create, access, copy, store, transmit, download or publish any material which is obscene, racist, defamatory or illegal, or causes harassment or gross offence to others or constitutes a breach of copyright laws or licensing agreements.
10. No user may use the Colleges Internet facilities to deliberately circulate any virus.
11. Students may not use the IBC workstations as a staging ground to gain unauthorised access to IBC networks or computer systems or to any other network or computer system.
12. Students may not obstruct the work of others by consuming large amounts of system resources or by deliberately crashing any library computer system.
13. Students may not make any attempt to damage computer equipment or software.
14. Students may not make any attempt to alter software configurations in a malicious manner.
15. Students may not make any attempt to cause degradation of system performance.
16. Students may not use any workstation for illegal or criminal purpose.
17. All users are required to indicate their compliance with IBC's Acceptable Use Policy before access will be facilitated. IBC reserves the right to take such action, in accordance with IBC's Terms and Conditions, as it deems appropriate against students who violate any conditions of the Acceptable Usage Policy.
18. All registered students must sign the Acceptable Usage Policy.
19. Penalties for failing to comply with IBC's Internet Usage Policy will depend on the seriousness of the offence, and will be in accordance with current College procedures.

7. Classroom Conduct

The following rules governing conduct are posted throughout the College and in every classroom.

1. No entry into class if more than 15 minutes late.

2. No sleeping during class.
3. No eating during class.
4. Mobile phones must be switched off during class time.
5. Students must have all necessary materials in class; paper, pen etc.
6. Any student who does not abide by the above conditions on any three occasions will get a written warning. Two written warnings will result in suspension or expulsion.

8. 1

We are committed to high-quality teaching, learning and service. Our academic staff is engaged in the provision of an education that meets professional accreditation needs, is critical, well informed, up-to-date and innovative. Our lecturers are highly qualified, have a deep understanding of the subjects they teach, use appropriate instructional methods, and participate in sustained, intellectually rigorous professional learning regarding the subjects they teach. The monitoring and evaluation of teaching and learning processes is central, we believe, to our continued drive for excellence, relevance and quality.

9. Review of Programmes / Learner Feedback

We believe the integration between programme delivery and learner feedback is critical to the success of our students and of our courses. Each one of our modules is embedded with comprehensive assessment procedures and complimented by timely and detailed feedback.

10. Communications with Learners

We are committed to the free-flowing exchange of information between learners, staff and other stakeholders. We define 'information' as anything relevant to the members of our teaching faculty, student body and outside interests. We endeavour to seek feedback on all our programmes; from structure to delivery, in order for them to remain vital and relevant to stakeholders and students alike.

11. Fair and Consistent Assessment of Learners

We will strive to ensure that the assessment of our learners is fair and consistent and accounts for individual needs, is integrated across all programmes, is in-line with national best practice and orientated entirely towards the progress and achievement of our student body. The purpose of

assessment, as we see it, is to produce feedback to the College on the performance of its curriculum, learning process, and/or services, thereby allowing us to improve our programmes. We do not see it as an evaluation of individual students, faculty or staff per se. Successful assessment is borne of the College's overall mission and educational purpose. Our assessment policy retains College-wide support among the faculty and administration and provides feedback to the aforementioned and students alike. Ultimately it leads to improvement and has imbedded in it a process for self-evaluation.

12. Protection for Learners

IBC as an education provider is subject to the Qualifications Act and as such have appropriate arrangements in place for the protection of learners on programmes of three months or more.

1. In the event of a programme of study unexpectedly ceasing learners will be transferred to another provider offering a similar programme. To facilitate this IBC has in place a reciprocal agreement with other tuition providers to which course participants will be directed on the cessation of a programme.
2. In the event of a programme of study unexpectedly ceasing and when the option of transfer is not acceptable to the learner, or feasible, IBC will refund the fees most recently paid.

13. Complaints Procedure

Purpose

The purpose of this policy is to ensure at the earliest possible time the prompt and equitable resolution of student complaints, including those alleging discrimination on the basis of race, religion, colour, gender, national origin, age, marital status or disability.

Representation

The student may be represented at any level of the complaint.

