

IEFT STUDENT TRANSITION AND ORIENTATION POLICY

PURPOSE

This policy outlines requirements regarding student orientation, and transition and late arrival, into IEFT's accredited higher education courses.

SCOPE

This policy applies to all IEFT academic teaching staff, and prospective and current students.

DEFINITIONS

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

RESPONSIBILITIES

The **Orientation Program Organiser** is responsible for arranging the orientation program schedule and content, and for conducting the event.

The Dean (Emotionally Focused Therapy) is responsible for:

- the implementation and compliance monitoring of this policy;
- assigning accountability for arranging the Orientation program to a member of the academic teaching staff;
- confirming that the Orientation program content complies with IEFT policy requirements.

POLICY

1. IEFT will deliver a comprehensive Orientation program that assists new students with the transition into postgraduate study.
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:
 - IEFT's academic teaching staff and other key personnel;
 - Important information about IEFT's higher education courses, including key dates, submission of assessments and access to academic resources;
 - essential IEFT policies and procedures, particularly Academic Integrity, Workplace Health and Safety, Code of Conduct, Student Progression, Exclusion and Graduation; and Student Discipline;
 - the importance of academic integrity, how to accurately acknowledge sources in written assessments, and the consequences of breaches of the Academic Integrity Policy;
 - how to access all policies and procedures on the IEFT website;
 - the layout of the campus; and
 - any other administrative and operational matters.
5. Students who enrol into IEFT's courses after the Orientation program has been completed are required to attend a late Orientation session.

RELATED

Academic Integrity Policy

Academic Integrity Procedure

Code of Conduct

Students at Risk Policy

Students at Risk Procedure

Student Assessment Policy

Student Assessment Procedure

Grievance Complaints and Appeals Policy

Grievance Complaints and Appeals Procedure

Student Progression Exclusion and Graduation Policy

Student Progression Exclusion and Graduation Procedure

Version Control

Document:	Student Transition and Orientation Policy				
Approved by:	Academic Board			Date:	2017/09/18
Version :	V1.1	Replaces Version:	V1.0	Next Review:	2019