PLYMOUTH MARJON UNIVERSITY
PARTNERING

LAAT
London Academy For Applied Technology

Student Handbook

2026

Your guide to studying, support and student life at LAAT

Tower Bridge | Brentford | Croydon

www.laat.ac.uk · info@laat.ac.uk · 020 3838 2693

Contents

Chapter 1: Introduction 3
Section 1.1: Welcome from the Dean 3
Section 1.2: Institute's Mission, Vision, and Values 4
Chapter 2: General Information 5
Section 2.1: Overview of the Institute 5
Section 2.2: Campus Facilities and Services 5
Section 2.3: Contact Information 5
Chapter 3: Academic Information 7
Section 3.1: Academic Calendar 7
Section 3.2: Course Structures and Requirements 7
Section 3.3: Credit System 7
Section 3.4: Progression Requirements 8
Section 3.5: Assessment and Examination Procedures 8
Section 3.6: Grading System 8
Section 3.7: Academic Integrity and Plagiarism Policies 9
Chapter 4: Student Support Services 12
Section 4.1: Academic Advising 12
Section 4.2: Personal Counselling 12
Section 4.3: Disability Support 13
Section 4.4: Health and Wellness Resources 13
Section 4.5: Financial Aid and Scholarships 13
Chapter 5: Library and IT Services 14
Section 5.1: Library Resources and Access 14
Section 5.2: Accessing Library Resources 14
Section 5.3: Borrowing and Returning Materials 15
Section 5.4: Library Conduct 15
Section 5.5: IT Support and Services 15
Section 5.6: Computer Labs and Equipment 15

Section 5.7: Student Email and Online Platforms 16
Section 5.8: Online Learning Platform 16
Section 5.9: Student Portal 16
Chapter 6: Student Life 17
Section 6.1: Student Unions and Societies 17
Section 6.2: Sports and Recreational Facilities 17
Section 6.3: Campus Events and Activities 18
Section 6.4: Workshops and Seminars 18
Chapter 7: Policies and Regulations 19
Section 7.1: Code of Conduct 19
Section 7.2: Attendance Requirements 20
Section 7.3: Disciplinary Procedures 23
Section 7.4: Complaints and Appeals Processes 23
Section 7.5: Withdrawal Policies 25
Institutional Withdrawal 26
Section 7.6: Extenuating Circumstances 28
Chapter 8: Safety and Security 31
Section 8.1: Emergency Procedures 31
Section 8.2: Campus Security Services 32
Section 8.3: Health and Safety Guidelines 32
Section 8.4: Personal Safety Tips 33
Chapter 9: Equal Opportunities and Diversity 34
Section 9.1: Equality, Diversity, and Inclusion Policies 34
Chapter 10: Additional Resources 36
Section 10.1: Career Services 36
Section 10.2: Alumni Relations 37
Section 10.3: External Links and Resources 37

Chapter 1: Introduction

Section 1.1: Welcome from the Dean

Dear Students,

Welcome to the London Academy for Applied Technology (LAAT). We are thrilled to have you join our dynamic community, where innovation and excellence are at the forefront of everything we do. Your journey with us marks the beginning of an exciting chapter filled with opportunities for learning, growth, and discovery.

At LAAT, we are committed to providing a supportive and inclusive environment that fosters intellectual curiosity and personal development. Our dedicated faculty and staff are here to guide and inspire you as you navigate your academic pursuits and prepare to make meaningful contributions to the world.

We encourage you to take full advantage of the resources and opportunities available to you. Engage actively in your studies, participate in extracurricular activities, and connect with your peers and mentors. Remember, your time here is not just about acquiring knowledge but also about building relationships and experiences that will shape your future.

Once again, welcome to LAAT. We look forward to supporting you on this transformative journey and celebrating your achievements along the way.

Warm regards,

Manoj Ponugubati

Dean, London Academy for Applied Technology



Section 1.2: Institute's Mission, Vision, and Values

Our Mission

To empower students with cutting-edge knowledge and skills in advanced technology, preparing them to become leaders and innovators in a rapidly evolving global landscape.

Our Vision

To be a premier institution recognised for excellence in education, research, and collaboration, driving technological advancements that benefit society.

Our Values

- **Innovation:** Encouraging creative thinking and the pursuit of new ideas.
- **Excellence:** Striving for the highest standards in education and research.
- **Inclusivity:** Fostering a diverse and supportive community where everyone can thrive.
- **Integrity:** Upholding honesty, transparency, and ethical practices in all our endeavours.
- **Collaboration:** Promoting partnerships and teamwork to achieve shared goals.

These guiding principles form the foundation of our community and shape our approach to education and research. We are dedicated to creating an environment where every member can excel and contribute to the advancement of technology and society.

Chapter 2: General Information

Section 2.1: Overview of the Institute

Established in 2019, the London Academy for Applied Technology (LAAT) is dedicated to making knowledge accessible and affordable to all. Our mission is to educate leaders who make a difference in the world. We offer a range of programmes, including self-funded courses, short courses, and apprenticeship programmes, designed to equip students with practical skills and knowledge in various fields.

Section 2.2: Campus Facilities and Services

LAAT operates across three locations: Tower Bridge Business Centre, 46-48 East Smithfield, London E1W 1AW; Brentside Executive Centre, Great West Road, Brentford TW8 9DR; and the Croydon Campus, 3 Edridge Road, Croydon CR0 1EG.

Each campus is equipped with modern classrooms, computer laboratories, and dedicated study areas designed to enhance your learning experience. Students also benefit from access to a range of online learning platforms and digital resources to support their studies both on and off campus.

In addition, LAAT offers comprehensive student support services, including academic advice, career guidance, and personal development support, ensuring that students receive the assistance they need to achieve their academic and professional goals.

Please note, we will be moving to a permanent campus in 12 months, within Greater London. Further details of this change will be communicated in due course.

