

For anyone who did not manage to attend our session on “Staying Connected” at the York PIM in April, we’ve put together a short summary of findings from the round table discussion for your information.

### **Admissions**

Have/maintain contact with admissions tutors of follow-on departments and send them samples of IELTS work between 5.5 and 6.5 to raise awareness of student abilities at those levels.

Arrange regular meetings with international admissions where good working relationships can be developed and topical issues for discussion can be raised. One participant spoke of regular meetings termed “International student experience forum”.

Work with subject liaison lecturers, and/or propose that your departments allocate hours for EAP liaison.

### **Pre-arrival**

Work with the University student system to find out more about the students before they arrive. Student emails can be accessed and a personal message can be sent to them in advance of their trip. Student responses can also alert you to students who have not been issued a CAS.

Look carefully at the current joining instructions document sent out by admissions and re-write if necessary to make it more accessible to international students.

Work with residential allocation/services to plan for any future changes in numbers of student arrivals due to changes in course start dates. Be aware of any ‘one off’ events that may affect the availability of student accommodation e.g. the Olympics.

### **Arrival**

State Monday of induction week as the first day of the course to help ensure early student arrival.

Engage students with tours relevant to them, e.g. areas they will be taught in; offices they will be visiting. Offer a tea party as an informal way for teachers and students to meet each other.

### **On-course**

Maintain close contact with subject areas and thus ensure you are involved in/aware of any admissions changes. Forward names of students to the subject areas so that they are aware of the number of students to expect next academic year.

Be aware of student visa expiry dates to guide them to the appropriate plan of action in good time.

Have an awareness of the structure and processes of other departments e.g. room allocations, in order to provide guidance to students about whom they should contact on a particular issue, e.g. neighbour noise, broken lights, security issues etc.

Have knowledge of sources of accommodation other than the obvious residential services, e.g. places such as your own intranet site, student union site and local agencies/newspapers.

### **End of course/progression**

Earlier contact with subject areas proves invaluable as students can have a point of contact. Communicate results to admissions as soon as possible after the final programme board so a CAS can be issued.

Remain in contact with admissions regarding last-minute changes to students' choice of progression degree.

Be aware of UKBA changes to help the whole process be as smooth as possible. Consider embedding visa workshops in the course timetable.

Communication with as many departments as possible is key. One of the issues is the change of staff, but hopefully if the procedure is recognised as being part of the person's work schedule, the new member of staff will continue earlier work.

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