

"THE SCHOOL OF INFORMATION RISK MANAGEMENT"



154 – 170 CANNON STREET ROAD
London, E1 2LH
Email: info@sirm.ac
Web: www.sirm.ac
Tel: 020 7791 5769
Fax: 020 77915761

TABLE OF CONTENTS

CONTENTS	PAGES
SIRM INTRODUCTION	3
SCHOOL MANAGEMENT	4
SECTION 1 (GUIDE TO PROGRAMS)	5 – 8
PGD ISA LEADS TO MSc CSM	5
PGD BS LEADS TO MBA	6
HNC/D COMPUTING LEADS TO BSC	7
HNC/D BUSINESS MANAGEMENT LEADS TO BBA	8
SECTION 2 (GENERAL INFORMATION)	9 – 11
ADMINISTRATIVE/ACADEMIC TEAM	9
COMMUNICATION	9
ATTENDANCE REQUIREMENTS & TERMINATIONS	9
ACADEMIC TIME TABLE	10
TEACHING & LEARNING FACILITIES	11
SECTION 3 (STUDENT DEVELOPMENT & SUPPORT)	11 – 12
FOUNDATION COURSE	11
COUNSELLING DEPARTMENT	11
ACADEMIC SUPPORT	11
ENGLISH LANGUAGE SUPPORT	11
STUDENT REPRESENTATIVE AND COMPLAINTS	12
STUDENT RECREATION	12
EVENTS	12
PLEASURE TRIPS	12
UNIVERSITY TRIPS	12
SECTION 4 (REGISTRATION AND PROGRESSION)	11 – 13
ADMISSIONS	12
COURSE COMMENCEMENTS	13
FEE SCHEDULE	13
INSTALMENT PLAN	13
FEE PAYMENT	12
REFUNDS	13
WITHDRAWAL	13
INTERRUPTION	13
ID CARD	13
ASSESSMENT & EXAMINATION	14
DEBTS	14
HOLIDAYS	14
SMOKING	14
MOBILE PHONES	14
ACCOMMODATION SERVICES	14
PICK & DROP SERVICES	14
OYSTER CARD	15
SECTION 5 (VISA GUIDANCE)	15
VISA EXTENSION	14
POST STUDY WORK TIER 1	15
SECTION 6 (RECEIPT CONFIRMATION)	16

SIRM INTRODUCTION

Welcome to the School of Information Risk Management. The School started teaching in February 2007 as a foundation to offer Post-graduate Academic qualifications in Information Risk Management and IT Governance to graduates or equivalent. SIRM provides a robust and extensive focus on the broader subject of Information Risk Management and IT Governance. In SIRM every entity exists to provide value for its students, while it is not intended to and does not replace value of other educational School; however we are more determined especially on Information security & Assurance and IT Governance. SIRM has developed Academic and professional Qualifications which utilizes the ISACA® and ISC² framework as its basis and produces highly skilled professionals with both Academic and professional qualifications. It is our goal that the School of Information risk management will be internationally recognised as a centre of excellence for research and teaching for those seeking to understand, theorise and tackle Information Risk Management and IT Governance.

SIRM AND ISACA®

In our first academic year, we have obtained alignment with the **Information Systems Audit and Control Association (ISACA)**. We are pleased to announce that we are the pioneer and only school in the UK which has alignment with ISACA. ISACA caters CISA and CISM professionals and SIRM provides training for these professional certifications. For more you may browse www.isaca.org.

SIRM has been granted **Sponsor License** under Tier 4 **Rated A** by UK Border and Immigration Agency. Students can now apply for student visa at relevant visa department such as British High Commission or Home Office to be able to study at SIRM. To view our school's name on the Sponsor Register, please log on to www.ukba.homeoffice.gov.uk.

SIRM AND ASIC

SIRM has been inspected and accredited by **Accreditation Service for International Colleges (ASIC)** for Stage 3. ASIC is an independent body whose aim is to improve and enhance standards of independent further and higher education institutions in the United Kingdom by the establishment of a system of accreditation. Please log on to www.asic.org.uk for more information.

SIRM AND QUEEN MARGARET UNIVERSITY

We also have a Partnership with Queen Margaret University, Scotland. QMU has approved and recognised our Postgraduate Diploma in Business Studies which has a progression route to QMU's **Master of Business Administration** program. Holders of SIRM's PgD in Business Studies can obtain MBA degree through this Partnership. For more please log on to www.qmu.ac.uk.

