

Induction Policy & Procedure

EDA COLLEGE

1. Purpose

1.1 The purpose of this document is to detail EDA College's induction policy and procedure for both new and returning students.

2. Context

2.1 Induction at the start of a semester is an important and informative event for students. Students new to EDA College need to understand the rules, regulations and policies that apply to them whilst undertaking their programme of study. Information about the College generally, policies to do with, for example, attendance and academic misconduct, are of direct importance and ensure all students are treated fairly. New students also require information about their programme of study and the requirements of the awarding body for the programme they are undertaking.

2.2 Returning students starting a new semester of study on their programme find it helpful to be reminded about college policies and procedures. Importantly, returning students need to know if there have been any changes in, for example, awarding body requirements, College policies and procedures, and any new policies which need to be brought to their attention.

2.3 Whilst much of the information about college policies and procedures is available in the Programme Handbook and the General Academic Regulations, it is nevertheless essential that this information is presented to them at induction. This permits students to ask questions, seek clarification and understand the policies and procedures, as they apply directly to them, more fully.

3. Induction policy for new students

3.1 All new students must be provided with an induction programme before the first week of the first semester of their programme of study. The induction programme should be timetabled to take place and should be used as an opportunity for students to meet key staff of EDA College, including the Principal, Academic Manager, Programme Leader, Operations Lead and other key staff in college Registry and Administration, etc.

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What is Covered in the Induction Programme?

3.2 The induction programme should cover the following:

- General context of EDA College including its mission, vision and values
- Expectations of students whilst formally enrolled on a programme of study at EDA College and the Student Charter
- Information about the external environment in which EDA College is located and key facilities that students can use, especially public libraries, and other facilities students may wish to use
- Requirements of the awarding body appropriate to their programme of study
- The College's attendance policy, procedures used for non-attendance and actions taken by the College with students who do not attend regularly
- Turnitin, Plagiarism and how to avoid academic misconduct
- Policy and procedure for making a complaint about any service of EDA College
- The Student Representative system at EDA College
- Committee structure and engagement of students with the quality assurance processes of the College
- Learning resources provided by awarding body and EDA College in respect of the students' programme of study
- Academic support and welfare support facilities at the College
- Information about assessed work including when students can expect return of course work and the provision of feedback on student work
- Any other information that may be valuable to students

4. Induction policy for returning students

4.1 All returning students should have one session allocated for induction at the start of each new semester of their programme of studies. This session can take place within one of the timetabled sessions. The programme leader should organise this brief induction for each group of students within the first week of semester. Students should be required to attend and an attendance register will be kept and treated as a normal teaching session. Some policies warrant repeating to remind returning students, especially EDA College's attendance and engagement policy and issues to do with plagiarism.

What is Covered in Returning Students Induction?

The induction session for returning students should cover the following areas:

- The Student Charter and the responsibilities of students whilst enrolled at EDA College

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- Turnitin, Plagiarism and how to avoid it
- Any changes in existing policies and procedures
- Any changes in awarding body requirements
- Any new policies or procedures that have been introduced and are effective from the start of the new semester
- Student Representatives – who they are and what they do
- Information about assessed work, including return of course work and the provision of feedback on student work
- Any other information that may be valuable to students

5. Student feedback on induction (New Students ONLY)

5.1 Following the induction programme before the first week of a new semester, feedback from students should be obtained in order to assess their experience, what was most valuable and what changes could be introduced to enhance the College induction programme. A short questionnaire which will result in both quantitative and qualitative data should be used. [A suggested questionnaire is provided in Appendix 1.](#)

5.2 The Programme Leader should write a short report using data from the questionnaire and any feedback from staff who delivered the induction programme. The report should identify both good practice and strengths of induction, together with recommendations for enhancement for the next induction programme. This report should be considered at the next meeting of Course/Programme Board and the Academic Board.

6. Concluding comments

6.1 Induction is important for students and the EDA College. It enables students to understand the policies and procedures that are associated with their programme of study and provides a critical point of communication between the College and its students. Well-conducted and well-structured induction sessions ensure students make the best start to the new semester.

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Appendix 1: Induction Survey Questionnaire¹

EDA College carefully plans its induction programme for students to help ensure that important and essential information about your programme of study, College policies and procedures and the requirements of your awarding body are clearly and concisely communicated to you. This information is available from various sources, such as the College website and your Programme Handbook.

We would like to obtain feedback about your experience of the recent induction programme to identify what worked well for you and where improvements can be made.

Please respond to each statement provided and write some comments in the two boxes provided.

Programme of study:

Date

1. I found the induction programme very helpful to my understanding of the College's policies and procedures.

Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree

2. The induction programme helped me understand my responsibilities as an enrolled student of Newman University at EDA College.

Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree

3. The induction programme helped me to better understand the role of Student Representatives

Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree

4. The induction helped me understand key policies and procedures regarding plagiarism and the possible consequences of submitting plagiarised work.

Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree

5. The induction provided me the Programme Handbook and helped me understand how to interpret its main points.

Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree

¹ More questions can be added and students will be asked to complete the survey using Google/Microsoft Forms

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6. The induction programme made clear to me EDA College's attendance policies and what I must do if I am unable to attend a timetabled session.

Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree

7. The induction programme helped me understand the requirements of the awarding body (Newman University) for my programme of study.

Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree

8. The induction programme provided me the understanding of Condition E6 based Bullying, Harassment and Sexual Misconduct comprehensive document available at college website.

Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree

9. The induction programme provided me training on how to report any cases and behaviour amounting to Bullying, Harassment and Sexual Misconduct (via portal on college website).

Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree

Please provide written comments in each of the boxes provided below

10. Please indicate which aspects of the induction programme you found the most useful

11. Please indicate how the induction programme could be improved