

STUDENT REGISTRATION & INDUCTION POLICY

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1. Scope

1.1 The scope of this policy encompasses Student Registration Procedures and Student Induction requirements at Malta ICOM Educational .

2. Introduction

2.1 Student registration is an annual occurrence that normally takes place at the beginning of each academic year to ensure that new students starting a course, existing students continuing on a course and students returning from suspending their studies are all formally registered with Malta ICOM Educational .

The registration and induction process aims to align with the MIE strategic priorities of enhancing the student experience, accessibility, and technology integration.

2.2 Induction sessions are offered to support students' orientation to their course and Malta ICOM Educational each year.

2.3 The aims of this policy are to:

- a. Inform students of Malta ICOM Educational 's Registration & Induction processes.
- b. Inform students of their responsibilities regarding Malta ICOM Educational 's registration and induction requirements.
- c. Ensure that student registration formalities are completed each academic year and in good time.
- d. Ensure that all students (new, continuing and returning) are provided with induction sessions at the beginning of each academic year to inform them of relevant course and institutional developments and information.
- e. Completion of Student Induction Satisfaction Evaluation Questionnaire .

3. Terms & Definitions

3.1 For the purposes of this document the following terms and their definitions are used throughout:

3.2 Student Registration:

- a. The completion of a Student Registration Form by a student and its return to the Administration
- b. Department
- c. Payment of tuition fees.
- d. Completion of all other relevant forms and questionnaires (as distributed by the Admissions Team by a student and their return to relevant ICOM departments as and when requested.
- e. Declaration of special educational needs.

3.3 Student Induction:

A series of scheduled sessions to introduce new students to their course and to complete student registration requirements. To welcome back and inform continuing / returning students of recent course developments and enhancements.

4. Student Registration

Registration ensures that all new, continuing, and returning students are formally enrolled at Malta ICOM Educational. This step is critical to accessing academic resources, attending classes, and receiving institutional support.

4.1 Responsibilities:

- a. New Students: Complete the online registration form, upload required documentation and arrange fee payments.
- b. Continuing/Returning Students: Confirm details, update information as needed, and ensure timely payment of fees.

For detailed procedures and responsibilities related to student registration, including document submission, fee payment, and accommodations, refer to the Admissions Policy.

5. Student Induction – New Students

Induction Sessions & Timetables

5.1 Prior to the course start date, new students will receive student induction information from the Admissions Team, this will also be available online on the Malta ICOM Educational website. Student induction for new students consists of a variety of informative introductory sessions normally scheduled throughout the first six weeks of the new academic year.

5.2 A schedule of induction sessions is provided to new students in the form of an Induction Timetable clearly identifying the title, date, time and location of each session. The timetable will be published both in print and digitally, ensuring easy access for all students. Induction will be flexible and accommodating to students unable to attend specific sessions.

Sessions may include information regarding:

- a. The course curriculum, organisation, teaching and assessment methods;
- b. Student support services;
- c. The student representation;
- d. Key contacts at the Malta ICOM Educational.

5.3 Induction Timetables are normally produced by the Administration Department in consultation with The Dean and Programme Leaders ensuring that necessary and relevant induction sessions are provided. In addition, Centre Curriculum, Standards and Student Experience Committee

(CSSEC) will normally review Induction Timetables ensuring that students contribute to their design and content.

5.4 At the end of each induction period new students will be provided with a questionnaire to complete to evaluate their induction sessions. The questionnaire results will be reviewed by CSSEC, Programme Leaders and the Dean and will inform future induction programmes.

- Sample Feedback Questionnaire:
- How satisfied are you with the induction sessions overall? (Scale 1-5)
- Was the information provided clear and accessible? (Yes/No)
- What improvements would you suggest for future inductions?
- Additional Comments

Attendance To Induction Sessions

5.5 New students are required to attend all scheduled induction sessions at the appointed times. These sessions are designed to provide new students with important introductory information about their course and Malta ICOM Educational, to meet key staff and to undertake necessary training sessions as appropriate.

5.6 If a new student is unable to attend an induction session, they should in the first instance inform the Admissions Department. Every reasonable effort will be made to:

- a. Provide the student with the opportunity to attend an alternative induction session, as appropriate
- b. Provide the student with any information distributed in the missed induction session, as appropriate by email or on the college website or as paper copies dependent on the material
- c. Provide the student with contact details of the relevant staff to arrange a time to review the missed session, as appropriate.

Induction & Course Documentation for New Students

5.7 All new students will normally receive an Induction Pack on the first day of their course. Produced by the Administration Department in consultation with Course Leaders, the Induction Pack contains essential course documentation and information and may include:

- a. The Induction Timetable.
 - b. The Course Timetable and associated relevant information.
 - c. Course and Module Information Forms.
 - d. Course and Module Handbooks.
 - e. Clear guidance on accessing VLE and other digital platforms during induction.
- Template for Online Induction Timetable:

Session Title	Date	Time	Platform/Location	Key Contact
Welcome & Orientation	[Insert]	[Insert]	[Insert Platform]	Admissions
VLE Navigation	[Insert]	[Insert]	[Insert Platform]	IT Support
Academic Integrity & Turnitin	[Insert]	[Insert]	[Insert Platform]	Academic Advisor
Student Support Services	[Insert]	[Insert]	[Insert Platform]	Support Team

f. Any other relevant information specific to the course of study.

