



Student Orientation Policy

Purpose

This policy establishes practices and guidelines for the delivery of orientation programs to all commencing domestic and international students at Victorian School of Commerce (VSC). The purpose is to ensure that all commencing students receive the best possible transition to Higher Education programs at VSC and provide them with all the relevant information and support for studying at VSC.

Scope

The policy applies to all domestic and international students commencing at VSC and to all Staff who will organise and conduct the Orientation Program.

Definitions

Domestic Students – Australian citizens, New Zealand citizens, or holders of an Australian permanent visa (holders of all categories of permanent resident visas including Humanitarian Visas).

International Students – Enrolled students who have been granted a student visa by the Australian Department of Immigration 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 the students to VSC, fellow students and the academic learning environment.

Policy

Prior to commencement of studies VSC organises an Orientation Program designed to welcome new students and to provide them with information and an introduction to VSC, the campus, the learning environment and other students. The Orientation Program will take place in the week prior to the commencement of each semester to provide preparatory transition support through various information sessions, academic workshops and social activities.

All commencing domestic and international students at VSC are required to attend orientation programs, and participate in events, workshops and activities including academic skills workshops.

Orientation programs are continually adapted and improved to support the specific needs and requirements of the incoming student cohort. In accordance with *Higher Education Standards Framework (Threshold Standards) 2021*, the program will ensure that arrangements for transition are sensitive to and meet the needs of the different cohort of students including:

- Students enrolled in different modes of participation
- Students with special needs
- Students of Aboriginal and Torres Strait islander descent
- International students



VSC's Orientation Program will be scheduled throughout the week prior to the commencement of each semester and will include a range of interactive activities to ensure student participation. Orientation Programs will also address:

- An introduction to students and give them an opportunity to meet current students.
- Details and information regarding study support services, English language support, mentoring and how and where to access these services. Details will also be given to student regarding medical services, counselling services, welfare and legal assistance.
- Information sessions regarding all course requirements and expectations of VSC concerning attendance.
- Details of All Academic Staff, units they will be teaching and the contact details of academic staff who are available outside of class hours and for one on one sessions.
- Details about medical services, and about the complaints and appeals processes both on campus and the legal processes in Victoria. This will include emergency services.
- An introductory session regarding Academic Integrity and Academic Misconduct. Student will be given a 1.5-hour session and provided with the *Academic Integrity Policy* and the Procedures for addressing Academic Misconduct. Students will be informed of VSC's high standards and expectations in relation to Academic Integrity and encouraged to seek support if at any time they are unsure of these matters.
- Provided with a tour of the campus and all its facilities and introduced to the IT and Online Learning portal and Library facilities and all resources.
- All policies and procedures relevant for student life and conduct will be given to the students and to ensure they are fully informed of their rights and obligations as a member of the VSC community. This includes process for complaints and appeals.
- Information about Course progression, expected learning outcomes, and support services for those at risk and encouragement for students to be pro-active in seeking help when needed.
- For International Students information will be provided concerning their visa requirements and their student obligations under their visa conditions, including their course progression requirements.
- For student who may arrive late an additional orientation session will be held to ensure they move easily into the student community and understand all the above requirements.

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. (See *Feedback Policy and Procedure*)



Related policy instruments

Academic Integrity Policy
Academic Integrity Procedure
Academic Progression and At-Risk Policy
Academic Progression and At-Risk Procedure
Acceptable Use of Resources Policy
Admissions Policy
Aboriginal and Torres Strait Islander Peoples Policy
Bullying, Discrimination and Harassment Prevention Policy
Code of Conduct
Critical Incident Management and Business Continuity Plan
Enrolment Policy
Equity and Diversity
Facilities Resources and Infrastructure Policy
Feedback Policy and Procedure
Freedom of Intellectual Inquiry Policy
Health and Safety Policy (Staff and Students)
Library Policy
Records and Information Management Policy
Risk Management Policy
Student Complaints and Appeals Policy
Student Complaints and Appeals Procedure
Student Orientation Procedure
Student Refund Policy
Student Refund Procedure
Student Wellbeing and Support Policy
Student Wellbeing and Support Procedure

Related documents and legislation

Australian Qualifications Framework (AQF)
Higher Education Standards Framework (Threshold Standards) 2021
ESOS National Code 2018 – National Code of Practice for Providers of Education and Training to Overseas Students 2018 - <https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets.aspx>



Administration

Revision History

Version	Approval date	Approval body	Review date
0.1	28/08/2019	Board of Directors	
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1.0	18/06/2021	Board of Directors	30/06/2022