Section 2.3: Contact Information

For general enquiries or assistance, please reach out to us through the following channels:

Email: info@laat.ac.uk **Phone:** 020 3838 2693 **Website:** **www.laat.ac.uk**

Our administrative office is located at 46-48 East Smithfield, London E1W 1AW. Office hours are from 10:00 AM to 6:00 PM, Monday to Friday. For the latest updates and information, follow us on social media:

- **Facebook:** https://www.facebook.com/profile.php?id=100076884966057

- **Instagram:** https://www.instagram.com/laat_uk/
- **LinkedIn:** https://www.linkedin.com/company/london-academy-of-applied-technology/

We encourage you to reach out with any questions or concerns you may have during your time at LAAT.

Chapter 3: Academic Information

Section 3.1: Academic Calendar

The London Academy for Applied Technology (LAAT) academic calendar is based on the below terms, with 3 intakes on most courses occurring in January, May and September:

- **Autumn Term:** September to January
- **Spring Term:** January to May
- **Summer Term:** May to August

Each term spans approximately 14 weeks (with 12 weeks dedicated to teaching), with breaks in between to allow students time for rest and independent study. Specific dates, including holidays and examination periods, are published annually on the LAAT website and communicated via the student portal (MS Teams) and Moodle (VLE).

Section 3.2: Course Structures and Requirements

LAAT offers a variety of programmes designed to equip students with practical skills and knowledge in applied technology. Each programme has a defined structure, including core modules, elective modules*, and, where applicable, practical components such as labs or workshops.

Programme Components:

- **Core Modules:** Mandatory modules that provide foundational knowledge essential to the discipline.
- **Elective Modules:** Optional modules allowing students to tailor their learning to specific interests within the field (*These are only available on selected courses).
- **Practical Components:** Hands-on experiences, including laboratory sessions, workshops, or industry placements, designed to apply theoretical knowledge.

Section 3.3: Credit System

LAAT utilises the Credit Accumulation and Transfer Scheme (CATS), common in UK higher education. Typically, a full-time undergraduate student completes 120 credits per academic year, with modules mostly valued at 20 credits and some modules at 40 credits based on their workload and complexity and partnering university structures.

Section 3.4: Progression Requirements

- **Attendance:** Regular attendance in lectures, seminars, and practical sessions is mandatory. The lecture sessions will be a combination of face-to-face and virtual.
- **Assessments:** Students must complete all assessments, including coursework, projects, and examinations, as outlined in the module specifications.
- **Minimum Pass Marks:** A minimum mark of 40% is required to pass undergraduate modules, while 50% is typically required for postgraduate modules. The components of coursework and exams within a module will have a lower threshold for pass mark, usually 30% for undergraduate modules and 40% for postgraduate modules.

Section 3.5: Assessment and Examination Procedures

Assessment Methods:

LAAT employs a variety of assessment methods to evaluate student learning, including:

- **Coursework:** Essays, reports, and projects completed during the term.
- **Practical Assessments:** Laboratory work, presentations, and group projects.
- **Examinations:** Formal written or oral exams conducted at the end of a module or term.

Examination Regulations:

- **Timetables:** Examination schedules are released at least four weeks prior to the examination period.
- **Conduct:** Students must adhere to the examination regulations, including arriving on time, bringing necessary identification, and following invigilator instructions.
- **Extenuating Circumstances:** If a student experiences significant issues affecting their performance, they must inform the Examinations Office as soon as possible, providing appropriate evidence.

Policy - Assessment_Practices_and_Feedback_Policy

Section 3.6: Grading System

LAAT follows the standard UK grading scale:

- **First Class (70-100%):** Excellent understanding and application of material.
- **Upper Second Class (60-69%):** Good understanding with minor errors or omissions.
- **Lower Second Class (50-59%):** Satisfactory understanding with several errors or omissions.
- **Third Class (40-49%):** Basic understanding with significant errors or omissions.
- **Fail (0-39%):** Insufficient understanding of the material.

Specific programmes may have additional grading criteria or requirements, detailed in the programme handbook which are adopted from the partnering university or a Professional body accrediting the relevant course which supersede LAAT's guidelines.

Section 3.7: Academic Integrity and Plagiarism Policies

Academic Integrity & Academic Misconduct

LAAT is committed to upholding academic integrity across all programmes. All students are expected to produce work that is honest, original, and properly referenced. Academic integrity means taking responsibility for your own work and treating the contributions of others with appropriate respect.

What is Academic Misconduct?

Academic misconduct is any act — whether intentional or reckless — that misrepresents a student's work or gives an unfair academic advantage. This includes:

- **Plagiarism** - submitting another person's work as your own without acknowledgement
- **Collusion** - working with others on an individually assessed task without permission
- **Contract cheating** - submitting work produced by a third party, including essay mills
- **AI misuse** - using AI tools in ways not permitted by the assessment brief or without an AI Use Statement where required
- **Self-plagiarism** - resubmitting your own previously submitted work
- **Fabrication** - inventing or falsifying data, sources, or evidence
- **Examination misconduct** - use of prohibited materials or impersonation

Minor or unintentional breaches (such as incomplete referencing) may be treated as **poor academic practice** and addressed through guidance and support rather than formal proceedings.

The Process

Suspected misconduct is reviewed initially by your Programme Leader. Depending on the nature and severity, it may be resolved informally or escalated through the following stages:

1. Allegation identified and evidence gathered
2. Initial review by the Programme Leader
3. Formal investigation by a senior academic
4. Academic Misconduct Panel (for serious or repeated cases)
5. Appeal (available on defined grounds)
6. External review by the Office of the Independent Adjudicator (OIA)

You will be notified in writing at each stage, given the opportunity to respond, and may be accompanied by a friend or representative (not acting in a legal capacity) at any formal meeting.

