

Welcome to Regal International College

We are delighted to welcome you to Regal International College (Regal) and hope that your time with us will be rewarding.

At Regal we are proud to offer a friendly environment conducive for both learning and personal development. This approach has earned our college an enviable reputation among students. As you may already be aware, we are committed to quality and continuous development of our staff, so that, you our customer is provided with an excellent educational service.

We continuously strive to expand the facilities and the portfolio of courses offered to students. In this academic year we aim to expand the courses available to our students. Our small class sizes enable maximum tutor student interaction. We have no doubt that you and our staff working together as a team will lead to success.

Thank you for choosing Regal and Best Wishes.

Management

People Who Can Help You

- 1) Mr. S. Sivakumar – Director / Academic Head***
- 2) Mr. S. Venugopal – Head of Admin/Registrar***
- 3) Mr. Suban – Marketing & Business Development***
- 4) Mrs. Dharshini – Student Welfare & Administrator***
- 5) Miss M Nihara – Course Co-ordinator***

Note: It is your responsibility to make sure that the College has your correct address and telephone number at all times. If you change either address or telephone number then you must give your new details to Administrator

Our Mission

“Regal International College is dedicated to providing high quality educational service in Information Technology, Management, Business Management, Accounting, English Language and Care Studies in order to produce highly skilled personnel demanded by today's workplace. Our goal is total Student satisfaction”.

Equal Opportunities

Regal is committed to equality of opportunities towards its staff and students. The college will not discriminate on the basis of race, ethnic origin, gender, creed, marital or personal status, sexual orientation, age, belief or disability.

Police Registration

If, when you arrived in the UK., Immigration stamped your passport to say you must register with the police, you must register within 7 days at your local Police at fee of £44 and please keep your registration in a safe place and notify change of address to Police immediately.

Facilities at the college

- **Premises**

The college premises consist of two floors at Wembley and a single floor in East London. At Wembley a spacious computer laboratory is housed in one floor and the lecture rooms are located at the floor below.

- **Library**

Students have access to a wide range of latest version of books. Subject to availability students are allowed to borrow books for short periods.

- **Computer Laboratory**

A well laid out computer laboratory is available to all registered students with unlimited free internet access.

- **Food and Refreshment**

The college is situated at the centre of Wembley with easy access to fast food and other restaurants. Students may consume food and refreshments at the designated area adjacent to the lecture rooms.

- **Awards ceremony and Christmas Party**

Awards ceremony and Christmas party is held every year, when students are encouraged to bring their friends and relatives.

- **Sports & Recreation**

The college has negotiated special group discount from the local health and sports centre. Contact the administrative staff or visit our web-site for further details. College generally has its Annual Sports Day during the month of June, Annual Excursion Day in July and Award & Dinner Dance in December. All students are welcome to participate in these events.

What is expected from the student?

- **Attendance**

Students are required to attend lectures as specified in the timetable. All students are required to sign the attendance sheet during lecture session in the morning and afternoon which will be signed by the lecturer. Students are reminded in order to maintain their immigration status, must adhere to the college and UKBA rules and regulations. These policies are elaborated in detail in our attendance policy separately on our website under “Attendance Policy”.

- **Tuition Fees**

Students are expected to pay the unpaid part of their tuition fees, on due dates as agreed with the administrator. Failure to pay the fees at the agreed time will lead to suspension from registration and inform the Home Office.

- **Smoking, intoxicating substances and mobile phones**

Smoking or consumption of intoxicating substances is strictly forbidden at the premises. In the interest of hygiene and damage caused to property, chewing of gum and/or irresponsible disposal of it within the premises will not be tolerated. Mobile phones must be switched off during lectures.

- **Health and safety**

While in the premises students have a responsibility to behave in a manner that will not put themselves or others in any physical danger.

- **Dress code**

The college does not specify a dress code for students. However students are expected to present themselves in suitable manner, respecting the comfort of fellow students and staff.

- **Course work & Plagiarism**

Students are expected to complete and submit assigned course work on time and to the required standard. This must be the own work of the student unless group work is assigned. Whilst students are encouraged to use the internet and Text books to research an assignment with Harvard Style referencing in their course work.

What can you expect from the college?

- **Induction**

The college will provide comprehensive induction so that the student settles in comfortably to face the task ahead at studying at Regal International College.

- **Fees & Refund**

The college will allow the student to pay the tuition fees in instalments in certain circumstances and if a student decided to change the college without any prior approval by the Management the paid course fee will not be refunded. The detailed policy is elaborated in our Student Application form.

- **Tutors**

The college will ensure that the tutors are suitably qualified and continually trained to deliver the required programme.

- **Study Materials**

The college will provide up-to-date and well-presented study materials in the form of Hard and / or Soft Copy for Certain subjects. There is a small collection of reference books on various subjects at college Library and Students are encouraged to register with Emerald and / or Athens study resource systems.

- **Equipment and Facilities**

The college is committed to continually upgrading equipment and facilities at the college.

- **Complaints**

The college will investigate and resolve complaints relating to any aspect of its services in an impartial manner.

- **Personal Problems**

The college will provide caring and confidential counselling in respect of personal problems and should consult the Staff Welfare Officers.

- **Health and Safety**

The college will ensure that the premises meet with the standards required of an educational establishment.

Fire Exit

Every Class room as a floor plan explaining the Fire Exit and regularly we conduct Fire drill and all students must familiarise this procedure and note the Fire Exit routes.

