University of East Anglia

LTC11D111

Title:	**Student Induction**
Author:	Becky Fitt/LTS
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Issue

The report contains the notes from a meeting about Induction for new students on taught programmes in September 2012. The meeting was led by the ADTP and Director of LTS and included representation from various schools across the University.

Recommendation

Recipients are invited to consider arrangements for Induction and to update the Committee on plans being developed in their constituency.

Resource Implications

This is the first time Induction is being supported in the new integrated service environment. It is anticipated there will be a saving on resource comparable to that expended in previous years.

Risk Implications

It is of critical importance that good quality induction programmes are delivered by schools to ensure a good joining experience for new students.

Equality and Diversity

Induction programmes are expected to take into account equality and diversity issues.

Timing of decisions

Induction programmes must be finalised and published to students by 27 August for standard date courses starting on 24 September. Induction programmes for non-standard courses must be available in good time before the start of the course.

Further Information

Contact: the relevant LTS Hub Manager

Background

Overview of start of year/new joiners on taught programmes:

- Joining information is made available on the 'Information for New Students Web Page' from 6 August
- After the student's place on their course is confirmed they will receive an email from the University which provides access to their IT account and the online registration process via e:Vision. Emails will be dispatched from 27 August
- After the student has completed online registration they will be automatically enrolled on their core/compulsory modules Blackboard sites and the School's Blackboard site for providing induction information
- Where a course includes option choices at level one a student will only be able to access the module Blackboard site after completing enrolment and the data has been processed by the Arts Hub administrators
- The student must attend the registration event scheduled on the 21 or 24 September. This completes the registration process
- Week 1 includes induction and teaching activities
- Week 2 normal pattern of teaching for modules begins.

Discussion

The document draws attention to arrangements for Induction. Members are asked to comment on these arrangements, highlighting any examples of good practice from their own area of responsibility and update on progress on Induction within their constituency.

MEETING: STUDENT INDUCTION PLANNING 2012/13

HELD: 11.00-12.30, Wednesday 20 June 2012 in TPSC, Rm. 1.4

1. **Registration Process**
Better use of technology has led to a slicker registration process: more now happens in advance of a student's arrival. Once it is confirmed that a student is coming to UEA he/she is able to start registration process on-line before they get here (e.g. after results for many – maximum of 30 days before their course starts). This means less time spent queuing and more time for the student to actively engage with his/her School, course and colleagues.

   The campus part of registration process involves marking students 'as seen' – we are simply confirming that they are here. For those new students with 'standard' September 2012 start dates marking students as seen will be carried out in the Congregation Hall. The benefits of this for the students are that all the experts will be in one place to answer their queries and solve their technical problems. For example, photograph uploads for campus cards, module enrolment, Blackboard access, and timetable visibility.

   NB: Each School will have a timed slot in the Congregation Hall for the 'marking as seen' part of the registration process.

   No information/welcome packs will be handed out to students during this process – any material(s) that Schools wish to provide in hard copy to students to be produced in School and handed out by the School in one of its induction events.

   NB: Induction events can take place before students have been marked as seen.

   ACTION POINT:
   Slot times for Schools re 'marking as seen' to be copied to School and Faculty Managers and DOS; any queries re timing of slots for individual Schools should be raised with John Tully.

2. **Maximum use of Blackboard**
Information, such as Induction Programmes, for new students will be made available to them via Blackboard – either on newly created School 'module' for new students, or by using existing School Blackboard sites. Where a new site is needed it will be set up LTS. LTS will add Induction Programme information, Schools to choose what else they may want to add.   New students will be automatically enrolled on relevant School Induction sites, along with all academic staff in the School. Schools choose whether or not they wish to hand out Welcome Packs at their Induction events and produce these if so.

   Note: A Blackboard site is automatically created for every academic module on a course – there is an expectation that the Module Organiser will add the module outline as a minimum. However, for first year/new students it might be useful to also include reading lists or other material that students could engage with pre-arrival (students have access to up to a maximum of 30 days before their course starts).

   ACTION POINTS:
   - DOS to send a list of DOS staff that require access to 'new students' Blackboard sites - to be sent to John Tully.
   - Instructions/guidance for using Blackboard is important for new students; a link to be added in page for on-line registration task for all students. Learning Technology Team to provide guidance, Barrie Osborne to add link.
   - Link to DOS website and information for pre-arrivals also to be added to the same page – DOS to send link to Barrie Osborne. This site focused on pre-

arrival information for International Students but it is also useful information for Home/EU students.

- 7 September 2012 deadline for Blackboard information – absolute final date for receipt, it is not when Blackboard Team expect to receive information, can be submitted before then. Jo Bruce, from the Learning Technology Team, to send out reworded reminder to remove ambiguity.
- LTS will send out a reminder for Schools to send through changes of the following:
    - o Course Directors
    - o Senior Advisers
    - o Advisers
    - o Module Organisers
    - o Teaching Directors

  These will then be updated to ensure that e:Vision information is available to the right people.

3. **Timetabling of Induction Programmes**

Non-module events can now be timetabled so that they appear on e:Vision and are visible to students; e.g. Induction activity, Employability workshops, briefings for Year in Industry, health and safety sessions.

NB: These events will not be linked to modules so any clashes with teaching will not be automatically flagged up – requires thought about when best for any such events to take place.

ACTION POINT:
For students to be added to these events LTS needs School to provide the retrieval criteria: (1) routes (Courses), (2) level of students.

Note: It is possible to add students either individually or in groups to events. However, given the nature of this task whether it would be achievable within time constraints at the start of year would require discussion between School concerned and LTS.

4. **Induction Programme content**

Examples of current practice that works well:
- Student led activities – e.g. buddy system (more difficult to arrange in large Schools)
- School party/welcome events – opportunities for students to socially interact with peers and others – 2nd year students each looking after a group of 1st year students
- Scheduled appointment with Academic Advisers (first meeting in Groups of Advisees and then follow up with individual meeting 1-2 weeks later)
- Start teaching early
- Early formative assessment with feedback in week 2
- Campus orientation quiz