Penalties

Sanctions are proportionate and applied on a rising tariff (A1 through D):

- **Level A1** (first minor plagiarism): capped mark or zero with resubmission rights
- **Level A2** (first collusion/self-plagiarism): zero with resubmission; module uncapped
- **Level B** (serious or repeat of A): zero with resubmission; module capped
- **Level C** (pre-meditated dishonesty or repeat of B): zero, module cap, and suspension for one academic year
- **Level D** (repeat of C or most serious cases): zero and immediate expulsion

Use of Artificial Intelligence

AI misuse is treated as a form of academic misconduct. Assessment briefs will specify whether and how AI tools may be used. Where permitted, students must include an **AI Use Statement** and are advised to retain version histories of their work.

Support and Guidance

LAAT provides academic integrity workshops, referencing training, and AI literacy sessions. Guidance is also available through your Student Handbook and the VLE. If you are unsure whether your approach to an assessment is appropriate, speak to your Module Tutor or Programme Leader before submission.

For any programme-related queries or support, please contact:

- **Mr Amarjeet Singh**, Programme Leader
  Email: amarjeet.singh@laat.ac.uk
- **Mr Abu Nayem**, Assistant Programme Lead
  Email: abu.nayem@laat.ac.uk
- **Mr Pulkit Sharma**, Assistant Programme Lead
  Email: pulkit.sharma@laat.ac.uk

This section should be read alongside the AI Use in Assessment Policy and the Assessment Practices and Feedback Policy.

A copy of the full **Academic Integrity & Academic Misconduct Policy** is available for reference via the link below:

LAAT Academic Integrity & Academic Misconduct Policy.docx

Chapter 4: Student Support Services

At the London Academy for Applied Technology (LAAT), we are committed to providing comprehensive support services to ensure your academic success and personal well-being. Our dedicated teams are here to assist you throughout your educational journey.

Section 4.1: Academic Advising

Our academic advisors are available to guide you in:

- **Course Selection:** Assisting in choosing modules that align with your interests and career goals.
- **Degree Planning:** Helping you map out your academic trajectory to fulfil programme requirements.
- **Academic Challenges:** Providing strategies to overcome obstacles and improve performance.

To schedule an appointment, contact us at info@laat.ac.uk or call 020 3838 2693.

Section 4.2: Personal Counselling

We understand that personal challenges can impact your academic experience. Our confidential counselling services offer support for:

- **Mental Health:** Addressing issues such as anxiety, depression, and stress management.
- **Personal Development:** Enhancing skills like time management and resilience.
- **Crisis Intervention:** Providing immediate assistance during personal emergencies.

Appointments can be arranged by emailing our Safeguarding Lead, Mr Jai Sharda, at Jai.Sharda@laat.ac.uk**.** Alternatively, you may visit the Student Support Centre or speak with one of our Academic Coordinators or members of the teaching staff. They will be happy to direct you to the appropriate person or service to ensure you receive the support you need.

Section 4.3: Disability Support

LAAT is dedicated to creating an inclusive environment. Our Disability Support Services provide:

- **Accessibility Resources:** Ensuring campus facilities and materials are accessible to all students.
- **Academic Accommodations:** Arranging necessary adjustments for assessments and lectures.
- **Assistive Technology:** Offering tools to support diverse learning needs.

For assistance, reach out to info@laat.ac.uk or visit the Disability Services Office.

Section 4.4: Health and Wellness Resources

Your health and well-being are paramount. We offer:

- **Wellness Workshops:** Programmes focusing on nutrition, exercise, and mental health.
- **Peer Support Groups:** Opportunities to connect with fellow students facing similar challenges.

For more information, contact info@laat.ac.uk

Section 4.5: Financial Aid and Scholarships

We strive to make education affordable through:

- **Scholarships:** Merit-based awards recognising academic excellence.
- **Bursaries:** Need-based assistance to support students facing financial challenges.
- **Financial Counselling:** Guidance on budgeting, managing expenses, and exploring additional funding sources.

To learn more or apply, email info@laat.ac.uk

By utilising these support services, you can enhance your academic experience and personal development at LAAT. We encourage you to reach out proactively to make the most of the resources available to you.

Chapter 5: Library and IT Services

At the London Academy for Applied Technology (LAAT), we are committed to providing comprehensive library and IT services to support your academic journey. Our resources are designed to facilitate enhanced learning and ensure seamless access to information and technology.

Students on most of our courses will have access to the awarding university learning resources through electronic access to the institution library. Upon completion of enrolment and fulfilling all the requirements set by the university during enrolment, you will gain access to the university's learning resources. The university induction also offers an insight on how to access these and who to approach, should you have trouble accessing the resources.

Section 5.1: Library Resources and Access

Library Collections

In addition to the partner university's library collections, LAAT provides a diverse collection of resources, including:

- **Print Materials:** A vast selection of books, journals, and magazines across various disciplines.
- **Electronic Resources:** Access to e-books, e-journals, and online databases to support your research and studies.
- **Special Collections:** Unique and rare materials that provide valuable insights into specialised fields.

Section 5.2: Accessing Library Resources

Students can access library resources both on-campus and remotely:

- **On-Campus Access:** Visit the library during operational hours to utilise physical resources and study spaces.
- **Remote Access:** Use the library's online portal to access electronic resources anytime, anywhere.

Section 5.3: Borrowing and Returning Materials

To borrow materials:

- **Loan Periods:** Standard loans are for three weeks, with options to renew if items are not requested by others.
- **Returns:** Items can be returned at the library's main desk or via designated drop boxes located around campus.

Section 5.4: Library Conduct

We strive to maintain a conducive study environment. Users are expected to adhere to the library's code of conduct, which includes:

- **Respectful Behaviour:** Treat fellow users and staff with courtesy.
- **Noise Levels:** Maintain silence in designated quiet zones and use group study areas for discussions.
- **Food and Drink:** Consumption is permitted only in specified areas to ensure cleanliness.

