

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 full training course in trichology. On successful completion of the Institute's full 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 INSTITUTE OF TRICHOLOGISTS' COURSE

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.

SKILLS REQUIRED

- Good manual (hand) skills
- Organization skills
- Good communication skills
- Ability to explain treatments to patients
- Business skills

PERSONAL CHARACTERISTICS

- Happy to handle other peoples' hair and scalp
- Good listeners
- Understanding and empathy
- Calm, caring manner
- Dedicated and willing to work alone or in a team

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 of Trichologists' Course comprises three Parts:

- Part 1 (foundation Level) – January - July
- Part 2 (Intermediate Level) – September - July
- Part 3 (Final Level) – September - July

The entire course is structured to take two and a half years to complete and to prepare the student for entry into professional practice.

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 compulsory clinical training sessions to attend. During the foundation level, which commences in January, you are required to attend an Induction day only. You are then required to attend the examinations in July.

During both the intermediate and final levels, you are required to attend 20 clinical training sessions. These are held on a set timetabled day – 1 per 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 January, with an induction day. On this day you will be given all the material you need for the first part of the course.

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.

An additional piece of free writing in the form of an essay will be required from you during the foundation level. You will be given the guidelines in January and submission will be due by 30th June.

STUDENT ASSESSMENTS AND EXAMINATIONS

Students are assessed on each assignment submitted and after every clinical training session. Examinations will take place each July. Progression from the foundation level 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 formal course examinations are held in July each year and comprise of the following:

End of Part 1 – one three-hour written paper (pass rate 50%)

End of Part 2 – two three-hour written papers (pass rate 55%) held in one day

End of Part 3 – two three-hour written papers (pass rate 60%) 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).

Final year 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 ENROLLMENT

In all cases, admission as a student of the Institute is at the discretion of the Director of Education. The Director of Education will contact the 2 referees stated on the application form as part of the enrolment process.

Applicants should ideally be educated to 'A' level standard or higher and should have specific interests in scientific and health related subjects. Alternative qualifications include BTEC, HND or HNC, relevant NVQs, science-based access courses or previous degrees or a full practicing qualification in a related area.

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 (foundation level) 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 Part 1 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 Director of Education. 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. Tutors do not accept work submitted by e-mail and this is the preferred method. You will need to refer to the timetable and tutor contacts handouts supplied on the induction day.
- e) The student is responsible for advising the Institute of any change

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

- f) The student must abide by the Student Code of Conduct and Ethics at all times (refer to page 15)

FEES

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

Part 1 – £1900

Part 2 – £3,650

Part 3 – £3,650

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

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.

FIANCE

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, 2 or 3) will be assigned to the student registration fee.

This element is currently £100 per Part or Level.

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:

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| Part 1 Examination | £200 |
| Part 2 Examination (paper A and paper B) | £400 |
| Part 2 Examination (paper A or paper B) | £200 |
| Part 3 Examination (paper A and paper B) | £400 |
| Part 3 Examination (paper A or paper B) | £200 |
| Re-sit of practical examination | £400 |
| Total Part 3 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 part of the course in the specified time given and the course is designed to be continued in consecutive academic years. (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/credit 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.

Any breeches of this Code will result in immediate dismissal from the course.

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President Emeritus - Dr Rodney Dawber MB ChB MA FRCP
President - Professor Andrew Messenger MBBS MD FRCP
Vice President – Professor Desmond Tobin BSc PhD FRCPATH FIBiol FIT
Chairman - Mrs Anita Ashcroft MIT
Director of Education - Miss Tracey Walker FIT

Telephone 0845 604 4657
Email: education@trichologists.org.uk
www.trichologists.org.uk

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