Section 9: BIMM Institute Student Induction & Enrolment Policy

1. Aim of the Policy

1.1.   BIMM regards student induction and enrolment as essential elements of all courses. The aim of induction is to enable students to settle into the Institution quickly and help them to succeed in their chosen course.

1.2.   There is an increasing awareness across Higher Education that a strong induction policy tends to have a positive effect on student retention. Students who are not quickly integrated academically and socially are more likely to withdraw in the early stages of the course than students who feel a sense of academic and social belonging. Transition to the independent and autonomous forms of learning necessary in higher education can prove difficult for students used to the more structured approach in schools. Students from non-traditional backgrounds may need particular support in learning how to learn and understanding the expectations of academic study. Induction should facilitate the transition of students into the learning ethos of BIMM and the course.

2. Scope of the Policy

2.1.   The Student Induction Policy will apply to all courses delivered by BIMM.
The process of the induction will normally involve face-to-face activity. Where appropriate induction may also be supported by Internet or BIMM VLE based learning materials.

2.2.   Student induction and enrolment events will be scheduled prior to the beginning of term (normally towards the end of September). Meetings of the teams involved should be utilised to plan induction and enrolment over the Summer led by the Head of Student Services.

3. Institutional Induction & Enrolment

3.1.   The purpose of the Institutional Induction is to welcome new students and help students feel part of the BIMM community. It is also an opportunity to outline the responsibilities that students have as part of this community and to introduce them to the Institution's facilities and the opportunities they will be provided with to network within the local and wider national music industry.

3.2.   At the point of acceptance new students will receive a link to an Acceptance Pack on the BIMM website which includes general information on the Institution such as term dates, enrolment and induction information, an introduction to key staff and other localised information.

3.3.   Enrolment will involve the following events at the start of the course:

　　i.   Pre-Enrolment
　　Students will receive a link to the Pre-enrolment Portal to which they can securely log on, update their personal information and any other HESA required information as well as upload copies of their qualifications (where relevant), ID and passport style photos required for their BIMM ID card. Students will also be required to confirm they will attend their enrolment slot on enrolment day and be sent a confirmation e-mail.

　　ii.   Induction & Enrolment Slots

Students will then attend their specified time slot at the College to meet key members of staff and complete the enrolment process. Activities include receiving course related materials, IT log-ons which give access to the BIMM VLE, BIMM student e-mail, SISO booking system, Celcat timetabling software and the EBSCO online library. Students will also receive their timetables, Induction Event information, Freshers Week promotional literature and other important course information.

iii. Issuing of BIMM ID Cards
Students will receive a photographic ID card they is required to be worn at all time on BIMM premisies in line with the BIMM ID Policy. BIMM reserves the right to refuse admission onto BIMM premises if a student is not wearing their ID card.

iv. Welcome by Key Departments
Representatives from the Academic, Admissions, Finance and Student Services teams will be present to introduce themselves and to answer course-related questions and any relevant start information. The Head of Student Services is responsible for ensuring that an appropriate Enrolment programme is in place for all students.

v. Welcome by Senior Management
Students will receive an introductory talk by Senior Staff to welcome them to BIMM and introduce key information.

vi. General IT Induction
Students will receive information regarding the IT and MIS systems, their personal login details and the necessary rules and regulations of the Institute.

4.   Course Induction (From Enrolment to week four of Term)

4.1.   It is an Institutional requirement that every new student will undergo a course induction to introduce students to their course of study, the personnel who deliver it and the environment(s) in which it is delivered. Induction initiates students into the values and working practices of the course and integrates them with their peers.

4.2.   Course Leaders, in liaison with other course staff, Heads of Department and tutors are responsible for ensuring that an appropriate course induction programme is in place for all students.

5.   Course Induction Procedures for First Year Students

5.1.   Course Leaders must ensure, in liaison with other course staff, that the elements that form part of induction to the course for all first year students are as follows:

i. **Management of the Course**
Students will be issued with information on the role and location of the Course Leaders, Heads of Department, Student Services and other relevant contact points.

ii. **Terms & Conditions**
Students will be issued with information regarding BIMM's terms & conditions. Any terms & conditions that could be considered unusual should be made clear to students. This includes parts of the UCAS contract and Academic Regulations such as the Student Engagement Policy.

iii. **Course Materials & Resources**

Students will be issued with relevant course related materials and resources at enrolment including how to access BIMM IT and MIS Services including the VLE/Library/Buildings and Wi-Fi. Students will be given access to the relevant Institutional regulations and resources that will be used to introduce:

a) aims and learning outcomes of the course;
b) learning and teaching methods on the course (i.e. lectures, tutorials, seminars, workshops etc.);
c) structure and content of the course;
d) attendance and engagement regulations and assessment timetable for the course;
e) nature of assessment on the course, its scheduling, assessment deadlines, extensions, mitigating circumstances, grading and assessment feedback.

In particular, students should be introduced to the overall course structure and given a detailed overview of the course timetable and activities for the first year of the course.

iv. **Health and Safety Policies & Procedures**

The Health and Safety Policies & Procedures relevant to the course, course locations and ways of working will be discussed and made available to students where appropriate. Colleges should take steps to ensure current students are aware of any policy or procedural changes. New students should be briefed regarding essential Health and Safety Regulations including what to do in an emergency as part of the induction process.

v. **Student Feedback and Course Representatives**

Students should be introduced to the role of Student Course Representatives and Boards of Study/Academic Board and its sub-committees. Student Course Representatives must be elected according to the Student Representation Scheme.

vi. **Student Support**

Students should be informed of the role of the Student Services team and familiarised with their Student Support Officer. Students with learning difficulties or other needs and in particular 'at-risk' students should be identified and referred to Student Services team as soon as possible during application so follow support tutorials can be made during enrolment.

vii. **Relevant Institutional Procedures**

Students should be introduced to arrangements for reporting absence, making complaints and made aware of the Institution's punctuality and attendance standards.

viii. **Placement**

Students should be given and introduced to the regulations of the course in respect of placement or work-based learning. In particular it should be made clear if these are compulsory or whether they are opportunities for students to take advantage on an optional basis.

ix. **Introduction to Peers**

During the course induction, Course Leaders should attempt to facilitate the social integration of students if possible. This might take the form of participative exercises, for example 'ice breakers', which allow students to introduce themselves to each other.

6. **Course Induction Procedures for Second and Third Year Students**

   Students progressing to the next level of their course should be introduced to the course content and structure involved in that level. In particular, students should be made aware of the increasing challenge of the work involved and any elements, which are different in that level.
   In the case of students who have joined the second year of the course via APL, Course Leaders must ensure that they receive a similar induction to first year students.

7. **Repeating/Trailing and Students Progressing with Extraordinary Outcomes**

   Students with any of the above outcomes will be required to come to an additional enrolment tutorial with their Course Leader. They will be asked to sign a learning agreement and go through the requirements of the course and any additional support they may need.

8. **Monitoring of the Policy**

   The Student Induction Policy will be monitored periodically by Academic Board.

9. **Safeguarding and Prevent**

   BIMM has a Safeguarding and Prevent policy that it adheres to, to ensure all students are safeguarded and the welfare of it's students are promoted. Staff and tutors receive regular training and have access to the policy and procedure. Full details of the policy are available on the BIMM website.