SIRM AND THE UNIVERSITY OF GLOUCESTERSHIRE

SIRM has a Memorandum of Understanding (MoU) with the University of Gloucestershire (UoG) for the admission of SIRM students. UoG has approved our Postgraduate Diplomas for managed progression to the following courses:

MSc Computing with Systems Security and Management
MSc Business Administration
MBA Business Administration

Holders of SIRM PgD in Information Security and Assurance (ISA) and PgD in Business Studies can apply to join the University of Gloucestershire for the courses listed above to obtain a full Masters degree. Students are required to fulfill the University admissions criteria to gain successful entry. The decision to admit students rests with the University of Gloucestershire. For more please log on to www.glos.ac.uk.

SIRM AND THE UNIVERSITY OF GREENWICH

Formerly SIRM had an **Articulation Agreement** with the School of Computing and Mathematical Science (CMS), the **University of Greenwich** (UoG), through which, SIRM Students holding Postgraduate Diploma in Information Security and Assurance (ISA) gained successful entry onto **MSc Computer Security and Audit (CSA)** at dissertation stage. Our first batch joined UoG in Sep 07 and produced 83% success rate in dissertation. SIRM most recent batch joined the University on 22nd September 2008 for Dissertation Submission. Upon successful completion, university will award full MSc degree to the successful candidates in May/June 2009. For more please log on to www.gre.ac.uk.

Additionally SIRM is accredited by Association of Computer Professionals (**ACP**), Organization of Tourism and Hospitality Management (**OTHM**) and International Student House (**ISH**). SIRM is also working in Partnership with **CRD** (Corporate Resource Development) through to teach HNC/HND (level 4 and 5) in Business Management and Computing and Diploma in Management Studies (level 7) which is awarded by **Edexcel**. For more information please browse our website at www.sirm.ac.

SCHOOL MANAGEMENT

Designation	Name	Email
President	Mr. Toaha Qureshi	president@sirm.ac
Principal	Ms. Jo Clemente	jo.clemente@sirm.ac
Registrar	Ms. Ajaratu Bangura	a.bangura@sirm.ac
Course Coordinator	Mr. Rehan UI Haque	r.haque@sirm.ac
Administrator	Miss. Asfa Taj	asfa@sirm.ac
Exam and Attendance Controller	Ms. Roma Galvan	roma.galvan@sirm.ac
HR Manager	Mr. Lamuel Ghann	l.ghaan@sirm.ac
Senior Admin Officer	Mr. Shafqat Mehmood	s.mehmood@sirm.ac
Asst Admin Officer	Mr. Mubashir Munir	m.munir@sirm.ac
Chief Inspecting Officer	Mr. Luciano Barbera	l.barbera@sirm-education.ac
Inspecting Officer	Mr. Andrew D Whittle	a.d.whittle@sirm-education.ac
Health & Safety Officer	Mr. Mubashir Munir	m.munir@sirm.ac
Information Officer / Receptionist	Miss. Chante Johnson	c.johnson@sirm.ac
IT Support Officer	Mr. Malik Imran Awan	i.malik@sirm.ac

LECTURERS AND COURSE COORDINATORS

Mr. Rehan UI Haq	S/Lecturer & Course Coordinator	r.haque@sirm.ac
Mr. Shahzad Ali	Lecturer and Assessor	s.ali@sirm.ac
Ms. Ijeoma Okani	Lecturer	i.okani@sirm.ac
Mr. Kolade Kolawole	Lecturer	k.kolawole@sirm.ac
Mr. Tahir Javed	Lecturer	education.master@yahoo.com
Mr. Chandima Dheeraseskara	Lecturer	cdheeraseskara@yahoo.co.uk
Ms. Gangadevi Jammula	Lecturer	gdjamm@googlemail.com
Mr. Hashim Hirani	Lecturer	hashimhirani@googlemail.com

EXTERNAL EXAMINER(S)

Dr. Darren Mundy – University of Hull
Dr. Martin Beer – Sheffield Hallam University
Mr. Harjinder Singh – University of Derby
Mr. Haralambos Mouratidis – University of East London
Ms. Claire Blanchard – Chester University, UK
Dr. Stephen Mark Hayler – Canterbury University, UK
Mr. Tony Wall – York St John University, UK

Section 1

GUIDE TO THE PROGRAMS

The handbook provides you with important information about your programme of study, contacts, and facilities and provides specific information on your programme of study.

May we wish you a very enjoyable and successful academic year.

POST GRADUATE DIPLOMA IN INFORMATION SECURITY AND ASSURANCE (PGD ISA) LEADING TO MSc COMPUTING WITH SYSTEMS SECURITY MANAGEMENT (CSM) (TOP UP)

This Postgraduate programme is a full-time course and requires minimum 15 hours study per week. Participants on this programme are registered initially as Postgraduate Diploma Leading to MSc students. Students can obtain a conditional offer letter by the university while studying PgD at SIRM, which is subject to the completion of SIRM PgD.

