



The Lord College

You can help yourself by:

- Setting and adapting a pace for your studies to enable you to keep all deadline dates
- Keeping in touch with your tutor throughout the course, for support and advice
- Notifying the school office of any changes of your address, telephone number, etc.

Careers advice and references

Throughout your period as a student with us your tutor will keep a record of your progress. At the end of your course your tutor will complete a reference, which you may see.

If you wish to use the college as a referee when applying for a job, please Address your application form to the principal.

Assessment

- Your coursework must be kept in a folder with your ID and course name written on it.
- In Unavoidable circumstances you may request for extension of time for submitting your assignment.

Programme Evaluation

Each year we plan to review our courses in response to the feedback from students and External Examiners. The teaching staff is responsible for ensuring a high quality version of the courses. We value your comments highly. We hope that you will let us know what you think about the programme, your study activities and the materials, so that we can take steps to improve them.

Ways of contributing your views

1. Use feedback sessions with all the teachers to ensure they know how each course is progressing and to comment on written materials which seem unclear.
2. Complete course evaluation forms when they are circulated at the end of each subject.

Student Services

Student Services provide you a framework of advice and information relevant to you as a student. Student Services provide you a range of services to support you while you are a student here. You can obtain information and advice in relation to finance and welfare, your educational needs, equal opportunities, disabilities, and career choice.

Enquiries for student services should be directed to the Admissions from Monday-Friday between 9:00 am – 6.00 pm.

Library and Computing Facilities

The Lord College has a library to facilitate its students to borrow books for their course. The books are issued to students for a week's time. Photocopiers are available in the college. And please use it responsibly.

The college has well equipped computer labs. All the students can have regular access to these computers and printers.