

# **Student Prospectus and Course Information**

## Introduction

Trichology is the science and study of hair; and clinical trichology is defined as the diagnosis and treatment of diseases and disorders of the scalp and hair. Trichology is not an extension of any other profession, it is a discipline in its own right.

The Institute of Trichologists was founded in 1902 and is the foremost professional association for Trichologists. The Institute is an independent, self-governed, self-financed, private awarding education body for aspiring professional Trichologists in the United Kingdom, and the longest established Institute of its type in the world.

Entry to the register of qualified members of the Institute of Trichologists is by successful completion of the Institute's two year training course in trichology. On successful completion of the Institute's course you may wish to apply for admission as an Associate Member of the Institute of Trichologists. If your application is approved, you will be entitled to use the post nominal letters 'AIT' subject to the payment of an annual subscription fee. Associate and Membership criteria and fees are available on request.

## THE TWO YEAR COURSE IN TRICHOLOGY

The Institute's course is academic and scientific in nature and requires a **positive and continuing commitment to the course by the student**. The progress, aptitude and attitude of each student will be closely monitored throughout the course. If a student fails to make satisfactory progress or reach the standards required in all aspects of the course, the student will be counselled and may be advised by the Board of Governors

that they cannot proceed further with the course. In such circumstances the Board of Governors reserves the right to remove students from the course.

## **DISTANCE LEARNING**

The course is delivered mainly by home-based distance learning and is entirely self-contained. That is to say students are not expected to have to purchase additional books or teaching materials; all of the written and academic material you need for the course is contained in the books, learning modules and tutor handouts supplied by the Institute.

Although the course requires great commitment and motivation on the part of the student, it is not intended to be a full-time course. Almost all Institute students are mature, and most are also in full-time employment or undertaking family commitments and responsibilities (in some cases both). Prospective students should not think that a distance-learning course is an easy option: it is not. The course is very demanding and requires a high degree of dedication and self-discipline.

## **COURSE STRUCTURE AND OBJECTIVE**

The Institute's Trichology Course comprises three Parts – Part 1 (Initial Assessment Level), Part 2 (Intermediate Level) and Part 3 (Final Level) – and the entire course is structured to take two consecutive years to complete and to prepare the student for entry into professional practice.

- Part 1 (Initial assessment level) comprises the first third of Year 1
- Part 2 (Intermediate Level) comprises the remaining two-thirds of Year 1
- Part 3 (Final Level) comprises the whole of Year 2

## **TRAINING SESSIONS**

Once you are formally enrolled as a student with the Institute, you will be given contact details for your tutors who will monitor your progress and mark your submitted assignments.

There are also 20 timetabled compulsory clinical training sessions to attend. These are held on a set timetabled day each month for ten months of each of the two academic years. (There are no clinical training sessions during December and August).

These regular clinical training sessions combine lectures with practical experience. These are one-day sessions and you will be given a timetable of all of the clinical training sessions during the enrolment process.

**The training sessions are a compulsory element of the course, therefore, the Institute cannot accept students who are unable or unwilling to commit to these timetabled attendances. Any student who has poor attendance throughout the year may not be permitted to sit the examination. This would be discussed with the student and their tutors.**

## COMMENCEMENT

A new course commences each September, with an induction day held on the first clinical training session. Examinations are held each July and if required, re-sits of examinations are held each January.

## COURSE MATERIALS

The required printed course materials are entirely self-contained within modules published by the Institute and in specialist books provided by the Institute for you to keep. A limited number of modules are also available electronically, however, the majority are supplied in paper copies only. Within the modules are various assignments for you to complete and

submit to the tutors for marking and assessment. Submission of assignments must be strictly in accordance with the timetable and instructions provided. You may be advised of other supplementary recommended reading or directed research throughout the course.

## COURSE CONTENT

The Institute of Trichologists course includes study of the following topics:

- Anatomy & physiology (human biology)
- Anatomy & physiology of the scalp & hair
- Research & Statistics
- Microbiology
- Genetics
- Processing of hair
- Clinic hygiene/health and safety\*
- Nutrition
- Basic science
- Hair disorders
- Hair loss
- Scalp disorders
- Diagnosis & consultation
- Basic microscopy & Trichoscopy\*
- Trichological procedures\*
- Trichological preparations
- Trichological treatments
- Organisation & operation of a trichological practice.

\* These subjects are not issued in modular form. They are covered during your clinical training sessions.

## STUDENT ASSESSMENTS AND EXAMINATIONS

The initial assessment of each student will take place during Part 1 (Initial assessment level) of the course. There is no examination at the end of Part 1, and most students will progress from Part 1 to Part 2 of the course. Progression from Part 2 (at the end of the First Year) onto Part 3 (Year 2) will be dependent upon satisfactory examination results. If a student fails to make satisfactory progress or reach the standards required in all aspects of the course, the student will be counselled and may be advised by the Board of Governors that they cannot proceed further with the course. In such circumstances the Board of Governors, reserves the right to remove students from the course. Ultimately, the Institute reserves the right to refuse a students' progression from Part 1 to Part 2 and from Part 2 to Part 3 of the course.