PROGRAMME DIRECTOR & COORDINATOR(S)

Mr. Rehan Haque
r.haque@sirm.ac

PROGRAMME LECTURER(S)

Ms. Ijeoma Okani
i.okani@sirm.ac

Mr. Kolade Kolawole
k.kolawole@sirm.ac

PROGRAMME STRUCTURE

POSTGRADUATE DIPLOMA LEADING TO MSc COMPUTING WITH SYSTEM SECURITY MANAGEMENT

This course is one year of duration and consists of three phases.

- Phase I: Postgraduate Certificate – (4 modules – 60 credits) – 4½ months
- Phase II: Postgraduate Diploma – (4 modules – 60 credits) – 4½ months
- Phase III: MSc – (Dissertation Only – 60 credits) – 3 to 6 months

Phase I and Phase II will be taught and Examined internally by SIRM at SIRM campus. According to the Quality Assurance Policies and Guidelines, SIRM also use External Examiner(s) to recheck our exam papers and send reports to the University upon request. Successful candidates will be able to complete the third phase at the **University of Gloucestershire**, in which they have to submit the dissertation. Upon successful completion of the third phase (dissertation), the University will award a full MSc degree. After the completion of PgC and PgD, an external moderator will join our exam board at SIRM campus to evaluate student's performance during 1st and 2nd phase of PgD at SIRM. Upon successful moderation, students will be awarded PgD ISA by SIRM and will be able to submit the dissertation at the University, which can take 3 – 6 months to get completed. University has a right to refuse the student entry for the submission of the dissertation. All students are required to full fill the entry requirements of the University at the time of applying MSc dissertation entry.

The programme follows the basic pattern of 120 credit points from taught course unit and 60 credit points from a dissertation. Each 15-credit course unit is designed to demand attendance of 80% minimum. The University will consider SIRM students who obtain good grades in the PgD for entry onto the dissertation phase in order to be awarded a full MSc degree. Your minimum marks in PgD shall be 60% to obtain entry at the University to submit the dissertation.

PgD Leading to MSc Modules:

1st Term (Phase I)

Module MIRM119 - IS Audit Process
Module MIRM113 - Information System Management
Module MIRM114 - Infrastructure and Operations of IS
Module MIRM115 - Security of IS Infrastructure

2nd Term (Phase II)

Module MIRM110 - Business Continuity and Disaster Recovery
Module MIRM116 - Software Engineering and Security Architecture
Module MIRM101 - Information Risk Management
Module MIRM118 - Scientific Writing & Research Methodology

Last Term (Phase III)

Module MIRM117 - MSc Dissertation

**POST GRADUATE DIPLOMA IN BUSINESS STUDIES (BS) LEADING TO
MASTER OF BUSINESS ADMINISTRATION (TOP UP)**

This Postgraduate programme is a full-time course and requires minimum 15 hours study per week. Participants on this programme are registered initially as Postgraduate Diploma Leading to MBA students. Students can obtain a conditional offer letter by the university while studying PgD at SIRM, which is subject to the completion of SIRM PgD.

PROGRAMME DIRECTOR(S)

Mr. Rehan Ul Haque
r.haque@sirm.ac

PROGRAMME LECTURER(S)

Mr. Tahir Javed
education.master@yahoo.com

Mr. Hashim Hriani
hashimhirani@googlemail.com

PROGRAMME STRUCTURE

POSTGRADUATE DIPLOMA LEADING TO MBA

This course is one year and 2 months of duration and consists of two phases.

- Phase I: Postgraduate Diploma – (5 modules – 75 credits) – 5 months
- Phase II: MBA – (3 Modules and Dissertation – 105 credits) – 9 months

Phase I and Phase II will be taught and Examined internally by SIRM at SIRM campus. According to the Quality Assurance Policies and Guidelines, SIRM also use External Examiner(s) to recheck our exam papers. Successful candidates will be able to complete the third phase at **Queen Margaret University**, in which they have to successfully complete further 3 modules and dissertation. After the completion of PgD, an external moderator will join our exam board at SIRM campus to evaluate student's performance during phase I of PgD at SIRM. Upon successful moderation, students will be awarded PgD Business Studies by SIRM and will be able to study further 3 modules and dissertation at the University, which can take 9 months for completion. University has a right to refuse the student entry for Top Up. All students are required to full fill the entry requirements of the University at the time of applying MBA entry. Upon successful completion of phase II, the University will award a full MBA degree.

