

STUDENT TRANSITION AND ORIENTATION POLICY

PURPOSE

This policy outlines requirements regarding student orientation, transition and late arrival into CG Spectrum Institute's (CGSI) accredited higher education courses. It identifies how CGSI will support students in adjusting to study and life in Australia, to achieve their learning goals and satisfactory progress towards meeting course outcomes.

The Policy is in accordance with the Higher Education Standards Framework, 2021 (HES) and the National Code of Practice for Providers of Education and Training to Overseas Students, 2018 (National Code).

SCOPE

This policy applies to all CGSI's academic and support staff and prospective and current students whether domestic or international.

DEFINITIONS

Orientation Program means a compulsory information session that all students attend prior to or at the commencement of their studies.

RESPONSIBILITIES

The **Orientation Program Organiser** or delegated person is responsible for arranging the orientation program schedule and content, and for conducting the event.

The **Academic Dean** is responsible for:

- the implementation and monitoring compliance of this policy;
- assigning accountability for arranging the Orientation program to a member of the academic teaching staff; and
- confirming that the content of Orientation program complies with CGSI's policy requirements.

POLICY

Domestic and International students

1. CGSI will deliver a comprehensive Orientation program that assists new students with the transition into all courses of study. Along with the general orientation activities, new students may have particular needs or issues that require specific support and interventions, therefore question time should be included into the orientation program.
2. Attendance at the Orientation session is compulsory.
3. The Orientation program is held prior to or at the commencement of formal classes.
4. The Orientation program will provide commencing students with information about:
 - CGSI's academic teaching staff and other key personnel;
 - Important information about CGSI's higher education courses, including key dates, submission of assessments and access to academic resources;
 - Essential CGSI policies and procedures, particularly Academic Integrity, Workplace Health and Safety, Sexual Harassment and Sexual Assault, Code of Conduct, Student Progression, Exclusion and Graduation; and Student Discipline, Student Wellbeing and Support;

- The importance of academic integrity, how to accurately acknowledge sources in written assessments, and the consequences of breaches of the *Academic Integrity Policy*; with instruction about software tools, such as Turnitin and the *Academic Integrity Module*
- How to access policies, procedures and Student Handbook on the CGSI website;
- The layout of the campus; and
- Any other administrative and operational matters.
- Complete an orientation survey

International students

International students will receive further information on:

- Student support services available to students in the transition to life and study in a new environment;
- Legal services;
- Emergency and health services;
- Facilities and resources;
- Complaints and appeals processes;
- Any student visa condition relating to course progress as appropriate; and
- Services students can access for information on their employment rights and conditions and how to resolve workplace issues such as through Fair Work Ombudsman.

5. Students who enrol into CGSI's courses after the Orientation program has been completed are required to attend a late Orientation session and complete a checklist and orientation survey.

Orientation Session

At this face-to-face orientation program all commencing students will meet with their course coordinator, lecturer/tutors and learning support staff. Students will receive an overview of how to read a subject outline which informs student of the essential requirements of their course including the delivery and assessment methods of the course.

Orientation Topics

During the orientation program material will be presented covering both non-academic and academic information including but not limited to:

Non academic

- Emergency evacuation from building and assembly points
- Emergency services
- Local shops
- Workplace relation material – Fair Work Ombudsman
- Study Visa requirements
- Travel – bus and train
- Fees and refunds

Academic

- English language and study assistance programs
- Student management system

- Academic misconduct

Orientation forms

- Student handbook

RELATED

Academic Integrity Policy

Academic Integrity Procedure

Code of Conduct

Students at Risk Policy

Students at Risk Procedure

Student Assessment Policy

Student Assessment Procedure

Grievance Complaints and Appeals Policy

Grievance Complaints and Appeals Procedure

Student Progression Exclusion and Graduation Policy

Student Progression Exclusion and Graduation Procedure

Forms

Checklist for students

Orientation survey

Website access to:

Policies and procedures

Student Handbook

Relevant legislation

National Code 2018

Education Services for Overseas Students Regulations 2001

Education Services for Overseas Students Act 2000

Higher Education Standards Framework (Threshold Standards)

Version Control

Document:	Student Transition and Orientation Policy	
Approved by:	Academic Board	Date: 24 February 2020
Version: V4.1	Replaces Version: V4.0	Next Review: 2021
V4.0	CRICOS minor adjustments 24/6/2021	
V3.0	Changes as requested	
V2.2	Updated to include international students	