

# Registration and Induction Protocol

1 The Registration and Induction Protocol of the University of Law has been informed by the Quality Assurance Agency's (QAA) UK Quality Code for Higher Education, specifically the Advice and Guidance on Enabling Student Achievement. The QAA's Quality Code is the definitive reference point for all UK higher education institutions and sets out how academic standards are established and maintained and how the quality of learning opportunities are assured and enhanced. This protocol sits within The University's Quality and Standards Code which provides a suite of policies designed to safeguard the academic standards of the University and to assure the quality of learning opportunities offered; this protocol should therefore be read in conjunction with other relevant policies within the Code.

## **Responsibility for implementing this protocol**

2 Ultimate responsibility for the development of clear and effective processes and procedures associated with the quality assurance and maintenance of standards of academic provision and overseeing their application lies with the Academic Board of The University of Law.

## **Scope of this protocol**

3 This protocol has been developed to ensure that all students at the University, regardless of their background, learning experiences and mode of study receive an appropriate and comprehensive induction programme before they formally begin their studies. The induction programme provides students with an easy transition into studying at The University of Law; it introduces them to the new skills, programme demands and skills necessary for them to successfully complete the course.

## **Course Registration and Induction**

4 For students studying a face to face course, timetables will normally be published in student calendars at least 14 days before the start of each term. Where students accept their place within 14 days of the course start date, timetables will be published as soon as is possible. Where students are studying online, their induction module on the Virtual Learning Environment will be made available 14 days prior to the course start date.

5 The University will normally notify students of their induction details; including date, time and any documents they should bring on the day at least 14 days prior to the induction date. For students studying online, information relating to induction activities and documentation required pre-course will be issued at least 21 days prior to the course start date. Where students accept their place after these dates, induction details will be provided as soon as is possible.

6 Every candidate is required to view and accept a declaration at the start of their programme of study with the University of Law. This confirms the obligation to conform

to the assessment and disciplinary requirements and to all regulations made by the Academic Board.

7 The University will distribute any general and programme-specific information resources to students including a Student Handbook and course material during the induction period.

8 All students must bring ID to their induction, e.g. passport. In the case of students studying online, ID must be provided electronically in advance of the course start date. Further information can be found in the Right to Study policy.

9 All students must provide their certificates and transcripts from any qualifications required for entry onto the programme to our Admissions team or, where this is not possible, during their induction.

10 Students will be introduced to the University, the programme, support facilities and study methods they have chosen to study during their induction.

11 Each student studying on campus will be offered a one to one meeting with their Personal Tutor during the first four weeks of the course. Students studying online will be contacted by their Personal Tutor via email within the first four weeks of the course.

12 The University will organise additional induction sessions for campus-based students joining the course late. This will be held as soon as possible but within one week of their enrolment on the course. For online students joining after the course start date, the University provides an online induction programme to assist with their transition onto the course; students are advised to complete this as soon as possible.

13 Continuing students will be provided with any remaining general and programme specific information resources before starting their second or further years of study.

14 A student must advise the University in writing if he/she intends to request a transfer to another mode, course or campus or if he/she wants to apply to intermit or withdraw from the course. Failure to do so will result in any assessments not completed being recorded as failed.

15 For important information regarding the Terms and Conditions of entry onto a course of study at The University of Law, please go to:

[www.law.ac.uk/student-terms-and-conditions/](http://www.law.ac.uk/student-terms-and-conditions/)

**Version history:**

<b>Version</b>	<b>Amended by</b>	<b>Revision summary</b>	<b>Date</b>
V1.0	Head of Students	Initial drafting	29/08/13
V1.1	Administration Manager	QA	11/09/13
V1.2	Admissions Manager	Final amends	23/09/14
V2.0	Director of Enrolment & Conversion	Reviewed and amended as part of annual review process	05/11/15
V3.0	Head of Student Support Services	Minor amends following consultation with programme team	31/10/19
V3.1	QA Officer	Added new link to Terms and Conditions	16/01/20
V3.2	Registry Officer	Change to the document coding convention	March 2020