Procedure

Any student who believes that he or she has been discriminated against on the basis of the aforementioned areas by the institution or its personnel may informally discuss the complaint with the Director with the objective of reaching a reasonable solution. If the aggrieved student believes the

complaint has not been resolved at the informal discussion, he or she may submit a written complaint stating his or her name, the nature and date of the alleged violation, names of persons responsible (where known), names of any witnesses, and requested action within 30 working days of the date of the informal discussion, to the Academic Committee. It shall be ensured that the aggrieved student's rights to appropriate due process procedures are honoured.

If a hearing is held, the Academic Committee will consult with the College legal counsel and render a decision in writing on the complaint within ten working days. If this decision is not to the student's satisfaction, he or she may appeal the decision within 10 working days of the receipt of the written decision.

For complaints other than those concerning discrimination, a student who has a complaint shall request a conference with the Director, who shall schedule and hold a conference with the student. In keeping with the procedure outlined above relating to discrimination if the outcome of this conference is not to the student's satisfaction, the student may submit a written complaint stating his or her name, the nature and date of the alleged incident, names of persons responsible (where known), names of any witnesses, and requested action within 30 working days of the date of the informal discussion.

For complaints in relation to the integrity of examinations, results and any other academic complaints please consult the section entitled Appeals Services.

14. Dismissal Policy

Students may be dismissed for:

1. Continued non or poor attendance, poor discipline or the issuance of two warning letters can result in dismissal.
2. Failure to meet minimum academic standards.
3. Failure to submit course completion works to the College for an extended period, except in cases where the student is taking an approved Leave of Absence.
4. Academic dishonesty (see above).
5. Non-payment of any amounts due to the College according to standards set forth under suspensions.

6. Failure to comply with IBC's drugs policy.
7. Failure to comply with IBC's alcohol policy.
8. Failure to comply with IBC's terms and conditions.

15. EU Students

Infinity Business College offers courses for EU students through the Business Management Institute. To access all information relating to courses for EU students visit the Business Management Institute website at www.bmi.ie

16. Access Transfer & Progression

We are committed to providing current and prospective learners with all the information necessary to allow them to make informed decisions regarding their chosen programme of study. It is our intention to recognise a student's prior learning and to promote an equitable and fair admission process whilst also providing programmes of study which facilitate learners who wish to transfer or progress to other programmes leading to recognised awards.

Please refer to your relevant course programme webpage for specific arrangements. The IBC 'Access, Transfer & Progression' Information Booklet for all programmes is available from IBC on request and upon enrolment.

Section B: Staff

1. Staff Recruitment and Development

It is our policy to attract and retain the most qualified, suitable and committed people available to us and to provide an equal employment opportunity to all, without regard to gender, age, religion, sexual orientation, race, family status and marital status or physical limitation, or whether members of the Traveller community. It is our policy to advertise vacancies in publications that are relevant to the nature and level of the job. Typically, vacancies are advertised in local papers and/or in the appropriate section of national papers, and on the internet. We are committed to the ongoing development of our staff and actively encourage further training and education through the Lifelong Learning Initiative; a learning that builds capacity, increases knowledge and skills, develops critical reflection, understanding and insight, and facilitates their growth and development.

2. Staff Induction

It is our policy across all programmes to induct new colleagues in ways that promote the highest standards of classroom practice whilst seeking to ensure the academic success of all students. We will endeavour to provide for our staff institutional commitment and support, quality mentoring and the highest professional standards.

3. Provision and Maintenance of Resources

The provision of a quality learning resource is our highest priority and we will strive to constantly upgrade our existing facilities in line with our own high standards and those of industry leaders. We will be all-inclusive in our approach to society, facilitating all members regardless of race, colour, religion, sex, national origin, age or disability and we will continue to pursue the highest standards in programme recognition and validation.

4. Communications with Staff

We are committed to providing our teaching and administrative staff with up to date and relevant information relating to the delivery and development of all programmes.

5. Self Evaluation of Programmes and Services

In order to improve its delivery of the education resource IBC is committed to the consistent and timely evaluation of academic programmes and services through consultation with staff, learners, other stakeholders and external evaluators.

General Information

Section A: Introduction

1. Welcome to IBC

Message from the Principal

Infinity Business College prides itself in welcoming students from all over the World. Ireland offers a unique experience for students that wish to improve their English while improving their educational qualifications. We strive to offer a personal service and will be available at all times for consultation on academic or personal matters. Our central Dublin location puts our students at the heart of a vibrant city where opportunity abounds. Our dedicated academic staff is aware of the responsibility they have for ensuring our students have a positive and successful experience at Infinity Business College. We look forward to extending a warm welcome on your arrival at Infinity Business College.

