



Student Handbook 2010-2011

**A GUIDE TO THE LEADERSHIP
ACADEMY FOR STUDENTS**

2010 - 2011 v.1

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1. Introduction

Message from the Principal

This handbook is designed to help you understand our expectations of you during your time at the Leadership Academy. Please take the time to read it and get acquainted with the policies and procedures it outlines. If you understand these, then together we can create a powerful learning environment.

These simple guidelines have been established to ensure the smooth running of your course and to ensure you gain maximum benefit from your time at the Academy. It is your responsibility to read this document and become fully acquainted with its content.

The Leadership Academy is concerned not only with academic performance but also with the character development of each student. It is our desire to see you equipped to be a leader in life and for your personal life to be spiritually enriched as you develop a lifestyle that is consistent with the high calling of a disciple of Christ.

It is our plan and hope that each student leaves the Academy having caught the essence of who we are and what we do at the Abundant Life Church and Leadership Academy, and that you will have both practical and theoretical tools at your disposal. But first and foremost it is our prayer that during your time here you will get to know God more and that as a result, your life will be enriched.

Stephen Matthew
Leadership Academy Principal

Mission Statement:

To provide a Bible-based leadership training programme within the context of the Abundant Life Church that equips students to lead in every area of life.

Address

Abundant Life Centre
Wapping Road
Bradford
BD3 0EQ

Contact Details

Phone 01274 307233
Fax 01274 303008
Email academy@alm.org.uk
Website www.alm.org.uk/academy

The Leadership Academy Faculty

Please refer to this handbook first, and then if you are unclear or need further help ask one of the office staff.

The day-to-day operations of the Academy are directed by the Leadership Academy faculty supported and directed by an executive board of reference.

Operational core team

Principal
Course Coordinator
Diploma Course Head / Lead Marker

Stephen Matthew
Tim Staples timstaples@alm.org.uk
Helen Allen helenallen@alm.org.uk

Other faculty members

Admissions
Admin Support / Assignment Marker
Admin Support / Assignment Marker
Seminar Tutor
Seminar Tutor
Seminar Tutor
Seminar Tutor
Seminar Tutor
Assignment Marker / Seminar Tutor
Assignment Marker / Seminar Tutor
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Assignment Marker / Seminar Tutor
Assignment Marker / Seminar Tutor
Assignment Marker

Ian Deakin iandeakin@alm.org.uk
Pat Hammond pathammond@alm.org.uk
Kelly Parkins
Laura Ryder
Nick Franks
Rob Harvie
Chris Fox
Grace Manchester
Michelle Pyman
Sarah Symonds
Natalie Reese
John Hulse
Debbie Harvie
Rob Allen

Board of Governors

Executive Director
Director
Elective Course Director
Academic Consultant

Paul Scanlon
Charlotte Gambill
Clare Hooper
Sandra Faye McKoy

In addition, the faculty are supported by some of the wider church staff and pastoral team who assist with various aspects of academic and pastoral support.

All administrative and tutorial staff can be contacted through the Academy office or online by emailing academy@alm.org.uk.

Student Code of Conduct

Students are expected to live and act in accordance with established Christian values and behaviour patterns. In addition, the rules of the Academy as stated in the Student Handbook must be adhered to for the mutual benefit of all.

One of the Academy's most important goals is to facilitate the growth and development of Christian character in line with biblical principles. It is expected that Academy students live in a manner that brings glory to Christ in their behaviour and attitudes, both in and outside of Academy settings. Therefore each student is expected to:

- Abstain from any behaviour that is considered detrimental to Christian character and witness including; drunkenness, stealing, slanderous or profane language, dishonesty, occult practices, relational inappropriateness and sexual immorality.
- Avoid attitudes and behaviour that disrupts the unity and health of the Academy student body.
- Show respect and consideration for other members of the student body and their property.
- Show respect for staff and faculty and co-operate with the aims and endeavours of the Academy and Church.
- Attend all prescribed classes and activities required by the Academy programme unless formally excused.
- Refrain from dishonest academic practices as outlined in the Academic Misconduct policy below.
- Be neat, clean and modestly dressed. Dress code is smart casual for both Academy and Church.
- Follow the guidelines in this Handbook.

The Academy aims to provide the framework and support needed to bring personal growth. If, however, students do find that they are genuinely struggling with such issues, we advise they speak to Academy staff and allow them to bring guidance, counsel and correction to the situation. Any behaviour that contravenes the Student Code of Conduct or compromises the welfare of other students will result in disciplinary action (see Disciplinary Policy).

Statement of Equality

The Abundant Life Leadership Academy is committed to equal opportunity in all areas of its operation.

Access to the courses offered by the Academy is open to all candidates with a sense of divine calling on their life, regardless of gender, race, national background, marital status, pregnancy, socio- economic background or physical disability.

The Academy has clear guidelines on the use of non-discriminatory language. Both staff and students are to avoid language in speech and in written communication that discriminates, stereotypes or denigrates people on the basis of their sex, age, race, marital status, ethnicity, and linguistic or religious background.

The Disability Discrimination Act 1995 (as amended by the Special Educational Needs and Disability Act 2001) places a duty onto employers, service providers and educational institutions to make “**reasonable adjustments**” for disabled students to enable them to take up a course of study and participate fully in the course.

Please speak to the Course Coordinator if you wish to disclose a disability, discuss support arrangements or would like a full copy of our Disability Strategy.

2. Academy Life

Course Dates

Autumn Term 2010

First Half Term	Monday 13 th September – Friday 22 nd October
Reading Week	Monday 25 th October – Friday 29 th October
Second Half Term	Monday 1 st November – Friday 17 th December
Xcel Men's Conference 1	Friday 5 th November – Saturday 6 th November
Xcel Men's Conference 2	Friday 19 th November – Saturday 20 th November
Christmas / New Year Break	Monday 20 th December – Friday 7 th January

Spring Term 2011

First Half Term	Monday 10 th January – Friday 12 th February
Reading Week	Monday 21 st February – Friday 25 th February
Second Half Term	Monday 28 th February – Friday 15 th April
Stronger Conference	Thursday 10 th March – Saturday 12 th March
Easter Break	Monday 18 th April – Monday 2 nd May

Summer Term 2011

Term Dates	Tuesday 3 rd May – Friday 1 st July
Cherish Women's Conference	Monday 30 th May – Saturday 4 th June
Graduation	Saturday 2 nd July

Conferences

As part of the curriculum students are expected to participate in our conferences held throughout the year. This includes Stronger, Xcel and Cherish. Please make a note of these dates as we expect students to be available during the day and evenings of these events and you will need to notify employers of your unavailability during conferences.

