

ACADEMIC POLICY - STUDENT ORIENTATION

1. Policy Statement	<p>Prior to the commencement of an academic course of study, SAE Institute Pty Ltd t/as SAE will provide an orientation program designed to welcome students to college life at SAE and to introduce them to the important aspects of SAE operations, other new students and academic and administrative staff.</p>
2. Purpose	<p>To specify the requirements for SAE staff to be available for consultation with students.</p>
3. Scope	<p>This policy applies in the context of SAE Institute Pty Ltd operations in Australia and its approved offshore delivery sites, and is applicable to students enrolled with, or intending to enrol with SAE. Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation. Students registered with SAE Institute Pty Ltd who transfer their studies to a campus outside Australia, will have their registration with SAE in Australia terminated and are required to adhere to the guidelines, policies and procedures of the legal entity to whom they have transferred their registration. This policy is applicable to all students or prospective students of SAE, irrespective of their place of residence, campus or mode of study.</p>
4. Associated Policies and Procedures	<p>This policy should be read in conjunction with the following policies and procedures;</p> <ul style="list-style-type: none"> • Student Orientation Procedure
5. Associated Documents	<p>This policy should be read in conjunction with the following documentation;</p> <ul style="list-style-type: none"> • Student Orientation Pack • Student Orientation PowerPoint – Academic • Student Orientation PowerPoint – Student Administration and Support Services
6. Policy	<p>6.1 Orientation</p> <p>Prior to the commencement of a course of study, students will attend an Orientation Program designed to assist them with their transition to study with SAE.</p> <p>The orientation program will welcome students to Campus Life and introduce them to the important aspects of SAE operations, activities, regulations and the expectations of students.</p> <p>The orientation program is conducted through a series of short seminars presented by key staff of SAE. These seminars will cover course related matters, key policies and procedures, IT services, administrative matters, student services, library and learning services and a tour of campus facilities.</p> <p>Students will be provided with a comprehensive Student Orientation Pack that includes all the required administrative and organisational information and documentation relating to the students enrolment.</p> <p>The orientation program also provides an opportunity for students to meet other students and the staff of SAE. International Students will be provided with an additional information session conducted by the Student Services Advisor to assist them adjust to study and life in Australia.</p> <p>Orientation is compulsory and students who do not attend will be required to make contact with the Student Services Advisor to make arrangements for an alternative orientation session.</p>
7. Records	<p>4 February 2011 policy approved (by the CEO & Managing Director) 28 February 2011 policy approved (by the CEO & Managing Director) 1 July 2013 Policy to be reviewed</p>

Authorising Officer : Prof. Z. Klich
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