Michelle Budden (BBS, ICAI, AITI).

2. Mission Statement

Our Mission

1. To generate new ideas, knowledge and skills that will help future managers excel in management roles.
2. To create learning opportunities for current and future leaders and managers that will enhance their futures.
3. To communicate intellectually and socially with people world-wide.

Our Objectives

1. To build deep and long-lasting relationships with our students, alumni and with each other.
2. To differentiate IBC from its competition clearly and persuasively.
3. To build best practice and cost efficiency into IBC management and operations.

3. Non-discriminatory Policy

IBC admits students of any gender, age, religion, sexual orientation, race, family status and marital status, physical limitation, or membership of the Traveller community to all the rights, privileges, programmes and activities generally accorded or made available to students at the College. It does not discriminate on these aforementioned bases in the administration of its educational policies, admissions policies, scholarship programmes or its staff recruitment.

4. College Personnel (People)

The IBC management team consists of Michelle Budden, Principal, Thomas Horgan, Registrar, and Michael Gleeson, Academic Director. Lecturers are chosen for their experience in the lecturing field and relevant academic qualifications. IBC management are focused on exam success and excellence in course delivery.

Section B: Admissions and General Information

1. Admissions Office

The Admissions Office is open from 9am to 5.30pm Monday to Friday. Prospective students can apply to IBC by presenting themselves at the college, by contacting the admissions office, by downloading the enrolment form from www.ibcollege.com and sending a completed form with payment by post, or by getting in touch by email. Students can be counselled on their appropriate academic route by a member of our academic staff.

2. What is required for Registration?

All students applying for admission to IBC must submit the following documents:

1. A completed Application Form. State all previous academic, professional and vocational qualifications and provide a clear picture of your educational background. It is important to include all relevant material to assist the academic committee in advising you of the most appropriate educational route. For this reason you should include attendance at short courses, part-time and full-time courses, seminars and workshops.
2. Include a copy of any qualification held (examination results slips, educational certificates, degrees, etc), as well as letters from past and present employers confirming work experience (if applicable).
3. Two recent (taken at least in the last 3 months) passport size photographs. Sign these photographs on the back.
4. For students enrolling on professional programmes such as CPA, IATI, etc be aware that you must also register with the relevant professional body and there may be additional entry requirements. Refer to or request an Access, Transfer & Progression booklet for further details.

3. Mature Students

IBC welcomes enquiries from those deciding to return to education and recognises the importance of life-long learning. We are also aware of the inherent difficulties in returning to education after an

absence however long or short and are deeply committed to facilitating any person or persons in their pursuit of knowledge and learning.

A mature student is anyone who is at least 23 years of age on the 1st of January of the proposed year of entry (i.e. for admission in Session 2006/2007 date of birth must be on or before 1st January 1983). We invite mature applicants to apply directly to the college where the Academic Director will meet with each individual student to discuss their course options.

4. Repeat Examinations

Students must attain a minimum of a pass grade in order to progress to the next year of a programme. In a case where a student fails a year an opportunity will be provided to re-sit the paper in question. The awarding body will charge a fee for the repeat examination. If the student fails the repeat examination they must repeat the first year of the programme. The decision to allow a student to repeat the first year of a programme rests with the academic council. The student's attendance, overall effort, assignments completed and general class participation is taken into account. If it is deemed that the student has not made a satisfactory effort re-entry into the programme will not be permitted.

5. Withdrawing from the College / a Subject(s)

Students must notify the College in writing of withdrawal from the College. If withdrawal is due to medical reasons a certificate must be supplied. If a student wishes to withdraw from a subject/course they must do so in writing to the Principal prior to the commencement of the course. Course refunds will not be considered once the course has commenced.