Timetabled Sessions

You will be issued with a timetable at the beginning of each term. A weekly version of the timetable will also be posted on the Academy notice board at the start of each week. Students should check this to note any changes that have been made to the timetable. Timetabled sessions at the Academy take three different forms:

Lectures

Lectures are the setting in which the bulk of the Academy teaching is done. Most of these take place in the Lecture Theatre and are delivered by a member of the Academy Team.

Seminars

Seminars are an opportunity for the first year class to break down into a smaller number and discuss material from the lectures. These are lead by members of the Academy faculty who are Seminar Tutors. Second years have a weekly seminar session lead by their course head.

Tutor Groups

Tutor groups take place once a week and involve a second year student leading a group of first years in an interactive time designed to help the group grow together.

Classroom Etiquette

Tidiness

The classrooms and lecture theatre should be kept clean and tidy at all times. This is the joint responsibility of all students.

Lecturers and Seminar Tutors

Lecturers and tutors should be treated with respect. They are investing their time and experience to shape students in the time they have with the class. Always ensure that:

- Fresh drinking water is available
- The white board is clean
- Required AV equipment is ready and working

A particular student may be asked to ensure this happens but it should be regarded as a shared responsibility to serve those who serve you.

Be sensitive to each tutor. Some will need space to get their head straight for the next session; others will happily chat their way through each break.

Students should ask questions when given an opportunity to do so. Only interrupt lecturers and tutors when they give you permission to do so – most will not mind this.

Class Breaks

There will be small breaks between classes. Students are asked not to prolong the break or enter into any activity that may delay recommencement of classes. Students should NOT leave the premises during these breaks.

Food & Drink

NO food or drink is to be consumed during a class, apart from water.

Phones

Mobile phones should not be used during classroom sessions. No student is permitted to use an office phone for personal calls.

Campus Care

The facilities at the Leadership Academy have been designed to create a comfortable and enjoyable learning environment. In order to maintain high standards we encourage students to take responsibility for their surroundings and actively involve in the upkeep and presentation of the building. To this end each first year tutor group is placed on a rota so that one week per half term the group will arrive at 8.30am to set-up the Leadership Academy areas for the day and ensure that the building is clean and tidy. This is an important tutor group activity and students should make sure they arrive promptly when it is their groups turn. Cleaning materials can be obtained from the caretaking staff.

At the end of any session that is not held in the Lecture Theatre the room must be left in a good condition with any chairs used having been put away, any other mess having been cleared up and any AV or Sound equipment having been turned off.

Attendance

We aim for excellence in all we do and expect this ethic to be reflected in the attendance of Academy students at all timetabled classes, conferences and Academy activities. Therefore:

- Students must be disciplined in their time keeping, attending all lectures on time and any other appointments with Academy staff. Allowances are made for exceptional circumstances such as sickness or trauma.
- Assignments must be submitted on time.
- Activities attended off-site as part of the course should be arrived for promptly.
- An overall attendance of less than 90% will result in students not being graduated. Attendance will be reviewed on a weekly basis and should your attendance drop below 90% at any point during the year a behavioural intervention programme will be implemented.

Daily Registration takes place between 9.20-9.30am and all students must be registered in this time. Classes commence at 9.30am prompt and this includes days on which the student body are serving together or meeting off site.

Absence

Please arrange dental, hospital, work or other appointments outside of the scheduled class times. If an absence from class or a given activity becomes absolutely essential, it should be agreed with the Academy office in advance by filling out an absence form. An absence form can be found in the paperwork tray next to the correspondence box outside the Academy office. Completed forms should be placed in the correspondence box.

Absences will not be granted for holidays or Christian conference events booked after the commencement of the course that fall during term time. Absence through illness should be logged at the Academy office with a telephone call or email on the first day of absence. When the student returns to class an absence form must be filled out. Apologies for lateness should be lodged at the Academy office. Failure to do so will count as an absence, which could ultimately affect your ability to graduate.

Any student who consistently misses classes, and who fails to take the appropriate steps to bring their attendance into line with the Academy's expectations, will be placed on a Behavioural Intervention Programme, as described in the Disciplinary Policy. If the student does not comply with the requirements of the Behavioural Intervention Programme, dismissal from the course may result. Students will be notified in writing prior to this occurring.

Disciplinary Policy

Students in breach of the Code of Conduct or otherwise acting inappropriately will be disciplined according to Matthew 18:15-17 as far as possible. The disciplinary policy is

designed to deal with cases where a student consistently fails to abide by the behavioural standards outlined in the Code of Conduct.

The three stages of the Disciplinary Policy are as follows:

- *STAGE 1: Verbal warning (issued by a member of the Academy core team)* – noted on the students record for 30 days and followed up by a Behavioural Intervention Programme (see below).
- *STAGE 2: Final written warning* – with time specific deadlines.
- *STAGE 3: Dismissal from the course* – see dismissal process.

Depending on the severity of the situation, the Principal reserves the right to bypass stage 1 and 2 and immediately dismiss any student whose behaviour is deemed by the Academy Board to have brought the reputation of the Academy into disrepute (see dismissal).

Behavioural Intervention Programme

A Behavioural Intervention Programme is a bespoke programme designed to help a specific student work through issues that are likely to bring them into breach of the Student Code of Conduct unless urgently addressed. These could be issues of personal conduct, life-style, persistent lateness, unexplained absences etc. and should be regarded as the Academy's attempt to work with the individual student in a process before initiating the formal Disciplinary Procedures.