Section 5.5: IT Support and Services

IT Helpdesk

Our IT Helpdesk is available to assist with:

- **Technical Support:** Troubleshooting hardware and software issues.
- **Account Assistance:** Help with student portal and email access.
- **Software Installation:** Guidance on installing university-licensed software.

Section 5.6: Computer Labs and Equipment

LAAT provides state-of-the-art computer labs equipped with:

- **High-Performance Equipment:** Loaded with essential software for various courses.
- **Printing and Scanning Facilities:** Available across campus.

Wi-Fi Access

Stay connected with campus-wide Wi-Fi:

- **Network Name:** LAAT_Student
- **Login Credentials:** Use your student ID and password to connect.

Section 5.7: Student Email and Online Platforms

Student Email

Upon enrolment, each student is provided with a LAAT email ID in addition to any partner university email account:

- **Format:** firstname.lastname@laat.ac.uk
- **Usage:** Official communications from the university will be sent to this address.

Section 5.8: Online Learning Platform

Our virtual learning environment (VLE) offers:

- **Course Materials:** Access lecture notes, readings, and multimedia content.
- **Assignment Submission:** Submit coursework and receive feedback online.
- **Discussion Forums:** Engage with peers and instructors through interactive forums.

Section 5.9: Student Portal

The student portal is your gateway to:

- **Academic Records:** View grades, transcripts, and enrolment status.
- **Financial Information:** Access tuition statements and payment options.
- **Personal Details:** Update contact information and manage privacy settings.

For assistance with any library or IT services, please contact the support desk at itsupport@laat.ac.uk or call 020 3838 2693.

Chapter 6: Student Life

At the London Academy for Applied Technology (LAAT), we believe that a vibrant student life is essential for personal growth and a well-rounded educational experience. We offer a variety of opportunities for students to engage, connect, and thrive beyond the classroom.

Section 6.1: Student Unions and Societies

Student Union

Our Student Union is the heart of student representation and activity at LAAT. Led by elected student representatives, the Union advocates for student interests, organises events, and provides support services. It serves as a platform for students to voice their opinions and initiate change within the institution.

Societies

Joining a society is an excellent way to meet like-minded individuals and explore new interests. LAAT offers a diverse range of student-run societies, including:

- **Academic Societies:** Enhance your learning experience by engaging with peers in your field of study.
- **Cultural Societies:** Celebrate and share your cultural heritage with the campus community.
- **Special Interest Societies:** From gaming to environmental activism, there's something for everyone.

If you have a passion that isn't represented, the Student Union supports the creation of new societies to cater to emerging interests.

Section 6.2: Sports and Recreational Facilities

Sports Clubs

Physical activity is vital for maintaining a healthy lifestyle. LAAT offers various sports clubs catering to different interests and skill levels:

- **Team Sports:** Join our football, basketball, or volleyball teams to compete in local leagues.

- **Individual Sports:** Participate in tennis, badminton, or martial arts sessions.
- **Fitness Classes:** Engage in yoga, Pilates, or dance classes to stay active.

Section 6.3: Campus Events and Activities

Regular Events

LAAT hosts a variety of events throughout the academic year to foster community engagement:

- **Welcome Week:** An introductory week filled with activities to help new students acclimate to campus life.
- **Cultural Festivals:** Celebrations showcasing the diverse backgrounds of our student body.
- **Career Fairs:** Opportunities to connect with potential employers and explore career paths.

Section 6.4: Workshops and Seminars

Enhance your skills and knowledge by attending workshops and seminars on topics such as:

- **Academic Writing:** Improve your research and writing capabilities.
- **Time Management:** Learn strategies to balance academic and personal commitments.
- **Mental Health Awareness:** Gain insights into maintaining mental well-being.

Social Gatherings

Building connections is a key aspect of student life. The Student Union organises social events designed to enrich your university experience, providing opportunities to learn, relax, and connect with others.

By actively participating in student life at LAAT, you will develop valuable skills, create lasting memories, and build a network that extends beyond your academic pursuits.

Chapter 7: Policies and Regulations

At the London Academy for Applied Technology (LAAT), we are committed to fostering a safe, respectful, and productive academic environment. To achieve this, we have established comprehensive policies and regulations that outline the expectations and responsibilities of all members of our community. Adherence to these guidelines ensures the integrity and excellence of our institution.

Section 7.1: Code of Conduct

General Conduct

All students are expected to uphold the highest standards of behaviour, both within and outside the campus. This includes:

- **Respect:** Treating fellow students, faculty, staff, and visitors with courtesy and consideration.
- **Integrity:** Engaging in honest and ethical behaviour in all academic and personal endeavours.
- **Responsibility:** Taking accountability for one's actions and their impact on the community.

Academic Integrity

Maintaining academic honesty is crucial. Students must:

- **Avoid Plagiarism:** Ensure all submitted work is original or properly cited.
- **Prohibit Cheating:** Refrain from using unauthorised materials or assistance during assessments.
- **Uphold Collaboration Standards:** Follow guidelines for group work and individual assignments as specified by instructors.

Violations of academic integrity are subject to disciplinary action as outlined in Section 7.3.

Use of University Facilities

Students are expected to use university resources responsibly:

- **IT Resources:** Comply with the university's IT policies, ensuring that technology is used appropriately and securely.
- **Library Materials:** Handle all library resources with care and return them by the due dates to ensure availability for others.
- **Campus Property:** Respect and maintain the condition of all campus facilities and equipment.

Section 7.2: Attendance Requirements

General Attendance

Regular attendance is vital for academic success. Students are required to:

- **Attend All Scheduled Classes:** Participate actively in lectures, tutorials, and other instructional activities.
- **Punctuality:** Arrive on time to all classes and academic commitments.
- **Engagement:** Contribute to discussions and collaborative projects as appropriate.

Monitoring Attendance

The university employs systems to monitor attendance:

- **Attendance Apps:** Utilisation of designated applications to confirm presence in classes and on campus.