6. Terms and Conditions

Students, who have been accepted by Infinity Business College, will be bound by all the terms and conditions of the college, some of which are listed below:

1. It is the student's responsibility to register with the relevant professional body, where applicable, or apply for any examinations held externally.
2. If a student is required by the Department of Justice to leave Ireland because of non or poor attendance, or because of any breach of law, tuition fees paid will not be refundable.
3. Students are expected to be present in the appropriate class 5 minutes before the class commences. Teachers reserve the right to refuse admission to students who arrive late.
4. Unless otherwise stated, fees for courses quoted are for tuition only. Registration fees with professional bodies and / or examining boards, examinations fees, books, manuals, writing materials, etc are not included.
5. If the application form is signed on behalf of the student by his/her sponsor/ guardian/ agent representative, the above conditions still apply.
6. Students accepted on a course of study prior to interview may be required to undergo an English test on arrival.
7. Enrolling for a course at the College constitutes a binding agreement on the student to attend the course and pay the full tuition fees.
8. All declarations made in applications for admission are accepted in good faith. Any false declarations about qualifications or age, or failure to produce documentary evidence of entry qualifications may render a student liable to expulsion from the course to which he/she has been admitted. In such cases a student will not be entitled to any refund.
9. The College reserves the right to cancel courses, amalgamate classes, or change the number of lectures in a week or discontinue a course if the need arises.
10. Students who change address must notify the college immediately.
11. Important notices to students are displayed on the college's main Notice Board and it is the student's responsibility to ensure that such notices are read.
12. A place will not be guaranteed for students who have not paid the appropriate fees by the due date.
13. Tuition fees are payable in full before a student commences studies.
14. The registration fee is non refundable, except when an application for admission has not been accepted or if the course for which a student has enrolled will not run.
15. Tuition fees or deposits paid are not refundable. However, if a student has been refused a visa or entry to Ireland, the total fees paid will be refunded, apart from the sum of €150 provided all of the following conditions are met:

- The student has not entered Ireland.
 - The student has informed the College in writing about his/her inability to start the course, at least two weeks prior to the commencement date of the course.
 - The college is given a copy of the original letter issued by the Irish Embassy, confirming the refusal of a visa.
 - The student has appealed against the refusal of a visa. If an appeal has been lodged, the fees will be refunded less the registration fee only upon receiving documentary evidence that the appeal has been refused. Should a student fail to appeal tuition fees are refunded at 50% of the tuition fee.
 - The Certificate of Enrolment and the receipt for the fees paid are returned to the college in their original form.
16. Letters for extensions of visas will be issued only to students who have maintained a minimum attendance of 80% or not less than 16 hours per week, from Monday to Friday, in accordance with Irish regulations.
 17. Students are required to attend classes regularly and punctually. The College reserves the right to report to sponsors and/or other interested parties or authorities students who do not observe this rule. Where a student has been absent for reasons of health, a doctor's certificate must be provided, to cover the period of absence.
 18. Students unable to attend their course by the scheduled date must inform the College in writing at least two weeks prior to the commencement of their course. Any period of absence will be recorded.
 19. Applications for deferment of the starting date, which are not received within the specified time, will only be accepted at the discretion of the college and will be subject to transfer fees.
 20. Students who are late in starting their course will not be entitled to any refund of, or reduction in, tuition fees. This also applies where students have been absent from classes for a period of time, or where they may not have been attending all the subjects for which they have enrolled.
 21. The course fee does not include the cost of textbooks, notes, or past examination papers unless otherwise stated. These resources can be bought at an affordable price from the examination authorities or educational bookshops.

22. The College will not be held liable for any property or money lost on the College premises. Students using the College's address to receive mail do so at their own risk. The College accepts no responsibility for any loss of mail belonging to students.
23. If you fail to agree to any of IBC's Terms and Conditions and this results in your initial application being refused you can appeal this decision by submitting a typed letter outlining the relevant area(s) in question. Upon receipt of information, your appeal will be reviewed within 10 days, and you will be notified in writing of the final decision. We do not accept faxed appeals and all appeals should be posted or hand-delivered in one package.

7. EU Students

Infinity Business College offers courses for EU students through the Business Management Institute. To access all information relating to courses for EU students visit the Business Management Institute website at www.bmi.ie

8. NCC Programmes

Infinity Business College are an accredited partner of NCC Education and as such commit to delivering NCC Programmes in accordance with agreed Quality Assurance Policies and Procedures. Of particular note is NCC's plagiarism policy and procedure which is set out below. IB College have the plagiarism software Turnitin installed on all their administrative computers.

NCC Education Academic Dishonesty and Plagiarism Policy

Principle

The principle to be applied is that no student shall obtain, or attempt to obtain, an advantage in assessment through unfair or improper means. Any such attempts shall be deemed to be in contravention of the regulations governing NCC Education's academic qualifications and subject to disciplinary action by NCC Education. This document is designed to explain what plagiarism is, why it brings severe penalties to the student, and how to avoid it.