The program will include one or more of the following, and will be implemented with the student by a member of the Academy team:

- Changing tutor or seminar groups.
- Advising on the appropriateness of their study at the Academy.
- Mentoring or coaching by a member of the Academy team or another pastor or church leader.
- Accountable adherence to the Academy's published behavioural requirements.
- Attendance at other training programmes run within the Church.
- Establishing appropriate behavioural boundaries to ensure the health, safety or wellbeing of other students, staff members or Church members, or to protect the reputation of the Leadership Academy.
- Referral to an external support agency or professional.

The Behavioural Intervention Programme will be agreed with the student to monitor their ongoing behaviour. It will set clear, measurable goals for the individual student and subsequent failure to comply with the programme will initiate further steps in the disciplinary procedure. A record of the programme will be made in the students file.

The program will be reviewed monthly by the tutorial leader, unless more frequent review is deemed necessary during the process.

Should the student not respond to the intervention programme they will be moved to stage 2 of the disciplinary policy and be issued with a formal written warning. If their behaviour persists they will move to stage 3 and be dismissed from the course.

Right to Appeal

Students have the right to appeal each stage in the Disciplinary Policy process. This must be done in writing within 7 days of the stage in question being enforced upon them. An appeal at stage 1 or 2 will be considered by 3 members of the Academy Faculty and their decision is final. A final appeal at stage 3 – against dismissal – will be considered by three members of the Academy Faculty, one member of the board of governors and moderated by a Senior Pastor from the Church pastoral staff.

Dismissal of Students

Termination of the student's course of study will occur, unless otherwise determined by the Academy faculty, in line with the Attendance, Disciplinary and Tuition Fee Policies. Whilst there may be other individual circumstances that arise where the Academy faculty feel a dismissal is an appropriate course of action to take, there are three main circumstances in which a student could be dismissed from the course:

- If the student has an attendance below 90% that does not improve after the implementation of a Behaviour Implementation Programme, dismissal from the course will be the next step.
- If the student reaches stage 3 of the disciplinary procedure they will be dismissed from the course.
- If the student has tuition fee payments in arrears (extenuating circumstances will be taken into account) and they are unable or refuse to pay outstanding fees, they will be dismissed from the course.

All these situations will occur following regular correspondence and discussion between the student and the Academy faculty. In such cases reasons for the pending dismissal will be outlined clearly alongside actions required to redress the situation. Please also note that students facing dismissal have a right to a final appeal that will be heard by the Board of Governors (see Disciplinary Policy for further notes).

Devotional Life

Each student is personally responsible for maintaining a healthy walk with God during their time at the Academy. Classes do not replace your private time with God. Indeed, your personal time with God should enhance our class times together.

A weekly sessions called Focus is timetabled which includes corporate prayer and worship. These are times to worship, share and grow together, strengthening one another in your corporate desire to be shaped by God through this programme.

Dating

Students should prioritise their studies during their time with us; it is time you have dedicated to God for your personal development. We therefore recommend that you don't pursue a potentially distracting relationship during the course of the academic year.

To this end, full-time first year Academy students are *not permitted* to start dating a fellow student or other individual. Second year students are permitted to date. If you sense a relationship developing, please talk to us about it so we can be aware and help you keep your focus right.

Non-adherence to these guidelines will be dealt using the disciplinary procedure.

Life Groups

Students are encouraged to attend a fortnightly Church life group. These are held in leaders homes and are a great way to make connections, meet new people and enjoy some time with people from the wider Church. The life-group contact email address is lifegroups@alm.org.uk

Course Materials

Some tutors will issue notes following their sessions but this cannot be guaranteed and students are all recommended to make thorough personal notes in all classes. All stationary, personal books, Bibles and other research tools are your own responsibility to provide.

Library Books

A number of research books and other resources are kept in the Academy Library for reference purposes. Copies of all recommended reading books can be found in the library.

Resources Shop Discount

Students are able to obtain discount on purchases from the Resources shop. Students receive 30% off all ALM product and 20% off non-ALM product. Students must present their Student ID card to receive this discount.

Reading Books

There are various books that are either necessary or very beneficial to the curriculum. Specific lists will distributed once term has begun. All books on the reading lists will be available through the resource shop.

Library

The Academy Library room is found in the Youth and Community building. This room is equipped with several PCs that students can use to access the internet and use Microsoft office packages. There are a large number of research books and other resources such as preaching DVD and CDs that are kept in this room. Reference books must not be taken off campus, but all other resources can be signed out and borrowed for a period of up to two weeks using the recording system.

Mail and Messages

Each student has a mail slot in the shelves opposite the Academy office. Messages, mail, handouts etc. will normally be distributed via these. Please make a point of checking your mail slot on a daily basis.

Change of Contact Details

If you change your address or contact details during term time, you must notify the Academy office by completing a 'Change of Contact Details' form available from the tray next to the correspondence box outside the Academy office. Completed forms should be placed in the correspondence box.

Correspondence Box

The Correspondence Box is located outside the Academy Office. The box is for:

- Messages to be left for Academy office staff if they are not available
- Assignment submission for hard copies
- Submission of completed forms available in the paperwork tray:
 - i. Grievance form
 - ii. Absence form
 - iii. Extension form
 - iv. Change of contact details form
 - v. Application to defer or cease study form

Notice Board

The Academy notice board located outside the Academy office and should be checked daily. Along with a weekly copy of the most up to date timetable, any messages for the whole student body will be communicated through the board.

Room Bookings

Rooms on campus are available to be used for appropriate activities. Rooms can be booked through the main reception desk.

Smoking

Smoking of any substances on campus is not permitted.

Solicitations

Taking up of donations, personal or work related fund-raising or selling of merchandise is not permitted on campus.

Student ID cards

Students will be issued at the beginning of each year with a student card. ID cards must be kept on your person at all times on the campus. If you lose your card, a replacement card can be obtained at the Academy office. The presentation of the ID card at the resources shop entitles students to a discount of 30% on ALM product and 20% on all other products.

Visitors

Students wanting friends or relatives to attend a class *must first* obtain permission from the Academy office before inviting them to attend a lecture. Once permission is obtained, students are to introduce their guests to lecturers.

