

# **COURSE INFORMATION**

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.

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

The main route of 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. In the majority of cases, the Institute's course is the only route to membership of The Institute of Trichologists. 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 letters 'AIT' after your name subject to payment of an annual subscription. Full Membership Prospectus supplied on request.

## THE TWO YEAR COURSE IN TRICHOLOGY

Trichology is not an extension of any other profession.

Trichology is a discipline in its own right. Applicants coming from the medical profession, in particular the nursing or the caring professions are particularly suited.

The Institutes course is academic and scientific in nature and requires a **positive and continuing commitment 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

Institute courses are delivered mainly by home-based distance learning and are 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 and teaching modules supplied by the Institute.

Although the course requires great commitment and motivation on the part of students, 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 years to complete.

- 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

The course is intended to prepare the student to enter professional practice as competent as a capable trichologist and to qualify the student for consideration for entry on the Institute's register of qualified trichologists as an Associate Member (AIT); This is subject to the Board of Governors approval of application to become an Associate Member of the Institute of Trichologists.

## Training Sessions

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

There are also 20 compulsory training sessions.

These are held one each month for ten months during each of the two years of your course (each month except December and August).

These regular clinical / training sessions combine lectures with practical experience. Mostly, these are one-day sessions. You will be given a timetable of all of the training sessions at the start of each year.

The training sessions are a compulsory element of the course; therefore the Institute cannot accept students who are based overseas or who otherwise are unable or unwilling to commit to these attendances.

## Commencement

A new course commences in September each year, with an induction/training day, and examinations are held each July. Course work commences at the beginning of October.

## 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 and sent to you to keep. Students do not need to purchase any other books or printed materials to supplement the books and modules supplied. Within the modules are various assignments for you to complete and submit to your tutors for marking and assessment. Submission of assignments must be strictly in accordance with the timetable provided. You may be advised of other supplementary, recommended reading.

## Course Content

The Trichology Course includes study of the following topics:

- Basic anatomy & physiology (human biology)
- Anatomy & physiology of the scalp & hair
- Numeracy
- Basic microbiology
- Basic genetics
- Processing of hair
- Clinic hygiene/ health and safety\*
- Nutrition
- Inorganic chemistry
- Basic organic chemistry

- Hair disorders
- Hair loss
- Scalp disorders
- Diagnosis & consultation
- Micro-diagnostic techniques\*
- 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 Year 1) to Part 3 (Year 2) will be dependent upon satisfactory progress and on satisfactory assessments and examination results at the end of Part 2. 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 can not 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 Trichologist's 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 also 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

End of Year 2 – two three-hour written papers, a practical examination and a viva voce examination. (Note: A viva voce examination is an oral examination by interview.)

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

A student will only be permitted to enter for the examinations if he or she has completed all the set assignments according to the timetable and has attended all training sessions for the current Year. Extenuating circumstances will need to be put in writing to the Chief Executive of Education for consideration by the Board of Governors, whose decision is final.

Year 2 candidates must pass both written examinations and the practical and viva voce examinations. Failure to do so will require the candidate to re-sit the examination the following year, or as directed by the Board of Governors, their decision is final.

Except in very exceptional circumstances, and then only with the prior consent of the Board of Governors, each student will be allowed to re-sit the examinations in the following July.

Any examination re-sit will be subject to an extra fee.

### 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 Chief Executive of Education at the Institutes registered office.

In the event that matters cannot be resolved the matter will be referred to the Board of Governors for adjudication.

The Board of Governors 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.

Applications should be submitted on the approved application form available from the registered office. Enquiries can be made by post, telephone, or e-mail found at the back of this prospectus. Any candidate may be asked for further information or to attend for interview.

The Chief Executive of Education will notify your acceptance as a student of the Institute to you in writing.

You will then receive an invoice for year one of the course. 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.**

**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, subject to Board approval wishes to suspend his or her studies, subject to board approval may do so for one year only and remain a registered student on payment of £450. On resumption of studies the following year, £250 will be credited to your student account. The remaining £200.00 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;
- (b) Attend all compulsory training sessions. Where there are extenuating circumstances you 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 Chief Executive of Education.
- (c) Ensure that coursework for marking is forwarded to the appropriate tutor according to the timetable iss.
- (d) Pay postage on all work submitted by post to a tutor for marking, and supply a stamped addressed envelope suitable for the return of the marked work. Some tutors may accept work submitted by e-mail. Please refer to the timetable supplied.
- (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 or address, including telephone contact numbers.

## Fees

Fees for Course Materials, Tuition, Practical Training and Examinations

The course fees payable are as follows:

Year one £3,250

Year two £3,250

The above fees cover student registration, the supply of all course materials, tuition, the marking of assignments, the training sessions, and the examinations.

No student will be enrolled unless and until the payment for the appropriate year has been received. (This includes those students who enrol 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.

The students are required to supply and wear white clinical laboratory coats for the clinical training sessions. The Institute is not and shall not be responsible for these expenses.

## Finance

The Institute is unable to accept staged payments.

### 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 above, 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 above, less a discount of 20 per cent.

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 (two written papers) £400

Year 2 Examination (two written papers, plus practical/viva) £500

Re-sit of practical examination or parts thereof £200

Re-sit of advised written sections £200

### 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 Part 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 changes his or her 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 year. (See under heading suspension of studies.)
4. All fees are payable in pounds sterling. Payments may be made by cheque, banker's draft or credit or debit card (Visa and MasterCard only).
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 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 IOT, or claim any association within in their advertising, business stationery 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, 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 during the course of their training.
9. The Student must not take any action that could bring the IOT into disrepute.

Note – the Institute of Trichologists reserves the right to update and amend the information contained within this prospectus.

**Published by**  
**The Institute of Trichologists Educational and Hospital Trust**  
**107 Trinity Road, London SW17 7SQ**

President Emeritus Dr Rodney Dawber MB ChB MA FRCP  
President Dr Andrew Messenger MBBS MD FRCP  
Vice President – Prof Desmond Tobin BSc PhD FRCPATH FIBiol FIT  
Chairman Mrs M C Sherlock FIT MAE  
Chief Executive of Education Mrs B J Kemp MIT FRSPH MInstLM

**Telephone 0845 604 4657**  
**E-mail [admin@trichologists.org.uk](mailto:admin@trichologists.org.uk)**  
**[www.trichologists.org.uk](http://www.trichologists.org.uk)**

© The Institute of Trichologists 2010  
The Institute of Trichologists is registered in England as a company limited by guarantee, Registered number 208098  
Registered office 24 Langroyd Road London SW17 7PL  
The Institute of Trichologists Educational and Hospital Trust is a registered Charity No 285477