

LONDON CENTRE FOR TRAINING & DEVELOPMENT



Short-Term Study Visa **PRE-DOCTORATE INTENSIVE WORKSHOP**

INFORMATION BOOKLET.



Established in Great Britain, London Centre for Training and Development (LCTD) is an independent training provider committed to world-class teaching, innovation, career development and continuing education. At LCTD, we recognize the need for continuous development program (CPD) for professionals in public and private sectors. We offer a range of courses that allows update of knowledge, skills and improved proficiency.

LCTD currently offers a high-quality course built around a distinctive core curriculum leading to a dual certification award issued by LCTD and other recognized awarding bodies/membership organizations. We distinguish ourselves as one among the lot independent training providers that deliver management courses, workshops and seminars which reflects the quality of our world-class faculty members, excellent customer care and affordable fees.

We capitalise on our strength at LCTD. Our student enjoys studying with us because we are able to maintain the following features:

Experienced faculty

LCTD run a faculty led short courses. All faculty members are experienced and good at what they do. You will get value for money as a participant on any course you are enrolled onto.

Affordable and flexible payment plan

All our courses are affordable and of great value to corporate entity, individuals both in public and private practice. We accept initial deposit on all our courses. Our fees structure also accommodates different categories of Students including residential (accommodation inclusive) and non-residential (with no accommodation) Students.

Students' welfare, support and guidance

Our friendly customer services team will support you from the initial point of enquiry to the point of departure from the UK after your course. You will have opportunity to message our customer services team during out of working hour on all issues concerning your enrolment. Their aim is to make sure you have a great experience as participant.

Quality memorabilia

We will provide you with branded quality memorabilia as students enrolled on the course. We also give out memorabilia of some corporate and professional membership organisations that LCTD is working with.

LCTD is based at the heart of the world financial capital

You will have the opportunity to benefit from post-course self-tour around London before your departure. London is not only an international centre of business and finance; it's also one of the most exciting and stimulating cities to learn and network.



LCTD PRE-DOCTORATE INTENSIVE WORKSHOP

Theme:
Thinking About Doctoral Program:
Preparing the actual proposal for an MPhil, PhD or DBA Award

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| Intakes: | One-to-One (All year round) Group Session (May 2020 – August 2020) |
| Venue: | London, United Kingdom. |
| Duration: | 12 Weeks (1-week Intensive Workshop + 11 weeks PGR application support session). |
| Expected Delegates: | Prospective UK, EU and International Students* who want to study MPhil, PhD or DBA (On-Campus & Distance Learning) |
| Fee: | £750 (VAT Inclusive) |
| Type of Visa: | Short Term Study Visa Route |
| Director of Studies: | Dr Martina Macpherson |
| Int'l In-country Professor/Fellow: | Associate Professor Musa A. Obalola (Ph.D) Associate Professor Tajudeen O. Yusuf (Ph.D) |

**International Students will require short-term study visa.*

ABOUT LCTD PRE-DOCTORATE INTENSIVE WORKSHOP

The LCTD Pre-Doctorate Intensive workshop is intended for UK, EU and International students aiming to undertake MPhil and/or doctoral studies, whether PhD or DBA, in the UK. Being accepted for doctoral study by Universities throughout the world is increasingly competitive. It is therefore vital that you have a clearly defined and well-researched proposal at the very outset of your engagement with an intended University. This workshop has been carefully structured to help you do just that.

It is also advisable that you can demonstrate to your intended University a robust academic background if they are to admit you to doctoral studies. This will usually mean that you have attained, in the UK context, an upper second honours classification (or its international equivalent) in your first degree or that you have demonstrated a similar level of achievement in a postgraduate qualification in your chosen subject.

The workshop seeks to strengthen the academic English and doctoral study skills which are required from the very outset as you prepare your research proposal. Being able to appreciate the role of theory in research and conduct a useful literature review in your chosen field. Delegates will also have the opportunity to brainstorm possible research methods, both qualitative and quantitative.

APPLYING FOR DOCTORAL LOAN (UK APPLICANT ONLY)

A Postgraduate Doctoral Loan can help with course fees and living costs while you study a postgraduate doctoral course, such as a PhD.

