

Orientation (HE) Policy

Section 1 - Purpose

(1) The purpose of this Orientation Policy is to provide a framework for successfully transitioning students undertaking higher education courses to the Institute. This includes academic, administrative and support services across the Institute.

Section 2 - Principles

(2) This policy will adhere to the following principles:

- a. Assist students to gain an understanding of Institute life, services and support areas
- b. Assist students to better understand the requirements of their course and learning expectations
- c. Provide a safe and supportive environment for continuous learning
- d. Promote appropriate and responsible behaviours supported by the Melbourne Polytechnic community

Section 3 - Scope

(3) This policy applies to

- a. all higher education courses in which students are commencing and returning with Melbourne Polytechnic
- b. all higher education students undertaking studies with Melbourne Polytechnic
- c. staff involved in the orientation of students in higher education
- d. all campuses of Melbourne Polytechnic where higher education courses are offered

Section 4 - Orientation

(4) Orientation activities will be held twice per year, at the beginning of the year (prior to semester 1) and mid-year (prior to semester 2). Activities will be scheduled in the week prior to the commencement of the semester across all campuses. Orientation will comprise a range of activities that students can attend to familiarise themselves with the campus, the course, staff and support services available to enhance their learning and social experience. The Institute will deliver an integrated approach to orientation.

(5) Students are expected to attend course specific orientation sessions. International students are expected to attend both the International Welcome session and course specific orientation sessions.

(6) Students who commence studies in the first two weeks of semester will be provided with relevant information to assist their orientation to Melbourne Polytechnic.

(7) A shorter orientation program will be organised for returning students and students will also be invited to attend social activities as part of the main orientation program for commencing students.

Section 5 - Definitions

(8) For the purpose of this policy the following definitions apply:

(9) Commencing student: A student who commences study in a course with Melbourne Polytechnic for the first time.

(10) Orientation: Various academic and social activities designed to engage students with their course, staff, peers and their learning environment.

(11) Returning student: A student who has previously studied with Melbourne Polytechnic in the same course.

(12) Transition: Learning to adapt to a new environment both academically and socially including values and rules associated with study at Melbourne Polytechnic.

Section 6 - Responsibility and Accountability

Task	Responsibility	Notes
Contribute to developing the orientation program	Schools/Service areas/Support areas	
Advise students via email of course specific orientation sessions	Head of Program	
Advise students via email and Thrive App of broader orientation activities	Student Services	
Participate in orientation program activities	Schools/Service areas/ Support areas	
Review activities annually to improve student experience	Schools/Service areas/ Support areas	
Incorporate improvements into subsequent orientation activities	Schools/Service areas/ Support areas	

Section 7 - Supporting Documents and Templates

(13) [Orientation \(HE\) Procedure](#)

Status and Details

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Effective Date	7th September 2017
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Policy Owner	Marc Blanks Executive Director Curriculum Innovation and Teaching Excellence
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