The programme follows the basic pattern of 75 credit points from taught course unit and 105 credit points from a 3 modules and dissertation. Each 15-credit course unit is designed to demand attendance of 80% minimum. Queen Margaret University will consider SIRM students who obtain good grades in the PgD for entry onto MBA phase in order to be awarded a full MBA degree. Your minimum marks in PgD shall be 60% to obtain entry at Queen Margaret University.

PgD Leading to MBA Modules:

1st Term (Phase I)

Module MBA901- Marketing Management
Module MBA902- Human Resources Management
Module MBA903- Financial Analysis for Non-Financial Managers
Module MBA904- Operations Management
Module MBA905- Contextual Environment of Business

2nd Term (Phase II)

Module MBA906- Strategic Management
Module MBA907- Research Methods
Module MBA908- Creative Manager
Module MBA909- Project / Dissertation

2nd term (Phase II) will be conducted via distance learning at SIRM under the supervision of Queen Margaret University. Assessment will be done by assignments only. All international students, who have obtained student visa, must attend the school for 15 hours every week until they finish the entire program.

**HIGHER NATIONAL CERTIFICATE/DIPLOMA IN COMPUTING LEADING TO
BACHELOR OF SCIENCE IN COMPUTING (TOP UP)**

This Postgraduate programme is a full-time course and requires minimum 15 hours study per week. Participants on this programme are registered initially with Edexcel for HNC as a student. Students will be given a registration letter by Edexcel while studying HNC at SIRM.

PROGRAMME DIRECTOR(S) AND COORDINATOR(S)

Mr. Rehan UI Haque
r.haque@sirm.ac

PROGRAMME LECTURER(S)

Mr. Chandima Dheerasekara
cdheerasekara@yahoo.co.uk

Ms. Gangadevi Jammula
gdjamm@googlemail.com

PROGRAMME STRUCTURE

HIGHER NATIONAL CERTIFICATE/DIPLOMA COMPUTING LEADING TO BSc (HONS) COMPUTING

This course is 2 years of duration and consists of two phases.

- Phase I: Higher National Certificate – (10 modules) – 1 Year
- Phase II: Higher National Diploma – (6 Modules) – 8 to 12 Months

Phase I and Phase II will be taught by SIRM and assessed by Edexcel on basis of assignments. Each module should be studied for 10 weeks to be able to have an understanding and complete knowledge of the module.

HNC Modules:

Phase I

1st Term

Computer Platforms
Computing Solutions
Systems Analysis
Software Constructs and Tools
Networking

2nd Term

Data Analysis and Database Design
Human Computer Interface
End User Support
Computer Management
Business IT implementation Project

HND Modules:

Phase II

1st Term

Quality Management Principles
Communication Technology
Financial Systems Auditing

2nd Term

Multimedia and Internet Development
Advanced Business Information Technology
Project

HNC is known Level 4, which is equivalent to the first year of Bachelor degree program and HND is known as Level 5 the 2nd year of Bachelor degree program. Students completed HNC and HND can join various UK Universities to study the third year of BSc (Hons) in computing to gain full BSc degree. For university list please log on to www.edexcel.com.

HIGHER NATIONAL CERTIFICATE/DIPLOMA IN BUSINESS MANAGEMENT LEADING TO BACHELOR OF BUSINESS ADMINISTRATOR (TOP UP)

This Postgraduate programme is a full-time course and requires minimum 15 hours study per week. Participants on this programme are registered initially with Edexcel for HNC as a student. Students will be given a registration letter by Edexcel while studying HNC at SIRM.

PROGRAMME DIRECTOR(S) AND COORDINATOR(S)

Mr. Rehan UI Haque

r.haque@sirm.ac

PROGRAMME STRUCTURE

HIGHER NATIONAL CERTIFICATE/DIPLOMA BUSINESS MANAGEMENT LEADING TO BBA (TOP UP)

This course is 2 years of duration and consists of two phases.

- Phase I: Higher National Certificate – (10 modules) – 1 Year
- Phase II: Higher National Diploma – (6 Modules) – 8 to 12 Months

Phase I and Phase II will be taught by SIRM and assessed by Edexcel on basis of assignments. Each module should be studied for 10 weeks to be able to have an understanding and complete knowledge of the module.

HNC Modules:

Phase I

1st Term

Organizations and Behaviour
Organizations, Competition and Environment
Marketing
Managing Financial Resources
Legal and Regulatory Framework

2nd Term

Management Information Systems
Quantitative Techniques for Business
Business Strategy
Management Accounting
Managing Activities

HND Modules:

Phase II

1st Term

Managing self
Managing people
Managing information

2nd Term

Human resource management
Quality management
Marketing planning

HNC is known Level 4, which is equivalent to the first year of Bachelor degree program and HND is known as Level 5 the 2nd year of Bachelor degree program. Students completed HNC and HND can join various UK Universities to study the third year of BBA (Hons) in Business Administration to gain full BBA degree. For university list please log on to www.edexcel.com.