Consistent attendance is not only essential for learning but also a requirement for compliance with visa regulations for international students. Non-compliance can have serious implications, including impacts on visa status.

Absence Protocol
LAAT understands that sometimes students cannot attend classes for genuine reasons. Absences can be allowed in the following cases:

Sickness:
Students can miss up to 2 weeks per term due to illness, provided they supply proof. They may also be asked to meet with Student Support to check on their wellbeing.

Other approved reasons:
Absences may also be allowed for reasons like bereavement, religious events, or serious

personal issues. These must be approved in advance by the Programme Lead or Academic Coordinator.

Reporting Sickness using SEAtS

LAAT uses a system called SEAtS to track attendance and absences. Students must follow these steps when reporting sickness:

- **Report before class starts:**
  Students must report their absence on the SEAtS app or website before the class begins. Late reports are only accepted in special cases.
- **Approval:**
  Reported absences are checked by the Student Support Officer. They are not automatically approved. Students will be notified if their absence is accepted.
- **Proof of sickness:**
  If a student is absent, they must upload a medical certificate or doctor's letter to SEAtS within 5 working days after they return. If they do not provide proof, the absence may be marked as unauthorised.
- **Catch up on work:**
  Students must catch up on any missed lessons and assignments. Teachers are not required to repeat lessons individually.

If a student has many unauthorised or long absences, this may lead to penalties, support meetings, or disciplinary action.
Students whose cumulative unauthorised absences exceed 20% of scheduled sessions may be considered for institutional withdrawal in accordance with Section 7.5.

Attendance Thresholds and Escalation

LAAT operates a progressive warning system based on attendance levels. Students are monitored on a weekly basis and interventions are escalated as follows:

Attendance below 80%: Weekly warning emails are sent to the student. The Programme Leader and Student Support team will make contact to discuss options, identify barriers, and offer appropriate support. All contact attempts are recorded.

Attendance below 60%: A stricter final warning is issued, explicitly stating the risk of withdrawal. The student is given one week to respond or demonstrate improvement. If there is no response or no improvement following the final notice, the case will be referred for involuntary withdrawal proceedings.

Types of Withdrawal

Depending on the point in the academic year, the following withdrawal types may apply:

De-registration (Weeks 1-2): Applicable to new students who have not engaged or registered within the first two weeks of term.

Early Withdrawal (Weeks 5-6): Applicable to new students with continued low attendance or engagement during this period.

Withdrawal (Week 9 onwards for new students; any time for returning students): Applies where attendance or engagement has not improved following all prior intervention stages.

Voluntary and Involuntary Withdrawal

Voluntary Withdrawal: A student may request withdrawal at any time by contacting their Programme Leader or Student Support. Students are encouraged to discuss their options and the academic and financial implications before submitting a formal withdrawal form to the Registry Office.

Involuntary Withdrawal: Initiated by the institution where a student has failed to meet attendance requirements, has not responded to escalation communications, or has been flagged for financial, disciplinary, or fitness-to-study concerns. Decisions are confirmed by the Student Attendance Monitoring Panel and signed off by the Academic Dean before being actioned by the Registry team.

Non-Attendance with Assessment Submission

If a student fails to attend classes for approximately six consecutive weeks but continues to submit assessments, LAAT reserves the right to initiate withdrawal proceedings or block further assessment submissions. Until withdrawal is formally confirmed, the student remains enrolled and is responsible for all academic obligations.

Appeals and Reinstatement

Students who have been withdrawn have the right to appeal. Appeals must be submitted within 10 working days of receiving the withdrawal confirmation and must include supporting evidence. A successful appeal requires the student to sign a student agreement form confirming their attendance and engagement commitments going forward. Full details of the appeals process are outlined in Section 7.5.

Section 7.3: Disciplinary Procedures

Overview

LAAT has established procedures to address violations of university policies:

- **Minor Infractions:** Handled at the departmental level with possible outcomes including warnings or required corrective actions.
- **Major Infractions:** Referred to LAAT's disciplinary committee for formal proceedings.

Process

1. **Investigation:** A thorough examination of the alleged misconduct is conducted.
2. **Hearing:** The student is given an opportunity to present their case before an impartial panel.
3. **Decision:** Based on the findings, a determination is made regarding responsibility and appropriate sanctions.

Possible Sanctions

- **Warnings:** Formal notices regarding unacceptable behaviour.
- **Probation:** A period during which the student's behaviour is closely monitored.
- **Suspension:** Temporary removal from the university.
- **Expulsion:** Permanent dismissal from the university.

Students have the right to appeal disciplinary decisions as outlined in Section 7.4.

Section 7.4: Complaints and Appeals Processes

LAAT aims to handle all complaints fairly, consistently, and as quickly as possible. A complaint can be about any part of a student's experience, such as teaching, academic support, administration, or student welfare.

Stage 1 - Informal Resolution
Students should first try to resolve the issue informally by speaking directly to the staff member involved or their Academic Coordinator. Most problems can be solved this way. This should be done within 10 working days of the issue happening.

Stage 2 - Formal Complaint

If the issue is not resolved, the student can make a formal complaint by emailing the Registry Office (registry@laat.ac.uk) within 20 working days. The complaint must include:

- Full name and student ID
- A clear explanation of the problem
- What outcome the student wants
- Any supporting evidence

The Registry will confirm receipt within 5 working days and aim to respond within 20 working days.

Policy - LAAT_Student_Complaints_Policy

Stage 3 - Review Panel

If the student is still not satisfied, they can request a Review Panel within 10 working days. The panel will include senior staff who were not involved before. The panel's decision is final within LAAT**.**

External Escalation

If the student is still unhappy after all internal steps, they can take the complaint to external organisations such as the Office of the Independent Adjudicator for Higher Education (OIA) or the awarding university. LAAT will guide students on how to do this.