What plagiarism is:

Using someone else's work as your own, without citing the source.

This includes direct copying, rephrasing, and summarising, as well as taking someone else's idea and putting it into different words. Cutting and pasting paragraphs from different websites is the same as handing in a paper downloaded from the internet, both are examples of plagiarism.

Examples:

The following are provided as examples of dishonesty or plagiarism.

A Examinations

1. Taking of unauthorised material into an examination.
2. Consulting unauthorised material outside the examination hall during the examination.
3. Obtaining an unseen examination paper in advance of the examination.
4. Copying from another examinee (student).
5. Attempting to communicate with another examinee (student) during the exam.
6. Using an unauthorised calculator or other device e.g. mobile phone during the examination or storing unauthorised material in the memory of a programmable calculator or other device e.g. mobile phone which is taken into the examination.
7. Impersonation, where a substitute takes an examination, test or assignment on behalf of the student.

B Course work and Project work

8. Falsifying data in experimental results.
9. Copying course work or project work from another person or source.
10. Collusion to present joint work as the work solely of one individual.
11. Plagiarism, where the work or ideas of another, are presented as the student's own
12. Bribery or attempted bribery of a person thought to have some influence on the student's assessment.
13. Any other conduct calculated to secure an unfair or improper advantage in an assessment.

14. If you share your coursework or examination paper with another student and he or she plagiarises it, you are considered as guilty as the one who has plagiarised your work, since you enabled the plagiarism to take place. Under no circumstances should a student make his or her coursework or examination paper available to another student unless the instructor gives explicit permission for this to happen.
15. It is also an offence under the regulations to knowingly assist in any of all of the above.

Plagiarism is a serious academic offence and NCC Education will discipline students for committing plagiarism. Students who plagiarise, including anyone enabled the plagiarism to take place, are likely to be caught, and could be removed from completing their NCC Education award, and will not be allowed in future to take an NCC Education programme.

Students are responsible for educating themselves about plagiarism, and NCC Education advice is to avoid plagiarism at all costs.

Avoiding plagiarism

Students learn from the work of others and may quote from it without penalty.

Where direct quotation appears to a student to be appropriate s/he must ensure that quotation marks and reference to the original author is clear within the text. Essays, projects and reports will also show the referenced works in the bibliography. One of the best ways to avoid plagiarism is to ensure you use references and citations properly, using the Harvard System.

<http://library.curtin.edu.au/referencing/harvard.html>

Actions

Examinations: Any student found to be acting dishonestly or committing plagiarism will be excluded from the examination hall. The student shall countersign the irregularities report made out by the invigilator, and will have the right to send a written explanation to the Academic Standards and Quality Manager at NCC Education, The Towers, Towers Business Park, Wilmslow Road, Didsbury, Manchester, M20 2EZ, United Kingdom within 24 hours. The student's explanation, along with all other evidence, shall be forwarded to the Awards Panel for due consideration.

Course and Project Work: Where cheating or plagiarism is suspected with the course work or project work submitted by a student, then all the evidence will be collected and sent to the Chief Moderator who will undertake a formal investigation and hold a review hearing.

Outcome

The Awards Panel shall make a decision on all of the available evidence.

The Awards Panel decision shall be final and binding

9. Academic Calendars

Academic Calendars are supplied to candidates on commencement of a course. Management reserve the right to amend an academic calendar should the need arise.

10. Disability Service and Learner Supports

IBC does not award its own qualifications and as such the following accommodations relate to in-house assessments and exams only. Because the awards students pursue in IBC are accredited by external professional bodies any alternative arrangements for these examinations will need to be agreed with the relevant body directly.

IBC acknowledges that it is not possible to draw up a set of specific arrangements appropriate to all students with a disability – examination and assessments will depend upon the individual circumstances of the exam/assessment and of the student's disability. Prior to enrolment we would ask any prospective students to advise us of any disabilities and we will discuss the most suitable accommodations. Documentary evidence may be required.

Please note that these procedures have been designed to place students with disabilities on an equal footing with other students, not to give them an advantage. The same academic requirements and standards apply to all students. An example of some of the accommodations provided follows.

- Flexibility in the balance between assessed course work and examinations.

- Additional time allowances, rest breaks and re-scheduling of examinations or assessment.
- The availability of examinations or assignments in alternative formats such as different type and/or larger type.
- Flexibility to change rooms if the need arises.