SECTION 2

GENERAL INFORMATION

2.1 ADMINISTRATIVE/ ACADEMIC TEAM

You are supported in your studies by a dedicated administrative & academic team.

2.2 COMMUNICATION

In order for your programme to run smoothly it is essential that you maintain good communication with the administrative & academic team in SIRM.

E-MAIL

Most of the information sent out by administrators and academics comes via your School of Information Risk Management e-mail address to your personal email e.g. abc@yahoo.com. It is your responsibility to ensure that you regularly check your e-mail accounts, if you believe that you are not receiving all relevant e-mails, please inform us at your earliest. General emails can be exchanged by the school at info@sirm.ac. You are also responsible to provide us your commonly used email address to receive and obtain information from the school. In case of wrong email address given, school shall not be held responsible for the loss and consequence.

NOTICE BOARDS

Other information is posted on relevant programme specific notice boards, which are located in front of the reception.

INTRANET

The School of Information Risk Management houses information on programme administration & course units and is accessible via the website www.sirm.ac.

CONTACT DETAILS

It is your responsibility to keep all contact details up-to-date on your file. If you change anything such as address, mobile/tel number and email address etc during the course of the academic year, you must inform the school's administration in writing. You can also notify this by emailing us at info@sirm.ac.

2.3 ATTENDANCE REQUIREMENTS & TERMINATIONS

Full time SIRM students are expected to be in London for the entire duration of the registration period.

According to the Home Office and Immigration rules students must have 80% attendance and attend minimum 15 hours of study per week. Those students, who do not attend the classes regularly, can be;

- Terminated from the course or School.
- Not allowed to sit in the exams or next semester.

Students can be terminated from the course, School or semester if;

- They are not paying their fee according to the agreed payment plan.
- They are absent from the class on regular basis.
- Their behaviour is not good with the School's staff or faculty.
- They provide false information about them to the School.
- They misuse the School name.

To fulfil the immigration rules, School will provide Non-Attendance student details to the Home Office after the 3rd and final notice.

School will reserve the place of any non-arrival student for 2 weeks only and will provide his/her details to the Home Office. Non-arrival student's seat will be transferred to other potential student after two weeks.

2.4 ACADEMIC TIMETABLE

Semester Dates / academic year / exam dates / time table

PgD ISA Leads to MSc CSM

PgD ISA – Group A (Final Term)

Intake	June/July 2009
Induction	06 th July 2009 (Monday)
Term Dates	06 th July to 11 th December 2009
Class Commencement Date	08 th July 2009
Teaching End Date	19 th November 2009
Examination date	01 st to 11 th December 2009
Semester End Date	11 th December 2009
Examination Results	On or Before 17 th December 2009
University Registration for Dissertation	January 2010

ON REQUEST OF THE STUDENTS, SIRM HAS EXTENDED THE TERM TIME FOR THE FINAL TERM. STUDENTS WILL JOIN THE UNIVERSITY FOR DISSERTATION SUBMISSION IN JANUARY 2010 INSTEAD OF SEPTEMBER 2009.

PgD ISA – Group B (1st Term)

Intake	June/July 2009
Term Dates	06 th July to 23 rd October 2009
Class Commencement Date	13 th July 2009
Teaching End Date	13 th October 2009
Examination date	19 th October 2009 to 23 rd October 2009
Semester End Date	23 rd October 2009
Examination Results	On or Before 20 th November 2009

PgD ISA – Group B (2nd Term)

Intake	October 2009
Term Dates	29 th October 2009 to 12 th March 2010
Class Commencement Date	02 nd November 2009
Teaching End Date	23 rd February 2010
Examination date	01 st March 2010 to 12 th March 2010
Semester End Date	12 th March 2010
Examination Results	On or Before 02 nd April 2010

PgD BS Leads to MBA

PgD Business Studies – Group A (Old (Feb 09) and New (June 09) Together)

Intake	June/July 2009
Term Dates	06 th July to 11 th December 2009
Class Commencement Date	13 th July 2009
Teaching End Date	24 th November 2009
Examination date	01 st to 11 th December 2009
Semester End Date	11 th December 2009
Examination Results	On or Before 17 th December 2009
University Registration	January 2010

All five modules will be taught and examined from July 2009 to December 2009. Successful students will be joining the University for MBA (Top Up) in January 2010 intake.

