

## Orientation Policy

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### 1. Background

Gateway Business College (GBC) implements orientation programs for all commencing students as part of their transition into higher education. Orientation programs welcome students to GBC, introduce them to campus life, GBC staff and other students, provide information relevant to studying at GBC and include academic skills workshops.

### 2. Purpose:

The *Orientation Policy* establishes practices and guidelines for the delivery of orientation programs at GBC to ensure that commencing students receive transition support prior to the commencement of teaching, information relevant to their role as a student at GBC and guidance on GBC's policies and procedures.

This policy outlines processes that apply to the successful introduction and integration of students to academic life at GBC.

### 3. Scope

This policy applies to all staff and students at GBC.

### 4. Definitions

**Academic staff:** Staff engaged in higher education teaching, learning and research as employees of GBC.

**Commencing student:** An enrolled student commencing a course of study at GBC.

**Domestic student:** An enrolled student who is an Australian or New Zealand citizen, or an Australian permanent resident.

**International student:** An enrolled student who has been granted a student visa (subclass 500) by the Australian Department of Immigration and Border Protection (DIBP), which entitles them to study full-time in Australia.

**Orientation program:** A scheduled program of events and activities that occur prior to the commencement of each semester to introduce students to GBC, fellow students and the academic learning environment. Activities are informative, social and academic, including campus tours, academic skills workshops and introductions to key GBC staff and teaching and learning staff members.

**Corporate Governance Board:** The formally constituted governing body accountable for the governance of GBC as a higher education operation.

### 5. Principles

Orientation programs are designed to welcome and introduce commencing students to GBC as a higher education institution, the campus, the learning environment, other students and GBC staff.

Orientation programs provide preparatory transition support to commencing students through interactive information sessions, academic workshops and social activities.

Orientation programs are an opportunity for engaging students in information relevant to their rights and responsibilities as a GBC student, identifying the support services available to them, GBC's processes and procedures, the importance of GBC academic values and academic integrity, wellbeing and safety guidance, and adapting to life as an Australian higher education student.

Orientation programs take place in the week prior to the commencement of teaching each semester.

Enrolled students commencing a course of study at GBC are required to attend orientation programs, and participate in organised events and activities including academic skills workshops.

All GBC students are welcome to attend orientation programs.

Orientation programs are continually adapted and improved to support the specific needs and requirements of the incoming student cohort.

### 6. Procedures

#### 6.1 Responsibilities

As part of its governance and accountability functions, the Corporate Governance Board ensures that orientation programs are implemented at GBC for all commencing students.

The Dean is responsible for overseeing the development and implementation of orientation programs, working in collaboration with Course Coordinators, teaching and learning staff, student support services staff, the Academic Skills Advisor and the Library and Information Services Manager.

All teaching and learning staff will attend orientation programs, engage with and welcome students. Teaching and learning staff will also develop and host orientation sessions and activities.

Senior management staff at GBC will attend orientation programs, engage with and welcome students.

The CEO will make the official welcome to GBC at the start of orientation.

## 6.2 Orientation Programs

Orientation programs will be scheduled throughout the week prior to the commencement of teaching each semester, with a range of interactive engaging activities on offer for student participation.

Orientation programs at GBC will include activities that range from welcoming, to informative, academic and social, including:

- A welcome by the GBC CEO and Dean
- An orientation welcome package
- Introductions to teaching and learning staff, the Academic Skills Advisor, student support services staff and the Library and Information Services Manager
- An overview of student responsibilities as per the student Code of Conduct
- Handy tips and advice from 2<sup>nd</sup> and 3<sup>rd</sup> year GBC students
- Information on:
  - Staying safe, well and happy as a GBC higher education student
  - Academic skills support and the workshops available to GBC students
  - Safety, welfare and wellbeing support services for non-academic issues affecting students' ability to learn
  - Access to external support services for emergency, health, welfare, legal, and accommodation assistance
  - Getting involved in decision-making and student representation at GBC
- Clear instructions on how to access student services
- A demonstration of how to access information on the student portal and GBC website
- An overview of key policy and procedure details, including complaints and appeals processes, academic integrity, academic misconduct penalties, non-academic misconduct penalties, inclusivity and anti-discrimination, sexual harassment and assault
- How to use the Moodle LMS
- Campus tours of GBC, including the library, learning and teaching spaces, study spaces and amenities for students
- Campus safety and security information, including critical incident response procedures
- Online safety and security information
- Social activities
- Refreshments
- Academic skills sessions on:
  - time management
  - stress management
  - note-taking
  - maintaining academic integrity through good academic practice
  - types of academic misconduct and penalties that apply for plagiarism, collusion, cheating, contract cheating
  - referencing and citation skills
  - academic reading and writing
  - using the library and online catalogue and databases
- Information relevant to international students studying at GBC, including travel, accommodation, work, and international student visa conditions that govern course progress, attendance and academic and non-academic misconduct.

This information will be reflected in the Student Handbook and the GBC website.

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## 6.3 Feedback

Student feedback on orientation programs will be collected at the end of orientation week to obtain data for the implementation of improvements and to ensure that any additional information and support students require is provided immediately.

## 7. Review

This policy will be reviewed by the Corporate Governance Board every three years, or more frequently should the Board deem it necessary.

Document History			
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Reviewed by	Governing Board	Date of Approval	09.11.2017
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Version No.	Summary of Changes		
1.	5. Principles: information revised 6. Procedures: revised information		