- **What you'll get**

You can get up to:

£25,700, if your course starts on or after 1 August 2019

£25,000, if your course starts before 1 August 2019

(The amount you'll get is not based on you or your family's income)

- **When you're paid**

You get the first payment after your course start date, once your university or college confirms that you've registered. The loan will be paid in 3 instalments of 33%, 33% and 34% each year. After your application has been approved, you'll be sent a letter with your payment dates, or you can check them in your online account.

The LCTD Pre-Doctorate Intensive Workshop will provide support for UK applicants on how to apply for Doctoral Loan. For more information on Doctoral Loan, [click here](#).

WHAT YOU WILL COVER

- a) Introduction to Doctoral Level Programmes in the UK: Application, entry criteria. Opportunities and funding.
- b) Evaluating graduate school, selecting & approaching a potential supervisor
- c) The role of "Theory" in research
- d) Research literature review, methodology & ethics
- e) Starting and designing a research proposal
- f) Writing and presenting a quality research proposal
- g) Academic English and Doctoral Study Skills: An insight into Key Skills and Vitae

WORKSHOP AND FEEDBACK

This **Pre-Doctorate Intensive Workshop** will provide you with an opportunity to meet with our methodology experts who will on a **one-to-one** basis provide you with useful feedback in preparing the actual proposal you will present for an MPhil, PhD or DBA award.

ACCOMMODATION FOR INTERNATIONAL DELEGATES:

London Centre For Training & Development has concluded a partnership arrangement with Britannia Students Services to provide accommodations services to all our International students. [Click here](#) for various type of accommodations.

All International students who seek for accommodation through LCTD are "resident delegates". In support of resident delegates application, LCTD will usually issue an accommodation confirmation letter.

- **Estimated Budget for Accommodation:**

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|----------|-----------|-----------------|
| Standard | £200/week | £2400/12 Weeks |
| En-suite | £235/week | £2,820/12 Weeks |

HOW TO APPLY

For a place on LCTD Pre-Doctorate Intensive Workshop, all applicant will need to email the following documents to info@lctd.co.uk:

- LCTD complete [application form](#)
- A copy of your passport data page;
- Up-to-date CV
- Academic credentials including your master's degree certificate
- Proof of your English Language test (IELTS, WAEC or O'Level result with at least credit pass for Nigeria applicant)
- Evidence of payment

If you are an international student, you may need to apply for a Short-term visa. LCTD will send you [supporting documents](#) for your visa application.

INTERNATIONAL GROUP DELEGATES

London Centre For Training & Development is pleased to accept group delegates from Nigeria Universities, Polytechnics and professional membership organisations who want their staff to study doctoral programme in the UK. Interested parties should contact Dr Martina Macpherson via martina.macpherson@lctd.co.uk.

WHAT YOU NEED TO KNOW ABOUT ENROLMENT

Once your registration is accepted, the Course Administrator will issue the applicant with an acceptance letter and invoice. Once LCTD receive the full payment of the course fee (or part-payments according to agreed instalment plan), a visa letter will be issued to assist with the student's application at the British Embassy/ High Commission.

- **What your fee cover**
 - Enrollment and post-enrollment support
 - Course fee
 - Course Material
 - Visa letter and supporting documentation for visa application.
 - Complimentary Heathrow pick up (one-way)
 - Starter packs- LCTD Souvenir
 - Internet access

- **Payment**

LCTD requires that 100% of the course fees MUST be paid at least two weeks before the commencement of the course. LCTD reserve the right to cancel any application received without full payments as mentioned above.

If you have an LCTD approved instalment payment plan in place, you must comply with the terms and conditions.

- **Value Added Tax (VAT)**

LCTD is a VAT registered training provider; therefore, VAT is chargeable on all courses at a standard rate of 20.0% according to UK tax law. Your letter of acceptance will detail the VAT charge on your course fee.

HOW TO MAKE PAYMENT

A. Pay online:

Click here to pay online:

<https://lctd.transfermateeducation.com/>

B. Pay by Bank Transfer

LCTD requires full payment to be made in Pounds Sterling to:

| | |
|-----------------|--|
| Bank: | Lloyds Bank, London, UK. |
| Account Holder: | London Centre for Training & Development |
| Sort Code: | 30-91-91 |
| Account No: | 26448060 |
| IBAN: | GB80LOYD30919126448060 |
| BIC: | LOYDGB21456 |

Please scan and email evidence of bank transfer to info@lctd.co.uk.

