

## 5. Student Administration and Support

### Introduction

This section contains information on how the institution manages the administration and progression of their students from admission to course completion, including student support services. Information available within this section does not include specific student personal details, by virtue of being personal information.

Class	Description	Manner
5.1 Information on student admission, progression and completion	<p>This class should include information recommended to be made available by the Cooke report under this heading (as above)</p> <ul style="list-style-type: none"> <li>• Student qualifications on entry</li> <li>• The range of student entrants classified by age, gender, ethnicity, socio-economic background, disability and geographical origin as returned to LSC</li> <li>• Student progression, retention and completion data</li> <li>• Data on qualifications awarded to students</li> <li>• Data on employment/training outcomes for graduates/students If some or all of the information listed above appears in another class(es) then cross-reference(s) to where it appears in the PS should be included here.</li> </ul>	<p>Student Handbook &amp; Charter PRE Monitoring Report Equal Opportunities/Inclusive Learning</p> <p>Principal's Annual Report to Governors Provisional Examination Results &amp; Destinations Data See 8.3</p>
5.3 Student administration	<p>This class should include information relating to all areas of the maintenance of individual student records, including policies and procedures covering the management of the student records system itself, and the division of responsibilities between central registry staff, school/faculty/college staff and the students themselves. Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Registry student records policies and procedures documents</li> <li>• Registry security and data protection policy and procedure documents</li> </ul>	<p>Records Retention Policy</p> <p>Confidentiality Protocol Data Protection &amp; Security Policy</p>
5.4 Student admission and enrolment	<p>This class should include information relating to the admission/enrolment of new students, including policies and procedures covering the assessment of external qualifications, the creation of student records, the coordination of student funding arrangements and the division of responsibilities between central admissions or equivalent and college/school/faculty staff. An example of the type of information in this class is:</p> <ul style="list-style-type: none"> <li>• Admissions and enrolment policies and procedures documents</li> </ul>	<p>Admissions Policy Remission of Fees (Academic Classes) Representation of Students Review, Reports &amp; Target Setting Support &amp; Extension Classes</p>

		Transport Assistance Policy Tuition Fees – incl International Students Additional Studies handbook All Subject Information Sheets Application Forms Handbook, Charter & Diary Tutor handbook
5.5 Student discipline	This class should include information relating to the conduct of disciplinary proceedings against students. Examples of the type of information in this class include: <ul style="list-style-type: none"> <li>• Code of student discipline and other policy and procedure documents</li> <li>• Internal student complaint and appeals procedures</li> </ul>	Student Disciplinary Procedures College Complaints Policy Student Handbook & Charter
5.6 Student learning support services	This class should include information on student support services from an academic and learning perspective, particularly those not covered under Information Services. This will also likely appear in the Student Handbook and Prospectus in some form. Examples of the type of information in this class include: <ul style="list-style-type: none"> <li>• Learning development and support Personal development advice</li> <li>• Services for students with special needs</li> </ul>	Learning Support – Monitoring Progress Learning Support – Initial Summary of Support Needs Learning Support – Tutor reply form Learning Support – Referral Form Learning Support – Enrolment Interview Learning Support – Disability Discrimination Act Learning Support – Database Learning Support – Open evening interview & school visits Learning Support – Enquiry form Learning Support – Student with high level needs special information sheet Careers Education & Guidance Policy PAR's
5.7 Student liaison	This class should include information relating to the structure and functioning of staff/student consultative committees or other liaison groups. Examples of the type of information in this class include: <ul style="list-style-type: none"> <li>• Terms of reference of staff/student liaison committee(s)</li> <li>• Minutes of previous staff/student liaison committee(s) meetings</li> </ul>	College Council Constitution Changes to College Council Constitution College Council Code of Practice Criteria for College Council Support of Sport, Drama & Music College Council Minutes
5.8 Student policies	This class should include a guide to all student policies issued by the institution: <ul style="list-style-type: none"> <li>• Policies relating to students <b>not</b> included elsewhere in the PS</li> </ul>	Absence & Lateness Academic Requirements for Course Entry

	<ul style="list-style-type: none"> <li>• Reference to student policies included elsewhere in the PS</li> </ul>	Alcohol Car Parking Careers Education & Guidance Cause for Concern Change of Course Collective Worship College Communication Communication of Inf. To parents living separately Communication to Students Compacts Complaints Computers & Network Resources Consumption of food & drink on College premises Data Protection Data Storage Disability Statement Discipline Exclusion Exams – supported/unsupported exam entries Experience of work Financial support for students Guidance and support Handbook & charter Inclusive learning (entitlement) Induction/enrolment Learning difficulties/disabilities Leaving college Open evenings References
5.9 Student welfare	<p>Examples of the type of information in this class include:</p> <ul style="list-style-type: none"> <li>• Welfare/advice services</li> <li>• Health services</li> <li>• Careers services</li> <li>• Sports and recreational facilities</li> <li>• Housing</li> <li>• Finance</li> </ul> <p><i>Note. In many institutions this information will be published as part of a <b>Student Handbook</b></i></p>	Student handbook & charter
5.10 Student Associations and Activities <b>(Optional, but strongly recommended)</b>	<p>This class should contain information relating to the operation and activities of the Students' Union and other clubs, associations and non-academic activities that are organised for or by the students. Examples of information include:</p> <ul style="list-style-type: none"> <li>• Students' Union Constitution, Code of Practice, List of Officers and any other related documents</li> </ul>	See section 5.7 See section 5.7