HNC Computing Leads to BSc (Hons) Computing

HNC Computing – Group A (1st Term)

Intake	June/July 2009
Term Dates	06 th July to 24 th September 2009
Class Commencement Date	15 th July 2009
Teaching End Date	03 rd September 2009
Examination date	14 th to 24 th September 2009
Semester End Date	24 th September 2009
Examination Results	On or Before 30 th October 2009

HNC Computing – Group A (2nd Term)

Intake	September 2009
Term Dates	29 th September to 12 th February 2010
Class Commencement Date	07 th October 2009
Teaching End Date	21 st January 2010
Examination date	01 st to 12 th February 2010
Semester End Date	12 th February 2010
Examination Results	On or Before 26 th February 2010

NOTE: The above-mentioned dates are subject to change at any time with out any notice. Where the exact dates are not mentioned, we will inform you well before the time by email or written notice. Please keep on checking our notice board for all updated information.

2.5 TEACHING & LEARNING FACILITIES

LIBRARY

Library can be used during 09:00 am to 05:30pm. Books can be borrowed for short loans only i.e. - 2 days. The details can be given to the administration office if a book needs to be lent. Books have to be returned on the due dates to avoid fines, which are 50p per day. Please consult the Admin Officer for more details.

Students will get their ISACA[®] membership details within the first 10 days of the semester, which will allow them to use online library. They will be able to access all the relevant material possible. It will also permit them admission to the ISACA[®] London chapter through which they can enrol for meetings and workshops and gain exposure. For more please visit www.isaca.org.

COMPUTING FACILITY

Students will be given a user name and password to access the computer laboratory during the registration week. If you don't receive the required ID and Password after first week of your class commencement, please email us at info@sirm.ac to obtain the required information.

PRINTING FACILITY

To utilize the provision all the students need to email your documents at info@sirm.ac to obtain print material. You can also request for prints from your USB. £0.05 charge per paper will be applicable.

SECTION 3

STUDENT DEVELOPMENT & SUPPORT

3.1 FOUNDATION COURSE

Those students, who do not have relevant background to their proposed course, will be offered classed for foundation course to keep them in power with the others. It's a new and upcoming field of study because of which we feel every one should be given an opportunity to work towards advancement.

It is also recommended to take up the Foundation Course as it allows the student to settle in the UK since they are already aware of the subject and would have enough time to adjust and study both. This programme is only available for PgD students and of 3 months duration. SIRM is offering this programme free of cost.

3.2 COUNSELLING DEPARTMENT

The counselling service is available for all students. It will provide confidential counselling for anyone who wants help with personal or academic problems affecting their work or well-being. There are four panellists and you can choose any one who you feel comfortable with. You can fix an appointment by dropping an e-mail and settling a date, which is convenient for both you and the counsellor. You can change your counsellor when you require doing so.

3.3 ACADEMIC SUPPORT

If you are encountering problems with your academic work then you should seek help and advice from the Programme Directors, Counselling panellists, or the Registrar.

3.4 ENGLISH LANGUAGE SUPPORT

All PgD students are required to have English proficiency to study the proposed course successful. SIRM and the University accept IELTS 6.0 or your most recent university/college letter stated that the

medium of language was English. SIRM provide English language support by conducting on campus classes for up to three months with minimum charge. Those who wish to start English language classes at SIRM please give your details to the admin officer and we will inform you about your English classes along with the timetable.

3.5 STUDENT REPRESENTATIVES & COMPLAINTS

Student Representation on the programme committees is decided by informal discussions amongst the student body for your programme. If a decision cannot be taken about representation then election may be held. Two student representatives per programme should be chosen (one male, one female) unless in the case of small programmes where one will suffice. Collective complaints should be reported through your student representatives to the administration office or the registrar. Complaints can also be sent by email at complaints@sirm.ac.

3.6 STUDENT RECREATION

There is a common room located on the same floor at the backside, which can be used for break, meals and refreshments. All students are required to keep your common room clean and tidy at all times. We have provided a TV. Please do not touch the TV or any other electrical goods and ask SIRM admin staff if such thing is required such as changing channel or volume.

3.7 EVENTS

Christmas/End of year/ Graduation Events

Across the academic year a series of further events will be held. Information will be circulated about these events closer to the time. Last two events were held on 22nd October 2007 and 18th September 2008 which were Graduation Ceremonies for PgD students.

3.8 PLEASURE TRIPS

SIRM will introduce the pleasure trips to Europe, which will be much cheaper than a normal self-trip. Our students will be allowed to take advantage for being a student and get discounted rates to traveling with in and out side the UK (Terms and Conditions Apply). Students will have to pay for the trip and School will support in getting the appropriate visas, transport and accommodation. Terms and conditions of the trip will be provided as and when required. We encourage all students to participate in the social trips to get to know each other well and the lecturer can recommend the good participant's performance, which can affect your marks in the exams.

