



Student Registration & Induction Policy For UCO Students



Core Documentation Cover Page

Student Registration & Induction Policy for UCO Students

| Version number | Dates produced and approved (include committee) | Reason for production/ revision | Author | Location(s) | Proposed next review date and approval required |
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| V1.0 | Aug 2012 Academic Council | Update to Previous Version | Academic Registrar | All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet | Aug 2013 |
| V2.0 | Dec 2013 Academic Council | Annual Review An enhancement to current practice and to formally document the Student Registration and Induction process required of all students. | Academic Registrar | All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet | Dec 2015 |
| V3.0 | Sep 2016 Academic Council | Biennial Review Major Amendment Reviewed further to the UCO being awarded Taught Degree Awarding Powers; Reference to the University of Bedfordshire removed to reflect UCO practice. | Academic Registrar | All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet | Sep 2018 |
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| Equality Impact | | | | | |
| Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities) | | | | | |
| Neutral equality impact (i.e. no significant effect) | | | | | X |
| Negative equality impact (i.e. increasing inequalities) | | | | | |

**If you have any feedback or suggestions for enhancing this policy,
please email your comments to: quality@uco.ac.uk**

STUDENT REGISTRATION & INDUCTION POLICY FOR UCO STUDENTS

CONTENTS

| | |
|---|----|
| 1. Scope | 5 |
| 2. Introduction..... | 5 |
| 3. Terms & Definitions | 5 |
| 4. Student Registration – New Students | 6 |
| A) Responsibilities of New Students..... | 6 |
| B) Responsibilities of the UCO | 6 |
| 5. Student Induction – New Students..... | 7 |
| A) Induction Sessions & Timetables..... | 7 |
| B) Attendance to Induction Sessions..... | 8 |
| C) Induction & Course Documentation for New Students..... | 8 |
| 6. Registration & Induction for Continuing / Returning Students..... | 8 |
| A) Student Registration – Continuing / Returning Students | 8 |
| B) Student Induction – Continuing / Returning Students..... | 9 |
| C) Ongoing Requirements of All (New / Continuing / Returning) Students..... | 9 |
| new Student Registration & Induction Flowchart..... | 10 |
| Continuing / Returning Student Registration & Induction Flowchart..... | 10 |

1. SCOPE

- 1.1 The scope of this policy encompasses Student Registration Procedures and Student Induction requirements at the University College of Osteopathy (UCO).

2. INTRODUCTION

- 2.1 Student registration is an annual occurrence that normally takes place at the beginning of each academic year to ensure that new students starting a course, existing students continuing on a course and students returning from suspending their studies are all formally registered with the UCO.
- 2.2 Induction sessions are offered to support students' orientation to their course and the UCO each year.
- 2.3 The aims of this policy are to:
- Inform students of the UCO's Registration & Induction processes.
 - Inform students of their responsibilities regarding the UCO's registration and induction requirements.
 - Ensure that student registration formalities are completed each academic year and in good time.
 - Ensure that all students (new, continuing and returning) are provided with induction sessions at the beginning of each academic year to inform them of relevant course and institutional developments and information.

3. TERMS & DEFINITIONS

- 3.1 For the purposes of this document the following terms and their definitions are used throughout:
- 3.2 Student Registration:
- The completion of a Student Registration Form by a student and its return to the Academic Registry.
 - Payment of tuition fees.
 - Completion of all other relevant forms and questionnaires (as distributed by the Admissions Department) by a student and their return to relevant UCO departments as and when requested.
- 3.3 Student Induction:
- A series of scheduled sessions to introduce new students to their course and the UCO and to complete student registration requirements, and to welcome back and inform continuing / returning students of recent course and UCO developments and enhancements.

4. STUDENT REGISTRATION – NEW STUDENTS

- 4.1 Prior to the course start date, new students will receive student registration information from the Admissions Department. Student registration for new students will normally take place as a scheduled Student Registration Induction Session. For full-time students this will normally take place on the first day of their course. For part-time students this will normally take place on the day prior to their course start date.
- 4.2 New students unable to attend the student registration induction session should contact the Admissions Department in the first instance to make alternative arrangements for completing student registration formalities.
- 4.3 Student registration should be completed within the first week of the course start date.

A) RESPONSIBILITIES OF NEW STUDENTS

- 4.4 In order to complete student registration requirements, new students are responsible for the following:
 - a) Completing all student registration forms and questionnaires and returning these to UCO staff as directed during the Student Registration Induction Session.
 - b) Providing the UCO with relevant and appropriate official documentation (e.g. qualification certificates, Disclosure & Barring Service application documentation, passport, etc.) as and when required in order to complete student registration requirements.
 - c) Arranging payment of tuition fees at the Student Registration Induction Session (or within the first week of the course start date). The Vice-Chancellor is authorised to exclude anybody from the UCO for non-payment of fees and may decline the admittance to examinations of anybody for whom fees are in arrears.
 - d) Declaring any professional entitlement to practise upon registration with the UCO. Any student practising or purporting to practise as an osteopath other than under the auspices of the UCO will be liable to summary dismissal from the UCO.