Service Skills Development

Gaining practical hands-on experience is a vital part of the Academy course. Service Skills Development gets students involved in practical ministry in the life of the church. If you are a first-year student, your service skills development is scheduled into your programme in two forms:

Mid-Week

At the start of each term first year students will be assigned to a ministry area to serve in between Monday and Friday every week. This is an opportunity to get involved in the life of the church and gain an insight into how the ministry you are serving in works. Your service skills will be overseen by a leader from that ministry. If you are a full-time student you will be expected to serve for 5 hours per week in this ministry. Time and involvement will be by agreement with a leader within the ministry and should be worked around your employment (if applicable) and any other reasonable commitments.

If you are a part-time student and you are part of Abundant Life Church there is no time requirement, but we expect you to be involved in at least 1 ministry that operates during the week. If you are a part-time student and you are part of another church, we will make individual arrangements with you to ensure that you have some practical ministry opportunity.

If you are a second year student you will serve through your placement ministry area under the direction of your supervisor.

Sundays

Unless you are attending a local church other than Abundant Life on a Sunday, you will be expected to serve within a ministry that helps make Sunday services happen over and above your mid week service skills. This includes all students: Full-time and Part-time first years and second years.

Graduation

The Academy celebrates graduation on the last Saturday in June. Graduation is not based solely on attaining an academic standard / pass mark – though all written work will be graded to establish that the task has been completed satisfactorily. To be eligible to graduate a student must:

- Complete and pass all assignments
- Attend no less than 90% of programmed classes
- Pay all of their tuition fees in full
- Successfully complete their Service Skills requirement
- Adhere to the Student Code of Conduct

Student Awards

At Graduation, prizes are awarded by the Academy faculty as follows:

First Year Study Application Award

This award is given to the student who has shown the greatest diligence to personal study of God's Word and its application as demonstrated in the preparation of their written and spoken assignments throughout the course.

First Year Pastoral and Community Elective Award

This award is given to the certificate student who has most diligently studied and applied themselves to the principles taught on the pastoral and community elective. They will have developed an understanding of pastoral leadership and shown themselves to be a genuine people helper with a heart for others.

First Year Worship and Creative Arts Elective Award

This award is given to the certificate student who has most diligently studied and applied themselves to the principles taught on the worship and creative arts elective. They will have developed and excelled creatively through the application of their gift within the worship environment.

First Year Youth Ministry Elective Award

This award is given to the certificate student who has most diligently studied and applied themselves to the principles taught on the youth ministry elective. They will have developed and demonstrated the key qualities of a youth leader and have excelled in leading and equipping young people through schools work, in church life and wider youth ministry.

First Year Student of the Year Award

Without detracting from the progress made by every student in their class, this award is given by the Academy's resident faculty to honour the first year student they collectively consider has most observably grown in grace, developed in character, served with excellence, studied diligently and wholeheartedly given themselves to the pursuit of godliness throughout the year.

Second Year Student of the Year Award

Without detracting from the progress made by every student in their class, this award is given by the Academy's resident faculty to honour the second year student they collectively consider has most observably grown in their leadership gift, served the wider church, invested in others, grown ministry teams and wholeheartedly given themselves to the pursuit of godliness throughout the year.

Grievance Procedure

For grievances and appeals relating to academic results or assessments, see 'Assessment Appeals'. All grievances submitted in good faith will be considered fairly. Any student who invokes the procedure will not be disadvantaged from having done so. In all instances the privacy and confidentiality of the student involved will be respected. For matters including discipline, finances, and interpersonal issues, the following steps apply:

Informal Stage

1. Any first year student with a complaint or grievance is invited to discuss the matter first with their tutor group leader from the second year. Any second year student with a complaint or grievance is invited to discuss the matter first with their placement supervisor. The tutor group leader or supervisor will aim to respond as soon as possible with advice and guidance on how to proceed.

2. If the Tutor Group Leader cannot resolve the situation to the satisfaction of all concerned, the student should arrange an appointment to discuss the matter with a member of the Academy faculty. This can be done through the Academy office or via email.

Formal Stage

3. Should the matter still remain unresolved the student should complete a record of grievance form and submit it to the Academy core team. A grievance form can be found in the paperwork tray next to the correspondence box outside the Academy office. Completed forms should be placed in the correspondence box. Receipt of the form will be acknowledged within 48 hours and a meeting will be arranged with the student and members of the core team. Minutes of this meeting will be recorded on a review form and logged in the students file along with the record of grievance form. The responsibility for the final decision on a course of action lies with the Principal.

4. If, by this stage, the student still considers that the matter to be unresolved and is unsatisfied by the decisions taken by the Principal they have the opportunity to submit an appeal in writing to the Leadership Academy Board of Governors. This must be done within 30 days of the initial record of grievance form being submitted. The governors will consider the grievance and an appropriate course of action will be decided upon.

These are internal Leadership Academy procedures – at no stage is legal representation invited for any party.

Withdrawal / Deferral of Studies

Students intending to cease studies prior to the end of their course for any reason should complete an 'Application to Defer or Cease Study' form available from the Paperwork Tray outside the Academy office. An appointment with a member of the Academy faculty will be conducted as part of the process.

The cancellation will be effective when it is delivered or postmarked. Any refunds will be calculated from that date (see Refund and Withdrawal Policy). Any outstanding fees or charges will be deducted from potential refund prior to processing of withdrawal.

If a student has withdrawn or deferred for a period longer than 12 months, the student will need to supply a new pastoral reference form if they wish to re-start their studies.

Tier 4 Visa Students

The following information is designed to help you adhere to UK law and the conditions of your visa that are laid down by the UK Border Agency (UKBA). Most of it is taken directly from the Border Agency website www.bia.homeoffice.gov.uk

Your Rights and Responsibilities in the UK

While you are in the UK as a Tier 4 visa student, you must not claim any state benefits (also known as 'public funds') that you are not entitled to and register with the police, if this is required under paragraph 326 of the Immigration Rules.

During your stay here, you have the right to be treated fairly and lawfully regardless of your race, gender, age, religion, sexual orientation or any disability; and practice your own religion - similarly, you are expected to show respect for people of other faiths.