3.9 UNIVERSITY TRIPS

SIRM gives an opportunity to its students to visit the university to be familiar with its faculty, management, campus and much more. SIRM will arrange your visit in due course and will inform you one week prior to the visit date.

SECTION 4

REGISTRATION AND PROGRESSION

4.1 ADMISSIONS

Admission is contingent upon meeting the requirements and standards. Students are required to provide the followings at the time of registration / enrolment;

1. Filled and Signed Application form.
2. 2 passport sized pictures with white background.
3. Copy of a valid passport.
4. Copy of valid student visa (Not required if, British or EU National or applying for Student visa from overseas).
5. Fee deposit
6. True copies of previous educational documents.
7. Proof of work experience, if applicable.

No student will be admitted to any programme unless the Admissions Registrar is satisfied that the student's previous education will enable him/her to benefit from the proposed programme.

School registrar will make the fee schedule for those who are paying in instalments. Admission will remain incomplete and students will not be allowed to join the classes unless they have signed the admission form, School policy form and provided all the required documents. Students are requested to read the Policies, Rules & Procedure section and follow them.

REGISTRATION

Registration takes place at the beginning of new academic intake. You need to provide your complete details in order to be eligible to use college facilities.

4.2 COURSE COMMENCEMENT

Course will be conducted at the minimum availability of 10 students. School reserve the rights to;

- Cancel the course
- Defer the course
- Make any changes in;
 - Course duration
 - Course fee
 - Course syllabus

The above mentioned changes can be made any time with out notice.

4.3 FEE SCHEDULE

Fee can be paid in full or instalments. Those who will pay the full fee at once are entitled to get 5% discount on the total fee. School fee can be paid in the shape of banker's Draft or cheque payable to "The School of Information Risk Management" or by cash.

4.4 INSTALMENT PLANS

Those students, who cannot pay the tuition fee in one go, have been given an option to choose their instalment plan in order to pay the fee. You will need to contact school's Registrar to obtain a fee payment plan. You are recommended to discuss the instalment plan during the registration week to make use of this facility.

4.5 FEE PAYMENT

Those students, who are paying their fee in instalments will be issued a reminder letter well before the instalment due date. Those, who do not pay the fee on or before their instalment date, will not be allowed to sit in the exams and will be charged £2 per day till the balance is not paid.

4.6 Refunds

Once the fee is submitted to the School, registration fee is non-refundable, which is £100 and any other fee such as ACP membership fee, University reg fee. Once the visa has been obtained from the relevant department such as BHC and Home Office, fee will be completely non-refundable.

4.7 WITHDRAWAL

If you considering leaving (withdrawing) from your programme, please contact school management immediately. We may be able to present an alternative arrangement on your situation and will certainly be able to offer advice on how to proceed.

If, for whatever reason, you have firmly decided to withdraw from the Programme, you must inform your Admin Dept who will arrange for the relevant paperwork to be completed. We also inform Home Office if such activity has taken place. Please be aware that if school is able to conduct the course successfully, you can not claim the refund if you wish to withdraw the course. You will also be liable to pay the balance fee payment in case of course withdrawal if you are paying fee in instalments.

4.8 INTERRUPTION

If you are considering taking break from your studies (interrupting) for whatever reason, please email your application to the Principal @ jo.clemente@sirm.ac along with valid reason and evidence (if applicable) to gain approval for holidays/break. Interrupting your studies will need approval and the implications of any interruption (including financial) need to be carefully thought through.

Once an interruption has been approved you will be contacted by the college with details of the terms of the interruption and the return date. It is your responsibility to ensure you keep in contact with SIRM throughout the period of interruption and update with any details, which may affect your return.

4.9 ID CARD

The ID will be given during the registration week. It is important to keep your School ID card with you at all times when you are in the School premises. You must show your card to any staff member if requested. Student can be asked to leave the premises if unable to show a valid ID card. ID card will be issued on term/annual base.

4.10 ASSESSMENT AND EXAMINATION

Date sheet will be given 2 weeks before the exam start date. Only those, who fail or absent in exams can re-sit in next exams, with prior permission. A valid reason with proof will be required for not taking the exams on first place and £50 will be charged against each module to re-sit in the exams. To ensure Quality Standards, SIRM use External Examiner(s).

TYPES OF ASSESSMENT

Across the course units you will undertake various types of assessment such as written course work, oral presentations, reports, quizzes, examinations or essay writing.

