



## **WAALM – SCHOOL OF CULTURAL DIPLOMACY**

### **A BRIEF GUIDE FOR APPLICANTS AND STUDENTS**

#### **How School Will Operation:**

After you are successfully admitted, you will be provided with the followings:

- Student Number
- User name
- Password
- Contact emails of your Professor(s)
- Email and Class Chat Room Guide

In order to receive those, you are required to have a valid email account.

Once your 'Username' and 'Password' are given, you will be able to enter the Student Area, where you can find your study materials and articles and can enter the Class Chat Room Support to interact with your Professors.

You may have unlimited number of sent and received emails regarding your questions, assignments and progress; however, your Class Chat Room support is limited to the followings number of sessions and your appointment times and dates should be booked and confirmed by your Professor(s) via email in advance:

- Certificate & Adv. Certificate level: Once a week / 1:1 for 30 min per session
- Diploma level: Up to twice a week / 1:1 for 30 min per session

Please note that your Professor(s) are from around the world and they may be on different time zones; therefore you may be required to coordinate your timetable for Class Chat Room supports with them.

Please note that for verification purposes, you will be required to mention your student number on every correspondence (emails) and before you enter Class Chat Room support. Please note that your Class Chat Room Support and communications with your Professors and School will be recorded and time to time monitored for quality control.

### **For Research Students:**

Undertaking research may initially appear to be a daunting prospect but that should hopefully prove deeply rewarding too.

You may be very clear about why you are undertaking research, but it may be useful to remind yourself, periodically:

- Why this particular research and why at this point in time?
- What aims and ambitions lie behind your planned work?
- Where do you want it to take you?

At WAALM-SCD we are committed to ensuring that our research based students get the most out of their studies with us. The following have been designed to support you towards successful completion, submission of your research dissertation:

**Notes of Your Class Chat Room Sessions With Supervisor(s)** - You will need to record details of your discussions with your Professor(s) / supervisor(s) and all agreements reached, in the context of your research. Over time, this will offer valuable insight into your development, both academically and professionally, and will provide a useful resource to draw upon when preparing for the periodic review of your progress. Moreover, you may be required to attach a document incorporating all your session notes.

**Reflective Research Diary** - The diary can act as a useful back-up to check issues and personal actions throughout your research. Your diary enables you to monitor and reflect on your academic development. It is important that you note your key developmental needs in your Personal Development Plan (PDP).

**Personal Development Plan (PDP)** - This offers the opportunity for you to reflect on your development, as your research progresses. Having identified your areas of strength and potential areas for development in relation to your research, you should consider how you plan to build on these through, for example, professional networks / research links / further training. Together with your supervisor, you will need to identify priorities for skills development and discuss your progress. Your PDP may be required to be attached to your progress monitoring report.

**Periodic Monitoring** – Periodically you will be required to discuss with your Supervisor the progress that you have made towards completing your research project.

**Important Note:**

***WAALM – SCD is an independent fully online school and its programmes are internally assessed. It does not award Credit points or Degrees. WAALM-SCD is a virtual centre; therefore, it does not provide any sponsorship letters or invitation to physically travel and study in the UK.***

**Many employers, educational and other institutions will, at their discretion and subject to their particular professional and other requirements, accept awards granted to an individual. Any institution is under no obligation to accept any qualification from any awarding body, national or foreign, accredited or unaccredited. The acceptance of awards remains a matter for individual institutional decisions and policies, and so no absolute guarantees in this area can be given. Please check thoroughly before enrolling with us that your award will meet your present and anticipated future needs.**