It is your responsibility to obey the law, care for your children (for example, children under the age of 16 must always be supervised by an adult, and they must go to school if they are aged between five and 16), and report to the police, if you are required to do so.

Our Responsibilities as a Tier 4 Visa Sponsor

It is our duty as a tier 4 visa sponsor institution to report the following information or events about sponsored students to the UKBA within the time limit given:

(NB – Monday to Friday are counted as working days. Saturdays, Sundays and public holidays are not counted as working days. Ten working days may be two weeks or less, depending on where the weekends fall.)

If a visa student does not enroll on the course at the expected time, we will report this within 10 working days. We will include the reason the student gives for non-attendance or enrolment (for example, a missed flight).

If a visa student is absent from 10 expected contacts on the course without having been reasonably granted permission, we will report the visa student to the UKBA on the 10th day of absence or after the 10th missed contact. For students on our course, this will normally be where the student has missed two weeks of sessions. An 'expected contact' would be:

- Attendance at any lecture, tutor group session or seminar;
- Attendance at any test or examination;
- Submission of assignments;
- Attendance at any meeting with a seminar tutor or faculty member;
- Registration (enrolment); and
- Completion of weekly service skills.

This list is not exhaustive - other types of interaction with students may also count as expected contacts. The Leadership Academy will judge whether a visa student's absence from the course is authorised or unauthorised. For example, if a student is going to be absent for a prolonged period (perhaps owing to illness or pregnancy), we may want to class this as an authorised absence. However, the Leadership Academy will judge whether the student will be able to pick up their studies again straight away without having to repeat a period of study. If a repeat will be necessary, it is likely we may agree with the student that they need to defer their studies. Any deferment will be reported to the UKBA; once a student has deferred, their permission to stay in the UK will be curtailed and they will need to return home.

If a student stops their studies (either through ceasing or are dismissed), we will report

this to the UKBA within 10 working days of the event in question, and give them the name and address of any new employer or institution that the student has joined.

If the Leadership Academy stops sponsoring a visa-student for any other reason (for example, if they move into an immigration category with a different sponsor or one that does not need a sponsor, or their permission to stay in the UK ends because the course ends), we will report this to the UKBA within 10 working days.

If there are any significant changes to the visa-students circumstances - for example, a change in the length of their course of study or a change of their address, we will report this to the UKBA within 10 working days.

If the Leadership Academy has any information that suggests that the visa student is breaching the conditions of their visa, we will report this to the UKBA within 10 working days.

If we suspect a visa student is engaging in terrorism or any other criminal activity we will report them immediately to the police and subsequently to the UKBA.

Reporting Students

Should we need to report any tier 4 students we will do so using the UK Border Agency online sponsorship management system. Information about their non-attendance, non-compliance or disappearance will be used by the Border Agency to proceed with enforcement action against them that may result in deportation.

3. Fees

It is essential that students uphold their financial responsibilities during their time at the Academy. The following applies to all students:

- Students are responsible to ensure that all fees are paid promptly.
- Students will not be permitted to register on the course until they have paid the minimum of £650 if they are studying full-time, £100 if they are studying part-time or £250 if they are studying on the second-year.

Should you have any questions about fees, please email finance@alm.org.uk rather than the Leadership Academy office as the specialist staff in the finance team will be able to deal with your queries more quickly.

Fee Monitoring

At the conclusion of each calendar month, the finance department will review the student fee situation and compile a list of students with overdue tuition fees.

The list of students with outstanding fees will then to be forwarded to the Leadership Academy office and a member of the faculty will follow up the situation in conjunction with an appropriate staff member and the student.

Unless the faculty is aware of extenuating circumstances, where the student is in arrears with their fees, the Principal will suspend the student until all outstanding fees are paid.

If the student is unable to pay or refuses to pay all outstanding fees, the student will be dismissed from the course in line with the Dismissal Policy.

Students with outstanding fees will not be permitted to graduate.

Network Church Discount

Churches who are members of the Abundant Life Church network receive a 15% discount on tuition fees for any students who have been actively attending the church for over 12 months.

See Fee Payment Schedule for how this affects fees.

Refund and Withdrawal

Where the student withdraws prior to the course commencing, any fees paid in advance will be refunded.

Full-time First Year Students

Where a full-time first year student withdraws after the commencement of the course, some of their fees are non-refundable. Should the student drop out at any point during the first half term £230 of their fee is non-refundable. Should the student drop out at any point during the second half term £460 of their fee is non-refundable. Thereafter we will offer tuition fee refunds on a pro-rata basis calculated on weekly value based on 38 weeks of course tuition valued at £1400.

Part-time First Year Students

Where a part-time first year student withdraws after the commencement of the course, some of their fees are non-refundable. Should the student drop out at any point during the first half term £50 of their fee is non-refundable. Should the student drop out at any point during the second half term £100 of their fee is non-refundable. Thereafter we will offer tuition fee refunds on a pro-rata basis calculated on weekly value based on 38 weeks of course tuition valued at £300.

Second Year Students

Where a second year student withdraws after the commencement of the course, some of their fees are non-refundable. Should the student drop out at any point during the first half term £100 of their fee is non-refundable. Should the student drop out at any point during the second half term £200 of their fee is non-refundable. Thereafter we will offer tuition fee refunds on a pro-rata basis calculated on weekly value based on 38 weeks of course tuition valued at £600.

Students are required to apply in writing for fee refunds. All applications for refunds will be processed within 28 days from the day of application.

Fee Schedule

Please refer to the next page for a break down of the fee schedule for all the different courses offered by the Leadership Academy.

