Orientation (HE) Procedure

Section 1 - Purpose

(1) The intent of this Procedure is to describe orientation processes and assign responsibility for effective implementation across Higher Education courses.

Section 2 - Scope

(2) This Procedure applies to:

a. Every Higher Education course at Melbourne Polytechnic, encompassing both new and returning students;
b. All Higher Education students at Melbourne Polytechnic, including:
    i. Attendees;
    ii. Late arrivals.
c. Staff members responsible for the orientation of Higher Education students;
d. Every Melbourne Polytechnic campus delivering Higher Education courses.

Section 3 - Procedure

Orientation for new students

(3) 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) across all locations.

(4) Orientation activities are designed to facilitate students' smooth transition into the Institute by:

a. Helping students connect with the Institute and the learning process;
b. Upholding the principles of academic integrity;
c. Encouraging responsible conduct within a safe community environment;
d. Supporting students in utilizing their rights appropriately (if a Charter of Student Rights and Responsibilities does not exist, this might fall under the [Student Code of Conduct](#));
e. Welcoming students into a learning community that values diversity, inclusivity, community engagement, and global citizenship;
f. Introducing the concept that students are responsible for their own active engagement in personal growth and development;
g. Highlighting the support mechanisms the Institute provides for student growth and development;
h. Ensuring that students unable to attend the orientation sessions receive the same information as those who attend the initial sessions;
i. Documenting attendance at orientation sessions, including late arrivals who access information online, to guarantee information dissemination to all students;
j. Making orientation materials digitally accessible for those who arrive late.

(5) Social activities will be scheduled for commencing students.

(6) Dates should be set in advance and communicated to prospective, commencing and returning students.

Orientation for returning students

(7) Orientation activities will be held twice per year, at the beginning of the year and mid-year across all campuses for both domestic and International Students.

(8) Returning students will be invited to attend social activities scheduled for commencing students although there will be separate activities identified for returning students.

Section 4 - Responsibility and Accountability

(9) Manager Student Services will:

   a. Establish an Orientation working party with representatives across the Institute to develop schedule of activities.

(10) Orientation Working Party will:

   a. Establish an Orientation Working Party meeting schedule to accommodate orientation planning for both semesters;
   b. Determine and schedule dates and times for orientation activities and book rooms;
   c. Determine orientation activities for new and returning students;
   d. Design feedback questionnaire and seek feedback from students;
   e. Prepare orientation feedback report.

(11) Head of Program/Course Administrator will:

   a. Advise students via email of course specific sessions.

(12) Student Services will:

   a. Advise students via Thrive App of broader orientation activities.

(13) Head of Program/Subject Coordinators/Service areas will:

   a. Develop material for student orientation sessions.

(14) Head of Program will:

   a. Prepare a course specific student handbook for distribution at orientation sessions.

(15) Departments will:

   a. Recruit volunteers to assist with orientation activities as required.

(16) Departments/Academic Registry/Student Services/Security/Library will:

   a. Participate in sessions.

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(17) Head of Program/Subject Coordinators/Course Administrator will:

    a. Prepare orientation review report, for discussion with program and/or department to identify opportunities for improvements.

(18) Orientation Working Party/Head of Program will:

    a. Incorporate improvements in subsequent orientation activities.

Section 5 - Definitions

(19) For the purpose of this Procedure the following definitions apply:

    a. Commencing student: A student who commences study in a course with Melbourne Polytechnic for the first time.
    b. Orientation: Various academic and social activities designed to engage students with their course, staff, peers and their learning environment.
    c. Orientation Working Party: A group, which includes representatives across Melbourne Polytechnic working jointly to determine and action orientation activities for new and returning students.
    d. Returning student: A student who has previously studied with Melbourne Polytechnic in the same course.
    e. Transition: Learning to adapt to a new environment both academically and socially including values and rules associated with study at Melbourne Polytechnic.

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Status and Details

Status	Current
Effective Date	23rd July 2024
Review Date	23rd May 2029
Approval Authority	Higher Education Academic Board
Approval Date	23rd May 2024
Expiry Date	Not Applicable
Policy Owner	Marc Blanks Executive Director Academic Operations
Policy Implementation Officer	Nicola Cooley Director Higher Education
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