Learner Supports

All support information is also available at www.ibcollege.com

Detail of Available Supports

- Lecturer Support

Your lecturer will help review your academic progress and deal with course related enquiries. Your lecturer will assist with academic issues directly related to their subject. Lecturers are available outside class upon appointment.

- Academic Office Support

The academic office will assist in any matters beyond the remit of the lecturer. The office will also act as a support in the event of any issues arising during class time. The Academic Office will provide all information relating to the programme.

- Study Skills Support

IBC understands that many learners have been away from formal education for some time and offer seminars in study skills.

- Additional Learning Support

Additional learning support is available to learners with disabilities, specific learning difficulties such as dyslexia, basic skills or language needs. Learners can talk to the Academic Office about the help that they require or they can give details of the support they need on the provided IBC forms. The support offered may include:

1. Making special assessment arrangements
2. Providing additional handouts
3. Providing specialist equipment
4. Offering extra tutorial time or classroom support

5. Providing contact details of organisations that can provide specialist help e.g. basic skills, language support

- Careers Information

BMI provides free information and advice about the suitability of its courses and the progression routes available. BMI employ a full time placement officer who will assist learners in their employment search.

Facilities & General Information

1. IT Facilities

We are committed to the provision of a comprehensive computer service for all students. There is a fully equipped computer room which houses 14 flat-screen microcomputers (model: Dell Optiplex, GX200), incorporating Windows 2000 Professional and Microsoft Office 2003.

Students are also offered broadband access and wireless internet access. The college also provides software packages relevant to each course, e.g. Sage and TAS packages in the accounting and business management classes. Please refer to our Internet Usage policy statement.

2. Library

Our overall competency based approach is reflected in our provision of an online library resource. To this end we make available a selection of management manuals at the reception area. This is complemented by a lending service containing core textbooks, industry journals and other research materials.

3. Kitchen Facilities

Due to its central location students are directed to the wide choice of cafes and sandwich shops. A fridge and tea/coffee making facilities are provided.

4. Scholarships

There is a provision for scholarships for students who demonstrate an outstanding achievement in their examinations, or who face unprecedented hardship. Scholarships are awarded at the consideration of the Academic Council.

5. ID Cards

Students are not issued with ID cards automatically. However students can request ID cards to be issued. The loss of an ID Card must be reported to the Administration Office and a replacement card will incur a charge of €10.

6. Security and Safety

The Directors of IBC are responsible for the maintenance of security and the enforcement of regulations on the premises and grounds of the College. Disrespect to any member of the student body or staff is strictly forbidden and may result in penalties including suspension or dismissal.

Dublin city is regarded as one of Europe's safest cities, but security is a concern for everybody. Infinity Business College is centrally located in Dawson Street, Dublin 2. Local police information and contact details can be obtained from the Admissions Office on arrival.

In Dublin, as in all major cities, you should be aware of keeping your valuables and your personal belongings safe. Do not carry large amounts of cash around with you unless absolutely necessary and even then use a bag around your waist. Don't make yourself a target by walking around with expensive cameras hanging around your neck; be careful with handbags or rucksacks especially in cafes and restaurants. Do not walk in unfamiliar, unlit areas alone at night.

College Regulations

1. Illegal Use of Drugs

IBC operates a strict policy regarding the sale, use and possession of illegal drugs. Any student found to be under the influence, involved in the sale of, or in possession of illegal drugs on the premises or in the grounds of the College will be subject to immediate expulsion.

2. Alcoholic Beverages

The consumption of alcohol is prohibited on the premises except in circumstances sanctioned by the management such as official IBC social events. Alcohol cannot be sold on the premises. Any person under the influence of alcohol during class time is subject to immediate suspension and possible expulsion.

3. Sexual Harassment

IBC is committed to maintaining a positive learning, working and living environment. The College does not discriminate on the basis of gender, age, religion, sexual orientation, race, family status and marital status, physical limitation, or membership of the Traveller community in admission and access to, and treatment and employment in, its educational programmes and activities.

IBC will not tolerate acts of sexual harassment or related retaliation against or by any employee or student. Harassment is any act or conduct, including spoken words, gestures or the production, display or circulation of written words, pictures or other material if that action or conduct is unwelcome and could be reasonably regarded as offensive, humiliating or intimidating by the person at whom it is aimed.

