

ORIENTATION POLICY

Commencement Date: 23rd February 2007

Category: Students

1. PURPOSE

The purpose of this document is to describe the University's policy, standards and processes for the University Orientation and transition activities of students to enhance the student experience. The primary focus of the University's Orientation programs (including 'O' Week) is to orientate all students to the forthcoming University semester in both academic and social activities. Support services and programs will be made available by the University to assist students in settling into studying at University, or where a student has been identified as needing academic assistance.

2. APPLICATION

This Policy applies to all staff and students of the University. Regional campuses shall be responsible for coordinating their own Orientation activities following the principles within this Policy.

3. DEFINITIONS

A **New-to-Curtin Student** is any student who has not previously studied at any Curtin University campus, and for the purposes of Orientation, not previously studied the course at Curtin, or attended the particular campus that they are about to commence.

Orientation is a series of academic and social activities that are conducted to assist students to connect to their course and to Curtin.

'O' Week is the week immediately preceding Week One of the standard teaching semester. 'O' Week provides an opportunity for students to become familiar with Curtin services and facilities by participating in course introductory sessions and various skilling and information programs. It also enables students to collect unit outlines and address enrolment, timetabling and administrative matters prior to the start of the first teaching week.

A **Re-enrolling** student is any student who is continuing in the same course of study.

Transition is conducted at many levels across the university and students are considered to be in transition upon entering university/course, moving from semester to semester and upon graduation.

A **Unit Outline** informs students of the essential requirements of a unit being studied.

4. POLICY STATEMENT

4.1 Responsibilities

4.1.1 Curtin teaching areas, International Office, Office of Research and Development, Academic Services, Library, Venues and the Student Guild will be jointly responsible for the organisation of relevant information sessions and activities targeted at New-to-Curtin students.

4.1.2 Activities, planning and information for New-to-Curtin students will be coordinated by the First Year Experience Coordinator, via an Orientation

Planning Group, who shall report progress regularly to the Academic Services Committee.

- 4.1.3 The Orientation Planning Group shall consist of representatives from each Faculty or School, the Office of Research and Development, the Library and Information Service, the Curtin Student Guild, Curtin University Postgraduate Students Association, the University Admissions Centre, the Venues Office, International Student Committee and the Academic Services Committee.
- 4.1.4 New-to-Curtin International Students must attend campus prior to 'O' Week, as specified in their Letter of Offer, to complete enrolment.
- 4.1.5 Students may not be required to attend the relevant campus every day of 'O' Week but are expected to participate in planned academic and study skills activities for their specific course. Information provided in introductory lectures will not be repeated for those students who do not attend.

4.2 Information and Activities

- 4.2.1 Orientation shall include information on the role and function of the office of Ethics, Equity and Social Justice, the University's Guiding Ethical Principles, the Student Charter, IT Policies and Procedures, and Grievance Resolution.
- 4.2.2 Orientation activities shall be academic, informative and social in nature and provide students with opportunities to obtain all course and unit information, guidance on enrolment matters, information on University services and the student's rights and responsibilities.
- 4.2.3 The scheduling of information sessions and/or activities aimed specifically at re-enrolling students is a matter for each teaching area to determine.
- 4.2.4 Room booking requests for 'O' Week sessions/activities will have a priority over other proposed activity requests.
- 4.2.5 No supplementary examinations are to be held in the Semester One 'O' Week, however, Semester Two 'O' Week events are held mainly on Thursday and Friday of the designated 'O' Week to allow for supplementary exams to be conducted on the Monday, Tuesday or Wednesday if required.
- 4.2.6 The Wednesday of Semester One 'O' Week shall be called "*Guild Day*" and activities on this day will be Student Guild focused. To this end no Divisional, School or central activity shall be scheduled on this day from 11am onwards. *Guild Day* for Semester Two will be held in week one of the standard teaching period so as to not interfere with any supplementary examinations being held.
- 4.2.7 The University shall provide suitable programs that will provide students with skills to assist them with their academic progress and development.

5. OBJECTIVES or PRINCIPLES

Orientation Week is part of a developmental transitional process which includes:

- the student's pre-enrolment contact with the University,
- entry to the course of study,
- progress throughout the course, and
- exit from the University.

As such, the Orientation needs of a wide range of participants should be considered. This includes students entering courses as traditional first year students; International students; students admitted to later points of their courses with Recognition of Prior Learning; students switching courses; and re-enrolling students. 2

The specific goals of Orientation Programs are:

- to ensure that all students are provided with sufficient information to begin the study period in question
- to ensure that students are made aware of resources that they may need to access at a later point of their study
- to make the beginning of the period of study a positive experience for all members of the University community.

RESPONSIBILITIES

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REVISION HISTORY

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