The Institute of Trichologists assessment process comprises of three elements.

1. The student is assessed according to satisfactory completion of all assignments according to the timetable supplied.
2. The Institute must receive satisfactory reports and assessments about the student from the clinical/training tutors.
3. The student must pass the end of year examinations in order to proceed.

The written examinations pass mark is currently set at 60%.

The formal course examinations are held in July each year and comprise the following:

End of Year 1 – two three-hour written papers (held on one day).

End of Year 2 – two three-hour written papers, a practical examination

and a viva voce examination (held over two days).

(Note: A viva voce examination is an oral examination by interview.)

All written examinations will be based entirely on material contained within the books studied, course modules supplied and clinical training session handouts.

Students will only be permitted to enter for the examinations if they have completed all the set assignments according to the timetable\* and have attended all training sessions for the current year. Exceptional circumstances will need to be put in writing to the Director of Education for consideration by the Board of Governors, whose decision is final. (\*NB: the assignments are part of the learning process and do not contribute to the final pass rate. Progression is based on examinations only).

Year 2 students must pass both written examinations and the practical and viva voce examinations. Failure to do so will require the student to re-sit the examinations the following year in January or as directed by the Board of Governors, whose decision is final.

Any examination re-sit will be subject to an extra fee (refer to page 13).

## **Appeals procedure**

Should you have any reason to query any aspects of your course, you should discuss the matter in the first instance with your distance learning course tutor or clinical tutor, whichever is appropriate, regarding your concern. If they are unable to help you or should you wish to take the matter further, please put your concern in writing to the Director of Education at the Institutes registered office.

In the event that issues cannot be resolved the matter will be referred to the Board of Governors for adjudication. Their decision is final.

## **Application and Enrolment**

In all cases, admission as a student of the Institute is at the discretion of the Board of Governors. The Board of Governors reserves the right in all cases to take up references.

Applicants should ideally be educated to 'A' level standard or higher and should have specific interests in scientific and health related subjects.

The Institute of Trichologists may consider mature applicants who do not fully meet the educational entry requirements but who have gained significant relevant transferrable skills in the workplace and can demonstrate an aptitude for the profession.

Applications should be submitted on the approved application form available from the registered office. Enquiries can be made by post, telephone, or e-mail via the information found at the back of this prospectus. Prospective students may be asked for further information and attendance by an invitation to visit our training centre is a compulsory part of the enrolment process. During the visit, prospective students will be given some test questions to take home, answer and return by a deadline. These questions will reflect the type of questions given in an assignment or an examination and will form part of the application process.

The Director of Education will notify your acceptance as a student of the Institute to you in writing. If you are in a position to proceed (i.e. you have the funds available) you will then receive an invoice for year one (Part 1 and Part 2) of the course.

Once an invoice has been issued, payment is due by return. Once payment has been made your place on our course is secure.

If you are not accepted as a student of the Institute, or, if you are accepted subject to certain conditions, you will be notified accordingly by the Institute. If your acceptance is made subject to certain conditions, your ultimate acceptance will be dependent upon your agreement to such conditions, in writing.

**It should be fully understood that once a student is accepted onto the course, all payments are the responsibility of the student and not of any college, company or third party.**

**Our contract and our dealings are strictly with the student at all times and no other party.**

**Prospective students need to be aware that the Institute runs a no refund policy, which is why the Institute asks all applicants to confirm in writing that they are able to commit to the course before any payment is made.**

**We are unable to accept students who are not able to abide by this policy.**

## **Miscellaneous Provisions**

### **Suspension of Studies**

At the discretion of the Board of Governors, whose decision is final, any student who, due to extenuating circumstances, wishes to suspend his or her studies, may do so for one year only and remain a registered student

on payment of £500. On resumption of studies the following year, £300 will be credited to your student account and the remaining £200 is retained as administration and student membership fees.

No refund will be payable if the course is not resumed within the one year agreed.

## Student Responsibilities

Once enrolled, a student of the Institute shall:

- a) Maintain regular contact with the assigned tutors and ensure that the tutors are informed early of any problem or difficulty that is likely to hinder the student's progress or ability to meet deadlines.
- b) Attend all compulsory training sessions. Where there are Extenuating circumstances the student must inform the training clinic of inability to attend any particular session; the student must also put the reason for absence in writing to the Director of Education.
- c) Ensure that coursework for marking is forwarded to the appropriate tutor according to the timetable.
- d) Pay postage on all work submitted by post to a tutor for marking, and supply a stamped self-addressed envelope suitable for the return of the marked work. The majority of tutors accept work submitted by e-mail however, some prefer your work to be posted. You will need to refer to the timetable and tutor contacts handouts supplied on the induction day.
- e) **Ensure that no other person be permitted to study, copy, store electronically or otherwise use any course material published or supplied by the Institute, as this would be in breach of copyright.**
- f) The student is responsible for advising the Institute of any change

of name, postal or email addresses and contact telephone numbers.