4. Smoking

Smoking is prohibited in classrooms and all other areas except outside the building and only then in designated areas. The designated areas is Stephen Greens Park.

5. Bicycles

Bicycles can be chained at the top of Grafton Street. IBC accepts no liability in the event of damage or theft of bicycles.

Information for International Students

1. International Students Already in Ireland

You can apply for a position on a course to Infinity Business College by post or in person, by making an appointment with the Registrar of the college. If you require a letter from the college to extend your visa, you are required to pay your full fees in advance. Attendance at the appropriate course is a requirement.

2. The Admission Process

Your application for admission will be evaluated so that credit will be allowed for past academic, professional and work experience. Your individual education programme will be designed, demonstrating how you may achieve your educational objectives in the most direct way.

3. Payment of Registration and Tuition Fees

Students are required to follow the rules and regulations of the college in all respects. Fees quoted are payable in advance of the commencement of the course. IBC reserves the right to cancel and/or modify the courses without prior notice though provisions are made in the event of the Cessation of Programmes (see above). Where a course does not run, course fees will be refunded in full. Once a booking has been confirmed, no refunds will be made for cancellations or non-attendance. Students will be considered to be 'home students' if they have been studying in Ireland on a full-time basis for one year.

4. Evaluation of Transfer Credits

All proposed transfer credits, including credits that were earned in a non-traditional manner, will be evaluated at the Office of Admissions & Registration. Students may be required to furnish additional information to assist in the evaluation process.

Allowable transfer credits will be given for legitimate courses already completed, and equivalency credits can be given for professional expertise acquired through work experience (minimum requirements must be met). Seminars attended, military training, non-college sponsored instruction,

training certificates received and diplomas earned may also be offered toward course credit. All questions pertaining to the transfer of credits should be referred to the office of Admission & Registration.

In general, requirements for the transfer of credits to IBC are as follows:

Course grade must be C or higher to transfer at any level. (“Satisfactory” and “Pass” grades satisfy the requirement.) IBC recognises credits from state and private universities and colleges. Credits from all other schools may be recognized on a case-by-case basis as determined by the academic committee.

Your lecturer is the person responsible for grading your papers, test and examinations, and who is available to answer questions you may have about your individual course work. External examinations are graded by external examiners.

5. Scholarships

There is a provision for scholarships for students who demonstrate an outstanding achievement in their examinations, or who face unprecedented hardship. Scholarships are awarded at the discretion of the academic council.

6. Placement Test

All new International students must sit an English Language Proficiency test at the commencement of their course. This is to facilitate IBC’s assessment of the student’s level of English and to aid in the consultation process vis-à-vis the most appropriate route of study for the student concerned. This is a three hour exam covering the areas of Listening, Comprehension and Writing. There is no charge for this service.

7. Student Letters

The administration office is happy to issue letters confirming your current student status. We will also issue letters with regard to visa extensions, re-entry, holidays and attendance. A student can request a letter at any time from Monday to Friday but please note letters can only be collected on Tuesdays or Thursdays between 9am and 5pm.

8. International Students Applying from Abroad

The procedure outlined above should be followed. If you have been accepted on a full-time program you will be required to pay your fees in full before a letter for visa purposes can be issued to you. Upon receipt of your tuition fees or deposit, we will forward an appropriate consular letter to apply for a visa. Depending on the country you are applying from the college may sometimes make the application on your behalf to the Department of Justice in Dublin.

9. Advice to International Overseas Students

The following information is intended primarily for international students coming to Ireland for the first time.

(a) Visa requirements to enter Ireland. Depending on your country of origin you may or may not need a student visa or entry certificate to enter Ireland. Please check in advance with your Embassy/High Commission to determine if a visa is required before you make your travel arrangements. Alternatively view the list of countries for which an Entry Visa is not required at the following website www.justice.ie

(b) Those who do not need a visa may find it useful to obtain a student visa, as it will ease their entry into Ireland on arrival. Most airlines will need to see that you have acceptable immigration documents as they can be heavily fined for carrying passengers who do not have the right to enter Ireland.

(c) To obtain a student visa you will be required to present the following documents with your Visa Application:

- A valid passport.
- Copies of your educational qualifications.
- Letter of acceptance from Infinity Business College confirming that you have been accepted on a course of study and will be attending a course with a minimum of 16 hours per week.
- Evidence that the fees have been paid in full.
- Evidence that you have sufficient funds to maintain yourself for the initial part of your stay.
- The provision of the date, place and mode of arrival in Ireland.