B) RESPONSIBILITIES OF THE UCO

- 4.5 Student registration for new students is the responsibility of the Admissions, Academic Registry and Finance Departments.
- 4.6 The Admissions Department will be present at the Student Registration Induction Session in order to:
 - a) Verify original copies of entry qualification certificates of all new students as appropriate.
 - b) Receive photocopies of original copies of entry qualification certificates from all new students as appropriate.
- 4.7 The Academic Registry will be present at the Student Registration Induction Session to receive and process the following as appropriate:
 - a) Completed paper Student Registration Forms.

- b) Completed Emergency Contact Forms.
 - c) Completed Student Health Assessment Forms.
 - d) Disclosure and Barring Service application forms and / or to verify and receive photocopies of current / overseas criminal record checks.
- 4.8 The Finance Department will be present at the Student Registration Induction Session to receive and process:
- a) Payment of tuition fees.
 - b) New students' passports as proof of identification for photocopying and to return these to students within 24 hours.
 - c) Completed Fee Assessment Questionnaires.
 - d) Completed Student Qualification Declaration Forms.
 - e) Financial Notification letters from Student Finance England and Final Confirmation letters from the Student Loans Company confirming contribution towards tuition fees (if applicable).
 - f) Deposits from and allocate lockers to new students.

5. STUDENT INDUCTION – NEW STUDENTS

A) INDUCTION SESSIONS & TIMETABLES

- 5.1 Prior to the course start date, new students will receive student induction information from the Admissions Department. Student induction for new students consists of a variety of informative introductory sessions normally scheduled throughout the first week of the new academic year for full-time students and throughout a day (normally the day prior to the course start date) for part-time students.
- 5.2 A schedule of induction sessions is provided to new students as an Induction Timetable clearly identifying the title, date, time and location of each session. Sessions may include information regarding:
- a) The course curriculum, organisation, teaching and assessment methods;
 - b) Student support services;
 - c) The Students' Union and student representation;
 - d) Key contacts at the UCO.
- 5.3 Induction Timetables are normally produced by the Academic Registry in consultation with Course Leaders and the Deputy Vice-Chancellor (Education) ensuring that necessary and relevant induction sessions are provided. In addition, Student-Staff Liaison and Consultation Groups will normally review Induction Timetables ensuring that students contribute to their design and content.

- 5.4 At the end of each induction period new students will be provided with a questionnaire to complete to evaluate their induction sessions. The questionnaire results will be reviewed by Student-Staff Liaison and Consultation Groups, Course Leaders and the Deputy Vice-Chancellor (Education) and will inform future induction programmes.

B) ATTENDANCE TO INDUCTION SESSIONS

- 5.5 New students are required to attend all scheduled induction sessions at the appointed times. These sessions are designed to provide new students with important introductory information about their course and the UCO, to meet key staff and to undertake necessary training sessions as appropriate.
- 5.6 If a new student is unable to attend an induction session, they should in the first instance inform the Admissions Department. Every reasonable effort will be made to:
- a) Provide the student with the opportunity to attend an alternative induction session, as appropriate;
 - b) Provide the student with any information distributed in the missed induction session, as appropriate;
 - c) Provide the student with contact details of the relevant staff to arrange a time to review the missed session, as appropriate.

C) INDUCTION & COURSE DOCUMENTATION FOR NEW STUDENTS

- 5.7 All new students will normally receive an Induction Pack (or similar) on the first day of their course. Produced by the Academic Registry in consultation with Course Leaders, the Induction File contains essential course documentation and information and may include:
- a) The Induction Timetable.
 - b) The Course Timetable and associated relevant information.
 - c) Course and Unit Information Forms.
 - d) Course and Unit Handbooks.
 - e) Any other relevant information specific to the course of study.
- 5.8 In addition, full course documentation is normally made available to new students electronically through the UCO's online learning environment.

6. REGISTRATION & INDUCTION FOR CONTINUING / RETURNING STUDENTS

A) STUDENT REGISTRATION – CONTINUING / RETURNING STUDENTS

- 6.1 All continuing / returning students are required to complete student registration procedures each academic year. Registration in any year does not automatically entitle a student to re-register in a subsequent year.

- 6.2 All continuing / returning students are required to complete a paper Student Registration Form that should be returned to the Academic Registry within the first week of their course start date.
- 6.3 Student Status Confirmation Letters will not normally be provided to students if they have not completed and returned a paper Student Registration Form to the Academic Registry.
- 6.4 All continuing / returning students are required to arrange payment of their tuition fees with the Finance Department within the first week of their course start state. The Vice-Chancellor is authorised to exclude anybody from the UCO for non-payment of fees and may decline the admittance to examinations of anybody for whom fees are in arrears.
- 6.5 Continuing / returning students shall, upon registration with the UCO, declare any professional entitlement to practice which they may have. Any student practising or purporting to practise as an osteopath other than under the auspices of the UCO will be liable to summary dismissal from the UCO.

