
STUDENT TRANSITION AND ORIENTATION POLICY

1.0 Purpose

This policy outlines requirements regarding student orientation, transition and late arrival into CG Spectrum Institute's (CGSI) accredited higher education courses. It identifies how CGSI will support students to study online, to achieve their learning goals and make satisfactory progress towards meeting course outcomes.

The Policy is in accordance with the Higher Education Standards Framework, 2021 (HES).

2.0 Scope

This policy applies to all CGSI's academic and support staff and prospective and current students whether domestic or international.

3.0 Definitions

Orientation Program means a compulsory information session that all students attend prior to or at the commencement of their studies.

4.0 Responsibilities

The **Faculty Dean** or delegated person is responsible for arranging the orientation program schedule and content relevant to their Faculty, and for conducting the event.

The **Dean Learning and Teaching** is responsible for:

- the implementation and monitoring compliance of this policy;
- assigning accountability for arranging the Orientation program to Faculty Dean or other delegated academic staff member; and
- confirming that the content of the Orientation program complies with CGSI's policy requirements.

5.0 Policy

1. CGSI will deliver a comprehensive Orientation program that assists new students with the transition into all courses of study. Along with the general orientation activities, new students may have particular needs or issues that require specific support and interventions, therefore question time should be included into the orientation program.
2. Attendance at the Orientation session is compulsory.
3. The Orientation program is held prior to or at the commencement of formal classes.
4. The Orientation program will provide commencing students with information about:
 - CGSI's academic teaching staff and other key personnel;
 - Important information about CGSI's higher education courses, including key dates,

submission of assessments and access to academic resources;

- Essential CGSI policies and procedures, particularly emphasising those relating to students;
- The importance of academic integrity, how to accurately acknowledge sources in written assessments, and the consequences of breaches of the *Academic Integrity Policy*; with instruction about software tools, such as *Turnitin* and when and how to access and complete required *Academic Integrity Modules*;
- How to access policies, procedures and Student Handbook on the CGSI website;
- The Learning Management System (Canvas) and associated online tools (for example, SLACK);
- How to access online learning resources; and
- Any other administrative and operational matters.

Students who enrol into CGSI's courses after the Orientation program has been completed are required to attend a late Orientation session and complete a checklist and orientation survey.

7.0 Related

Academic Integrity Policy

Academic Integrity Procedure

Code of Conduct

Students at Risk Policy

Students at Risk Procedure

Student Assessment Policy

Student Assessment Procedure

Student Grievance Complaints and Appeals Policy

Student Grievance Complaints and Appeals Procedure

Student Progression Exclusion and Graduation Policy

Student Progression Exclusion and Graduation Procedure

Website access to:

Policies and procedures

Student Handbook

Relevant Legislation:

Higher Education Standards Framework (Threshold Standards) 2021

Version Control

Document:	Student Transition and Orientation Policy		
Approved by:	Academic Board	Date:	November 30, 2023
Version:	4.1	Replaces:	4.0
Next Review Date:	2025		
Version History			
Version	Change Notes		
4.1	Changes made to reflect organisational title changes and online delivery for all CGSI courses. Removal of international student information.		
4.0	Minor adjustments		
3.0	Changes as requested		
2.2	Updated to include international students		