Once you have been accepted on a course at the College, you must visit your local Irish Embassy in person if you require a visa. Visa applications should be made to the Irish Embassy or Consulate in or accredited to the country in which you normally reside. If there is no Irish Embassy or Consulate in your country of permanent residence or home state, you may make the application at your nearest Irish Embassy or Consulate. For information on the location of Irish Embassies/Consulates please go to the following website link: www.irlgov.ie/iveagh/embassies/abroad.asp

Alternatively you can contact the Department of Foreign Affairs directly at the following address:

Visa Office, Department of Foreign Affairs,
80 St. Stephen's Green, Dublin 2
Tel: + 353 1 4780822

We advise you to apply for your visa well in advance to allow sufficient time for your application to be processed.

10. Letters of Acceptance

Upon acceptance to the College and the payment of tuition fees the College will issue a Certificate of Enrolment, stating that a place has been reserved on the course for the student in question. Payment details are outlined in the Letter of Acknowledgement.

An Accommodation letter may or may not be required. It states that accommodation has been reserved at the address where our accommodation officer has arranged accommodation for the student in question. See the accommodation section for the required steps to reserve accommodation prior to arrival with IBC.

A Confirmation letter to the Irish Embassy confirms that your enrolment at IBC is genuine and assists in the granting of the student visa. Overseas students may use the Letter of Acknowledgement, Letter of Acceptance and Letter of Accommodation to obtain a student visa.

11. Arrival in Ireland

Be sure to carry on your person the Certificate of Enrolment and also evidence of financial support or sponsorship, as the Immigration Officer at your port of entry may wish to see them. You should also bring sufficient cash or travel cheques in euros to meet your expenses on arrival, such as transport, meals and temporary accommodation (say €400 in cash and a supply of traveller's cheques).

12. Immigration Regulations

Once you have been allowed into the country, make sure you understand the conditions attached to your stay, i.e. the period you are allowed to remain and restrictions on taking up employment. If you are in any doubt, please present your passport to the college and ask for assistance.

13. Accommodation & Cost of Living

Unless you have already made arrangements for permanent accommodation you should ideally plan your travel so as to arrive in Ireland one or two weeks before the commencement date of your course.

IBC does not have its own hall of residence but can assist you in finding suitable accommodation in the vicinity of the college. We advise you to contact IBC in advance during normal office hours on a weekday (between 9.30am to 5.00pm) to seek assistance in finding accommodation.

We can make a provisional booking on your behalf before you leave home provided we receive your request in writing two weeks in advance of your arrival in Ireland. Your request must be accompanied by a non-refundable deposit of €160. The minimum cost of hotel accommodation is about €60 per night. The typical charge of a hostel is around €80 per week.

In addition to tuition fees students may expect to incur living expenses ranging from €800 to €900 per month for such items as accommodation, food, travel, books, etc. The average rent for accommodation ranges from €400 to €500 per month/sharing.

14. Part-time Employment

Although part-time employment may be secured in Dublin, students should not rely on this source of income to maintain themselves. Arrangements should be made to have sufficient funds remitted from their country for a full year's expenses. If you are a national of a country which is not a member of the

European Economic Area (EEA) and you wish to work more than 20 hours per week, you will be required to apply for a work permit.

The range of courses offered at Infinity Business College are included on the Department of Education and Science's Internationalisation register of programmes approved by the Minister for Education and Science for the purpose of access to employment by students from outside the EU/EEA and Switzerland. They are listed on the Internationalisation Register at www.education.ie

15. Suspensions due to non-payment of fees

Any student failing to pay by the closing date of any amounts due to the College will be placed on suspension. While on suspension, the student will not be permitted to attend class at IBC. When the student brings the account current, the College will restore the student to active status. If the students do not pay the due amount within five working days following the suspension, she/he will be expelled.

16. Student Questionnaire

Instructor _____ Course _____ Date _____

	Excel- lent	Very Good	Good	Fair	Poor	Very Poor
1. The course as a whole was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The course content was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The instructor's contribution to the course was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The instructor's effectiveness in teaching the subject matter was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Course organization was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Clarity of instructor's voice was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Explanations by instructor were:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Instructor's ability to present alternative explanations when needed was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Instructor's use of examples and illustrations was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Quality of questions or problems raised by instructor was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