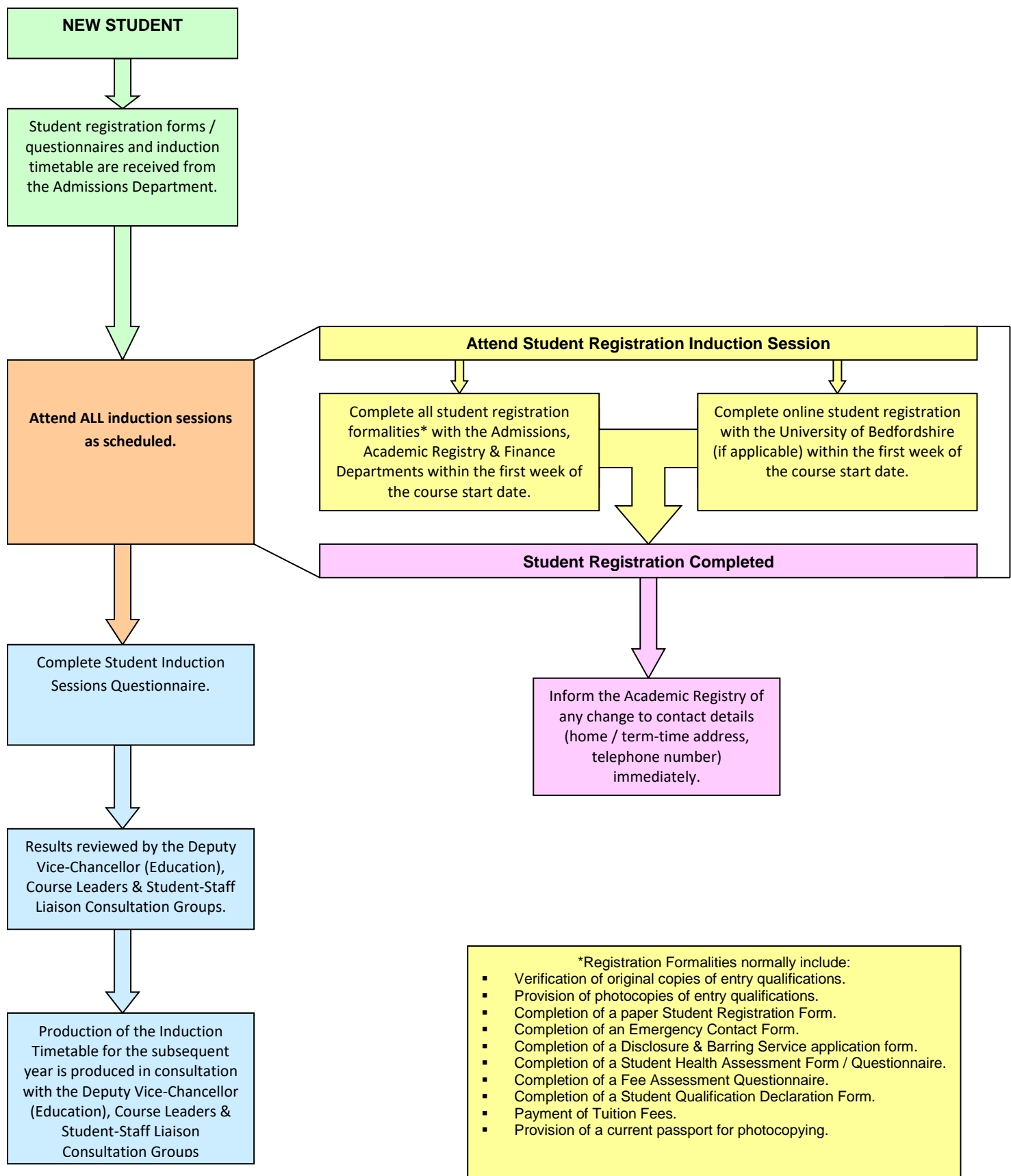
B) STUDENT INDUCTION – CONTINUING / RETURNING STUDENTS

- 6.6 Continuing / returning students are normally provided with a Student Induction Session at the beginning of each academic year to welcome students back to the UCO, disseminate information about course and UCO developments and to provide an overview of the coming year.
- 6.7 Induction Session Timetables for each cohort of continuing / returning students of a course are normally produced by the Academic Registry in consultation with Course Leaders and the Deputy Vice-Chancellor (Education).
- 6.8 All continuing / returning students are required to attend their Induction Session at the appointed time.
- 6.9 Students unable to attend their Induction Session for a legitimate reason should contact their Course Leader in the first instance. Every reasonable effort will be made as appropriate to:
 - a) Provide the student with the opportunity to attend an alternative induction session;
 - b) Provide the student with any information distributed in the missed induction session;
 - c) Provide the student with contact details of the relevant staff to arrange a time to review the missed session.

C) ONGOING REQUIREMENTS OF ALL (NEW / CONTINUING / RETURNING) STUDENTS

- 6.10 All (new / continuing / returning) students are required to inform the Academic Registry of any change to their contact details (i.e. their home or term-time address and telephone number) immediately.

NEW STUDENT REGISTRATION & INDUCTION FLOWCHART



CONTINUING / RETURNING STUDENT REGISTRATION & INDUCTION FLOWCHART