2008 / 2009 Academic Year

Session	Term Commencement	Term End
Autumn	01/09/2008	19/12/2008
Spring	05/01/2009	06/04/2009
Summer	20/03/2009	20/07/2009

2009 / 2010 Academic Year

Session	Term Commencement	Term End
Autumn	01/09/2009	18/12/2009
Spring	05/01/2009	26/03/2010
Summer	12/04/2009	22/07/2010

Public and Bank holidays

Public and Bank Holidays	2009	2010	2011
New Year's Day	1 st January	1 st January	3 rd January
Good Friday	10 th April	2 nd April	22 nd April
Easter Monday	13 th April	5 th April	25 th April
May Day Bank Holiday	4 th May	3 rd May	2 nd May
Spring Bank Holiday	25 th May	31 st May	30 th May
Summer Bank Holiday	31 st August	30 th August	29 th August
Christmas Day	25 th December	27 th December	26 th December
Boxing day	28 th December	28 th December	27 th December

Useful Addresses

British Computer Society

1st Floor, Block D
North Star House
North Star Avenue,
Swindon, Wiltshire SN2 1EA

Tel: 0845 300 4417
Web: www.bcs.org

ABE

William House
5th Floor, CI Tower
St Georges Square
New Malden
Surrey KT3 4TT

Tel: 020 8329 2930
Web: www.abeuk.com

Home Office

Immigration and Nationality Directorate
Lunar House
40 Wellesley Road
Croydon CR9 2BY

Web: www.ind.homeoffice.gov.uk

Immigration Advisory Service

190 Great Dover Street
London SE1 4YB

Tel: 020 7967 1200
Web: www.iasuk.org

Pitman Qualifications

1, Giltspur Street
London EC1A 9DD

Tel: 020 7294 2800
Web: www.pitmanknowledge.co.uk
www.city-and-guilds.co.uk

NCC Education

The Towers
Towers Business Park
Wilmslow Road, Didsbury
Manchester M20 2EZ

Tel: 0161 438 6200
Web: www.nccedu.com

British Council

10 Spring Gardens
London SW1A 2BN

Tel: 0161 957 7755
Web: www.britishcouncil.org

The Council for International Education (UKCOSA)

9-17 St Albans Place
London N1 0NX

Tel: 020 7107 9922
Web: www.ukcosa.org.uk

High Commissions and Embassies in London

Australia	Australia House, Strand, WC2B 4LA	020 7379 4334
Bangladesh	28 Queens Gate, SW7 5JA	020 7584 0081
Canada	McDonald House, Grosvenor Square, W1X 0AB	020 7258 6600
Czech Rep.	26 Kensington Palace Gardens, W8 4QY	020 7243 1115
France	58 Knightsbridge, SW1X 7JT	020 7073 1000
Germany	23 Belgrave Square, SW1X 8PZ	020 7824 1300
Ghana	13 Belgrave Square, SW1X 8PN	020 7235 4142
India	India House, Aldwych, WC2B 4NA	020 7836 8484
Ireland	17 Grosvenor Place, SW1X 7HR	020 7235 2171
Italy	14 Three Kings Yard, W1Y 2EH	020 7312 2200
Jamaica	1-2 Prince Consort Road, SW7 2BZ	020 7823 9911
Kazhakstan	33 Thurlowe Square, SW7 2SD	020 7581 4646
Kenya	45 Portland Place, W1N 4AS	020 7636 2371
Latvia	45 Nottingham Place, W1M 3FE	020 7312 0040
Lithuania	84 Gloucester Place, W1U 6AU	020 7486 6401
Malaysia	45 Belgrave Square, SW1X 8QT	020 7235 8033
Mauritius	32/33 Elvaston Place, SW7 5NW	020 7581 0294
New Zealand	80 Haymarket, SW1Y 4TQ	0870 005 6962
Nigeria	9 Northumberland Avenue, WC2N 5BX	0870 005 6963
Pakistan	35 Lowndes Square, SW1X 9JN	020 7664 9200
Poland	47 Portland Place, W1N 3AG	0870 774 2700
Portugal	11 Belgrave Square, SW1X 8PP	020 7235 5331
Russia	13 Kensington Palace Gardens, W8 4QX	020 7229 3628
Singapore	9 Wilton Crescent, SW1X 8SP	020 7235 8315
South Africa	S.Africa House, Trafalgar Sq., WC2N 5DN	0870 005 6974
Spain	39 Chesham Place, SW1X 8SB	020 7235 5555
Sri Lanka	13 Hyde Park Gardens, W2 2LU	020 7262 1841
Switzerland	16 Montagu Place, W1H 2BQ	020 7616 6000
Thailand	29-30 Queens Gate, SW7 5JB	020 7225 5512
USA	Grosvenor Square, W1A 1AE	020 7499 9000
Zambia	2 Palace Gate Kensington, W8 5NG	020 7589 6655

Useful Phone Numbers

Emergency	999
Wembley Police	020 7372 1212
Northwick Park Hospital	020 8864 3232
Heathrow Flight Information	0870 0000 123
Rail - National Enquiries	08457 484950
Coach - National Express	08705 80 80 80

Your Time-table

Autumn Term

Day	Subject	Time	Tutor

Spring Term

Day	Subject	Time	Tutor

Summer Term

Day	Subject	Time	Tutor

Your Time-table

Autumn Term

Day	Subject	Time	Tutor

Spring Term

Day	Subject	Time	Tutor

Summer Term

Day	Subject	Time	Tutor

Calendar 2009

January							February							March						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4						1		30	31					1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
April							May							June						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					
July							August							September						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5	31					1	2	1	2	3	4	5	6	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
October							November							December						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4	30						1	1	2	3	4	5	6	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			

Calendar 2010

January							February							March						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				
April							May							June						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4	31					1	2	1	2	3	4	5	6	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
July							August							September						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4	30	31					1	1	2	3	4	5		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
October							November							December						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5		
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

