



BIMM
INSTITUTE



INSTITUTE FOR
CONTEMPORARY
THEATRE

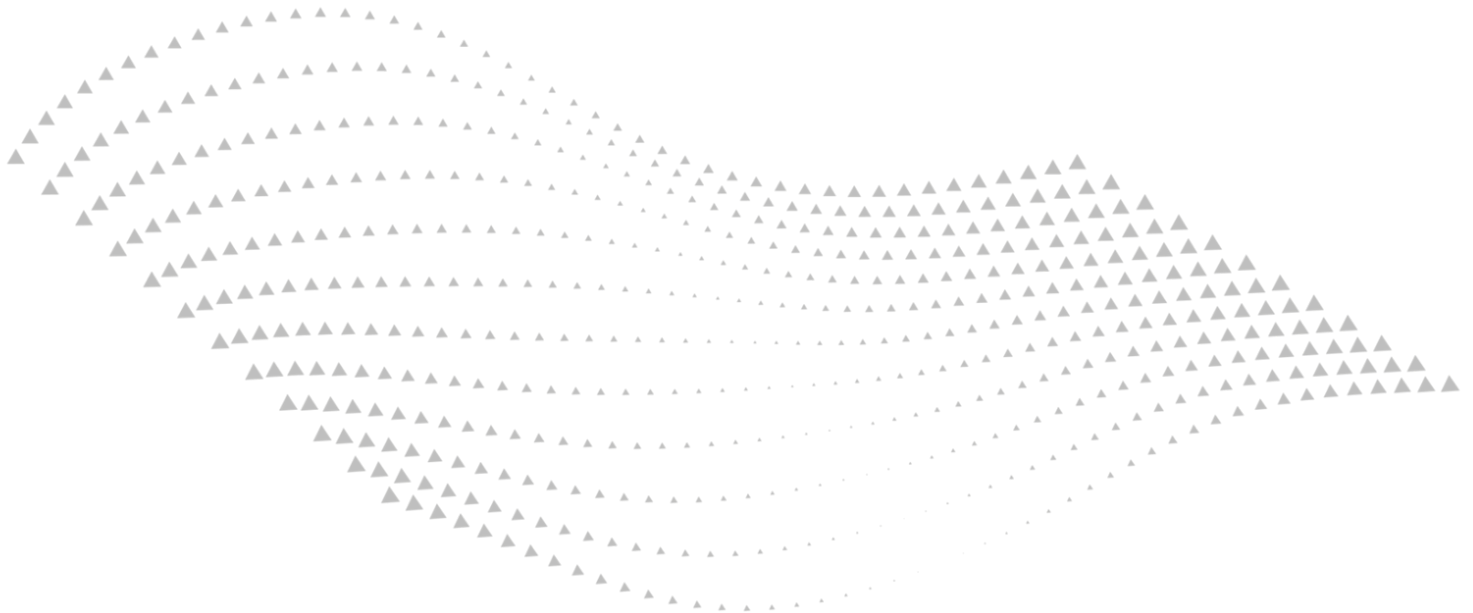


PERFORMERS
COLLEGE



SCREEN AND
FILM SCHOOL

Student Induction & Enrolment Procedure



Last approved: September 2021

Approved by: Academic Board

Next review due: September 2025



1. Introduction

- 1.1. This Procedure applies to all provision delivered at BIMM Institute, the Institute of Contemporary Theatre, Performers College or Screen & Film School, (collectively referred to as “the Institute”).
- 1.2. The Institute regards student induction and enrolment as essential elements of all courses that aim to enable students to settle into College life quickly and help them succeed on their chosen course.
- 1.3. The Institute believes that a strong induction policy tends to have a positive effect on student retention and achievement. 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 understanding the expectations of academic study. Induction should facilitate the transition of students into the learning ethos of the Institute and the course.
- 1.4. Enrolment activities are scheduled in the late summer, normally from July onwards and the Institute has a dedicated team who will support students in completing enrolment requirements. The enrolment period closes at the end of Week 3 of the first semester/term.
- 1.5. Induction events are normally scheduled 1-2 weeks prior to the beginning of the first term. These events are planned locally by each College to ensure that all necessary information and resources are provided, and the Colleges will contact students directly to inform them of these events.

