



Centre for
English Language

STUDENT ORIENTATION POLICY

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SECTION A - INTRODUCTION

A.1 Purpose

The purpose of this policy is to outline the requirements regarding orientation and late and non-arrivals at the South Australia Institute of Business and Technology (SAIBT) and Centre for English Language in the University of South Australia (CELUSA).

A.2 Scope

This policy covers all students of the:

- South Australian Institute of Business and Technology (SAIBT)
- Centre for English Language in the University of South Australia (CELUSA)

A.3 Definitions

Word/Term	Definition
Confirmation of Enrolment	A document issued to a student by the an education provider to support an application for a student visa or to prove a student's enrolment
Module	A single unit of study that counts towards completion of a program
Domestic student	A student who is an Australian citizen, an Australian permanent resident (includes holders of all categories of Permanent Resident visas including Humanitarian Visas) or a New Zealand citizen
International student	A student or applicant for admission to an academic program who is not a citizen of Australia or New Zealand, or who does not hold Permanent Resident status in Australia
Letter of Offer	A written agreement between SAIBT/CELUSA and the student. Once thi e letter is signed this becomes a binding contract
Non-award ELICOS	English language study that does not result in a qualification
Orientation	A compulsory information day/week that all students attend when commencing their study
Program	The container for a group of Modules that are to be completed in order to be eligible for an Award. The structure of a Program is defined in the Study Plan
Study period	A pre-defined length of time during which Programs are delivered. Each period has a start and an end date

A.4 Acronyms

Abbreviation	Phrase or Word
CELUSA	Centre for English Language in the University of South Australia
CoE	Confirmation of Enrolment
DIBP	Department of Immigration and Border Protection
PRISMS	Provider Registration and International Student Management System
SAIBT	South Australian Institute of Business and Technology

SECTION B - POLICY STATEMENT

B.1 Principles

Students undertake learning transitions over time which may involve large-scale academic, social and environmental change. SAIBT/CELUSA aims to facilitate a positive and successful transition for all commencing students to their program of study and campus through orientation processes which provide academic, social, administrative and geographic familiarisation with SAIBT/CELUSA.

B.2 Policy

1 Student orientation

1.1 Requirements (all students)

- 1.1.1 Orientations are compulsory for students to attend, regardless of the program, as valuable information is covered during these sessions.
- 1.1.2 Orientation sessions occur prior to the start of formal teaching.
- 1.1.3 Students enrolled in a SAIBT program must arrange to be at SAIBT in the week prior to the start of their intended program of study to take part in an orientation program.
- 1.1.4 Students enrolled in non-award ELICOS are not required to be at CELUSA until the first day.
- 1.1.5 SAIBT students who arrive after the second day of orientation will be expected to attend a late orientation session.
- 1.1.6 CELUSA students who arrive after the first day will be provided with relevant information prior to being directed to their class on their first morning of attendance.

1.2 Requirements (international students)

- 1.2.1 International students must organise their travel to ensure they are in the country for orientation.

2 Late and non-arrivals

2.1 Late arrivals (all students)

- 2.1.1 SAIBT and non-award ELICOS students who are unable to arrive by the commencement of the study period must notify SAIBT prior to arrival.

2.2 Non-arrivals (international students)

- 2.2.1 Students who are not contactable or who do not arrive to commence a program of study will have their enrolment status amended and Department of Immigration and Border Protection (DIBP) will be notified of the non-commencement of studies.
- 2.2.2 Students who wish to defer their program of study to the next available program will be issued with an amended Letter of Offer and Confirmation of Enrolment/s (CoE) (if applicable) on receipt of acceptance of offer and evidence of payment.

2.3 Non-arrivals (domestic students)

- 2.3.1** Students who are not contactable or who do not commence a program of study will have their enrolment status changed.

3 Delivery

- 3.1** SAIBT/CELUSA will deliver a comprehensive, integrated and coordinated approach to student orientation and transition that assists students to adjust to life and study.
- 3.2** SAIBT/CELUSA students will be given advice about their program and will be made aware of their responsibilities.
- 3.3** The orientation processes will be reviewed at least once per year.

4 Information

- 4.1** Students will be welcomed and provided with the appropriate information, advice and support that they may need in order to adapt to their studies and life in Adelaide.

SECTION C - GOVERNANCE

C.1 Responsibility

Identification	Orientation Policy
Policy Owner	Academic Director, SAIBT Academic Director, CELUSA
Initial Issue date	September 2013
Directory Location	Academic Directorate, Policies

C.2 Version Control

Version Number	Summary of Changes	Approved by	Date of Effect	Review Date	Privilege Level
v1.0	Initial policy	SAIBT Executive Group	9/2013	9/2016	Public
v1.1	Editorial changes	Quality Manager	11/2013	9/2016	Public
v1.2	Major review: <ul style="list-style-type: none"> change to the scope change definitions in line with Navigate glossary and addition of Study Period definition change to Letter of Offer definition change to 1.1 title change to wording of 2.1.1, 2.2.2, 2.3.1, 3.2, 3.3, 4.1 2.1.2, 2.1.3, 2.1.4 removed Change title 3.0 Wording changed in 4.1 	SAIBT Executive Group	5/2016	5/2019	Public

C.3 Legislative and Organisational Context

Name
Education Services for Overseas Students (ESOS)
Higher Education Standards

[The National Code of Practice 2007](#)

SECTION D - PROCEDURE

D.1 Related Procedures

Student Orientation Procedures currently being documented

D.2 Related Policies

None