

S7 - STUDENT ORIENTATION POLICY

1 PURPOSE

This policy outlines the details of what is required of new students who begin studying with BBI – The Australian Institute of Theological Education (BBI) for the first time, or after a substantial break in studies, and what the Institute is required to provide in terms of student orientation.

2 BACKGROUND

BBI is committed to highest standards in teaching and learning. As part of this commitment, the Institute provides new students, and students who have taken a substantial break in studies, to undertake an orientation program which provides them with essential information for their studies.

3 SCOPE

This policy applies to all academic staff and all new students, or students who will be continuing their study with BBI following a substantial break.

4 DEFINITIONS

Substantial break: A substantial break from study is understood as a break of two years or more.

5 POLICY

Students

Each new student to BBI, and each student who is returning to study after a substantial break, is expected to participate in an orientation program, which will be made available on the online student learning platform and may in some cases also be available in a face-to-face environment. Students are expected to complete this orientation no later than four weeks into the commencement of their studies with BBI, understood as four weeks into the first trimester in which they enrol. Participation will be verified by BBI's Student Services Team.

BBI

BBI will make provision for an orientation program at the beginning of every new intake of students. This program will be made available on the online student learning platform and may in some cases also be available in a face-to-face environment. At a minimum, the program will be designed to orientate students to the following:

- 1) BBI's vision and mission.
- 2) The governance and leadership of BBI.
- 3) The process for enrolling in individual units.

- 4) The process for paying for study, or requesting relevant fee assistance through the appropriate agencies.
- 5) The structure of the course in which they have enrolled, including compulsory requirements.
- 6) Relevant student and staff responsibilities, and the location and appropriate use of policies related to study.
- 7) Academic Integrity guidelines, and processes for dealing with plagiarism
- 8) Support services available through the Institute in the areas of English language, academic skills, researching, and other pastoral care services.
- 9) Key contacts at BBI.
- 10) The process for accessing and using the Institute's online learning management system.
- 11) Other support services, as applicable.

6 PROCEDURE

In order to implement this policy, the following procedure will be enacted:

- a) Students who are successful in applying for study at BBI will be informed of the requirement to undertake the orientation when they are informed that their application has been successful. They will be given instructions for accessing the orientation, including the deadline for their completion.
- b) The Student Services Team will track student completion of the orientation session, either through data gained from the online learning management system or through attendance at a face to face session.
- c) Students who do not complete the orientation session within this timeframe will not be able to enrol in any further units. They will be contacted by the Student Services Team who will explain the situation to them and provide them with up to two additional weeks to complete the orientation.
- d) Where students do not complete the orientation session within the extension provided, they will not be permitted to complete any further studies with BBI until such time as they re-complete the orientation session.

7 RELEVANT LEGISLATION

N/A

8 KEY RELATED DOCUMENTS

Course and Unit Coordination Policy
Student Support Policy

8 NOTES

Contact Officer	Academic Dean
Implementation Officer/s	Academic Dean / Student Services Manager
Approval Authority / Authorities	Student Admissions Committee / Academic Board / Audit and Risk Committee / Board

Date Approved	15/12/15
Date of Commencement	1/1/17
Date for Review	24 MONTHS AFTER COMMENCEMENT
Amendment History	NA
Key Stakeholders	Faculty & Sessional Academics / Students