Appeals

If a student wishes to contest a disciplinary decision:

- **Grounds for Appeal:** Must be based on procedural errors, new evidence, or disproportionate sanctions.
- **Appeal Submission:** File a written appeal within a specified timeframe following the decision.
- **Review Process:** An independent panel reviews the appeal and makes a final determination.

Detailed procedures for complaints and appeals are set out in the Student Complaints Policy and the Academic Appeals Policy linked in this section.

By adhering to these policies and regulations, students contribute to a positive and effective learning environment at LAAT.

Policy - Academic_Appeals_Policy

Section 7.5: Withdrawal Policies

Purpose and Scope

This policy outlines the procedures and implications associated with student withdrawal from LAAT programmes. It applies to all enrolled students, regardless of study mode or programme level, and covers both voluntary and institutional withdrawals.

Definitions

- **Withdrawal:** The formal cessation of a student's enrolment in a LAAT programme, either initiated by the student or imposed by the institution.
- **Last Date of Attendance (LDA):** The final date on which the student engaged in any academic activity, including attendance, submission of assessments, or participation in online learning platforms.
- **Non-Engagement:** A pattern of unexcused absences or lack of participation in academic activities, as defined by LAAT's Code of Practice on Reasonable Diligence.

Voluntary Withdrawal by the Student

Procedure

- **Notification:** Students intending to withdraw must submit a written request to their Personal Tutor and the Registry Office, clearly stating their intention and the proposed last date of attendance.
- **Consultation:** Prior to submission, students are encouraged to consult with academic advisors or student support services to discuss potential alternatives and implications.
- **Documentation:** The withdrawal request should include:
- Student's full name and ID number
- Programme of study
- Reason for withdrawal
- Proposed last date of attendance
- **Confirmation:** The Registry Office will acknowledge receipt and confirm the official date of withdrawal.

Financial Implications

Students should be aware that withdrawal may have financial consequences, including liability for tuition fees up to the date of withdrawal. Detailed information is available from Student Support and on the university website.

Institutional Withdrawal

Grounds for Withdrawal

LAAT reserves the right to withdraw a student under the following circumstances:

- **Academic Non-Engagement:** Failure to meet attendance and participation requirements.
- **Disciplinary Actions:** Serious breaches of the Student Code of Conduct.
- **Financial Delinquency:** Non-payment of tuition fees or other financial obligations.
- **Fitness to Study:** Concerns regarding a student's ability to engage safely and effectively in their studies.

Policy - LAAT_Fitness_Study_Policy

Procedure

- **Notification:** The student will receive written notice outlining the reasons for withdrawal and the effective date.
- **Right to Appeal:** Students have the right to appeal the decision within 10 working days, as outlined in the Appeals Process below.

Non-Engagement Monitoring and Withdrawal Process

LAAT is committed to supporting student engagement. In cases of unexplained absence or non-engagement, the following procedure will be initiated:

Stage 1 - End of Week 1:

Formal email sent to student's LAAT email address.

Stage 2 - End of Week 2:

Warning email sent to student's LAAT and personal email address, along with a call from the Student support to identify cause of absence.

Stage 3 - End of Week 3:

Final written warning issued via email.

Stage 4 - End of Week 4:

- If the student fails to respond by the end of Week 4, LAAT will proceed with formal withdrawal after approval from the Attendance Monitoring Panel.
- The Last Date of Attendance will be recorded as the last confirmed academic engagement.
- Notification of withdrawal will be sent to the student via email, with copies sent to Registry and Student Support. The university partner will also be informed of the same.

Consequences of Withdrawal

Upon withdrawal:

- **Access Revoked:** Students will lose access to LAAT facilities, IT systems, and learning resources.
- **Assessment Ineligibility:** Withdrawn students are not permitted to submit assessments or attend classes.
- **Financial Obligations:** Any outstanding debts to LAAT remain payable.

Appeals Process

Eligibility

Students may appeal a withdrawal decision on the following grounds:

- **Procedural Irregularities:** Evidence that LAAT did not follow its own procedures.
- **New Evidence:** Information not previously available that could have influenced the decision.
- **Extenuating Circumstances:** Personal circumstances that impacted the student's ability to engage with their studies.

Procedure

- **Submission:** Appeals must be submitted in writing to the Academic Appeals Committee within 10 working days of the withdrawal notification.
- **Review:** The Committee will review the appeal and provide a decision within 15 working days.
- **Outcome:** The decision of the Academic Appeals Committee is final.

Re-Admission

- **Application:** Students who have withdrawn and wish to return must reapply through the standard admissions process.
- **Eligibility:** Re-admission is subject to programme availability and the student's academic standing at the time of withdrawal.

Communication and Support

- **Student Support Services:** Available to assist students considering withdrawal, providing guidance on academic and personal matters.
- **Financial Advice:** Students are encouraged to consult the Finance Office to understand the financial implications of withdrawal.
- **Next of Kin:** In cases where a student is unresponsive, LAAT may contact the student's next of kin, as per the contact information provided during enrolment.

Policy Review

This policy will be reviewed biennially to ensure alignment with regulatory requirements and institutional practices.

Section 7.6: Extenuating Circumstances

LAAT acknowledges that students may experience unexpected and serious circumstances beyond their control that significantly affect their ability to study or perform in assessments. The Extenuating Circumstances (EC) procedure exists to ensure that such students are treated fairly and consistently. EC claims do not guarantee a particular outcome; rather, they ensure that a student's performance is considered in context. The EC procedure applies to three distinct periods:

- During the Teaching Term
- During the Assessment Period
- During the Resit Period

What Counts as Extenuating Circumstances?

Extenuating circumstances are serious, unexpected problems that are outside your control and affect your ability to study or complete assessments.

