



Registration and Induction of new Students

The registration, induction and orientation of new students take place in accordance with the Induction Model and the Good Practice in Induction.

Equality and Diversity statement

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision making panels will ensure a reasonable gender balance (with at least one man and one women) and will actively consider representation of other protected groups.

Registration details differ depending on whether the student is an undergraduate or a postgraduate student. Details can be found on the Registration website.

Upon registration, all students should be provided with an induction programme which should be designed to orientate them to the University and their programme. This has a number of elements -

1. Induction sessions and activities which are organised by the relevant school(s) and/or departments. These should include:
 - a. A welcome to the department
 - b. Information on the department, the name of the personal tutor, the timetable for the first period and (where not already provided) the timetable for induction.
 - c. A curriculum activity
2. Central induction on activities, including:
 - a. A welcome to students from the Vice-Chancellor
 - b. Introductory sessions to Central Support Services including Computing Services, the Library, the Languages Support Unit, Study Skills Support, Counselling and Advisory Service, the Students' Union.
3. A welcome event for international students, to identify support services and key staff and to meet fellow students. Information for international students is also available on the Student Centre website.

Induction programmes should accommodate the needs of disabled students.

Summary of Responsibilities

Student RecordsTeam

- Identifies the programme for registration and induction activities.
- Provides the University Registration and Induction Pack.

Programme Director

- Makes arrangements for induction and orientation to the programme.
- Adds programme and school information to the registration and induction pack.

Admissions Officer/International Office

- Despatches induction packs to prospective students.