

Malta ICOM Educational STUDENT REGISTRATION & INDUCTION POLICY

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1. SCOPE

1.1 The scope of this policy encompasses Student Registration Procedures and Student Induction requirements at Malta ICOM Educational .

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 Malta ICOM Educational .

2.2 Induction sessions are offered to support students' orientation to their course and Malta ICOM Educational each year.

2.3 The aims of this policy are to:

- a) Inform students of Malta ICOM Educational 's Registration & Induction processes.
- b) Inform students of their responsibilities regarding Malta ICOM Educational 's registration and induction requirements.
- c) Ensure that student registration formalities are completed each academic year and in good time.
- d) 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.
- e) Completion of Student Induction Satisfaction Evaluation Questionnaire

3. TERMS & DEFINITIONS

3.1 For the purposes of this document the following terms and their definitions are used throughout:

3.2 Student Registration:

- a) The completion of a Student Registration Form by a student and its return to the Administration Department
- b) Payment of tuition fees.
- c) Completion of all other relevant forms and questionnaires (as distributed by the Admissions Team) by a student and their return to relevant ICOM departments as and when requested.
- d) Declaration of educational special needs.

3.3 Student Induction:

- a) A series of scheduled sessions to introduce new students to their course and to complete student registration requirements. To welcome back and inform continuing / returning students of recent course 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 Team. Student registration for new students will normally take place as a scheduled Student Registration Induction Session. This will normally take place on the first day of their course

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 Malta ICOM Educational staff as directed during the Student Registration Induction Session.
- b) Providing the Malta ICOM Educational with relevant and appropriate official documentation (e.g. qualification certificates, Police Conduct Certificate (or a Certificato Penale), certificate of educational special needs, application documentation, passport, etc.) as and when required 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). Malta ICOM Educational is authorised to exclude anybody for non-payment of fees and may decline the admittance to examinations of anybody for whom fees are in arrears.

B) RESPONSIBILITIES OF Malta ICOM Educational

4.5 Student registration for new students is the responsibility of the Admission Team, Administration and Finance Departments.

4.6 The Admission team will be present at the Student Registration Induction Session 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.
- c) Completed Student Registration Forms.
- d) Completed Emergency Contact Forms.
- e) Completed Student Health Assessment Forms.
- f) Police Conduct Certificate (or a Certificato Penale) 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.
- c) Completed Student Qualification Declaration Forms.
- d) 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 Team, this will also be available online on the Malta ICOM Educational website. Student induction for new students consists of a variety of informative introductory sessions normally scheduled throughout the first six weeks of the new academic year.

5.2 A schedule of induction sessions is provided to new students in the form of 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 student representation;
- d) Key contacts at the Malta ICOM Educational .

5.3 Induction Timetables are normally produced by the Administration Department in consultation with The Dean and Course Leaders ensuring that necessary and relevant induction sessions are provided. In addition, Centre Curriculum, Standards and Student Experience Committee (CSSEC) 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 CSSEC, Course Leaders and the Dean 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 Malta ICOM Educational, 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 by email or on the college website or as paper copies dependent on the material
- 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 on the first day of their course.

Produced by the Administration Department in consultation with Course Leaders, the Induction Pack contains essential course documentation and information and may include:

- a) The Induction Timetable.
- b) The Course Timetable and associated relevant information.
- c) Course and Module Information Forms.
- d) Course and Module 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 Malta ICOM Educational 's website and the NESOT VLE where appropriate.

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 Student Registration Form that should be returned to the Administration Department within the first week of their course start date.

6.3 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. Malta ICOM Educational is authorised to exclude anybody from Malta ICOM Educational for non-payment of fees and may decline the admittance to examinations of anybody for whom fees are in arrears.

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 Malta ICOM Educational , disseminate information about course and Malta ICOM Educational developments and to provide an overview of the coming year.

6.7 Induction Session Timetables for each cohort of continuing / returning students are normally produced by the Administration Department in consultation with Course Leaders and the Dean.

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 personal tutor 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.

6.10 All students will complete the Student Induction Satisfaction Evaluation Questionnaire

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

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