Tuition Fee Schedule 2010 - 2011

Tuition Fee Schedule 2010/11	Full-time First Year Fees			Full-time First Year Fees			Part-time First Year Fees		Part-time First Year Fees		Second Year Fees			Second Year Fees		
				Network Church discount					Network Church discount					Network Church discount		
	Payment Option 1 LUMP SUM	Payment Option 2 TERMLY	Payment Option 3 MONTHLY	Payment Option 1 LUMP SUM	Payment Option 2 TERMLY	Payment Option 3 MONTHLY	Payment Option 1 LUMP SUM	Payment Option 2 TERMLY	Payment Option 1 LUMP SUM	Payment Option 2 TERMLY	Payment Option 1 LUMP SUM	Payment Option 2 TERMLY	Payment Option 3 MONTHLY	Payment Option 1 LUMP SUM	Payment Option 2 TERMLY	Payment Option 3 MONTHLY
Confirmation Fee	£250	£250	£250	£250	£250	£250					£100	£100	£100	£100	£100	£100
Registration on 13/09/10	£1250	£500	£500	£1025	£500	£500	£300	£100	£255	£100	£500	£250	£250	£410	£250	£149
Start of Term 2 on 10/01/11		£500			£300			£100		£100		£150			£150	
Start of Term 3 on 03/05/11		£300			£260			£100		£55		£150			£53	
01/10/10			£100			£70							£37.50			£38
01/11/10			£100			£70							£37.50			£38
01/12/10			£100			£70							£37.50			£38
01/01/11			£100			£70							£37.50			£38
01/02/11			£100			£70							£37.50			£38
01/03/11			£100			£70							£37.50			£38
01/04/11			£100			£70							£37.50			£38
01/05/11			£100			£70							£37.50			£38
Total Fees	£1500	£1550	£1550	£1275	£1310	£1310	£300	£300	£255	£255	£600	£650	£650	£510	£553	£553

4. Academic Policies and Procedures

Assessment Schedule

Assignments are scheduled into the Timetable as follows:

Month	Term Title	Assignment Topic	Presentation Method
October	God Centred	The Attributes of God	Written
November	God Centred	God Centred living	Spoken
December	God Centred	God's Word	Written
January	People Empowering	Developing the Leader Within You (Book Study)	Written
February	People Empowering	Servant Leadership	Written
March	People Empowering	Vision	Spoken
April	People Empowering	Elective Topic	Written
April	Purpose Driven	Business Plan	Written
May	Purpose Driven	Mission	Written
June	Purpose Driven	Elective	Spoken / Practical

Academic Advice

Any guidance a student may require that relates to their program of study, can be provided by their seminar tutor. Appointments can be made through the Academy office or arranged with the tutor at the end of a seminar session.

Changing Electives

It is permitted for students who wish to switch electives to do so within the first half-term after the start of the course. If a student wishes to switch elective during this time period they must first make an appointment to discuss this with their elective leader (Pastoral and Community – Clare Hooper, Worship and Creative Arts – Matt Hooper, Youth Ministry – Dave Niblock). If the elective leader considers the change to be appropriate then the student should lodge a formal request to change elective with the Academy office.

Assessment Marking

Graduation is not based just on attaining an academic standard/pass mark – though all written work will be graded to establish that the task has been completed satisfactorily. We are also keen not to engender too much academic competition within the class – you are each on an individual journey, a race against yourself not each other.

We believe that it is important that you have some feedback on all assignments and an indication of your progress. We therefore grade assessments within five broad bands and within these, place a percentage grade on the work. The grade will reflect your academic ability, competence in the English language and the evident amount of work put into the paper. All tutors use the same marking guidelines to ensure uniformity.

Marking Categories are:

- Distinction 85% - 100%
- Merit 70% - 84%
- Good Pass 55% - 69%
- Pass 40 % - 54%
- Fail 0 - 39%

If a student receives a 'fail' grade for an assignment, they will either be required to resubmit it or an additional task set by the Tutor concerned. Students must pass all assignments in order to graduate from the course.

Notification of Results

Students are notified of their results via a feedback sheet being placed in their mail slot 3 - 4 weeks after the submission date.

Appeals against Assessments

If a student believes that the grade received is unfair, they have the right to appeal as follows:

- *STAGE 1:* Contact your Marker within 7 days of receiving the returned paper and express your concerns in writing. This can be done either via email directly with the Marker or using the correspondence box outside the Academy office.
- *STAGE 2:* A meeting will be held to discuss your paper with the Marker.
- *STAGE 3:* If agreement cannot be reached, the paper will be marked by 2 other Assignment Markers and the 3 resulting grades averaged to provide the final grade. This grade is final.

Assignment Submission

Completed written assignments are to be submitted either electronically via the email address **academyassignment@alm.org.uk** or as a hard copy placed in the correspondence box outside the Academy office. If you submit electronically you will receive an automatic email response to confirm that your assignment has been received. If you do not receive the confirmation email, your assignment has not been received successfully. When you submit an electronic assignment, please submit them in the following format only – Microsoft Word version 2003. Earlier versions of Microsoft Word are also acceptable. Please do not use the following formats when submitting electronically: Microsoft 2007 (docx) or Rich Text File (RTF).

Please label the filename of your electronic assignment and the subject of your email with your surname, followed by the title of the assignment (e.g. SmithServanthood).

All assignments must be submitted on time. Due dates are listed in the Assessment Guide section below. All assignments, both electronic and hard copy, must be submitted before 5pm on the date of submission unless otherwise notified.

Late Assignments

A late assignment is treated in the same way as Academic Misconduct, see below for an explanation of the action that will be taken should a student fail to submit an assignment without any reason.

Extensions

A student may apply for an extension to the submission date of an assignment. Requests for extension should be made, where possible, 3 days before the due date for submission, and must demonstrate exceptional circumstances that warrant the granting of an extension (e.g. significant trauma, extended sickness, death in the family, NOT poor time management, computer malfunction and the like). Where sickness is involved, a doctors note should be attached to the extension form.

An Extension Request form can be found in the paperwork tray next to the correspondence box outside the Academy office. Completed forms should be placed in the correspondence box. If approved by the Academy faculty the form, with revised date, will be returned to students and should be used when the late assignment is submitted.

Academic Misconduct Policy

The Leadership Academy regards academic misconduct as a serious matter. Failure to maintain academic honesty constitutes academic misconduct and may include any of the following:

- Submitting work knowing it to be the work of another person
- Submitting a falsified doctors note for an extension
- Plagiarism
- Collusion

All academic submissions must be the student's own work. Plagiarism will not be tolerated. All research sources must be thoroughly noted within the assignment by means of footnotes and bibliography. The use of the Internet is encouraged as a research tool but all extracts must be acknowledged. All unacknowledged examples of internet material being cut and pasted into an assignment will be treated as plagiarism, and the assignment immediately failed.

