

Procedure 2.3 Induction

1. Introduction

This procedure sets out the programme for student induction at London Film Academy (LFA). Induction should be seen as part of the teaching and learning experience of students and, because it is the first activity they will encounter, should be as interesting, engaging and useful as possible.

2. Student Induction

At the commencement of a course, an induction event will be held for all new students. This event will vary in size and scope, depending on the length of the course.

Credit bearing Courses will introduce students to a range information. These include:

- introduction to LFA and key members of staff
- the Student Handbook
- tour of LFA facilities
- resources: library, internet, student room, computer resources, etc.
- overview of Student Services
- accommodation, part time work, etc.
- rules and regulations including expectations on student conduct and attendance
- disciplinary procedures
- access to support and advice if needed
- Inclusion Plan process
- how students can raise a complaint if needed
- UKVI compliance issues and responsibilities
- introduction to the department and programme of study, including information about the timetable, method of assessment, teaching and learning strategies, term dates, student responsibilities, etc.

3. Recording and evaluating induction

All students who have participated in the induction programme should sign a declaration to confirm that they have attended the programme and that they understand the information which has been provided.

At an appropriate point during their time at LFA, students should also be asked to comment formally on the usefulness of the process as an introduction to their time of study at LFA.

