



# Student Induction Policy

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**Version:** 2.2

Category: Policies - Student Support  
Owner(s): Dean of Teaching and Learning  
Approved by: The Board of Governors

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Scope: This policy applies to all taught provision at Fairfield School of Business (FSB)

# 1. Introduction

- 1.1. The purpose of student inductions is to prepare new students to commence their programme of study by orienting them with the school's facilities and services. It is also an opportunity to outline the responsibilities that students have as part of FSB's academic community. This policy is part of our broader Teaching and Learning Strategy and affirms FSB's commitment to exemplifying the Core Practices of the Revised Quality Code for Higher Education.
- 1.2. The policy takes into account the school's mission to provide accessible and transformational learning experiences that meet or exceed the exacting standards of UK education, to inspire and develop future business leaders.
- 1.3. All students, regardless of their programme of study, will receive some form of induction which is appropriate to the type of study to be undertaken.
- 1.4. Student induction will contain elements generic to all students, as well as programme-specific elements. In addition to their inductions, all students receive an FSB Student Handbook and a Programme Handbook.
- 1.5. Student induction aims to:
  - i. ease the transition to study,
  - ii. introduce students to the skills, knowledge and demands of their, programme preparing them for study and adjusting to academic life,
  - iii. establish students as part of FSB's academic community,
  - iv. introduce and raise awareness of key policies and procedures,
  - v. (where applicable) complete enrolment with any partner university or awarding body validating the programme,
  - vi. provide introduction to the course and module structure with a full explanation of the assessment process,
- 1.6. During their induction students will be provided with relevant information and resources such as, handbooks, course timetables and academic calendars and reading lists.
- 1.7. Additionally, students will receive a full introduction to campus facilities and a health and safety briefing:
  - Introduction the School's Virtual Learning Environment,

- (where applicable) introduction to partner universities' libraries and learning resources,
  - The school will promote opportunities for students to engage in the decision making processes that impact on their academic experience including the course representative system and Students Union.
- 1.8. Personal Tutors will organise a 1 to 1 meeting with all students during the first 4 weeks of the course to assist with the production of a Personal Development Plan (PDP). The PDP will identify strengths and areas for development that may benefit academic and personal progression, as well as identifying key skills gaps.

## 2. Management of the Induction Process

- 2.1. Responsibility for the development of effective processes and procedures associated with the quality assurance and maintenance of standards lies with the Academic Board.
- 2.2. Deans, Course Coordinators and Student Support Service Managers will be responsible for designing the content and structure of students' inductions and ensuring presentations meet the School's quality standards.
- 2.3. The school's Registry will be responsible for scheduling inductions around core teaching activities and will also be responsible for ensuring that students are notified about their induction within the specified time, as well as contacting students who cannot attend or miss their inductions to make alternate arrangements.
- 2.4. Students must make every effort to attend their scheduled induction.
- 2.5. The school will ensure that all students, including those joining late, receive the benefit of a full induction; this will be held as soon as possible but within one week of their enrolment on the course.

## 3. The Prevent Duty

- 3.1. As a Recognised Higher Education Body, FSB has a duty to provide a learning environment which adheres to the principles of academic freedom and freedom of speech. The school will also follow and embed all aspects of Prevent.
- 3.2. The school is committed to upholding values associated with British society (the 'British Values'):

- respect for democracy and support or participation in the democratic process,
- respect for the rule of law,
- individual liberty and equality of opportunity,
- mutual respect and tolerance different faiths and beliefs

3.3. The School will include presentations and discussions regarding Prevent, British Values and the School's safeguarding policy, this will inform students of how and when to report any concerns.

3.4. Students will also be consulted in particular the means by which it manages its obligations to preserve academic freedom with the need to ensure a safe learning environment for its students; such consultations will inform the ongoing development of the School's policies and procedures for upholding the Prevent Duty.

## 4. Review and Update

4.1. This policy will be reviewed annually or as required by the Dean of Teaching and Learning. Changes to it will be reviewed and approved by the School's Board of Governors.

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## Version Tracking:

Version	Author / revisions by	Changes summary	Approved by	Date
1-1.2	Senior HR Officer Deputy CEO Quality Unit	Original version and subsequent annual edits	Board of Governors	Aug 2019 Sep 2020 Oct 2021
2.0	Quality Manager Associate Dean	All sections revised, new policy formatting applied.	Board of Governors	Jan 2022
2.1	Quality Manager Associate Deans	Annual review; no content changes; minor changes to document formatting.	Board of Governors	Sep 2022
2.2	Quality Manager Dean of Teaching and Learning Associate Deans	Document ownership reassigned to Dean of Teaching and Learning.  Some revisions to introduction.	Board of Governors	Jan 2024

**Date of next review:** September 2025