Unexplained failure to meet assignment deadlines will also result in the failure of that assignment and the Academic Misconduct Policy will be implemented as follows:

- *STAGE 1:* The student involved will receive a letter regarding the late assignment or other suspected academic misconduct, and will be invited to meet with a member of the Academy team to discuss the situation.

- *STAGE 2*: A resubmission deadline will be agreed. Resubmitted assignments will only receive a Pass at 40% provided that it provided that it is at least of this standard.
- *STAGE 3*: Should the resubmission deadline not be met, the failure mark will stay on the student record and the student will not be permitted to graduate.

5. Assessment Guide

Forms of Assessment

During Academy you will complete four different forms of assignments these will include:

- Essay: a short piece of writing between 2000 and 3500 words that deals with a single topic and requires the student to research from written material, input their own experience and provide some sort of critical analysis.
- Book report: requiring a book, or section of a book, to be read and comments to be made and applications to be drawn from it.
- Presentation: the student researches a topic and prepares a talk or sermon to present to the class.
- Written proposal: an informed plan put together to explain the vision and practicalities of an organisation like a business or a ministry.

In addition to these you will also complete other forms of assessment particular to your choice of elective.

Written Assignment Guidelines

The majority of the written assignments are fairly open-ended and allow the student to explore aspects of God's Word and its application to the depth they choose. The limiting factor will often be the suggested word-count. The marker of the assignment is looking for the following broad items:

- That the student has answered the question asked, not only a part thereof, a similar question or another question!
- That the student has understood the issues in question. Clear, concise answers are better than long waffle-filled ones.
- That the work is their own and not copied from another source. Students should read and research around the topic but always express the answer in their own words.
- That biblical support is provided for important statements and conclusions. Back up these statements with references, illustrations etc from the Bible.
- That the biblical principle is applied to life in some way. This may be by illustration or personal example.
- That additional reading/research has been done as appropriate. This could be biblical, reference books, commentaries etc. and may appear as a quotation, bibliography or example within the answer.
- That the work is presented legibly and with some semblance of structure. Aim to have an introduction, main body and a conclusion. It is the content that determines the bulk of

the mark, but the way it is presented enhances the content and will gain a better overall mark.

Presentation of Assignments

Good presentation is important and helps the reader understand the message of your assignment. Students must present assignments according to the following format:

Font: ALL written assignments must be typed. Assessments not typed will not be marked. The font should be Arial, size 12.

Page Layout: Paper should be A4, unlined and typed on one side only. Do NOT put assignments into a folder, sheets should be joined together and submitted with a single cover sheet that includes:

- The title of the assignment
- The name of the student
- The date of submission

Essays

Essays form the bulk of the assessment in the Leadership Academy, and it is important that students work to produce essays that are clear and well-structured. Essays should consist of the following:

Introduction: This section introduces the assignment, how you plan to approach it, clearly stating the main point of your essay and creating a lead into the body of your assignment. It should be approximately 100-150 words (one paragraph).

Body: this represents the most important part of your assignment and is the largest section. It should be divided up evenly by paragraphs with one main point per paragraph. (Not every essay requires a body if the question is asking for something different).

- Paragraphs should have more than one sentence. A well-constructed paragraph will generally include a topic sentence, which will be followed by the sentences developing and clarifying the topic, followed by a concluding sentence.
- In an essay, using “bullet points” or using lists with numbers is inappropriate. Rather, use several sentences starting with ‘First’, ‘Second’, and so on.
- A paragraph should deal with only one topic or one aspect of one topic, and should not be too long. (As a rule of thumb if it is going on for over half a page, reread it to see if it can be broken down in to two or more paragraphs).
- Headings and divisions be used for essays. To introduce a major division or sub division of your assignment, use a left sided heading picked out in some way – e.g. bold or underlined. Numbering divisions aids your presentation.

Conclusion: Draw all your thoughts together in summary form, and create a sense of completion (approx. 100 - 150 words).

Bibliography: This is a list of all sources (books, websites, articles etc) used for the assignment. It must be on a separate page and be formatted correctly. See the referencing section below for instructions on how to do this.

Referencing

Referencing of your sources is essential. Correctly attributing work shows that you have not plagiarised. The purpose of referencing is to allow the marker or another reader to locate the books used in writing an assignment.

There is a system of referencing known as the Harvard system that students must use for all sources other than the Bible (for the Bible see below). There are two basic things students must know in order to reference a source correctly when using the Harvard system:

1. Referencing within the Essay

The Harvard system of citation is the most straightforward method of acknowledging other people's work, because initially all that needs mentioning is the author and date of publication in the text of your essay. At each point in the essay that refers to a particular source, insert the author's surname and publication year in brackets:

Large churches care about more than just attendance. Churches won't grow to be large if that is only thing they care about (Warren, 1995).

The reader can easily locate the full description of the source by looking at the alphabetical list of references provided in the bibliography at the end of the essay.

If a direct quote from a source is used within the essay it should be enclosed in quotation marks and page number from which the quotation was taken should be given:

"Myth: The only thing that large churches care about is attendance. The truth is, you won't grow large if that is all you care about" (Warren, 1995, p. 48).

2. Writing a Bibliography

The bibliography appears at the end of the essay and is simply a list of all the sources used to help research the essay. The first two elements of each item in the bibliography (author and date) already appear in the main essay. This enables the reader to move easily between the source in the essay and the reference to it in the bibliography.

The bibliography should be included on a separate page at the end of the essay and the list should be in alphabetical order, by the author's surname. To reference a book in your bibliography include the following information in this order:

- (1) Author(s), editor(s) or the organisation responsible for writing the book
- (2) Year of publication – in brackets
- (3) Title and subtitle (if any) – underlined, in **bold**, or in *italics* and followed by a full stop

- (4) Series and individual volume number (if any) – followed by a full stop
- (5) Edition if not the first, for example 2nd ed.
- (6) Place of publication if known – followed by a comma
- (7) Publisher – followed by a full stop

Here is an example of a short, 4 reference, bibliography:

Collins, G. R. (1988) **Christian Counselling**. New York, USA, Thomas Nelson.