REGULATIONS

It is your responsibility to ensure that you are fully aware of these regulations. If you are unclear regarding any aspect of the regulations then seek advice from your Programme director or the registrar.

The Passing Criteria – below 50%- FAIL

MARKING CRITERIA:

- Quizzes (10%) – Unannounced quizzes will be conducted which covers the topics of previous classes
- Midterm Exam (20%) – Scheduled in the middle of the module.
- Assignment (20%) – Includes all theoretical and practical features.
- Final Exam (50%) – Comprises of the entire syllabus.

COURSEWORK SUBMISSIONS

Any student, who submits a piece of assessed coursework after the submission deadline, without being granted an extension by the lecturers, will receive a mark of zero.

4.11 DEBTS

Students will not be able to graduate should they owe the College money in the form of tuition fees, or other costs such as library fines etc.

4.12 HOLIDAYS

Dates are subject to change but holidays at the School are given as follows:

Easter Holidays – 3rd April 2009 to 20th April 2009

Bank Holiday – 4th and 25th May 2009

Christmas, Boxing and New Year Holidays – 18th December 2009 to 10th January 2010

No one is allowed to take holidays during term time period. Under exceptional circumstances, you can take holidays during term time with prior permission. You are required to submit a written request to the Registrar if you wish to do so and shall provide valid reason along with proof.

4.13 SMOKING

Smoking is not allowed anywhere in the School's premises. Student will be liable to pay £50 charge if caught while smoking within the premises.

4.14 MOBILE PHONES

It is important for all students to maintain silence in Computer laboratory, class rooms and the Library. Mobile Phones should be kept switched off or on silent at all times when you are in the premises.

4.15 ACCOMMODATION SERVICES

SIRM provides accommodation services to all international students. SIRM is a member of International Student House (ISH). ISH provides affordable accommodation to all international students. Please show your SIRM ID card while applying with ISH for accommodation services. For more information please contact SIRM management. ISH can be contacted on www.ish.org.uk.

4.16 PICK AND DROP SERVICES

SIRM provides pick & drop services to all international students from London Airports only such as Heathrow, Gatwick and Stansted. Please contact SIRM administrations for more details and further assistance.

4.17 OYSTER CARD

SIRM is registered with Transport for London (TfL) for Student Discount Oyster Card Scheme. Please contact SIRM Admin Office to obtain Oyster Form.

Section 5

VISA EXTENSION

SIRM will help students in getting further leave to remain as a student in the United Kingdom if their visa is expiring before the course completion. No extra charge will be taken and the service will be provided free of cost, however students will be required to pay visa fee to the Home Office for visa extension which currently is £295 (by post) and £500 (in person). Students will require providing the followings to support the FLR (S) application:

- Previous study performance along with progress report and attendance.
- Bank Statement showing £1600 minimum balance available for the past 28 days.
- Filled and Signed FLR (S) application form.
- 2 passport size pictures.
- Visa fee
- Current School letter.

Please keep browsing Home Office website (www.ukba.homeoffice.gov.uk) for updated information.

POST STUDY WORK PERMIT UNDER TIER 1

Student completing UK Postgraduate Qualification at a UK institution can obtain Post Study Work Permit for 24th Months with in 24 months with in 12 months from the completion of their course – Non EU graduates who completed and acquired a degree and Master's degree on or after 1st May 2007 to work in the UK for up to two years. They will have an opportunity to continue to do so, on completion of the period providing they can satisfy relevant requirements of appropriate immigration category.

For more details please log on to www.ukba.homeoffice.gov.uk.

NOTE: Please revert back to us if you have any confusion about this handbook or the information provided. If you don't find your desired information in this book, please email us cant.find@sirm.ac and we shall respond you as soon as possible. While contacting us by email, phone or in person, please have your school reference number handy to enable us to retrieve your details from the system. For more information you may also browse our website at www.sirm.ac.



**SCHOOL OF INFORMATION
RISK MANAGEMENT**

Date: _____

School Reference Number: _____

Complete Name: _____

Complete Address (UK): _____

Tel: _____ Mobile: _____

Email: _____

I hereby confirm the receipt of SIRM Course Hand Book (**Ref: SCH-0709**) and also confirm that the book will be read and understood. I will abide by the rules, guidelines and procedures and will be responsible for SIRM's actions against me in case if I breach their rules and policies.

Signature: _____

For SIRM use only (Please do not write under this line)

The School of Information Risk Management
3rd Floor, 154-170 Cannon Street Road
London, E1 2LH, United Kingdom
Email: info@sirm.ac – Web: www.sirm.ac
Tel: 020 7791 5769 – Fax: 020 7791 5761