

IFD COLLEGE

INDUCTION POLICY

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1. All students must receive induction to the college and their programme of study.
2. College Governors should ensure that an induction for each group of students has been planned and that tutors are aware of their responsibilities in connection with induction.
3. No single format is suggested for induction since needs of students and programmes vary. The induction period must, however, include the following essential elements:
 - Getting to know the learning site
 - general orientation
 - resources centres
 - workshops
 - Introduction to the programme of study
 - student handbook
 - course handbooks
 - tutorial arrangements
 - information of procedures for changing programme
 - absences procedures
 - payment of exam and registration fees
 - Managing studies
 - action planning (learning agreement to be completed at the end of the induction period)
 - study skills
 - plagiarism
 - getting extra support
 - Rights and responsibilities
 - Code of Conduct and Discipline Procedures
 - Academic Appeals and Complaints and Grievance Procedures
 - Equal Opportunities Policy
 - health and safety, first aid
 - emergency procedures - fire alarm, bomb alert, smoking, alcohol and illegal substances