Hybels, B. (2006) **Just Walk Across The Room**. Michigan, USA, Zondervan.

Scanlon, P. (2006) **Crossing Over**. Nashville, USA, Thomas Nelson.

Warren, R. W. (1995) **The Purpose Driven Church**. Michigan, USA, Zondervan.

If you would like to find more information about the Harvard referencing system, including how to reference other sources such as websites and newspapers use this web address to download a guide:

www.lmu.ac.uk/lskills/open/sfl/content/harvard/downloads/harvard_2004.pdf

Scripture References from the Bible

Quotes from the Bible break all of the above rules. The Bible does not need to be included in the bibliography. References to scriptures in the body of an essay should be made using an abbreviation of the book (e.g., John = Jn, etc), followed by its chapter and verse number, all placed in brackets:

Jesus predicted his own death (Mt 17:22-23).

If scripture is directly quoted it is necessary to also indicate the version being cited:

In the book of Romans it says, “We know that in all things God works for the good of those who love him, who have been called according to his purpose” (Rms 8:16, NIV)

The accepted abbreviations for Bible versions are listed below:

AMP	Amplified Bible
ASV	American Standard Version
CEV	Contemporary English Version
ESV	English Standard Version
KJV	King James Version (also called the Authorised Version)
NASB	New American Standard Bible
NCV	New Century Version
NIV	New International Version
NKJV	New King James Version
NLT	New Living Translation
MSG	The Message
RSV	Revised Standard Version

6. Facilities

Health and Safety Policy

The Leadership Academy is committed to providing for the health, safety and welfare of all its students and to maintaining best practice standards.

The Leadership Academy will observe the Health and Safety at Work Act 1974 and all relevant regulations and codes of practice made under it from time to time. The Leadership Academy will take into account any recommendations made by the Health and Safety Executive with regard to health and safety issues and where appropriate will liaise with the Health and Safety Executive on particular health and safety issues which are of particular relevance to the Leadership Academy.

It is a duty of the Leadership Academy's senior staff team to ensure that policy is upheld at all times. The Leadership Academy will conduct its business in such a way as to ensure, so far as it is reasonably practicable, that students are not exposed to unnecessary risks to their health and safety. Where such risks exist information will be provided and all reasonable steps will be taken to bring this to the attention of any students who may be affected.

The Academy's responsibilities

- Assessing the risk to the health and safety of students who may be affected and identifying what measures are needed to comply with its health and safety obligations;
- Providing and maintaining locations, equipment, protective clothing and systems of work that are safe and without risks to health;
- Ensuring that all necessary safety devices are installed and maintained on equipment.
- Providing information, instruction, training and supervision in safe working methods and procedures;
- Providing and maintaining a healthy and safe place of study and providing a means of access;
- Promoting the co-operation of students to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation;
- Establishing emergency procedures as required;
- Monitoring and reviewing the management of health and safety at work.
- Keeping this safety policy under review and making any revision it deems necessary from time to time. All such revisions will be brought to the attention of students.

Your responsibilities

The Health and Safety Policy needs the full co-operation of all students who are expected to give all possible assistance aimed at its successful implementation, to take reasonable care for their own safety and that of others. In order to achieve this end, you must:

- Comply with any safety instructions and directions issued by the Leadership Academy;
- Take reasonable care for your health and safety and the health and safety of other persons who may be affected by your acts or omissions, by observing safety rules which are applicable to you;
- Co-operate with the Leadership Academy to ensure that the aims of the Health and Safety Policy are achieved and any duty or requirement imposed on the Leadership Academy by or under any of the relevant statutory provisions is complied with;
- Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury;
- Use equipment or protective clothing provided in accordance with training you have received;
- Report any potential risk or hazard or malfunction of equipment to the appropriate authority;
- Familiarise yourself with the location of fire alarms, fire appliances and fire exits.

Any failure to comply with the Leadership Academy's Health and Safety Policy will be regarded as misconduct and will be dealt with under the terms of the students code of conduct.

Accidents and First Aid

If you suffer an accident on the premises you (or someone on your behalf) must report that fact to the Academy office as soon as is practicable after the event. All accidents should be reported however trivial. The accident must be recorded in Abundant Life's Accident Book that is held in the Campus Manager's office.

It is important that details of accidents are recorded accurately and in full to ensure a proper investigation and to enable remedial and preventative steps to be taken.

The Leadership Academy has trained first aiders who can be contacted via the main reception desk during normal working hours. If an accident occurs outside of these hours a member of the Security team on duty should be contacted. The nominated first aiders have access to a first aid room of the ground floor of the building. If any accident results in absence of three days or more, including weekends, the Health & Safety Officer must be informed who then has a duty to report to the Health and Safety Executive.

Evacuation

The campus has a fire alarm system that is tested throughout the year. If under any circumstances the fire alarms are activated, students must leave the building through the main exits or fire doors and assemble at the designated Assembly Point (Car park area outside Daycare). Twice a year students will be instructed in the evacuation procedures during mandatory fire drills. The Leadership Academy has trained staff members who will act as fire wardens in the event of a fire. Their role is to ensure the building is evacuated quickly and to check rooms over once the main evacuation has taken place.

Particular Areas of Hazard

There are two areas in which particular hazards may be presented: the Coffee Room and the Academy Library. Sensible behaviour is required in these areas, particularly when using computer equipment in the Library and when handling hot drinks in the Coffee Room. Should you encounter a problem, or see a hazard in the library, it must be reported to the IT support staff member. If you are working in the Coffee Room there are specific health and hygiene regulations that must be followed and a training course that you must attend. A copy of these regulations is available in the Coffee Room at request from the Coffee Room manager Anne Crane.

First Aid Kits

There are 5 first aid kits located around the site:

Main Building

- A). In the first aid room on the ground floor
- B). Behind the main reception desk in the foyer area

Champion Centre / Leadership Academy Building

- C). On the ground floor in the little champions daycare office
- D). On the first floor in the coffee shop kitchen

Youth and Community Building

- E). Behind the main reception desk on the ground floor