Examples include:

- Serious illness or being in hospital
- Death or serious illness of a close family member
- Major personal problems (such as domestic violence or a serious accident)
- Other serious and unexpected situations

Things that usually do NOT count include:

- Minor illnesses
- Poor time management or organisation
- Computer or technical problems (unless truly unexpected)
- Problems you knew about earlier but did not report
- Late claims without a good reason

Extenuating Circumstances During the Teaching Term

If a student is experiencing significant difficulties during the teaching term that are affecting their studies, they should contact their Academic Coordinator or Programme Lead as soon as possible. Where appropriate, the following support may be offered:

- An extension to coursework submission deadlines
- Additional academic support or referral to Student Support Services
- Authorised absence from classes (in line with Section 7.2)

Students must submit an Extenuating Circumstances Form (available from the Registry or Academic Coordinator) together with supporting evidence at the earliest opportunity and normally no later than five (5) working days after the end of the affected period.

Extenuating Circumstances During the Assessment Period

Students who experience extenuating circumstances immediately before or during the formal assessment period (including examinations and coursework submission deadlines) must notify the Examinations Office and their Academic Coordinator as soon as possible and no later than the assessment date or deadline itself where practicable. Depending on the nature and timing of the circumstance, the following outcomes may be considered:

- Deferral: The student is permitted to take the assessment at the next available opportunity without a penalty mark, as if sitting it for the first time.
- Extension: A short extension to a coursework deadline, normally up to ten (10) working days, subject to approval.
- Referral to the Extenuating Circumstances Panel: Where the impact is significant, the case may be referred to the Extenuating Circumstances Panel, which meets in advance of each Assessment and Progression Board. The Panel will consider the evidence and make a recommendation to the Board.

All EC claims for the assessment period must be submitted with supporting evidence no later than five (5) working days following the assessment date or deadline, except where the nature of the circumstance prevents earlier submission. Late submissions will require a compelling explanation.

Extenuating Circumstances During the Resit Period

Students sitting resits who experience extenuating circumstances must follow the same procedure as for the assessment period (above). However, students should be aware that opportunities for further deferral of a resit are exceptional and will only be granted in the most serious of circumstances. In such cases, the matter will be considered by the relevant Assessment Board and may involve consultation with the awarding university partner.

Supporting Evidence

All EC claims must be accompanied by appropriate independent supporting evidence. Examples include: a medical certificate or letter from a GP or hospital confirming illness or treatment; a death certificate or funeral director's letter in the case of bereavement; a letter from a solicitor, social worker, or police in the case of a serious personal event. Self-certification is not accepted as standalone evidence for a formal EC claim, though it may be considered alongside other corroborating documentation. Evidence should be submitted in English or accompanied by a certified translation.

Confidentiality

All EC claims and associated evidence are treated in strict confidence. Information is only shared with those directly involved in processing the claim (the Extenuating Circumstances Panel, the Programme Lead, and relevant Registry staff) and, where necessary, the awarding university partner. Students will be informed of the outcome of their claim in writing.

How to Submit an EC Claim

Students should complete the LAAT Extenuating Circumstances Form, available from the Registry Office or the student portal, and submit it along with supporting evidence to the Registry (registry@laat.ac.uk) or directly to their Academic Coordinator. Students are encouraged to submit claims promptly; late claims will be considered only where there is a good reason for the delay.

Chapter 8: Safety and Security

At the London Academy for Applied Technology (LAAT), the safety and well-being of our students, staff, and visitors are of paramount importance. We are committed to providing a secure environment that supports academic excellence and personal growth. This chapter outlines our safety protocols, emergency procedures, and available security services to ensure a safe campus experience for everyone.

Section 8.1: Emergency Procedures

Emergencies can occur without warning, and it is essential for all community members to be prepared. LAAT has established comprehensive emergency procedures to address various situations, including fires, medical emergencies, and security threats.

Fire Safety

- **Evacuation Routes:** Familiarise yourself with the evacuation routes and exits in all campus buildings you frequent. Evacuation maps are posted prominently throughout each facility.
- **Fire Alarms:** In the event of a fire alarm, evacuate the building immediately in a calm and orderly manner. Do not use lifts during evacuation.
- **Assembly Points:** Proceed to the designated assembly points located at a safe distance from the building. Remain there until further instructions are provided by emergency personnel.

Medical Emergencies

- **First Aid:** LAAT has trained first aid responders available during campus hours. In case of a medical emergency, contact campus security or the nearest staff member for assistance.
- **Emergency Services:** For severe medical emergencies, dial 999 to reach external emergency services. Provide clear information about the nature and location of the emergency.

Security Threats

- **Suspicious Activity:** Report any suspicious behaviour or unattended items to campus security immediately.

- **Lockdown Procedures:** In the event of a security threat, follow lockdown procedures as instructed. This may include securing yourself in a safe location and awaiting further instructions.

Section 8.2: Campus Security Services

LAAT is dedicated to maintaining a secure campus environment through a range of security services and initiatives.

Security Personnel

- **24/7 Patrols:** Our trained security team conducts regular patrols across campus to deter and respond to potential security issues.
- **Control Room:** A dedicated control room monitors campus security systems, including CCTV, and coordinates responses to incidents.

CCTV Surveillance

- **Coverage:** Strategically placed CCTV cameras operate continuously to monitor key areas of the campus, enhancing safety and deterring criminal activity.
- **Privacy:** CCTV usage complies with data protection regulations, ensuring the privacy and rights of individuals are respected.

Section 8.3: Health and Safety Guidelines

Maintaining a healthy and safe campus requires the active participation of all community members.

Personal Responsibility

- **Awareness:** Stay informed about the health and safety policies relevant to your activities and surroundings.
- **Reporting Hazards:** Promptly report any potential hazards or unsafe conditions to campus security or the facilities management team.

Laboratory and Workshop Safety

- **Training:** Before engaging in laboratory or workshop activities, complete all required safety training sessions.

- **Protective Equipment:** Utilise appropriate personal protective equipment (PPE) as mandated for specific tasks.
- **Safety Protocols:** Adhere strictly to established safety protocols and guidelines to prevent accidents and injuries.

