

## Orientation (HE) Procedure

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### 1. Purpose

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

### 2. Definitions

For the purpose of this procedure the following definitions apply:

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

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

Orientation working party: A group, which includes representatives across Melbourne Polytechnic working jointly to determine and action orientation activities for new and returning students

Returning student: A student who has previously studied with Melbourne Polytechnic in the same course

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

### 3. Responsibility and Accountability

#### 3.1 Orientation for new and returning students

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 campuses. Some separate activities will be identified for returning students however in the main, returning students will be invited to attend social activities scheduled for commencing students.

Dates can be set in advance and incorporated in the academic calendar of activities. This will also support lead in times for international recruitment and welcome.

Task	Responsibility	Notes
Establish an Orientation working party with representatives across the Institute to develop schedule of activities	Manager Student Services	Representation on the working party to include: Schools, Academic Registry, Student Acquisitions, Student Services, Library International Office
Establish an Orientation working party meeting schedule to accommodate orientation planning for both semesters	Orientation working party	
Determine and schedule dates and times for orientation activities and book rooms	Orientation working party	Can be over a few days or a week  Avoid activities clashing and areas competing for rooms
Determine orientation activities for new and returning students	Orientation working party	Two hour sessions could be held for returning students and include the following: Re-enforcing course specific

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		information and study commitment expectations, Advising students of any system changes, learning support changes, government changes
Advise students via email of course specific sessions	Head of Program/Course Administrator	
Advise students via Thrive App of broader orientation activities	Student Services	
Develop material for student orientation sessions	Head of Program/Subject Coordinators/Service areas	Material to be included: Course specific information and study commitment expectations Teaching and learning methods Assessment requirements Meeting teaching staff and who to contact if they need assistance with studies Student Survival Guide Campus tours Practical application activities e.g. Egg drop Presentations by Academic Registry, Student Services, Security, Library
Prepare a course specific student handbook for distribution at orientation sessions	Head of Program	The handbook can also be provided to students who arrive after orientation
Recruit volunteers to assist with orientation activities as required	Schools	Later year students
Participate in sessions	Schools/ Academic Registry/Student Services/Security/ Library	
Design feedback questionnaire and seek feedback from students	Orientation working party	
Prepare orientation feedback report	Orientation working party	
Prepare orientation report per School for School Higher Education Committee	Head of Program/Subject Coordinators/Course Administrator	
Incorporate improvements in subsequent orientation activities	Orientation working party/Head of Program	

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### 4. Supporting Documents and Templates

[Orientation \(HE\) Policy](#)

### 5. Procedure Control

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