## **Fees**

Fees inclusive of student registration, course materials, tuition, marking of assignments, practical training and examinations fees are as follows:

Year one (Part 1 & 2) £3,650

Year two (Part 3) £3,650

No student will be enrolled until the payment for the appropriate year has been received. This includes those students who enroll part way through a year for commencement of the course the following September.

Students are advised that the course fees specifically do not cover any travel, subsistence or accommodation expenses incurred by a student in attending training sessions or examinations.

Students are required to supply and wear white clinical laboratory coats for the clinical training sessions.

## **Finance**

The Institute is unable to accept staged payments and does not offer student loan facilities.

## **Student Registration Fee**

An element of the course fee paid for each year of the course (i.e. for Parts 1 and 2 combined, or for Part 3) will be assigned to the student registration fee. This element is currently £100 per academic year.

## Fees for Repeated Parts of the Course

Individual modules cannot be taken in isolation. However, if you wish, or are advised to repeat any of the course, you will be required to pay the course fees as set out on page 12, less 20%. A student who, for whatever reason, wishes to repeat a Part or Parts of the course, will be required to pay the course fees detailed on page 12, less the discount of 20%.

A repeated course fee includes a repeat examination fee and the student registration fee.

The above is subject to the Board of Governors approval.

## Fees, for Examination Re-sits

The fees for examination re-sits, in cases where the student wishes to re-sit the examination without repeating any Part of the course, are as follows:

Year 1 Examination (paper A <b>or</b> paper B)	£200
Year 1 Examination (paper A <b>and</b> paper B)	£400
Year 2 Examination (paper A <b>or</b> paper B)	£200
Year 2 Examination (paper A <b>and</b> paper B)	£400
Re-sit of practical examination	£400
Total Year 2 Examination (paper A and paper B, plus practical)	£800

An additional student registration fee of £100 may also be required to cover any updated material.

## Additional Notes Relating to Fees

1. Enrolment as a student of the Institute brings about a legal contract under which the student is obliged to pay the fee for that year of the course. Students should note that there is no obligation upon the Institute to refund any fees in the event that a student fails to make satisfactory progress on the course or is removed from the course by the Board of Governors, **or if the student changes their mind about studying trichology**, and no such refunds will be made except in the most exceptional of circumstances, and then only after a detailed request in writing approved by the Institute's Board of Governors.
2. The fee payable for each Part of the course includes all printed course materials (the course is entirely self-contained; there are no extra books to buy), tuition, marking of assignments, setting and marking of examinations, and the training/clinical sessions.
3. Students are expected to complete each year of the course in one academic year and take the second year of the course consecutively. (See under suspension of studies for extenuating circumstances).
4. All fees are payable in pounds sterling. Payments may be made by cheque, direct bank transfer or debit card (We do not accept American Express).
5. Any student having authorised postponement of the course for one year, will be obliged to abide by the regulations and fees as set out in the prospectus for that specific year.

## Student Code of Conduct and Ethics

1. The student must always act within UK Law.
2. The student has no right to advertise their connection with this Institute in any form whatsoever be it in hard copy, electronically or by any other means.
3. The student must never act in any capacity as a representative of the Institute of Trichologists (IOT), or claim any association within their advertising, business stationary or if dealing with the media.
4. The student must always act with integrity.
5. The student is not entitled to use the IOT Registered Logo.
6. The student cannot copy, save electronically, or in hard copy, any IOT Material (unless by prior arrangement by the Education Team), as these materials are IOT copyright.
7. The student may not share any IOT materials or permit any other person, company, bodies or Institutions to study or copy the materials as this would be in breach of both Copyright and the Student Code of Conduct and Ethics.
8. The student must always act in an equitable manner towards all IOT personnel, IOT Members, IOT patients and fellow students and all other professionals and associates during the course of their training.
9. The student must not take any action that could bring the IOT into disrepute.

*'I thought the modules were very well designed - the order helps to compound each subsequent module with a little more knowledge and insight from the previous one that really helps put together a 'bigger' picture. Our clinical sessions with you all have been really memorable and really helped throughout the course to keep motivated. Having support from all your wisdom and experience has been amazing - I have learnt so much from all of you and I am very inspired and passionate to go out there and really make a difference'. Stephanie (2016)*

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