4.2 In addition, full course documentation is normally made available to new students electronically through the Malta ICOM Educational 's website.

6. Registration & Induction for Continuing / Returning Students

Student Registration – Continuing / Returning Students

6.1 All continuing / returning students are required to complete student registration procedures each academic year. Registration in any year does not automatically entitle a student to re-register in a subsequent year.

6.2 Step-by-Step Guide for Registration:

- Log in to the Student Portal.
- Complete the Registration Form online.
- Upload necessary documentation (e.g., ID, previous qualifications).
- Arrange fee payments or provide proof of funding.

Confirm submission and download confirmation receipt.

6.3 All continuing / returning students are required to complete a Student Registration Form that should be returned to the Administration Department within the first week of their course start date.

6.4 All continuing / returning students are required to arrange payment of their tuition fees with the Finance Department within the first week of their course start state. Malta ICOM Educational is authorised to exclude anybody from Malta ICOM Educational for non-payment of fees and may decline the admittance to examinations of anybody for whom fees are in arrears.

Student Induction – Continuing / Returning Students

6.6 Continuing / returning students are normally provided with a Student Induction Session at the beginning of each academic year to welcome students back to Malta ICOM Educational , disseminate

information about course and Malta ICOM Educational developments and to provide an overview of the coming year.

6.7 Induction Session Timetables for each cohort of continuing / returning students are normally produced by the Administration Department in consultation with Course Leaders and the Dean.

6.8 All continuing / returning students are required to attend their Induction Session at the appointed time.

6.9 Students unable to attend their Induction Session for a legitimate reason should contact their personal tutor in the first instance. Every reasonable effort will be made as appropriate to:

- a. Provide the student with the opportunity to attend an alternative induction session;
- b. Provide the student with any information distributed in the missed induction session;
- c. Provide the student with contact details of the relevant staff to arrange a time to review the missed session.
- d. All students will complete the Student Induction Satisfaction Evaluation Questionnaire

6.10 Induction will include:

- a. Curriculum updates and institutional developments.
- b. Changes in course curriculum.
- c. Updates in institutional policies and procedures.
- d. Refresher on student support services and IT tools.

Provide refresher sessions on key institutional policies and digital platforms.

Ongoing Requirements Of All (New / Continuing / Returning) Students

6.11 All (new / continuing / returning) students are required to inform the Administration Department of any change to their contact details (i.e. their home or term-time address and telephone number) immediately.

7. Alignment with Regulatory Standards

7.1 MFHEA and MQF Compliance:

- a. This policy is aligned with the Malta Further and Higher Education Authority (MFHEA) guidelines and adheres to the Malta Qualifications Framework (MQF) standards.
- b. All registration and induction practices support program accreditation and progression standards as defined by MFHEA.
- c. Student data collection processes align with MFHEA's requirements for monitoring academic quality and student outcomes.

7.2 Data Protection (GDPR):

- a. MIE is in full compliance with the General Data Protection Regulation (GDPR) for the collection, storage, and processing of student data.
- b. Student data will only be used for administrative and educational purposes and outline the rights of students concerning their data (e.g., access, correction, and deletion).
- c. A data privacy statement is included in all registration and induction documentation.

8. Roles and Responsibilities

8.1 Admissions Team Responsibilities:

- a. Provide support for diverse student populations, ensuring that processes are inclusive and accessible to all students.
- b. Coordinate with IT and accessibility teams to implement and support digital and hybrid induction formats.
- c. Ensure timely communication with students regarding registration and induction requirements, including reminders and updates.

8.2 Administration Team Responsibilities:

- a. Oversee the preparation and distribution of induction materials in various formats.
- b. Liaise with faculty and course leaders to tailor induction sessions to specific cohorts.
- c. Monitor attendance at induction sessions and follow up with students who miss critical sessions.

8.3 IT Team:

- a. Ensure digital platforms are functional, user-friendly, and compliant with accessibility standards.
- b. Provide technical support during online induction sessions.
- c. Collaborate with the Admissions team to address any accessibility challenges faced by students.

9. Continuous Improvement

9.1 Annual Review:

- a. Commit to reviewing and updating the policy every two years to ensure it reflects current institutional needs, student feedback, and external regulatory requirements.
- b. Engage CSSEC and other relevant committees in the review process to ensure alignment with academic standards and institutional priorities.

9.2 Institutional feedback.

- a. Incorporate insights from student satisfaction surveys, focus groups, and staff feedback into policy updates.
- b. Use data from external audits (e.g., MFHEA reviews) to identify areas for improvement.