

STUDENT ORIENTATION AND TRANSITION POLICY

Policy owner	Education Committee
Policy category	Academic
Policy status	Approved
Approval body	Academic Board
Last amended	8 th May 2023

PURPOSE

Orientation is an important process in a student's introduction to MIECAT and their chosen course of study. Reflecting best practice in student orientation, MIECAT sees orientation as an ongoing process rather than a single, often isolated event or single week of events. This policy and procedure provide the principles and guidelines to be followed in developing and operationalising MIECAT's student orientation practices.

Student orientation / transition at MIECAT is about:

- making students feel welcome to the MIECAT learning community
- informing students about what is expected of them and what they can expect from MIECAT
- introducing students to their lecturers, administrative team and to their peers as well as other students
- making sure that students know where they can go for help and to have their questions answered
- facilitating and ensuring the successful transition of students into their chosen courses of study

SCOPE

All staff and students at MIECAT

POLICY AND PROCEDURES

1. Principles

MIECAT is committed to following best practice principles of orientation for students

1.1 Senior academic staff are involved as well as current and past students.

Orientation is most effective when senior academic staff are committed and involved in ensuring that students have a good beginning to their new learning adventure. It is, therefore, the policy of MIECAT to ensure the full participation of its senior staff in its orientation program.

1.2 Orientation involves the whole institutional team

While senior leadership is required, MIECAT also recognises that orientation also involves other areas of MIECAT including the Operations and Student Services teams who play their part in ensuring students feel welcome and are fully engaged in the learning community.

1.3 Orientation is an ongoing process

Orientation is an ongoing process, not a one-time event. At MIECAT, orientation is viewed as occurring primarily over the course of the student's first semester of study, during which MIECAT does everything that can be done to ensure students settle well into the learning community.

1.4 Clear, fulsome, accurate information

All information provided to students during orientation will be up-to-date, accurate, and consistent with all other information disseminated by MIECAT.

2. Planning

2.1 The Student Services team, seeking advice and assistance from academic staff members, will plan the Orientation Program with careful attention to the composition of the incoming student cohort.

2.2 Welcome packages for orientation will be sent to students in the weeks prior to the Orientation session/s. For late enrolment, welcome packages will be sent upon completion of enrolment.

3 The Orientation Program

3.1 The orientation program consists of sessions that cover the following areas:

- Welcome and Acknowledgement of Country
- Formal congratulation on enrolment and welcome.
- General orientation process
- Academic preparation process

Students who are not able to attend the orientation sessions will be able to access the orientation material online.

3.2 General Orientation Process

General orientation will cover the following information:

- behaviours expected as a condition of students' enrolment, as outlined in the Student Conduct policy
- important dates
- an overview of MIECAT's facilities (and physical tour when appropriate)
- student academic and wellbeing services
- health and safety at MIECAT, including emergency procedures
- overview of all policies relevant to students
- safety and security online
- internal and external grievance and appeals processes
- staff contact details, particularly for student administration
- how to seek assistance for, and report, an incident that significantly impacts on their wellbeing, including critical incidents

3.3 Academic Preparation Process

Designated staff will deliver a session/s on academic programs and supports for students. This will cover:

- MIECAT philosophy and approaches to teaching and learning
- course induction, including the course learning outcomes

- orientation to the student learning management system
- assessment, marking and submission policies
- academic integrity and misconduct
- academic reading, researching, and writing
- referencing systems and protocols
- key staff contact details

RESPONSIBILITY FOR IMPLEMENTATION

Student Services Team, Course Co-ordinators, Senior staff, Education Committee, MIECAT teaching staff

KEY STAKEHOLDERS

New students at MIECAT, all MIECAT staff

SUPPORTING DOCUMENTS

MIECAT Student Conduct Policy

MIECAT Student Orientation Booklet

VERSION HISTORY

Date of Issue	Version	Author	Summary of changes
8 th May 2023	1.0	J. Mitchell	Draft for approval

Document uncontrolled when printed