Induction Framework Consultation

The Induction Team will be attending your forthcoming meeting on the 17th June to discuss and hear your views on our draft Induction Framework.

In preparation for our time with you, we would appreciate if you could review the attached draft version of the University of Edinburgh’s Induction Framework. You may have seen the initial draft document which was provided at our “Gearing Up for Induction 2014” event in March. This version takes into account the recommendations and questions from the participants who saw it on that day and from those who have inputted to our consultation since then. During our time with you on the 17th we would like to finalise the text that outlines the roles and responsibilities of the Colleges and Schools.

For those of you who have not yet seen it, the Framework aims to provide staff with a comprehensive approach to student induction. It sets baseline expectations of Induction that are applicable to UG, PGT and PGR students, with a flexibility so that practices can be developed that will best suited each of those cohorts and in different School settings. It summarises goals for each stage of transition and includes an overview of the roles and responsibilities of various areas of the institution.

We would be grateful if you could review the document ahead of the meeting and come prepared to discuss:

- Suggestions for text that defines the roles and responsibilities of the College and Schools.
  - You’ll see on page 7, a comment that highlights what Gearing Up participants had to say about the role of Colleges in the Pre-arrival and Induction practices.
  - What is the role of the College(s) in relation to new student induction? If you believe that it needs to be separated into HSS, SCE, and MVM – what would these specifically say?
  - What is the role/responsibility of the School?

If time allows, we will also discuss our ideas for providing staff with a resource page/toolkits (available online) that can assist staff in meeting their pre-arrival/induction responsibilities. It would be helpful to hear from you what resources you would like to be included here. The feedback of Gearing Up participants indicates that staff would like resources that provide concrete examples that School staff (both academic and administrative/support) can utilise within their own areas. We are keen to provide a space on our Pre-arrival and Induction Wiki that includes examples from you about what works in your School. These can include Welcome Letters, Welcome Packs, School specific diaries/planners, new student welcome activities and approaches etc. This would allow others to see what you do well and possibly “tweak” it for use in their own areas. If you have any resources that we can include on our wiki please forward them to the Induction team.

Kind Regards,
Jenni Murray, Kristin Hunger, and Abby Shovlin

Pre-arrival & Induction Team
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