C. Pay by Cheque

LCTD accepts only a/c payee cheques that are drawn in favour of "London Centre for Training and Development Ltd". It is also a requirement that every cheque raised in favour of the "London Centre for Training and Development Ltd" must have applicants/student's enrolment number. Please allow enough time when paying through Cheques as it may take up to 5 working days at the clearing.

D. Pay through local Agents

You must seek for LCTD approval before making payments through LCTD approved agent in your Country. Email info@lctd.co.uk official invoice/receipt issued to you by our Agent after making payments.

No Show or students' substitutions

We will not refund delegate/students under a "NO SHOW" circumstances, and we will report a NO SHOW case to relevant authorities. We allow students substitution without any additional fee been incurred. However, we require earlier notification of such substitution. Only LCTD accredited agent may request for student's substitution.

Change and Alterations to LCTD Course

LCTD reserve the right to vary, amend, alter, courses or published a brochure. This also extends to the possibility of cancellation of course at any time and offer an alternative date. In this instance, students will be entitled to a full refund or credit, without liability for significant or insignificant consequential loss or damage.

Cancellations

LCTD will charge a fee if a student cancels (or transferred to future dates) course that has already been booked. The student can, however, be substitute-see above.

A refund may, however, be processed under the following condition:

60% of the fee if the cancellation is notified three weeks or more before the starting date of the course/event;

50% of the fee if notice of cancellation is given between one-two weeks before the starting date of the course/event;

No refund if notice of cancellation is given less than one week before the starting date of the course/event.

Visas

Following full receipt of the course fee payment, LCTD is permitted by the United Kingdom Border Agency (UKBA) to support visa applications. Students will be provided with a visa letter to support their application at the British Embassy/High Commission.

All applicants enrolled on LCTD courses must apply for a short-term study visa. As LCTD is accredited by Accreditation Service for International Schools, College and Universities (ASIC) - a UKBA approved accreditation body-all LCTD Students applying for a short-term study visa will be provided with documents about their course to support the visa application.

The following is a list of recommended documents that students/delegate can include as part of their visa applications:

- Passport or travel documents, valid for at least six months (the passport must have at least one clear page for the visa);
- Two recent passports sized colour photographs with a white background;
- Correct application form fully completed in English;
- All visa support letters from LCTD;
- Letter of employment and other relevant proof of employment;
- Six months itemized bank statements (Self sponsor applicants);
- Letter from your sponsor (employer), confirming they are paying for the course;
- Evidence of accommodation in London (LCTD resident students will get a letter confirming the reservation of accommodation);
- Personal statement/ Additional Information to support the purpose of visit and intention to return to your home country;

Detailed information about visa requirements can be found on your local British Embassy's website or click here www.gov.uk/study-visit-visa

All students requiring a visa must apply for the course at least four weeks before the commencement date or course latest start date. This will enable enough time to prepare and send supporting documents for their visa applications.

Any student whose visa application is refused will receive a refund less £350 post-enrollment cost.

LCTD can only process student refund if a "refund request" is made together with supporting evidence (i.e. a copy of refusal letter) to be emailed no later than five working days from the date of your refusal. Please email your request together with your refusal letter to info@lctd.co.uk.

Data Protection Policy

London Centre for Training and Development collects, holds and processes information about employees, executives, and other data subjects for course enrollment, additional services and administrative purposes. When handling such information, LCTD and all staff or others who process or use any personal information comply with the principles set out in the UK Federal Act on Data Protection. This means that London Centre for Training and Development must:

- Manage and process personal data properly and lawfully;
- Ensure that the information collected is accurate, up to date and adequate, relevant and not excessive for the purpose;
- Protect the individual's rights to privacy;
- Provide an individual with access to all personal information held on them, on request;
- Observe its legal responsibility to comply with the Act. This is the responsibility of the data protection officer.

LCTD ensures that every member of staff who holds information about identifiable living individuals complies with the Data Protection Procedures in managing that information. Individuals can be liable for breaches of the Act.



LONDON CENTRE FOR TRAINING AND DEVELOPMENT

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England United Kingdom

REGISTRATION & ACCREDITATIONS

Company registered in England No: 10478477

VAT REG. Number: 306906506

Centre Number for Highfield Awarding Body for Compliance: 15117

UKLRP Number: 10062529

ICO Number: ZA448567

ASIC Accreditation Number: AS58287/1018

CONTACT US

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www.lctd.co.uk