Mental Health and Well-being

- **Support Services:** LAAT offers confidential counselling and mental health support services to assist students in managing stress and personal challenges.
- **Well-being Programmes:** Participate in wellness programmes and workshops designed to promote a balanced and healthy lifestyle.

Section 8.4: Personal Safety Tips

While LAAT strives to maintain a secure environment, personal vigilance is also crucial.

- **Stay Alert:** Be aware of your surroundings and avoid distractions, especially when walking alone.
- **Buddy System:** Whenever possible, travel with a companion, particularly at night.
- **Secure Belongings:** Keep personal items secure and do not leave them unattended in public areas.
- **Emergency Contacts:** Save emergency contact numbers, including campus security and local emergency services, in your mobile device for quick access.

By adhering to these safety and security guidelines, we can collectively ensure that LAAT remains a safe and welcoming environment for all.

Chapter 9: Equal Opportunities and Diversity

At the London Academy for Applied Technology (LAAT), we are committed to fostering an inclusive environment that values and celebrates diversity. We believe that a diverse community enhances learning, promotes personal growth, and prepares our students to thrive in a global society. This chapter outlines our policies on equality, diversity, and inclusion, as well as the support services available to international students.

Section 9.1: Equality, Diversity, and Inclusion Policies

LAAT is dedicated to promoting equality of opportunity for all members of our community, ensuring that no individual faces discrimination based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Our Commitments:

- **Inclusive Environment:** We strive to create a welcoming atmosphere where all individuals feel valued and respected.
- **Policy Implementation:** Our policies are informed by the Equality Act 2010, ensuring protection against harassment, bullying, and discrimination.
- **Continuous Improvement:** We regularly review and update our policies to reflect best practices and legal requirements.

Equality, Diversity, and Inclusion Committee:

LAAT has established an Equality, Diversity, and Inclusion (EDI) Committee comprising representatives from various parts of the institution. The committee's objectives include:

- **Promoting Awareness:** Educating the community about the importance of diversity and inclusion.
- **Monitoring Progress:** Assessing the effectiveness of EDI initiatives and recommending improvements.
- **Providing Support:** Offering guidance to individuals and groups on EDI-related matters.

Student Wellbeing Services:

LAAT is committed to the well-being of all students and offers services such as:

- **Counselling:** Confidential sessions with trained professionals to address personal or academic concerns.
- **Peer Support:** Opportunities to connect with fellow students for shared experiences and advice.
- **Health Services:** Access to medical care and health-related resources.

Academic Support:

To assist international students in achieving academic success, we provide:

- **Language Support:** English language courses and workshops to enhance proficiency.
- **Study Skills Workshops:** Sessions on effective study techniques, time management, and exam preparation.
- **Personal Tutors:** Assigned academic advisors to guide students through their educational journey.

Cultural Integration:

By embracing diversity and providing robust support systems, LAAT ensures that all students have the opportunity to succeed and feel a sense of belonging within our community.

Chapter 10: Additional Resources

At the London Academy for Applied Technology (LAAT), we are committed to providing our students and alumni with comprehensive resources to support their academic journey, professional development, and lifelong learning. This chapter outlines the various services and opportunities available to enhance your experience during and after your time at LAAT.

Section 10.1: Career Services

Our Career Services are designed to assist you in navigating the transition from education to employment, ensuring you are well-prepared to achieve your professional goals.

Career Counselling

We offer personalised career counselling sessions to help you identify your strengths, interests, and career aspirations. Our experienced career advisors are available to provide guidance on career paths, industry insights, and job search strategies.

Services include:

- **CV Workshops:** Learn how to craft compelling CVs that effectively showcase your skills and experiences.
- **Interview Preparation:** Participate in mock interviews and receive feedback to enhance your interview performance.
- **Job Search Strategies:** Gain insights into effective job search techniques, including networking and utilising online job portals.

Internship and Job Placement

We maintain partnerships with a wide range of industries to provide students with access to internship and job opportunities. Our team assists in matching your skills and interests with potential employers, facilitating a smooth transition into the workforce.

Career Fairs and Networking Events

Throughout the academic year, we host career fairs and networking events, bringing together employers, industry professionals, and alumni. These events offer valuable opportunities to connect with potential employers and gain insights into various career fields.

Online Career Resources

Our online portal provides a wealth of resources, including job listings, career development tools, and industry information. Accessible 24/7, these resources are designed to support your career planning and job search efforts.

Section 10.2: Alumni Relations

LAAT values its alumni as integral members of our community and is dedicated to fostering a lifelong relationship through various programmes and services.

Alumni Network

Upon graduation, you become part of the LAAT Alumni Network, a global community of professionals across diverse industries. This network provides opportunities for:

- **Professional Networking:** Connect with fellow alumni to expand your professional contacts and explore career opportunities.
- **Mentorship Programmes:** Engage in mentorship relationships, either as a mentor or mentee, to share knowledge and experiences.

Continuing Education

We offer alumni access to continuing education opportunities, including workshops, seminars, and online courses, to support lifelong learning and professional development.

Alumni Events

Regularly scheduled alumni events, such as reunions, lectures, and social gatherings, provide opportunities to stay connected with the LAAT community and remain engaged with the institution's ongoing initiatives.

Section 10.3: External Links and Resources

To further support your academic and professional development, we provide access to a variety of external resources.

Professional Associations

Membership in professional associations can offer valuable industry insights, networking opportunities, and access to exclusive job listings. We encourage students to explore associations relevant to their field of study.

Online Learning Platforms

We provide recommendations for reputable online learning platforms that offer courses to supplement your education and enhance your skill set.

Industry Publications

Staying informed about industry trends is crucial for professional growth. We offer access to a selection of industry publications and journals to keep you updated on the latest developments in your field.

By utilising these additional resources, you can enhance your educational experience, stay connected with the LAAT community, and continue your professional development long after graduation.