2. Institutional Enrolment

- 2.1. New students will receive a Welcome Pack, which includes general information on the Institute, such as term dates, enrolment information, an introduction from the College Principal and other localised information.
- 2.2. The Institute’s Head of Enrolment is responsible for ensuring that an appropriate enrolment programme is in place for all students, and this will include the following:
 - i. Stage 1 – Enrolment Form
Students will receive a link to the Enrolment Form, where they can securely log on, update their personal details and any other required information, as well as upload copies of their qualifications (where relevant), ID and passport style photos required for their Student ID Card. This Enrolment Form also contains the Terms & Conditions that students must agree to before commencing their studies at the Institute.
 - ii. Stage 2 – Finance
Students will need to confirm how their tuition fees will be covered, either by providing confirmation of a successful Student Loan Company agreement or by paying fees privately.
 - iii. Stage 3 – Applications & Systems Information
For the final stage in the enrolment process, students are provided with login credentials and a virtual tour of the applications and systems they will use throughout their studies.
 - iv. Stage 4 – Issuing of Student ID Cards
Students will receive a photo ID card to be worn at all times on Institute premises. The Institute reserves the right to refuse admission to College premises to students not wearing their ID card.



3. College Induction

- 3.1. The purpose of College induction is to welcome new students and help them to feel part of the Institute's community. It is also an opportunity to outline the responsibilities that students have as part of this community and to introduce them to the Institute's facilities and the opportunities they will be provided with to network within the local and wider music industry.
- 3.2. Heads of Student Support are responsible for ensuring that an appropriate college induction programme is in place for new students, which will include the following:
 - i. Introduction to Key Departments
Representatives from the Academic, Admissions, Finance and Student Services teams will be present to introduce themselves and to answer relevant queries.
 - ii. Introduction to College Management
Students will receive an introductory talk by senior staff to welcome them to the College and to introduce key information, including and the necessary rules and regulations of the Institute.
 - iii. General IT Induction
Students will receive information regarding the IT systems available to them, including the VLE, Student e-mail, the Room Booking System, Online Timetables and the Online Library.

4. Course Induction for New Students

- 4.1. Every new student will undergo a course induction to introduce them to their course of study, the personnel who will deliver it and the environment(s) in which it will be delivered. Induction familiarises students with the values and working practices of the course and helps to integrate them with their peers.
- 4.2. Heads of Education/Heads of Learning & Teaching, in liaison with Course Leaders, are responsible for ensuring that an appropriate course induction programme is in place for all students, which will include the following:
 - i. **Management of the Course**
Students will be issued with information on the roles and processes for contacting Course Leaders, Academic Management, Student Support, Exams Teams and other relevant contacts.
 - ii. **Course Materials & Resources**
Students will be issued with relevant course related materials and resources at enrolment, including how to access IT Services including the VLE/Library/Buildings and Wi-Fi. Students will be given access to the relevant regulations and resources that will be used to introduce:
 - a) Aims and learning outcomes of the course.
 - b) Learning & Teaching methods on the course (lectures, tutorials, seminars, workshops, etc.).
 - c) Structure and content of the course.
 - d) Attendance and engagement requirements 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.
 - iii. **Health & Safety Policies & Procedures**



The Health & Safety Policies & Procedures relevant to the course, delivery locations and ways of working will be discussed and made available to students as appropriate. New students should be briefed regarding essential Health and Safety Regulations including what to do in an emergency as part of the induction process.

iv. **Student Representatives and Feedback**

Students should be introduced to the role of Student Representatives, Boards of Studies, Academic Board and its sub-committees. Student Representatives must be elected in accordance with the Institute's Student Representation Scheme.

v. **Student Support**

Students should be informed of the role of the Student Support 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.

vi. **Relevant Institutional Procedures**

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

vii. **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.

viii. **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, which allow students to introduce themselves to each other.

5. **Course Induction for Progressing Students**

Students progressing to the next level of their course should be introduced to the course content and structure involved in that level and how it may differ from previous levels. In particular, students should be made aware of the increasing challenge of the work involved and helped to prepare for higher levels and/or the workplace.

In the case of students who have joined a HE course via RPL, Course Leaders must ensure that they receive a similar induction to new students.

Colleges should take steps to make progressing students are aware of any significant policy or procedural changes since their initial induction.

6. **Students Progressing with Trailed Credit, Trailed Re-sits or on a Repeat Year**

Students with any of these outcomes will be required to attend an additional enrolment tutorial with their Course Leader, where they will be asked to sign a Learning Agreement and discuss the additional requirements and any support they may need.